



Community Development Department  
1 Plaza, PO Box 667  
Patterson, CA 95363  
Ph. 209.895.8020  
Fax 209.895.8019  
[www.ci.patterson.ca.us](http://www.ci.patterson.ca.us)

## ADMINISTRATIVE USE REVIEW

This information is provided as a guide to assist you in the preparation of the application for a **Administrative Use Review**. It is also intended to explain the process by which the City analyzes and acts upon the application.

### What is An Administrative Use Review?

**Administrative Use Review** provides a process for director review and determination of requests for uses and activities whose effects on adjacent sites and surroundings need to be evaluated in terms of specific development proposal for the specific site. It is anticipated that uses qualifying for an administrative use review are minor in nature, only have an impact on immediately adjacent properties, and can be modified and/or conditioned to ensure compatibility.

### Processing the Application

The Planning Director is the approving authority for administrative use review. However, the Planning Director may also refer an Administrative Use Review to the Planning Commission for review and approval as pursuant to Subsection 18.14.060.C (Referral to the Planning Commission).

Public notice of the application submittal and pending determination shall be made in accordance with Section 18.14.050.C (Notice of Planning Director Determination).

Planning Director determination shall be based on standards and criteria set forth within the code and shall be accompanied by brief, written findings and a determination.

In approving an Administrative Use Review, the Director may impose any reasonable conditions to ensure that the approval will comply with the findings required, as well as any performance criteria and development standards contained within the code.

**Note:** If the application is not complete within thirty (30) days of receipt the City of Patterson Planning Department will deem the application incomplete, request additional information or return the application and application fee(s) to the applicant.



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## Procedure

### Review:

1. Submit Application.
2. Staff Review Application for Completeness.
3. Staff Evaluation of Application.
4. Approved at Staff Level, however the Planning Director may refer to the Planning Commission for review and approval

## Decisions and Appeal Process

After the Community Development Department has rendered a decision, you will receive written communication of this determination, and if approved, any conditions of the approval. Any interested party, aggrieved by the determination of the Community Development Department, may appeal this decision to the Planning Commission within ten business days after such date of determination. Approval of the application is not in effect until the appeal period has expired, or any appeal filed has been acted upon by the Planning Commission. Appeals must be made in written form, addressed to the Planning Commission and accompanied by the required fee of \$480.00.

## Building Permits

This is not an application for a building permit. When the Administrative Use Review process has been completed, a separate building permit application may be required (depending on the project). Building permits will not be issued until the appeal period for this application has expired, or any appeal filed has been acted upon by the Planning Commission. Please contact the Building Department for building permit applications and information.

## Required Findings

In order to grant approval of an Administrative Use Review, the Community Development Department must determine that this project complies with the following:

- That the proposed use is allowed within the applicable zoning district and complies with all other applicable provisions of this zoning code, municipal code, general plan, and any applicable specific plans or city regulations/standards.



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- That the site is physically suited for the type, density, and intensity of the proposed use, including access, utilities, and the absence of physical constraints, and can be conditioned to meet all related performance criteria and development standards.
- Granting the permit would not be detrimental to the public interest, health, safety, convenience, or welfare, or materially injurious to persons, property, or improvements in the vicinity in which the project is located.

### **Application Submittal**

**This application must be accompanied by the following:**

- A written statement of operational characteristics (type of use, hours of operation, number of employees, vehicles, etc.);
- A written explanation of why the proposed use will meet the required findings (see "Required Findings").
- Proof of owner's interest in the property (copy of deed, tax bill, etc...).
- Owner's concurrence in the application (if owner does not sign the application).
- A location map.
- A site plan (including parking stalls, circulation lanes, access, location of buildings and setbacks, etc...);
- Proposed building elevations (dimensions);
- Floor plans (show proposed seating if restaurant or public assembly area);
- Landscaping and irrigation plan (if applicable) and a review fee of \$180.00;
- Proposed signage and on-site lighting;
- A written list of any other permits or approvals required or already obtained for this project (include agency, permit # and date);



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**Note: At least one copy of all maps, site plans, floor plans, etc. must be provided as an 8 ½" x 11" reproducible copy.**

Additional information may be required by the Community Development Department during review of your application. Environmental assessment is required for all projects. If your project is not categorically exempt, environmental documents will be prepared and filed at the applicant's cost.

**Note: Should your project require an environmental review, the applicant is responsible for the environmental filing fees (effective 1-1-2016) as follows:**

- Negative Declaration (ND) or Mitigated Negative Declaration (MND)\* \$2210.25
  - Environmental Impact Report (EIR)\* \$3070.00
  - Environmental Document Pursuant to a Certified Regulatory Program\* \$1043.75
  - County Clerk Processing Fee \$57.00
- (\*Department of Fish and Game Fees)



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## Application for Administrative Use Review

**Project #:** \_\_\_\_\_

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Mailing Address/City/State/Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Mailing Address/City/State/Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

**Property Description / Location:**

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Assessor's Parcel Number(s) APN:

### SIGNATURES:

The above information as well as the plans and materials submitted herewith in support of this application are, to the best of my/our knowledge, true and correct.

**APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_