



Planning & Community Development Department

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Use Permits

Purpose: The purpose of a Use Permit is to provide flexibility by allowing land uses identified by the zoning ordinance as “permitted uses” when the use can be found compatible with surrounding land uses and when the use would not be detrimental to the public health, safety, or welfare.

When Required: A Use Permit is required for uses identified as “Permitted Uses” in the zoning ordinance. Also, in certain zoning districts the maximum height requirement may be exceeded with approval of a Use Permit.

Filing An Application: Applications for a Use Permit are required to include: a completed and signed Planning Permit Application form; the submittal requirements identified on the application form; and the required fee. Applications are submitted to the Planning and Community Development Department.

Project Review: Projects are reviewed for consistency with the General Plan, compliance with zoning ordinance requirements, and to ensure that the use would be compatible with surrounding land uses and would not be detrimental to the public, health safety or welfare (considerations may include noise, odors, traffic, parking, and light and glare). Projects are referred to City Departments (such as Building, Public Works, Fire Department, Police Department, and Electric Utility) for review and comment. Projects are also sent to outside agencies that may have review or permitting authority over the Project (such as Mendocino County Air Quality Management District, Regional Water, Environmental Health, Caltrans, Alcohol Beverage Control).

Environmental Review: As part of reviewing the project, the planner assigned to the project will determine if environmental review is required. Minor projects may be exempt from the California Environmental Quality Act (CEQA). Larger projects may not be exempt from CEQA and may be required to provide additional information needed to complete the required environmental review (such as a traffic study, noise study, lighting plan).

Public Hearing: After the project has been reviewed by the City and outside agencies and environmental review has been completed, the project will be scheduled for a public hearing for review of the project by the decision maker. This includes publishing a public notice in the newspaper, posting notice on the project site, and mailing a public notice to property owners within 300 feet of the project site.

Decision Making: Depending on the scope and size of the project, Use Permits are reviewed and decided upon by the Zoning Administrator or Planning Commission. Staff will prepare a staff report for the project and make a recommendation to the decision maker to approve, conditionally approve, or deny the project. In order to approve a Use Permit, the project must be consistent with the findings required for approval (Ukiah City Code Section 9262(E)). The decision maker has the authority to approve, approve with conditions, or deny a project.