



# City of Hemet

PLANNING DIVISION  
445 E. Florida Avenue, Hemet, CA 92543  
(951) 765-2375  
[www.cityofhemet.org](http://www.cityofhemet.org)

## CONDITIONAL USE PERMIT/ MODIFICATION SUBMITTAL REQUIREMENTS

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Conditional Use Permit and CUP Modification application. Your cooperation with these instructions will ensure that your application can be processed in the most expeditious manner possible.

### THE CONDITIONAL USE PERMIT FILING PACKAGE CONSISTS OF THE FOLLOWING:

#### A. APPLICATION SUBMITTAL REQUIREMENTS

- 1. Completed application form.
  - a. Property Owner Consent Affidavit or Corporate Resolution, if owner is different from applicant.
- 2. Processing fees:
  - a. Application processing fee pursuant to the latest adopted fee schedule.
  - b. CEQA fees
    - (1) Initial Study or Categorical Exemption fee (paid with submittal).
    - (2) Additional Environmental fees (if applicable).
  - c. Fish & Game fees (if applicable).
  - d. Notice of Determination recordation fee (paid when the application is scheduled for public hearing).
  - e. Public hearing notice newspaper publication fee (paid when the application is scheduled for public hearing).
  - f. Public hearing notice mailing fee (paid when the application is scheduled for public hearing).
  - g. Scanning fee pursuant to the latest adopted fee schedule.
  - h. Airport Influence Area Review fee (if applicable).
  - i. Technical Study Review fees (if applicable).
  - j. Adult Business Permit fee (if applicable).
  - k. Cultural Review for projects on sites listed in Appendix B (Historic Resources) of the Hemet General Plan (If applicable).
  - l. MSHCP HANS Review by Riverside County Regional Conservation Authority (If applicable).
- 3. Completed environmental assessment form.
- 4. Preliminary title report completed by a licensed title company and prepared less than 6 months of the application submittal date.
- 5. Proof of ownership (i.e., grant deed).
- 6. A letter signed and dated by the applicant that addresses each of the following:
  - a. Detailed description of proposed use and activities including hours of operation, number of employees, type of equipment and materials used, time and location of deliveries.
  - b. Compatibility with surrounding uses pertaining to noise, lighting, parking, storage, aesthetics, hazardous materials, and operations.
  - c. Site design and elevations including parking and access, architecture and materials, landscaping, and fencing. If a drive-through is part of the project, describe the reason for its location, stacking capacity, and how it will be screened.
  - d. Consistency with design guidelines.
  - e. Compliance with General Plan and zoning land use designations.

- f. If the proposed use engages in the on-sale or off-sale of alcoholic beverages include:
  - i. Distance in feet from any existing school, park, place of worship, residential use, residentially zoned land, parolee-probationer homes, emergency shelter, supportive housing, or transitional housing.
  - ii. Mechanisms to ensure the use will not be detrimental to or adversely impact surrounding uses and properties.
  - iii. Finding of Public Convenience and Necessity (separate permit), if applicable.
- g. For Adult Business Permit include:
  - i. Compliance with the provisions of HMC Secs. 18-351 et seq and 18-401 et seq.
  - ii. Compliance with the provisions of HMC Sec. 90-18.
- 7. Two (2) full-size (24 x 36 folded to 8½ x 11) and one (1) 11 x 17 copies of the following development plan sheets prepared per City standards (as determined applicable by staff).
  - a. Site plan including parking and circulation.
  - b. Floor plans.
  - c. Building elevations. (north, south, east, west).
  - d. Roof plans including sections showing how HVAC equipment will be screened.
  - e. Preliminary landscape plan including fencing and exterior lighting. Show location, materials, and height of plants, fences, and light standards.
  - f. Preliminary grading plan including existing and proposed utilities.
  - g. Sign program details.
  - h. Any additional items requested by staff to process the application.
- 8. One (1) 11 x 17 **color copy of each of the following, placed in sets, and folded to 8½ x 11.**
  - a. Building elevations with materials and colors keyed to a materials board consistent with the City's approved color palette.
  - b. Materials board (photo).
  - c. Preliminary landscape plan.
- 9. Photo documentation
  - a. Photos of the site including any existing buildings, landscaping, and site features labeled and keyed to a sitemap.
  - b. Photos of the surrounding properties (north, south, east, west) labeled and keyed to a site map.
- 10. Materials board with samples of the materials depicted on the building elevation sheets.
- 11. Any technical studies or reports requested by Development Review Committee (e.g., Preliminary Water Quality Management Plan, traffic study, airport land use compatibility study, view analysis, cultural resources review).
- 12. One (1) electronic copy on a flash drive of all submission materials including development plan sheets in PDF format, environmental documentation, technical studies, landscape plans and color renderings.
- 16. One (1) electronic copy on a USB flash drive of all submission materials including **revised** development plan sheets in PDF format, environmental documentation, photo documentation, technical studies, landscape plans and color renderings.
- 17. Public hearing notice fees (newspaper publication, mailing, posting).
- 18. Notification package prepared and certified by a licensed Title Company with data updated less than six months from the submission date and includes:
  - a. One (1) 8½ x 11 radius map that shows the boundaries of the subject property, the 500-foot radius line, and the boundaries of all assessor parcels within the 500-foot radius boundary. The radius boundary line may be amended by the Director.
  - b. A list of assessor parcel numbers within the 500-foot radius boundary and the mailing addresses of all property owners and property occupants when the owner mailing address is different than the property address.

- c. Two (2) sets of property owner and property occupant (when the owner mailing address is different than the property address) mailing labels for all parcels located within the 500-foot radius boundary and one (1) electronic version in Microsoft Word.
  - i. Labels shall be 1 x 2.5, self-adhesive, on 8 ½ x 11 sheets.
  - ii. Each mailing label shall include the assessor parcel number.
  - iii. The data shall be from the latest County Assessor's information.
- d. A notarized public notice mailing affidavit signed by the applicant or preparer.

**B. MODIFICATION SUBMITTAL REQUIREMENTS**

- 1. Completed application form.
  - a. Property Owner Consent Affidavit or Corporate Resolution, if owner is different from applicant.
- 2. Application processing fees.
- 3. A letter signed and dated by the applicant that addresses each of the following:
  - a. Detailed description of proposed modification.
  - b. Explanation of how the proposed modification conforms to the original approval.
- 4. Any items determined by the Director as necessary to process the modification request such as development plan sheets or elevations.
- 5. One (1) electronic copy on a USB flash drive of all submission materials.
- 6. Refer to Item No. 18 for public hearing notification package submittal requirements.

**C. APPLICANT NOTIFICATIONS**

- 1. Prior to submittal of a Conditional Use Permit application, all proposed projects must receive formal preliminary review by the Development Review Committee. Applications for Pre-Application Review are available at the Planning Division counter or on the Planning Division webpage.
- 2. A streamlined review option is available for projects that meet the criteria outlined in Section 90-42.1(b) on the Hemet Municipal Code.
- 3. Receipt of the application at the Planning Division counter **does not** indicate acceptance of a complete application. Government Code Section 65943 provides 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period with either a statement of completeness or a list of additional items that are necessary to complete the application.
- 4. It is recommended that the applicant and/or representative be present at all hearings.
- 5. All correspondence and reports will be sent electronically (e-mailed) only to the project applicant as designated on the application form.
- 6. Please direct all questions to the Case Planner or contact the Planning Division at 951-765-2375.

**C. ATTACHMENTS**

- 1. Hemet Municipal Code Section 90-42.
- 2. Public notice mailing affidavit.