CITY OF SAN RAMON
Planning Services Division
2401 Crow Canyon Road
San Ramon, CA 94583
Telephone: 925.973.2560
Fax: 925.838.3231

MINOR USE PERMIT
SUBMITTAL REQUIREMENTS

The following items are required for a complete application. Please review this list with the Planning Services Division to confirm specific requirements and to determine if additional information or other applications are required.

Required Plan Submittal:

- **Plan Sets:** - Three (3) sets of full sized plans (24 in. x 36 in.) collated and folded to 8-1/2 in. x 11 in.;
  - Ten (10) sets of reduced plans (11 in. x 17 in.); and
  - One (1) set of reduced plans (8-1/2 in. x 11 in.)
- **Digital Set:** One (1) copy of the submitted plan set in pdf format and photos
- **Scale:** Drawn to a scale of at least 1/8 in. = 1 ft. for architectural plans and 1 in. = 40 ft. for engineering plans
- **All Plans:** Fully dimensioned and include a north arrow, graphic scale, site address, and date

Submittal Requirements:

☐ **1. Application Form.** Include signature(s) and/or letter from the legal property owner(s) and applicant.

☐ **2. Copyright Release Form –** completed and signed.

☐ **3. Application Fee.** See the Planning Services Fee Schedule. We accept cash, credit cards (Visa, MasterCard and American Express) or checks (make check payable to City of San Ramon).

☐ **4. Property Profile Report.** A property profile report prepared by a title company within the last 3 months.

☐ **5. Public Hearing/Meeting Noticing List** (see noticing handout).

☐ **6. Written Statement.** Describe in detail the characteristics of the proposed use including:

a) the type of business/use;
b) major activities;
c) number of employees, clients, customers, students;

d) days and hours of operation;
e) outdoor activities (including storage);
f) type and hours of traffic (vehicle, pedestrian, deliveries and drop off/pick up);
g) number of existing and proposed parking spaces;
h) number of required parking spaces;
i) if applicable, a statement indicating the phasing of the project;
j) and any other relevant information.

☐ **7. Site Plan.** Plan shall be fully dimensioned and drawn at 1 in. = 40 ft. or larger and shall include the following:

a) Vicinity Map: Show the location and boundaries of the project and adjacent streets. (may be on the cover sheet)

b) Legal boundaries: Indicate the dimensions of the legal boundaries of the property, including easements and right-of-ways.

c) Buildings and Structures: Include the outside dimensions, height, and use of all existing and proposed buildings and structures.

d) Tenant Spaces: Delineate each residential and/or commercial tenant space and include a unit/suite number and tenant size.

e) Parking Lot: Location and dimension of existing and proposed parking spaces, loading areas, and circulation patterns.

f) Parking Table: Include a table which calculates the following:

i. *Parking Spaces Provided*: Indicate the total number of existing and proposed parking spaces by type (standard space, compact, and/or handicapped).

ii. *Parking Spaces Required***:** Indicate the total number of parking spaces required.

☐ **8. Floor Plans.** Plans shall be fully dimensioned and drawn at 1/8 in. = 1 ft. or larger scale and include the following information:

a) the walls, stairs, windows, and doors within the proposed tenant space;
b) the use of the proposed space/room(s);
c) the square footage of the overall tenant space;
d) the square footage of each space/room(s).

☐ **9. Tenant Roster.** A list of all tenants within a complex that share parking spaces. Include the following information:

a) each tenant name;
b) suite number for each tenant space;

c) square footage for each tenant space;
d) brief description of each tenant business.

☐ **10. Photos.** Photos of the site and/or tenant space.

☐ **11. Additional Items.** Depending upon the specific nature of the request, the Zoning Administrator may waive submittal requirements not applicable to an application or may require additional information to process an application.

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