Administrative Use Permits— Submittal Requirements

The following materials must be included in an application for an Administrative Use Permit. **All materials shall be provided in both paper and digital format.** Depending on the nature of the proposed project, the Planning Department may require additional materials that are needed to conduct the review.

Required Application Materials
Development Review Application. This is the basic application form, available at http://www.el-cerrito.org/planningforms. It must include the property owner's signature.
Fees. See the City's Master Fee Schedule (available at http://www.el-cerrito.org/planningforms). Fees can be paid via cash, check, or card.
Project Summary. A letter describing the proposed project, use, or business. *Examples* of helpful information include: - Type of business or use.   - Accessory uses: Will any additional uses or activities be conducted along with the primary use (e.g., catering in association with a restaurant)? If there will be multiple uses or activities, indicate the proportion of the site and building(s) that will be dedicated to each use or activity.   - Days and hours of operation.   - Duration: Is the proposed use or business temporary or permanent? Year-round or seasonal? If temporary, for what length of time will it operate?   - Outdoor uses: Will any aspect of the business be conducted outside of the building (e.g., storage, sales, special events, customer seating)?   - Number of individuals (e.g., employees, clients, customers, spectators, teachers, students) anticipated to be at the site at peak times.   - If the proposed use is a restaurant, nature of menu (e.g., full menu, limited menu) and type of service (e.g., table service, counter service, take-out).   - Traffic: How many vehicles will come to the site per day? What is the primary mode of travel (e.g., automobile, transit, bicycling, walking) people will use?   - Circulation: How will vehicles, bikes, and pedestrians enter, exit, and move around the site?   - Parking: How many parking spaces are available on the site to serve the use? If in a shopping center, how many spaces will be available for this particular business?   - Exterior changes: Will the proposed use require exterior changes to the building (e.g., façade improvements, new exterior paint colors, new signs)?   - Hazardous materials: Will hazardous materials be stored or used in conjunction with the business?   - Alcohol: Will the business include the sale of alcohol? If so, include the type of license to be requested from the Department of Alcoholic Beverage Control (ABC).   - Live entertainment: Will the business involve any live entertainment (e.g., live bands, karaoke)?   - Projected sound levels in decibels and any soundproofing or noise mitigation measures proposed.   - Provisions for site maintenance or safety (e.g., trash clean-up, landscaping maintenance, call boxes, security personnel, caretakers).
Findings for Approval. In addition to, or as part of project summary, include a statement of how the proposal will meet the findings for approval. (See the sheet "Administrative Use Permits—Frequently Asked Questions" for a copy of the findings.)
Photos. Photos of the project site and building(s).

Required Application Materials *continued*

Plans. Include *two copies* of each of the following plans. These plans shall be drawn to scale.

- **Site Plan**. A site plan shows the entire property on which the project will be located. At a minimum, a site plan shall include:
    - Scale (e.g., 1" = 20', 1" = 10') and north arrow
    - Property lines
    - Adjacent streets, with names labeled
    - Footprint (outline) of all buildings on the property, including accessory buildings
    - Existing setbacks (distances from structures to property lines)
    - Location of the proposed use or business within the property
    - Parking stalls and parking aisles
    - Driveways and pedestrian walkways
    - Bicycle parking locations
    - Landscaped areas
    - Trash receptacles and enclosures
    - Name of person who drew the site plan

    Depending on the project and property, a site plan may also need to include:
    - Vicinity map
    - Outline of structures on adjacent properties
    - Public right-of-way improvements
    - Fences and retaining walls

- **Floor Plan**. A floor plan shows the layout of the proposed use or business. It shall include, at a minimum:
    - Scale (e.g., 1' = 1/8" or 1' = 1/4")
    - All walls, doors, and windows
    - All rooms, with the use of each room labeled
    - General layout of store furnishings (e.g., display shelving, check-out counter)
    - In the case of a restaurant, layout of customer seating areas
    - Any construction or tenant improvements that will be necessary to accommodate the business

Additional Materials. In addition to the basic requirements listed above, the following materials may be required, depending on the nature of the project:

- Elevation drawings showing all sides of the building(s) and the proposed colors and materials (required for projects involving exterior modifications).
- A color and materials board with samples.
- Stormwater plan. Projects that create or replace 2,500 square feet or more of impervious surface (roofs or pavement) must incorporate one or more specified measures to reduce runoff. (See http://cccleanwater.org/Publications/Guidebook/2012/StormwaterControlPlanforSmallLandDevelopmentProjects2012-12-01.pdf. For projects that create 10,000 square feet or more of impervious surface, see http://www.cccleanwater.org/Publications/Guidebook/Stormwater_C3_Guidebook_6th_Edition.pdf.)
- Landscape plan showing all proposed plants, including sizes and species; existing mature trees; and the proposed irrigation system.

Format for digital versions of application materials

Please include a digital copy of the project application, project summary, all plans and drawings (site plan, floor plan, elevation drawings), and any supporting materials. These documents shall be in "portable document format" (PDF), version 7 or later. Each PDF file must not exceed 25 MB. **Please submit digital documents on a flash drive or provide a link where the files can be readily downloaded**.