



City of Mill Valley Planning Department
Supplemental Application for
Conditional Use Permit

26 Corte Madera Ave., Mill Valley, CA 94941 ▪ 415-388-4033 ▪ cityofmillvalley.org

Applicants: Please submit along with the Main Application. Please print or type. Attach additional sheets if necessary. Thank you.

Cross-Reference Information

Address/Location of Project Site:

Assessor's Parcel Number:

Findings

In order to grant a Conditional Use Permit, the City is required by law to make findings as defined by the City's Zoning Ordinance (M.V.M.C. §20.64.040). Your responses to the following will assist the City in making the decision as to whether the findings can be made for your request:

1. Describe the proposed use.
2. The size in square feet (gross floor area) of the use. If other uses exist on the site, describe the other uses and provide the size in square feet of the other uses.
3. The days and hours of operation.
4. The anticipated number of employees.
5. The anticipated number of customers per day and the average anticipated length of each visit.
6. The number of parking spaces available on the property for this business.
7. Any kind of leasing arrangement for parking spaces on the property or on other properties.
8. Any fees in lieu of parking spaces paid to the City and specifically credited to this property.
9. The anticipated project scheduling and phasing.
10. A description of how the use will not be detrimental to the health, safety, peace, morals, comfort or general welfare of the persons residing or working in the neighborhood of the proposed use, nor be detrimental or injurious to property and improvements in the neighborhood of the proposed use, nor to the general welfare of the City.
11. Applications for uses that provide live entertainment and/or which serve alcoholic beverages for consumption on the premises must provide additional information (see Municipal Code Section 20.64.045-046).

Review Procedure

1. The Planning Commission considers the Conditional Use Permit application at a public hearing.
2. The City will schedule a public hearing on an application after the City determines that the application is complete.
3. The City will notify the applicant within 30 days after receiving the application as to whether it is complete. If it is not complete, the City will provide a list of information that will be required to complete the application.
4. At least ten days before the hearing, the City will notify all property owners within 300 feet of the subject property of the application and of the date of the hearing. The City encourages applicants to discuss their projects with their neighbors before the City mails the notices.
5. The applicant must place a notice poster(s) at the site 10 days before the hearing.
6. Staff will prepare a report describing the proposal and recommend that the hearing body approve, conditionally approve or deny the application. The report will be available for review before the hearing.
7. The applicant or his representative must be present at any public hearings for the project. Any member of the public may speak at the public hearing.
8. The applicant or any interested party may appeal any decision by the Planning Commission to the City Council within ten calendar days of the decision by filing an appeal with the Planning Department.
9. Any use permit becomes null and void if not exercised within one year following the date of approval. When a use permit has not been exercised within one year and good cause for such delay can be shown, the City may grant a one year extension of the approval (M.V.M.C. §20.64.140).

Certification

I, the undersigned owner of the subject property, have read this application for a development permit and certify that the information, drawings and specifications herewith submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.

Property Owner's

Signature _____

Date: _____

I, the undersigned applicant, have read this application for a development permit and certify that the information, drawings and specifications herewith submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.

Applicant's

Signature _____

Date: _____

Staff Use Only:

Received By: _____

Date: _____