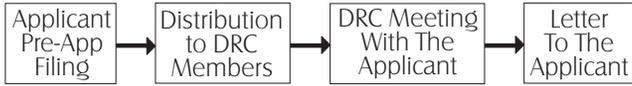
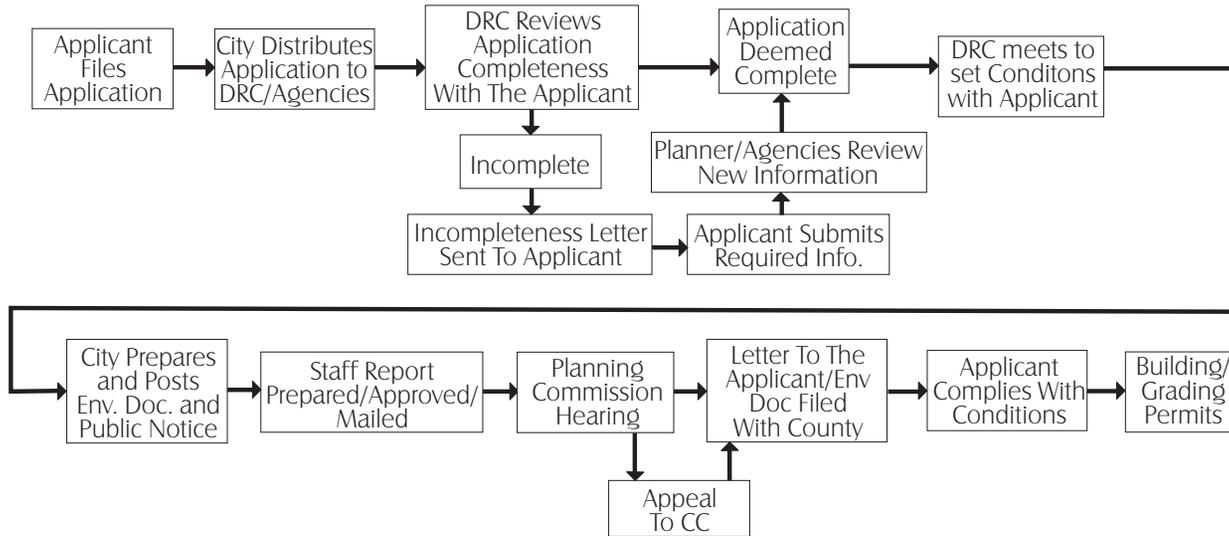


CONDITIONAL USE PERMIT DEVELOPMENT APPLICATION PROCESSING

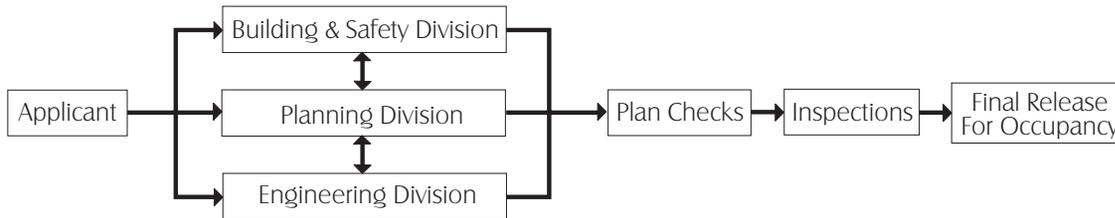
PRE-APPLICATION (OPTIONAL)



FORMAL APPLICATION



POST APPROVAL COORDINATION



CITY OF BIG BEAR LAKE

(909) 866-5831 - P.O. BOX 10000 - 39707 BIG BEAR BOULEVARD - BIG BEAR LAKE, CA 92315

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(909) 866-5831 - P.O. BOX 10000 - 39707 BIG BEAR BOULEVARD - BIG BEAR LAKE, CA 92315
Fax (909) 878-4511

CONDITIONAL USE PERMIT

A Conditional Use Permit (CUP) is a permit to establish a new land use on a specific parcel within the City of Big Bear Lake. Once a CUP is granted by the City the CUP remains in effect for as long as the use is operated in accordance with the conditions of the CUP. If an existing use with an approved CUP is sold to a new owner, the CUP "runs with the land"; that is, the new owner is entitled to operate under the existing CUP and need not apply for a new CUP.

