



# Conditional Uses Application

## Conditional Use Permit Information

### Building Information:

Building Size: \_\_\_\_\_ sq. ft.

Business Size: \_\_\_\_\_ sq. ft.

### Operating Characteristics:

Business Name: \_\_\_\_\_ Business Type: \_\_\_\_\_

Type of Merchandise (if applicable): \_\_\_\_\_

Type of Service (if applicable): \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Proposed Capacity (Maximum Number of tables, students, etc.): \_\_\_\_\_

No. of Parking Spaces Required: \_\_\_\_\_ No. of Parking Spaces Provided: \_\_\_\_\_

## Use Compatibility Information:

**Please answer the following questions.** (Be as specific as possible, attach additional sheets if necessary)

1. How does the proposed use comply with all of the applicable provisions of this development code?

\_\_\_\_\_  
\_\_\_\_\_

2. How is the proposed use consistent with the General Plan and any applicable specific plan or master plan?

\_\_\_\_\_  
\_\_\_\_\_

3. How are the location and operating characteristics of the proposed use compatible with the existing and anticipated future land uses in the vicinity?

\_\_\_\_\_  
\_\_\_\_\_

## Business Operation Description: (Be as specific as possible, attach additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Conditional Use Permit for Alcohol Information

**Alcohol License Information:**

Existing ABC License Type(s): \_\_\_\_\_

Proposed ABC License Type(s): \_\_\_\_\_

Area for Alcohol Storage: \_\_\_\_\_ Sq. Ft.

Area for Selling Alcohol : \_\_\_\_\_ Sq. Ft.

**ALCOHOL LICENSE REQUIREMENTS:**

The following requirements are required by the Pomona Zoning and Development Code and will be conditions of approval for any approved Conditional Use Permit (CUP) for selling alcohol.

1. All exterior signage of any kind including interior window signage, which advertises the sale or availability of alcohol, is prohibited.
2. The display or sale of alcohol must not be made from an ice tub.
3. Storefront windows must be kept clear at all times from paper, paint, cardboard or any other material used for signage.
4. All exterior windows must be clear glass with no tinting or window coverings either interior or exterior.
5. All employees who sell alcoholic beverages must complete a training program in alcoholic beverage compliance, crime prevention techniques and the handling of violence.
6. All new employees must complete the "Licensee Education on Alcohol and Drugs" training that is provided by the California Department of Alcohol and Beverage Control (ABC) or equivalent responsible beverage service program within 30 days of hire.
7. Loitering or panhandling on the premises is prohibited.
8. Overnight parking of vehicles, including recreational vehicles (RVs) on the premises is prohibited.
9. Signs prohibiting overnight parking must be placed throughout the parking lot area.
10. Vending machines of any kind must not be installed outdoors within the project site.
11. Pay telephones must not be installed within the enclosed portion of the premises equipped to receive incoming calls.
12. New payphones of any kind must not be installed on the exterior of the premises.
13. Designated areas for storage of beer and wine must be equipped with a locking mechanism.
14. Interior and exterior site video surveillance equipment must be provided with signage advising customers that video recording devices are in use.
15. Recordings must be digital and recorded in high-definition, kept a minimum of 90 days and must record all activity on surrounding public rights-of-way as well as the subject site.

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16. Prior to installation of the video surveillance equipment, a video surveillance plan must be approved by the Pomona Police Department. All crimes occurring inside and outside of the location must be reported to the Police.
17. Department at the time of the occurrence.
18. At any time when the licensee is absent from the premises, a responsible party must be designated who can respond to any inquiries from City officials.
19. The establishment must provide a list annually of no less than 3 employees, who can be contacted 24 hours a day, to the Pomona Police Department's Records Bureau. The list of names will be used to facilitate a Police response to the location in the event of an emergency or other problem that requires entry into the location during non-business hours.
20. There must be no activity conducted on the site that exceeds the noise and vibration parameters of the City Code (Sec. 18-301., Ord. 3939.) at any time, or such other ordinance enacted related to noise and vibration.

### Wireless Telecommunications Facility Permit:

**Please answer the following questions.** (Be as specific as possible, attach additional sheets if necessary)

1. A detailed description of the design, shape, color(s), and material composition of any support structures, accessory equipment and antennas or other wireless transmission devices included as part of the proposal

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2. The design and screening treatment selected for the proposal

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3. Whether any proposed support structures or any existing support structure is structurally suitable and capable of accommodating (i.e., collocating) additional antennas or other wireless transmission devices as well as accessory equipment.

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### COVERAGE AND OTHER SERVICE OBJECTIVES:

**Please answer the following questions.** (Be as specific as possible, attach additional sheets if necessary)

1. A general summary of those specific service objectives which the applicant seeks to attain or address through its proposal, (e.g., whether it is to add additional network capacity; increase existing signal strength; or provide new radio frequency coverage)

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2. A general summary of the nature, location and geographic boundaries of any purported gap in network coverage and a summary of the scope of such a gap at various locations within its identified geographic boundaries (e.g., whether and where it extends to in-building coverage, in-vehicle coverage and/or outdoor coverage);

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3. A general summary of the applicant's good faith efforts to identify, study and evaluate less intrusive alternatives, including the use of less intrusive technologies and equipment; alternative system designs; alternative siting structure types; alternative siting structure design, including stealth facility designs; alternative scale or size; and alternative siting options (e.g., alternative locations within the search ring, collocation opportunities or placement upon alternative siting structures);

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4. A general explanation as to why specific circumstances, conditions or other factors render each of the alternatives identified pursuant to Sec. 1170.G.3.d.3., above, incapable of reducing any purported coverage gap to a de minimis level.

