



CONDITIONAL USE PERMIT APPLICATION

WHAT IS A CONDITIONAL USE PERMIT (CUP)?

The Fresno County Zoning Ordinance requires a Conditional Use Permit (CUP) for certain use of land or types of businesses which are not allowed as a matter of right in a particular zone district.

Approval of a CUP requires a public hearing before the Planning Commission. Unclassified Conditional Use Permits also require a hearing before the Board of Supervisors. Notice of the hearing is mailed to all surrounding property owners within 600 feet or one-quarter mile of the project site (depending on urban or rural setting).

WHAT ARE THE SUBMITTAL REQUIREMENTS FOR A CUP?

Prior to submitting a CUP application, the applicant must obtain a Pre-Application Review which is prepared by the Permit Assistance & Zoning Counter and Current Planning Staffs. This review helps to identify information specific to the property which may affect submittal and processing of the application.

The application package for a CUP includes the following:

- CUP application form and filing fees;
- Initial Study application form and filing fees;
- A current ownership deed with an accurate legal description of a subject parcel;
- Project description/operational statement;
- Twenty-four copies of a detailed site plan (drawn to scale, showing all existing and proposed structures);
- Eight copies of floor plans and elevation drawings;
- Photographs of the subject site (if deemed necessary by the County staff);
- The Pre-Application Review.

Prior to submittal of the application package, the applicant may request a “pre-development meeting” to discuss the proposal with staff from County Departments and other reviewing agencies.

WHAT IS THE PROCESS A CUP GOES THROUGH?

After the applications for the CUP and Initial Study are determined to be complete and accepted, the applications are routed to County Departments and various other agencies for review. Following the comment period, staff conducts the Initial Study and reviews the CUP to determine if the findings required to grant a CUP can be made. These findings are as follows:

- 1) That the site of the proposed use is adequate in size and shape to accommodate the use and all yards, spaces, walls, and fences, parking, loading, landscaping, and other features required by the use;
- 2) That the site for the proposed use relates to streets and highways adequate in width and pavement type to carry the quantity and kind of traffic generated by the proposed use;
- 3) That the proposed use will have no adverse effect on abutting property and surrounding neighborhood or the permitted use thereof;
- 4) That the proposed use is consistent with the Fresno County General Plan.

After staff completes its analysis of the required findings and the Initial Study, a notice announcing the hearing date before the Planning Commission is mailed to the property owner, applicant, and surrounding property owners. A staff report is then prepared for the Planning Commission. The report includes a summary of the analysis, and a recommendation for approval (with or without conditions) or denial of the CUP. The staff report is made available to the Commission, the applicant, and the public prior to the hearing.

The Planning Commission hearing is normally held in the Board of Supervisors Chambers located on the third floor of the Hall of Records, 2281 Tulare Street, Fresno.

APPEAL PROCESS

After a decision is made on the CUP application, there is a 15-day appeal period during which the applicant, or any other affected party, may appeal the determination of the Planning Commission to the Board of Supervisors. The appeal form and filing fee must be submitted to the Clerk of the Board of Supervisors within 15 days of the Commission's action.

HOW LONG DOES THE CUP PROCESS TAKE?

Generally a CUP application will require approximately 65 days to process. This time period is extended if additional information is required of the applicant during the Initial Study Application Review process. The applicant will be notified within 30 days of the application receipt date if additional information or special studies are needed in order to continue processing the application. The processing time will be substantially greater if an Environmental Impact Report is required.

AFTER THE CUP IS APPROVED, WHAT NEXT?

The approval of a CUP does not address all requirements that must be met in order for development to proceed. Other requirements may include a site plan review application,

grading permits, building permits and associated fees. In addition, fees may be required by other agencies (e.g. school district, flood control district).

County staff is available to answer any questions you may have regarding the conditional use permit process. Please call (559) 262-4055, for assistance.

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