



**Staff Use Only**

<b>TYPE OF APPLICATION</b>	<b>APPLICATION NUMBER</b>	<b>FEE PAID</b>
<b>Architectural Review:</b>		
a. Conceptual Review:	_____	_____
b. Formal Review:	_____	_____
c. Minor/Incidental:	_____	_____
<b>Planning Commission:</b>		
Use Permit:	_____	_____
Variance:	_____	_____
Tentative Map:	_____	_____
Rezone:	_____	_____
General Plan Amendment:	_____	_____
<b>Other:</b>		
(Specify): _____	_____	_____

**FEES:**

<b>Description:</b>	<b>Explanation:</b>	<b>Fee:</b>
Base Fee:	_____	_____
Environmental Review:	_____	_____
Other Fees:	_____	_____
Total Fees:	_____	_____
Fee Paid By:	<input type="checkbox"/> - Applicant <input type="checkbox"/> - Representative <input type="checkbox"/> - Property Owner	

**Tentative Review Dates:**

- a. Review of Completeness (if applicable): \_\_\_\_\_
- b. Staff Review/Determination: \_\_\_\_\_
- c. ARB Review: \_\_\_\_\_
- d. Planning Commission Review: \_\_\_\_\_
- e. Other Review: \_\_\_\_\_

Notes to the File: \_\_\_\_\_

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# CITY OF MARYSVILLE

Planning Department  
749-3904

## USE PERMIT APPLICATION INSTRUCTIONS

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**TO APPLICANTS:** The following list includes all the items you must submit for a complete application. If your application is not complete, a copy of this list will be returned to you marked accordingly. . If submitting blueprints, we encourage you to submit one copy of the plan to allow for application completeness check, following which eight complete sets of plans would need to be submitted.

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1. Planning application form complete.
2. Application Fee: In accordance with the City's fee schedule.
3. Description of proposed use or property development or sign standard exception (use a separate sheet of paper).
4. One 8-1/2" x 11" site plan or twelve larger copies fan-folded to 9" x 12" (check with Planning Staff depending on type of use) with the site plan including:
  - (a) Dimensioned property lines and all building setbacks.
  - (b) Location, name and width (including required widening) of adjacent streets.
  - (c) If relevant, existing and proposed public and private easements.
  - (d) If relevant, all proposed improvements and existing improvements which will be retained.
  - (e) If relevant, parking spaces and aisles, dimensioned; the flow of traffic should be noted by arrows.
  - (f) If relevant, access and circulation of pedestrians and vehicles.
  - (g) If relevant, wall, fences and exterior lighting structures.
  - (h) If relevant, planted areas and outdoor-use areas.
  - (i) If relevant, location of signs.
  - (j) If relevant, location of trash enclosures.
  - (k) If relevant, location, species, trunk and canopy diameter and status (e.g. to be removed, saved, relocated) of all existing trees over 8" trunk diameter.
5. Design Review submittal as may be required by the Planning Department.
6. Photographs of the subject site.