

How Might the MUP Be Elevated to the Conditional Use Permit Review Process?

For a project to be approved through a MUP, the Planning Division must confirm that the proposal satisfies the MUP findings for approval. These findings are established by ordinance and stated in the County Development Code. Basically, the project cannot be controversial, must be planned for immediate development (not phased), can be conditioned to adequately mitigate environmental impacts, and is consistent with the policies of the County General Plan and the standards of the Development Code. Failure to satisfy the findings may result in the project being elevated to the CUP process.

What Is Conditional Approval?

Once the project has been reviewed by County staff and found to be acceptable if certain requirements are met, conditional approval is granted. Conditions of approval are the requirements which must be met or completed before the project can be finalized. These requirements might include road improvements, fire protection measures, landscaping/screening, development fees, and permits from various County and State agencies. After all the conditions have been met, the project is released for use/occupancy and a Minor Use Permit will be issued.

How Long Does the Process Take?

Most Minor Use Permit applications take from 2 to 4 months to process after acceptance. Processing time depends upon the size and nature of a project.

What Can I Do to Simplify the Process?

You can simplify the MUP application review process by carefully reading and completing the application package, discussing the project with County staff as questions arise, and responding promptly to all information requests.

Who Can I Go to for Help?

For general information and assistance, contact the planner at the Public Information Counter located on the first floor of the County Government Center or at the Planning Division Office in Victorville.

No appointment is needed to file the application. Contact the Planning Division Land Use Technician at the County Government Center at (909) 387-4131 or Victorville at (760) 843-4340.

For project-specific questions after the application has been accepted, contact the planner assigned to the project.

For more detailed information, please reference zoning handouts, the application, Administration Design Guidelines or access the website, www.co.san-bernardino.ca.us/landuseservices.

What Are the Costs of the MUP Application?

The Minor Use Permit application fee is \$3800.00. Applicants should check with other County departments for additional review fees which may be required. Possible additional fees are described in the MUP Application.

Minor Use Permit Application Process

**County Government Center
385 North Arrowhead Avenue
San Bernardino, CA 92415**

Area Code (909)

Planning Division.....	387-4131
Public Service Counter Information.....	387-8311
Building & Safety Division.....	387-4244
Environmental Health Services	
Land Use Division.....	387-4666
Fire Department.....	386-8400
Public Works.....	387-2623
Land Development/Engineering	
Roads Section.....	387-8218
Drainage Section.....	387-2627
Surveyor Division	
Final Map Section.....	387-8148

**North Desert Office
15456 W. Sage Street
Victorville, CA 92392**

Area Code (760)

Building & