

MINOR CONDITIONAL USE PERMIT (MCUP)

WHAT IS A MINOR CONDITIONAL USE PERMIT?

The Minor Conditional Use Permit (MCUP) streamlines the review process for conditional uses and allows the Zoning Administrator (i.e., City staff) to grant or deny an application. The Zoning Administrator reviews the application and analyzes land use, parking, noise, and other factors for conditional uses and ensures potential issues are addressed. Conditions to the application are applied to address possible conflicts with surrounding land uses. These conditions aim to balance the request of the applicant with the public health, safety, and welfare of the neighboring area.

WHAT IS THE REVIEW PROCESS?

When your application is submitted it will be reviewed for completeness and assigned to a staff planner. Once the application is deemed complete, approval or denial of the application will be issued in about two to three weeks. This period will be longer if the plans require revisions or if the approval/denial action is appealed.

Notices about the request will be mailed to all property owners and occupants within a 300-foot radius of the project site, which commences a 10-day comment period during which interested parties may review application materials, provide comments, and/or request a Zoning Administrator hearing. If no hearing requests are received, and the project is consistent with the performance standards and the appropriate findings can be made for an MCUP, the project will be approved, subject to a 10-day appeal period. If, within the 10-day comment period, the Zoning Administrator receives a request for a hearing, an administrative hearing will be scheduled. At an administrative hearing, the staff planner presents the proposal to the Zoning Administrator. The applicant and any other party may also speak and provide comments. The Zoning Administrator makes a decision, taking into account all public input and applicable City regulations. Action by the Zoning Administrator (whether there is a hearing or not) is subject to a 10-day appeal period. If the project is appealed, it is forwarded to the Planning Commission, or if no appeals are filed, the project becomes effective after the 10-day appeal period.

After receiving approval for your application and after expiration of the appeal period, you have one year to submit your plans to the Building and Safety Division for a building permit, if applicable. Please visit www.pleasantonpermits.com for plan check submittal requirements.

WHAT ARE THE CRITERIA FOR GRANTING AN MCUP?

The Pleasanton Municipal Code (PMC) establishes the following standards to obtain an MCUP:

- The facility shall adhere to all occupancy, Americans with Disabilities Act (ADA), California Building Code, and exiting requirements.
- Adequate parking is available for the use, and the proposal has an effective traffic circulation system including pick-up and drop-off for business patrons.
- The use meets the requirements of the Noise Ordinance.
- The proposed use is allowed subject to an MCUP within the zoning district.
- The proposed use will not be detrimental to the public health, safety or welfare.
- The proposed use will comply with each of the applicable provisions of PMC Chapter 18.124.

SUBMITTAL REQUIREMENTS

Following is a comprehensive list of plans and documents required for MCUP application submittal. All MCUP application fees are due at the time of submittal. All documents, reports and plans must be uploaded to the Planning Division through the [Electronic Planning Submittal](#) portal.

- Application and Fee:** An Application for Development Review form can be obtained online at www.pleasantonpermits.com or from the Planning Division at 200 Old Bernal Avenue. The property owner must sign the application form or provide a written letter of authorization upon submittal. The property owner must sign the application form or provide a written letter of authorization upon submittal. The MCUP application fee (located on the application and on the City's website) is due at the time of submittal.
- Owners Association Approval:** If the property is located in an Owners Association, applicants are not required to obtain approval from the OA for the City to process and act on the project. The city, however, encourages applicants to interact with their neighbors and OA early in the process to obtain feedback related to the proposal
- Written Narrative:** One digital copy in PDF format of the letter which describes the proposed business operations. Please clearly state hours of operations, number of employees, impacts to parking, and if applicable, provide the number of students/patrons/attendees, including during peak and off-peak times. State how the request conforms to the required Minor Conditional Use Permit findings.
- Project Plans:** One digital copy in PDF format of the following (plans must be drawn to scale):
 - a. **Site Plan:** An exhibit which clearly shows the dimensions of the lot, the existing structure(s), setbacks, any proposed new construction, the subject tenant space, and parking areas.
 - b. **Floor Plans:** Existing and proposed floor plans which clearly show all building dimensions, all interior walls, doors, windows, description of each room/space, c
 - c. Construction type (if applicable), and occupancy group