



## DETERMINATION OF PERMITTED USE

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Determination of Permitted Use is a request for a use that is not specifically permitted in the zone district in which the use is proposed. The determination to approve a use not specifically listed in the zoning district is made by the entity (staff or Planning Commission) that is granted authority by the Land Use and Development Code to approve a use of similar size and characteristics. Requests for interpretations of the Zoning Ordinance and verifications relating to prior approvals or permits may be made to the Director of Community Development. The decision of the Director of Community Development on such requests may be appealed in accordance with Vacaville Municipal Code Section 14.09.030.120.

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### SUBMITTAL REQUIREMENTS

The completed master planning application and application fees shall be submitted at the time the application is filed. Project submittals that do not include the application, fees or submittal checklist items will not be accepted. All full size plans (24"x36") listed below shall be folded no larger than 9" x 12".

**Initial Study**

The Initial Study form shall be completed and submitted with the application. Depending on the type of environmental review required for the project, separate payment will be required to file a Notice of Exemption or Notice of Determination with the Solano County Clerk. Please include a separate check for \$50.00 check, made payable to Solano County, for the County Clerk processing fee. Additional environmental fees not listed here may be required by the California Department of Fish and Wildlife.

**Detailed Project Description**

A detailed written description shall be submitted with the application. At a minimum, the description shall include the following information: building square footage, lot size, number of employees, hours of operation, products made or sold, services performed, special equipment used, and parking requirements.

**Floor/Site Plans**

Two (2) full size copies of an accurately drawn plan (minimum scale 1" = 10') are required. An alternate scale may be approved depending on plan legibility and area of the site. Plans shall delineate the following:

1. Office Areas
2. Warehousing Areas
3. Manufacturing Areas
4. Showroom/retail areas
5. Special equipment used

**Other Information**

Any additional information that would help in making a determination on this matter should be submitted. The Community Development Director may require additional information depending on the nature of the proposal.

**Mailing Notice Requirements**

A mailing list and adhesive labels of property owners and site occupants within **400 ft.** of the project site shall be submitted with the application. The list shall include the names, addresses and Assessor's Parcel Number of property owners and existing residents/tenant. Verification of accuracy of the list shall be the responsibility of the applicant. The list shall be certified by a title insurance company as being from the most recent County tax roll. The submittal shall include base maps at the same scale used by the Assessor's Office and a copy of the Assessment Roll. On the base map, the subject property shall be outlined in red and noted as the subject parcel(s). An additional red line shall be drawn at a radius specified above.

**Electronic Copies**

Digital (PDF/Word) copies of all submittal items shall be included with the application.