



**BEAUMONT PLANNING DEPT.**  
550 E. 6th Street  
Beaumont, CA 92223  
(951) 769-8518  
BeaumontCa.gov

## **CONDITIONAL USE PERMIT** **SUBMITTAL REQUIREMENTS**

- \$5,000.00 Deposit for Conditional Use Permit
- \$450.00 Fee for Fire Review of Conditional Use Permit
- \$2,005.00 Fee for Public Convenience and Necessity
- \$2,715.00 Fee for Conditional Use Permit Amendment  
\$150.00 Fee for Fire Review of Conditional Use Permit Amendment
- Environmental Review Fee (if applicable) actual consultant cost plus 20% administrative fee
- \$2,345 per plan if 0-10 acres, \$3,465 per plan if above 10 acres for Water Quality Management Plan. To be entered and invoiced by Public Works(if applicable)
- CEQA Environmental Document Filing Fee (if applicable) based on the California Department of Fish and Wildlife fees paid directly to the Riverside County Clerk following project approval

**Please provide the information below when submitting the completed application:**

- Completed Master Planning Application
- Site Plan including architectural elevations, preliminary grading and conceptual landscape plans
- Other applications and materials (if applicable)
- 2 sets of 300' property owner's notification list, radius map and labels (mailed in) (details provided on the next page)
- 2 copies of the Draft Water Quality Management Plan, if applicable
- Grant Deed
- Will-Serve Letter
- Title Report (pulled not longer than 6 months prior)
- If not the property owner, provide a letter of authorization from property owner or landlord
- A letter signed and dated by the applicant to include the following:
  - a. Detailed description of proposed use and activities included 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.
- d. Compliance with the General Plan and zoning land use designations.
- e. If the use proposed alcohol sales please include the following:
  - 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.

#### **REQUIRED PROPERTY OWNERS NOTIFICATION INFORMATION**

1. TWO identical packages to be inserted in separate envelopes. These packages shall consist of the following:
  - a. Two (2) sets of 300' property owner notification lists.
  - b. A photocopy of the aforementioned labels.
2. Four typed sets of gummed labels of the applicant, owner, engineer, and representative with their mailing addresses. Do not include duplicate sets where applicant and owner, etc., are the same.
3. Certification by the Title Company, engineer, or surveyor that the above list is complete and accurate. The Tax Assessor's Office will not prepare or certify the property owner list.
4. One (1) exhibit/Map showing all parcels within 300 feet of the subject parcel. Each parcel should be labeled with property owner names.

ALL DOCUMENTS SHOULD BE SUBMITTED ELECTRONICALLY UNLESS OTHERWISE NOTED

Note: Additional information may be required once the information submitted is reviewed and analyzed.

*After 6 months without activity or written communications, the City of Beaumont shall deem the application abandoned, in which a new application and fees will be required.*