



CITY OF PINOLE

Community Development Department

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CONDITIONAL USE PERMIT

A **Conditional Use Permit (CUP)** allows the City flexibility to determine if a proposed land use on a specific site will be compatible with the surrounding area and General Plan. Approval is determined through a public hearing process with the Planning Commission. Consideration of a CUP is a discretionary act. This allows the City to deny an application if it determines that the use will have a negative impact on the community.

Staff and the Planning Commission will evaluate items such as building placement and size, characteristics of the use, traffic generation, noise, hours of operation, adequacy of parking, circulation, landscaping, and overall compatibility of the use with adjoining properties and other development impacts. Conditions may be imposed as necessary to insure that the proposed use will be compatible with the surrounding properties environment.

Uses Requiring CUPs Include:

- Churches, schools, libraries, firehouses, and other public buildings in residential zones
- Drive-thru in commercial zones
- Automobile services stations in commercial zones
- Telecommunications equipment
- Alcohol sales for a grocery store/liquor store/restaurant
- Home-based daycare with more than twenty-one (21) children

MATERIALS REQUIRED FOR A CUP

- Fees: See Application Fee Schedule
- Fee: \$150 fee for sign to be posted on site
- Fee: \$100 fee for postage and mailing
- Completed Planning Application Form
- Project Description including details about the request, the number of employees, hours of operation, business details
- Ten (10) copies of the site plan and related project drawings
- Electronic version of the plans (pdf or jpeg)
- Mailing labels for property owners within a 1000 ft. radius of the subject site
- Other information the Planner or Planning Commission determines necessary to evaluate the proposed project (Ord. 564 §1(part), 1994)

To avoid project delays, all materials are required to deem the application complete and ready for review. If there are any questions, please contact the Planning Department at (510) 724-8912. Please refer to Chapter 17.36 of the Zoning Ordinance for further details.