



CITY OF CORONADO

**DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING DIVISION
1825 STRAND WAY, CORONADO, CA 92118
(619) 522-7326 / (619) 522-2418 (FAX)
COMMDEV@CORONADO.CA.US**

HANDOUT 702 FEB 2013	MINOR SPECIAL USE PERMIT
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PURPOSE: To request a Minor Special Use Permit to establish a Use in the Commercial Zone of the Orange Avenue Corridor Specific Plan (OACSP).

AUTHORITY: Coronado Municipal Code Title 86, Chapter 86.55 and Chapter IV of the OACSP.

- NOTES:**
1. Application packages for a Minor Special Use Permit shall be filed with the City of Coronado Community Development Department. Faxed applications will not be accepted.
 2. Application packages must be submitted inclusive of all attachments and submittal requirements. Incomplete applications will not be accepted.
 3. An application filing fee is required in accordance with the Development Fee Schedule adopted by the City Council.
 4. The Planning Commission considers a request for a Minor Special Use Permit and renders a decision. The Commission's action is appealable to the City Council in accordance with Chapter 1.12 of the Coronado Municipal Code.
 5. In order to be docketed for a hearing of the Planning Commission, applications must be deemed complete. The City has 30 days to determine the application complete or incomplete.
 6. Planning Commission hearings are held the second and fourth Tuesday of each month at 3:00 p.m., in the Council Chambers of City Hall.

APPLICANT DATA:

Address of Property: _____	Assessor Parcel No.: _____
Owner: _____	Applicant: _____
Mailing Address: _____	Mailing Address: _____
Phone #: _____	Phone #: _____
Email: _____	E-Mail: _____
Signature: _____	Signature: _____

- SUBMITTAL REQUIREMENTS:**
1. Completed Application Form and Filing Fee and public notification package (City can prepare package for a fee).
 2. Copy of deed and Preliminary Title Report identifying easements or restrictions placed on uses of property.
 3. Description of proposed use including, but not limited to: on-site activities, operating characteristics, hours of operation, truck deliveries, estimated noise, exhaust, materials associated with use, and off-street parking.
 4. Completed California Environmental Quality Act (CEQA) documentation.
 5. Completed Coastal Permit Application Form and Filing fee.
 6. 8 copies of project plans, folded, minimum 11" x 17" in size including name and address of property owner; name and address of applicant proposing use; proposed use and address of property; north arrow and scale; plot plan with property dimensions including existing buildings on the site, setbacks, structures to be demolished/new buildings to be constructed; exterior elevations; landscape plan, existing/proposed parking; proposed walls/fences; one digital set of project plans and one digital set of photographs of project site.

CITY STAFF USE: Case #: _____ Date Received: _____ Fee: _____ Receipt No. _____