

Conditional Use Permit (CUP) – Checklist

Condensed one-page checklist (advisory; refer to official handouts for full requirements).

- CUP Checklist - Technical Submission Requirements
- This checklist specifies the technical materials required for Conditional Use Permit (CUP) applications. Project characterization is completed on the General Application Form, which determines which sections of this checklist apply.
- SECTION 1: Basic Submission Requirements (All CUP Projects)
- Required Plans and Materials (All Projects)
- ■ Site Plans showing operational layout and circulation (24.030(B)(2) & 24.060(E)(2))
- Existing and proposed site conditions
- Parking layout with accessible spaces and loading areas
- Pedestrian and vehicle circulation patterns
- Outdoor activity areas and screening
- ■ Floor Plans with operational details (24.030(B)(2) & 24.060(E)(1))
- Room uses and square footages clearly labeled
- Customer vs. employee areas identified
- Storage, service, and utility areas shown
- Capacity/occupancy calculations
- ■ Operations Plan addressing compatibility (24.060(E)(3))
- Hours of operation (daily/seasonal)
- Number of employees by shift
- Customer/visitor capacity and frequency
- Noise, odor, and emission control measures
- Waste disposal and recycling plan
- ■ Photos of existing conditions and surrounding uses (24.030(B)(2))
- Digital Submission Requirements
- ■ All materials submitted in PDF format (24.030(B)(2)) ■ Files named clearly (e.g., "ProjectName_Operations.pdf")
- Fees and Agreements
- ■ CUP application fees paid per current fee schedule ■ Cost Recovery Agreement completed (if not submitted with General Application)
- SECTION 2: Use-Specific Requirements (Based on General Application Form Responses)
- Required when project involves food service operations
- ■ Kitchen and food service layout with equipment locations (24.060(E)(1)(d)) ■ Seating plans showing table/chair arrangements and capacity ■ Grease trap and ventilation details (24.060(E)(3)(c)) ■ Alcohol service plan (if applicable) with ABC license information ■ Outdoor dining details (if applicable) with weather protection and screening
- Required when project involves public assembly uses
- ■ Assembly seating plan with capacity calculations (24.060(E)(3)(a)) ■ Event scheduling plan describing frequency and types of events ■ Sound system and amplification details with noise control measures (24.060(E)(3)(c)) ■ Emergency egress plan showing exit routes and capacities ■ Large event management plan (for events >100 people)
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