



## Conditional Use Permit Information and Submittal Requirements Checklist

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# CONDITIONAL USE PERMIT

**CONDITIONAL USE PERMIT.** The purpose of this application is to consider a conditional use permit (CUP) that provides for a discretionary review of a project or use to determine if the use is appropriate. The applicable code section dealing with CUPs is 21.06.040 and should be consulted for complete information.

Conditional use permits can be permitted only if granted by the planning commission and city council in a public hearing and when certain findings in accordance with the Municipal Code and State Law can be made. Such findings include:

- (1) The proposed location of the conditional use is in accord with the objectives of the zoning code and the purpose of the General Plan and zoning land use category in which the site is located.
- (2) The proposed conditional use will not be detrimental to the public health, safety, or welfare, or be materially injurious to properties or improvement in the vicinity.
- (3) The proposed conditional use will comply with each of the applicable provisions of this zoning code except for approved Variances.

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## SUBMITTAL REQUIREMENTS CHECKLIST

- Documentation with owner's and applicant's signature.
- Application fee as per the current fee schedule.
- 3-sets of certified mailing labels with a radius map of all properties within 300-feet of the project site (may be extended to 500-feet).
- Plans drawn to scale to include the following: (6 full size sets of plans, an 11" x 17" reduction, and digital copy):
  - (a) Site plan showing building locations, parking areas, on-site circulation, refuse collection areas, loading and service areas, access, bicycle and pedestrian circulation.
  - (b) Landscape plans showing landscaping theme and location of all landscaped areas, including parks and open space and any special monumentation.
  - (c) Building elevations showing building height, exterior materials, and architectural theme including the following: (1 full size colored rendering of all building elevations and an 11" by 17" color reduction of all building elevations),
  - (d) Color and material board dimensioned 8 ½" by 11" together with a color photo of the board with the same dimensions.
- Plans shall include the following:
  - Property lines and dimensions.
  - Building and structure footprints.
  - Preliminary grading (including quantities of soil import, export, and total quantity moved in cubic yards) and method of off-site drainage.
  - All points of ingress and egress (i.e. driveways) on-site, adjacent to the site, and across the street and within 300 feet of the site.
  - Parking lot layout fully dimensioned showing width and depth of all stalls (typical), aisle widths, handicapped facilities, and all curbs, sidewalks, etc. Show number of parking stalls by rows or sections.
  - Loading zones or areas fully dimensioned.
  - Dimensions and identification of all easements, whether public or private.

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- Location of proposed and existing water and sewer mains (including pipe sizes and flow directions).
- All abutting streets, including names, distance to centerline, ultimate right-of-way and proposed and existing improvements (curbs, sidewalks, utility poles, etc.) and cross-sections.
- Location, height, and type of construction materials of all walls and fences.
- Location of trash enclosures with wall height and type of construction.
- Location and method of outside storage areas.
- Location and method of outdoor lighting for buildings and parking lot.
- Location of proposed and existing fire hydrants (on-site and within 150 feet of the property.)
- Distances between buildings and building property lines.
- All landscaped areas clearly identified (include square footage of each area if possible).
- North arrow and scale (preferably 1" = 20', 30', or 40').
- All existing improvements (i.e. land uses, buildings, structures, etc.) within 100 feet of the exterior boundaries of the subject site.
- All points of ingress and egress for all buildings.
- A revision box for changes made to the plans.
- If the project is to be phased, show the proposed phases and their sequence of development.
- A vicinity map.
- Detailed plan of all roof-mounted equipment and cross-section demonstrating how the equipment will be screened from public view.
  
- Plans shall provide the following information in a legend:
  - Gross and net acreage of the site.
  - Square footage of all buildings.
  - Net square footage of all landscaped areas, within public right-of-way, and the percentage of the total net area of the site.
  - Number of parking spaces required and the amount provided on-site. (Specify guest, covered/garage/ or other.)
  - Type of building construction and occupancy (per Uniform Building Code.)
  - Zoning and General Plan designations, number of units and density.

# **CONDITIONAL USE PERMIT SUBMITTAL REQUIREMENTS CHECKLIST**

- Letter of justification for the proposed conditional use permit with required findings outlined in the letter.
- Photographs of the existing property conditions as applicable.
- Approval from any applicable homeowners' association.