



OAKLEY CITY APPLICATION CONDITIONAL USE PERMIT

- New
- Minor Amendment*
- Major Amendment*

\$250 Fee + Professional fees (if needed)

*A **minor amendment** is defined as an amendment that does not increase the square footage, density, or intensity of a previously approved conditional use permit. A minor amendment may be approved by the City Planner. No public hearing is required. *A **major amendment** is defined as an amendment that increases square footage, density, and/or intensity of a previously approved conditional use permit.

Property Owner _____

Applicant (if other than owner) _____

Physical Address of Parcel: _____

Mailing Address _____

Phone _____ Parcel Number _____

NOTE: The Applicant must submit a formal plan which accurately describes the intended use and scope of the property being considered. A site plan showing the uses, buildings, and structures is also required (see instructions below.)

Current Zoning of Property _____ Acreage of Property _____

Current Use of Property _____

Proposed Conditional Use of Property (brief description) _____

I certify under penalty of perjury that this application and all information submitted as part of this application is true, complete, and accurate to the best of my knowledge. I also acknowledge that I have reviewed the City Development Code and that the items contained in this application are the minimum requirements and that additional requirements may be required that are unique to individual projects or uses. I understand that if Oakley City finds at any time that the information provided in this application is incorrect or misrepresented the city may rescind any approval and/or pursue other legal action.

Owner Signature

I authorize _____ to act as my representative in all matters relating to this application.

Owner

Agent

Contact Number

APPLICATION CHECKLIST

____ Formal Plan that accurately describes the intended use and scope of the property being considered. This plan should include business operation hours, number of employees onsite, traffic considerations, delivery of goods and supplies, activities onsite, possible construction, and address possible impact to surrounding property owners. For more information on the standards and qualifications for home occupations and permitted uses please see the Oakley Municipal Code Chapter 13.13.150, 13.13.170 and 13.13.19.

____ Site Plan that includes:

- a. North arrow and scale
- b. Legal boundary of property
- c. Existing buildings and structures
- d. Roadways, waterways, and all known easements
- e. Proposed location of all site improvements/areas of impact
- f. Areas of ingress/egress
- g. Parking

____ Any other information that might be helpful to the City in reviewing the proposed use.

**** Please note that you will be invoiced for the cost of public noticing. Invoice must be paid prior to date of public hearing.**