



# SPECIAL USE PERMIT APPLICATION AND INFORMATION OUTLINE RECYCLING FACILITY

**T**his outline provides you with information on how to apply for a Special Use Permit-Recycling Facility, Small Collection Facility. We hope that the information will be beneficial in instructing you on what information is required and what steps must be taken to review your application. The more thorough and complete the application submitted to the Town, the better we are able to serve you and help you achieve your goals.

Included is the **SPECIAL USE PERMIT APPLICATION**. Should you have any questions, please contact the Planning Division at (760)369-6575 x317 or x328. The Planning Division is located in the Community Development/Public Works Department building at 58928 Business Center Drive off of Indio and Yucca Trail, north of the Monterey Business Center. You may visit our website for additional information at:

<http://www.yucca-valley.org/departments/planning.html>

## What is a Special Use Permit?

A Special Use Permit is required to establish a small recycling collection facility. The Permit is required in order to regularly monitor the operation of the use to insure the continued compatibility with the surrounding properties. The permit will evaluate the proposal to insure that any impacts such as increased traffic, noise, parking, etc. are mitigated. The permits are renewed annually.

The issuance of a Special Use Permit is regulated by Chapter 9.69 of the Development Code and recycling facilities are regulated by Chapter 9.14 of the Development Code. A Special Use Permit authorizes the operation of a small collection recycling facility up to 350 square feet. The use must be accessory to a primary commercial or industrial use on the property. Should the project exceed this threshold a Conditional Use Permit shall be required.

## Who approves the Special Use Permit?

The Special Use Permit application is reviewed by the Planning Division and is approved by a hearing officer at a permit hearing. If there are unusual circumstances, the application may be forwarded to the Planning Commission for review.

## Fees

The fee for processing a Special Use Permit is \$918 and must be paid to the Town at the time the application is filed.

Town of Yucca Valley  
Community Development Department  
Planning Division  
58928 Business Center Drive  
Yucca Valley, CA 92284  
760 369-6575 Fax 760 228-0084  
[www.yucca-valley.org](http://www.yucca-valley.org)

## Submittal Requirements

For a Special Use Permit – Recycling Facility, Small Collection Facility, the following information shall be submitted along with the completed application form:

- Property Owners List-A list of all property owners and mailing addresses within 300 feet of the exterior boundaries of the property in question. This list will be used for public notification. This information shall be provided on mailing labels.
- A fully dimensioned site plan of the property to include all buildings/enclosures on the property, parking areas and setbacks from the property lines.
- A fully dimensioned floor plan of the structure(s) to include the area and square footage of the business activity



# Special Use Permit Application

Date Received \_\_\_\_\_

By \_\_\_\_\_

Fee \_\_\_\_\_

Case # \_\_\_\_\_

## General Information

**APPLICANT** \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**REPRESENTATIVE** \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Project Information

Property Address \_\_\_\_\_ Assessor Parcel Number(s) \_\_\_\_\_

Property Size \_\_\_\_\_

Existing Land Use \_\_\_\_\_

Zoning \_\_\_\_\_ General Plan Designation \_\_\_\_\_

Square Footage of structure(s) \_\_\_\_\_

Applicant Signature \_\_\_\_\_

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

## Owner/Applicant Authorization

**Applicant/Representative:** I/We have reviewed this completed application and the attached material. The information included with this application is true and correct to the best of my/our knowledge. I/We further understand that the Town may not approve the application as submitted, and may set conditions of approval. Further, I/We understand that all documents, maps, reports, etc., submitted with this application are deemed to be public records. This application does not guarantee approval or constitute a building permit application.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Property Owner:** I/We certify that I/We are presently the legal owner(s) of the above described property (If the undersigned is different from the legal property owner, a letter of authorization must accompany the form). Further, I/We acknowledge the filing of this application and certify that all of the above information is true and accurate. I/We understand that I/We are responsible for ensuring compliance with conditions of approval. I/We hereby authorize the Town of Yucca Valley and or/its designated agent(s) to enter onto the subject property to confirm the location of existing conditions and proposed improvements including compliance with applicable Town Code Requirements. Further, I/We understand that all documents, maps, reports, etc., submitted with this application are deemed to be public records. This application does not guarantee approval or constitute a building permit application. I am hereby authorizing