Why does the city require a CUP?

Each zone permits certain uses which are allowable, provided they are reviewed and any special conditions needed to make them compatible with the surrounding land uses are applied. A CUP application allows the City to review a proposed development plan to make sure that adequate parking, access, landscaping, and services will be provided. As part of this review, the City may evaluate the design of proposed buildings to make sure the colors, materials, and architecture conform to the surrounding neighborhood and promote good mountain design.

How do I know if I need a CUP?

The Development Code identifies the uses within each zoning area that are principally permitted and those uses that require Conditional Use Permits. A copy of the current Development Code is available at the City Planning Division located at the Civic Center, 39707 Big Bear Blvd. You may also call (909) 866-5831 and receive assistance in identifying areas where specific uses are permitted or conditionally permitted.

Where do I apply for a CUP?

You may obtain an application at the City Planning Division located at the Civic Center, 39707 Big Bear Blvd. A planner is available at the Planning Division public counter from 8:00 - 5:00 each weekday to assist you, or you may call (909) 866-5831 for an application and receive assistance.

Can I file for a Preliminary Review?

The City encourages applicants to file for preliminary review of all projects. This review is called a pre-application, and requires only a short application form, a vicinity map, conceptual plans, and the required fee. Projects are reviewed by the Development Review Committee (DRC) two times each month, and applicants are invited to attend these meetings to receive information about their projects and City requirements.

What is the DRC?

The DRC consists of representatives of the City divisions that review proposed development projects to ensure that they conform to City ordinances and design policies. The DRC includes representatives from the Planning, Building and Safety, Engineering, Fire, and Water departments, and other outside agencies as needed.

What is needed to file a CUP?

The submittal requirements for a CUP are listed on the application (see Application For Conditional Use Permit/Site Plan Review). Staff recommends that you consult a licensed architect and/or engineer for help in preparing the maps, studies, and other documents that are required with an application submittal. A list of architects and engineers who are licensed to do business with the City is available at the Planning Division counter.

How does the City process my application?

After an application is deemed complete, the following steps are taken:

- ▶ If required by the California Environmental Quality Act, an environmental review is prepared by staff, distributed to the required agencies and a notice posted for public review at the City of Big Bear Lake Civic Center, Post Office, and Sheriff's Office;
- ▶ The project is reviewed by the DRC to determine whether it is complete, to review design issues, and to develop the conditions of approval. The applicant is invited to attend these meetings;

- ▶ A public hearing notice is prepared and printed in the newspaper;
- ▶ A staff report is prepared and distributed to the applicant, the property owner(s), and made available to the public; and
- ▶ The application is heard at a scheduled public hearing by the Planning Commission.

How long does it take?

After an application is complete, the City can typically complete the review and hearing process within six weeks. This time may need to be extended to address special design issues which may arise. State law requires that the City take action on a CUP within six months of accepting a complete application, except when an environmental impact report is needed.

What can I do if I disagree with the decision rendered?

After the Planning Commission makes a decision on a CUP, there is an appeal period of 10 calendar days from the decision date. Any interested party may file an appeal by submitting the application for an appeal and the required fee at the Planning Division counter. The appeal is then presented to the City Council, which makes the final decision on land use applications.

When does the CUP take effect?

Conditional Use Permits become effective 10 days after the hearing date, if no appeal of the action taken has been filed. If the approval is contingent upon a Zone Change or General Plan Amendment, which require City Council action, it will become effective on the date that the Council's decision becomes effective. Typically, two years are allowed to complete the conditions of approval and obtain building permits to begin construction on the site. An extension of up to one year may be granted upon application and approval.