

Departments and Divisions

Community Development

- Building Inspection Division (661) 758-7225
- Code Enforcement Division (661) 758-7213
- Planning Division (661) 758-7250

Emergency Services

- Fire Department (661) 758-6447
- Police Department (661) 758-7266

Public Works Department

- Public Works (661) 758-7270

City Administration

- Finance Department (661) 758-7230
- Economic Dev. Department (661) 758-7204
- City Treasurer (661) 758-7236
- City Manager (661) 758-7214
- City Clerk (661) 758-7215

Online Information At

<http://www.ci.wasco.ca.us>



Conditional Use Permit (CUP)

This brochure is provided by the:

Wasco Planning Division
764 E Street
Wasco, CA 93280
(661) 758-7250

E-Mail:
planning@ci.wasco.ca.us

What is a Conditional Use Permit (CUP)?

A Conditional Use Permit (CUP) allows the City of Wasco to permit specific uses that might not otherwise be allowed on a property, as long as the landowner or business owner meets certain conditions, and if the particular project is found to be suitable for the site and neighborhood. Conditions of approval are typically attached to the project to ensure appropriate controls of land use.

Who Approves a CUP?

In the City of Wasco, the Planning Commission will take final action on CUP requests.

When Can I Request a CUP?

A CUP is typically sought when a landowner or business wants to use their property for something that is not ordinarily allowed in a particular zoning district.

A CUP **CANNOT** be granted to allow a variation to a development standard, such as a setback or building height.

Pre-Application Discussion with Staff

While not required, you can discuss your proposed CUP and pose questions to Planning Staff. You may arrange a meeting or ask questions about your project by calling 661-758-7250 or by visiting the Community Development Department at 764 E Street, Wasco, CA 93280.

How Do I Apply for a CUP?

In order to apply for a CUP, you will need to submit the following items:

- ✓ Master Uniform Application;
- ✓ CUP Application Form;
- ✓ Application fee (refer to fee schedule);
- ✓ Environmental Assessment Form;
- ✓ 300 foot Radius Map;
- ✓ Architectural Plans and Materials (see CUP Application Form for specific requirements);
- ✓ Written statements describing important characteristics of the project (see CUP Application Form for specific requirements);
- ✓ Site Plans (see CUP Application Form for specific requirements); and
- ✓ Other information as requested by Planning Staff.

What is the Process and How Long Does It Take?

Following the filing of a complete application, the Planning Staff will review the application package and refer the request to other departments and agencies for comments, as necessary.

The California Environmental Quality Act (CEQA) requires that an environmental study be prepared for projects. CUPs may be exempt from the requirements of CEQA. However, should environmental

review be required, Planning Staff will prepare the necessary documents. Environmental review will take approximately three months.

Once the review period is completed, Planning Staff will then prepare a staff report for the Planning Commission, with a recommendation for approval, denial or approval with modified conditions.

Planning Staff will schedule a hearing before the Planning Commission, publish a Notice of Hearing, and mail notice to surrounding properties, as required by State Law. A copy of the staff report is provided to the applicant prior to the hearing before the Commission.

The request will then be heard by the Planning Commission at the public hearing. During this hearing, the applicant and any other interested parties (such as neighbors) will have an opportunity to speak regarding the proposed CUP. After considering any written and oral evidence, the Planning Commission will approve, deny, or approve with modified conditions the CUP request. The Planning Commission's decision is subject to appeal within ten (10) days of the decision are subject to fees; appeals are considered by the City Council at a public hearing.

This process can take from two to six months depending upon whether any environmental review is required.