USE PERMIT SUBMITTAL REQUIREMENTS

APPLICATION FEES:
- $3,285 - Use Permit General Application Fee
- $500 – Use Permit for Animals Application Fee
- $3,185 – Use Permit for Historic Resources

INITIAL SUBMITTAL:
Applications shall be submitted and fees paid online at: https://epermits.montesereno.org/

USE PERMIT APPLICATIONS MUST INCLUDE ALL OF THE FOLLOWING DATA:

- Site plan including allowable and proposed setbacks and indicating all structures proposed and existing
- Existing and proposed floor plan (Scale: ¼” =1’)
- Elevations (Scale: ¼” =1’) including allowable and proposed height of all structures
- Cross-sections
- Landscape plan shall indicate all existing trees and landscape screening, an indication of any trees or screening to be removed and an indication of proposed plantings of trees and screening.
- Roof Plan
- Scale and dimensions on each page
- Address of site
- The following calculations:
  a. Lot area
  b. Allowable Maximum Square footage of main dwelling
  c. Proposed Square footage of main dwelling
  d. Allowable and Proposed Structural Coverage Figure
  e. Allowable and Proposed Impervious Coverage Figure
  f. Proposed Grading Quantity (cut & fill)

SUBMITTING MORE THAN ONE APPLICATION
These instructions will be modified in the event an application for a Use Permit is filed simultaneously with another application (e.g. Site Development Permit, Subdivision, etc.). Inquire with the Planning Department for further instructions or modifications to these instructions.