



# **Instructions for Conditional Use Permit**

**CITY OF COLTON - Development Services Department**

A conditional use permit (CUP) is a type of permit that allows the City the discretion to affix conditions on a land use proposal to address potential impacts on the community. The Colton Municipal Code specifies which land uses require a CUP (each zone contains a list of "conditional uses" which require the approval of CUP prior to occupancy or operation). As stated by Section 18.58.060.A of the Colton Municipal Code: "The purpose of a conditional use permit is to allow certain uses that contribute to the orderly growth and development of the city to be properly integrated into the overall community pattern and zone where located."

A public hearing by the Planning Commission (and City Council, upon appeal) is required for CUP applications. The application is first reviewed by the Design Review Committee before being scheduled for a Planning Commission meeting.

## **Findings.**

Pursuant to Section 18.58.060.H of the Colton Municipal Code, the following findings must be made for the approval of a CUP:

1. That the proposed use is in accord with the general plan, the objectives of this title [Zoning Code], and the purposes of the zone in which the site is located;
2. That the proposed use, together with the conditions applicable thereto will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity;
3. That the proposed use complies with each of the applicable provisions of this title [Zoning Code].

## **Fees.**

The fee for a Conditional Use Permit application is \$1950, plus \$35 per lot.

## **First Step.**

Prior to submitting an application, please contact the Planning staff to discuss which entitlements are required for your proposal. We suggest you set up a meeting with the Planning staff and bring an "as-built" site plan showing the existing conditions at the site to help with the discussion of your proposal. The planner will be able to determine which items listed on the application Submittal Checklist will be needed for your proposal and which, if any, may be waived due to the scale and/or complexity of your project.

## **Application Filing.**

An application, with all applicable items listed on the Checklist, may be filed at the Development Services Department located at the Civic Center Annex at 659 N. La Cadena Drive (across from City Hall), Colton, CA 92324, between 8:00 a.m. and 4:00 p.m., Monday through Thursday. A Development Application Packet (DAP) may be obtained from the city's website, [www.ci.colton.ca.us](http://www.ci.colton.ca.us), on the Planning page under applications accessible via the City Hall drop menu>Development Services>Planning (or by contacting the Development Services Department). Consult with a planner regarding the Submittal Checklist to determine which items are needed for your application.

*City of Colton Development Services Department, 659 N. La Cadena Drive (at the Civic Center Annex across from City Hall), Colton, CA 92324, (909) 370-5079; Open: 8:00 a.m. to 4:00 p.m., Monday through Thursday*

# CITY OF COLTON DEVELOPMENT APPLICATION FLOWCHART