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# Conditional Uses Application Submittal Checklist

## MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application contains the appropriate requirements to begin the application process. All items listed below must be included. If any items are not included the project will not be accepted for submittal. This checklist does not determine a project complete for purposes of the Permit Streamlining Act. Additional sets of plans will be required prior to public hearing.

**Note:** Public hearing information prepared in accordance with the *Public Notice Requirements* will be required to be submitted prior to noticing for the public hearing.

## Conditional Use Permit (CUP) / Modifications

- Completed *Planning Application*.
- Completed *Use Application*.
- Completed *Environmental Application*.
- Applicable Filing Fees.
- One (1) complete set of plans prepared in accordance with the Minimum Plan Contents Checklist. Each set shall be stapled together as a single package and folded to 8½" x 11". Plans shall include the following:
  - Site Plan (Existing and Proposed) with Form Calculations
  - Floor Plan(s) (Existing and Proposed) (for Alcohol CUPs show the area(s) proposed for the storage, display, and selling of alcohol)
  - Roof Plans (Existing and Proposed, if applicable)
  - Elevations (All Sides, Existing and Proposed, if applicable) with Frontage Calculations
  - Landscape Plan (if applicable)
  - Demolition Plan (if applicable)
  - Photometric Plan (if applicable)
- One (1) complete set of required plans reduced to 11" x 17".
- One (1) complete set of required plans in a digital format (PDF).
- One (1) set of colored plans, to include illustrative site plan, building elevations, and landscape plan (if applicable); and any necessary cross-sections reduced to 11" x 17".
- One (1) color and materials samples mounted on an 8½"X11" board. (*if applicable*)
- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.
- Any other plans or information that the Development Services Director deems necessary to facilitate processing of the application.

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**Wireless Telecommunications Facility Permit**

- Completed *Planning Application*.
- Completed *Design Application*.
- Completed *Environmental Application*.
- Applicable Filing Fees.
- One (1) complete set of plans prepared in accordance with the Minimum Plan Contents Checklist. Each set shall be stapled together as a single package and folded to 8½" x 11". Plans shall include the following:
- Site Plan (Existing and Proposed) with Form Calculations
  - Plan showing all easements, including public utility easements, encumbering the real property parcel where the wireless facility, wireless transmission device, support structures and/or accessory equipment will be located.
  - Floor Plan(s) (Existing and Proposed)
  - Roof Plans (Existing and Proposed)
  - Elevations (All Sides, Existing and Proposed) with Frontage Calculations
  - Landscape Plan
  - Demolition Plan (if applicable)
  - Photometric Plan (if applicable)
- One (1) complete set of required plans reduced to 11" x 17".
- One (1) complete set of required plans and documents in a digital format (PDF).
- One (1) set of colored plans, to include illustrative site plan, building elevations, and landscape plan (if applicable); and any necessary cross-sections reduced to 11" x 17".
- One (1) color and materials samples mounted on an 8½"X11" board. (*if applicable*)
- One (1) copy of the Preliminary Title Report (prepared or dated no more than 90 days prior to submittal date) for each parcel covering, owners of record, trust deed holders, lien holders, etc., and supporting documentation.
- One (1) copy of Visual Analysis
- One (1) copy of the Maintenance and Monitoring Plan
- One (1) copy of Noise and Acoustical information.
- One (1) copy of Removal Costs Disclosure
- One (1) copy of the Justification Report
- One (1) copy of the Propagation and Coverage Report
- One (1) copy of Map of Map of Neighboring Facilities
- One (1) copy of FCC and CPUC Approvals
- One (1) copy of Radio Frequency Emissions and Signal Interference Analysis
- One (1) copy of Collocation Agreement
- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.
- Any other plans or information that the Development Services Director deems necessary to facilitate processing of the application.

## **PUBLIC NOTICE REQUIREMENTS**

The materials and information listed below must be submitted with applications requiring a public hearing or public notification:

- Property Ownership List: A mailing list containing the names, addresses, and assessor's parcel number of all owners of real property within a radius of four hundred feet (400') of the site, measured from the exterior boundaries of the property. This information shall be obtained from the latest equalized assessment rolls of Los Angeles County (*property ownership information may be obtained from Los Angeles County Assessor's Office 1190 Durfee Avenue, South El Monte, CA 91733, phone: (626-258-6001)*). Include the name and address of the property owner, applicant, and any applicant representative in the mailing list.
- Occupant List: A mailing list containing the mailing address keyed on the radius map indicating the key (to match the map), and the word "occupant". There may be more than one mailing address for properties with multiple commercial and/or residential tenant units so some labels may share a key.
- Mailing Envelopes: One set of stamped business-size envelopes, with the name and address of each person on the Property Owner mailing list and the Occupant mailing list. The return address shall read: "City of Pomona, Planning Division, 505 South Garey Avenue, Pomona, CA 91766".
- Radius Map: A map illustrating the four hundred foot (400') radius boundary and all parcels within the boundary (copies of the assessor's maps will be accepted).

**Note:** Properties with the Pomona Corridor Specific Plan may require noticing within one thousand (1,000) foot of the subject property. Your project planner will inform you if this requirement applies.