\_\_\_\_\_ to act as my agent and is further authorized to sign any and all documents on my behalf.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## Property Owners Mailing List

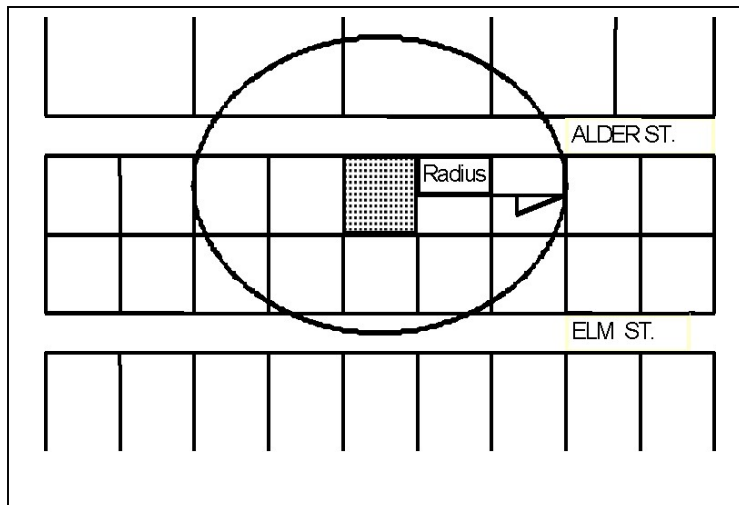
All applications that are subject to a Public Hearing require the applicant to submit a list of property owners who own property contiguous to and within 300 feet of the project site. This process is required by Section 83.010330 of the Development Code to notify residents and property owners in the immediate vicinity. Staff will send public notices to these individuals informing them of the proposed project and scheduled public hearings.

The surrounding property owner information must be obtained from the most current San Bernardino County Assessor's roll or shall be prepared and verified by a title company doing business in San Bernardino County. A County Assessor's office is located at 63665 29 Palms Hwy in Joshua Tree. The general telephone number for the Assessor's office is 760-366-1420.

### MATERIALS REQUIRED:

- Two (2) sets of adhesive labels containing the mailing address of the owner(s), applicant(s) and of all surrounding property owners, including vacant properties. Mailing labels must contain: Assessor's Parcel Number, property owner's name, address, and zip code.
- One (1) copy of the label sheets.
- One (1) radius map showing the subject property and all surrounding properties. The appropriate radius shall be drawn from the exterior boundaries of the subject property as shown in the sample below. The scale of the radius map shall be large enough to clearly show all surrounding properties.
- One (1) electronic copy of all submitted materials.

Sample Vicinity/Radius Map



**Town of Yucca Valley  
Community Development Department  
Planning Division  
58928 Business Center Drive  
Yucca Valley, CA 92284  
760 369-6575 Fax 760 228-0084  
[www.yucca-valley.org](http://www.yucca-valley.org)**



**SURROUNDING PROPERTY OWNERS LIST CERTIFICATION**  
(To be submitted with application)

I, \_\_\_\_\_, certify that on \_\_\_\_\_ the attached property owners list was prepared by \_\_\_\_\_ pursuant to the requirements of the Town of Yucca Valley. Said list is a complete compilation of the owner(s), applicant(s) and representative of the subject property and all owners of surrounding properties within a radius of \_\_\_\_\_ feet from all exterior boundaries of the subject property and is based on the latest equalized assessment rolls of the San Bernardino County Assessor's Office dated \_\_\_\_\_. I further certify that the information filed is true and correct to the best of my knowledge; I understand that incorrect and erroneous information may be grounds for rejection or denial of the development application.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_