

Planning Application Descriptions

Conditional Use Permit (CUP):

Is a zoning exception which allows the property owner use of his land in a way not otherwise permitted within the particular zoning district. Allows the city to consider uses which may be essential or desirable, but which are not allowed as a matter of right within a zoning district, through a public hearing process. A conditional use permit can provide flexibility within a zoning ordinance.

Adjustment Plat:

The process is required in order to change the boundaries between two, three or four existing legal lots. Prior to or concurrent with the submittal of an Adjustment Plat application, a pre-application meeting with a member of the Planning staff will be necessary to answer any questions and to ensure that the application is completed as required. Appointments for a pre-application meeting can be scheduled by contacting the Planning Department.

Site Plan:

Is a detailed graphic and written document that shows how a site will be developed. It is a legally binding, professionally prepared proposal for the use and development of a parcel of land. Site plan review is the process of reviewing documents and drawings required by the zoning ordinance to ensure that a proposed land use or activity meets zoning ordinance standards as well as state and federal statutes. A site plan includes existing and proposed man-made features, as well as natural site characteristics.



Variance:

Is a request for a deviation from the Zoning Code for a particular development standard because of unusual circumstances associated with a particular site. No variances to the land use classifications of the Zoning Code are allowed.

Rezoning:

Is the act of modifying the Official Zoning Map. A rezoning case may be for either a general use zone or a conditional use zone. The process requires a pre-application conference, neighborhood meeting, Planning Commission review, and recommendation and City Council approval.

General Plan Amendment:

California State law requires that all cities and counties have a comprehensive "General Plan" that provide a policy statement and guide for the development and conservation of the community. All general plans are required to consist of the following elements: land use, circulation, housing, conservation, open space, noise, and safety. The City will periodically review and update its General Plan, occasionally a need arises to change some specific portion of the Plan. Decisions regarding proposed changes are made by the City Council following review and recommendation by the Planning Commission. Applications for amendments should only be made when there are compelling reasons for a change.

Right-of-Way/Alley Vacation:

Allows a city to vacate part of an official plat that has been conveyed to the city or dedicated to the public which is deemed by the governing body to be of no benefit to the public. A city can vacate by resolution following a public hearing or by ordinance. A city may convey the vacated property by deed or may convey the property to adjoining property owners through the vacation instrument.

Parcel Map Waiver:

When fewer than five (5) parcels will be created. The parcel map waiver process does not involve the recording of a final map; instead, the lots are created by deed. A Certificate of Compliance is recorded that recognizes said deeds as describing lawfully created parcels resulting from the parcel map waiver process.

Planning App. Descriptions Continued

Minor Subdivision:

A subdivision is defined as the division of any improved or unimproved land for the purpose of sale, lease, or financing. A parcel map must be submitted. It must be prepared by a civil engineer or licensed land surveyor in accordance with the requirements of the State Subdivision Map Act and the City Subdivision Ordinance. It is a legal description of the parcels created by the subdivision and is filed with the County Recorder. Early in the consideration of a potential minor subdivision, you should carefully review the City's General Plan and zoning designations for the location of the proposed subdivision. It is important that the proposed minor subdivision be consistent with the City's Subdivision Ordinance, zoning regulations and the General Plan. For your convenience, these documents may be found on the City's Internet site.

Final Map:

A map that depicts the new lot lines, including survey information, owner's statement, dedications, notes, etc. The Final Map must conform to the approved tentative map, and cleared by Planning Commission. All Final Maps are filed with the County Recorder. Tract maps require approval by the City Council before recordation. No public hearing shall be required for the processing of a final map.

Major Subdivision:

5 or more parcels to be created. Major subdivisions require tentative map and final map approvals. Tentative Maps for Major subdivisions require Planning Commission approval.

Hours of operation:

Mon. – Fri. 8:00 AM– 5:00 PM
400 Main Street, Suite 2
Brawley, CA 92227
760-344-8822



Notice of Exemption:

When a public agency decides that a project is exempt from CEQA pursuant to Section 15061, and the public agency approves or determines to carry out the project, the agency may file a notice of exemption. The notice shall be filed, if at all, after approval of the project. This means that the applicant does not have to continue the CEQA Process.

Negative Declaration:

Part of the CEQA Process. A Negative Declaration, is a written statement on the "Initial Study" of the project that briefly describing the reasons that a project will not have a significant effect on the environment and does not require the preparation of an environmental impact report (EIR). There must be NO "Substantial Evidence" in order to obtain a negative declaration.

Environmental Impact Report:

Environmental Impact Report is to provide the public and the decision-makers with detailed information about a project's environmental effects, ways to minimize the project's significant environmental effects, and reasonable alternatives to the project. Under the California Environmental Quality Act (CEQA), an EIR must be prepared whenever there is substantial evidence that a project may have a significant effect on the environment. In accordance with California case law, if the Department is presented with a fair argument that a project may have a significant effect on the environment, it shall prepare an EIR even though it may also be presented with other substantial evidence that the project will not have a significant effect.