



APPLICATION REQUIREMENTS FOR A CONDITIONAL USE PERMIT

Conditional Use Permit: A review of an application for conditional uses on specific parcels of land to determine conformance with City codes, regulations and standards. The review authority is the Planning Commission.

Conditional Use Permit Amendment: A request for a minor amendment to an approved conditional use permit to determine conformance with City codes, regulations and standard. The review authority is the Planning Commission.

This form must be completed and submitted with the project application. Staff will verify that the minimum submittal requirements have been included with your package during the application screening and submittal. Applications that are missing materials or fees will not be accepted for review.

All documents, reports and plans must be submitted in digital format through the online portal, unless requested in hard copy. The fees may also be paid online or in-person at the counter with cash or check. For documents that are larger than 90 megabytes, please submit the plans through a cloud storage link (such as Dropbox or Google Drive) or on a USB zip drive.

The Planner may determine additional materials necessary to review the project, such as noise, traffic, and geologic studies. Please contact the Planning Division to determine if additional materials will be required.

SECTION 1 – REQUIRED FOR ALL PROJECTS

- ☐ General Application and Affidavit Form
- ☐ Completed Checklist (CUP) Form
- ☐ Project Description form
- ☐ Required processing fee
- ☐ Development Worksheet (Commercial or Residential)

SECTION 2 – REQUIRED FOR ALL DEVELOPMENT PROJECTS INVOLVING NEW STRUCTURES, ADDITIONS, DEMOLITIONS, OR QUALIFIED EXTERIOR ALTERATIONS

- ☐ Submit an electronic initial plan set for review by the Planning Division. A licensed architect, engineer, contractor, or designer is required to prepare the Development Plan Set¹, unless such a requirement is waived by the Community Development Director. The following plans must be included:
 - Site Plan which shall include the following information:
 - Applicant's name, address, and phone number
 - Vicinity map showing an overview of the project location in Marina.
 - North Arrow and Scale

¹ Ref: Business and Professions Code Section 5535 – 5538 and 6730 - 6749; 2021 International Building Code Section 107

- Assessor's Parcel Number(s) and address of the project site
- Property lines and dimensions of the site and surrounding properties²
- Existing easements²
- Location and configuration of all proposed buildings and intended uses
- Proposed on-site parking spaces, loading areas, and circulation areas
- Historic Resource Determination Form for demolition of a buildings
- ☐ Floor Plans
- ☐ Elevations
- ☐ Landscape Plans
 - Lighting Plan
 - Irrigation Plan

SECTION 3 – SUPPORTING DOCUMENTS, GRAPHICS, AND DEPICTIONS

- ☐ Site Photographs
- ☐ Arborist Report if tree removal is proposed or if ground disturbance will occur within the drip line of onsite trees.

SECTION 4 – ENVIRONMENTAL REVIEW

- ☐ Required processing deposit for environmental review under the California Environmental Quality Act (CEQA).
- ☐ Environmental Information form.
- ☐ Receipt from Marina Coast Water District (MCWD) for preliminary review fees.
- ☐ Details required by MCWD including estimated water and sewer capacity requirements for the project.

SECTION 5 – REQUIRED FOR PROJECTS SUBJECT TO AFFORDABLE HOUSING REQUIREMENTS

- ☐ Housing Affordability Statement
- ☐ Anti-Discrimination Housing Policies
- ☐ Density Bonus Eligibility Statement

SECTION 6 – STUDIES THAT MAY BE REQUIRED BY STAFF DEPENDING ON THE SCOPE OF THE PROJECT

- ☐ Noise Study
- ☐ Traffic Study or Parking Survey
- ☐ Geological Study
- ☐ Hazardous Waste and Substance Statement
- ☐ Structural Evaluation
- ☐ Boundary Survey
- ☐ Other items and materials that the Planner determines as necessary to review the project. Please contact the Planning Division to determine if additional materials will be required.

Note: All checked items must be included in the application for it to be deemed complete. Failure to include the requested items may delay the application process.

² A property survey may be required if corners or property lines are unclear or disputed.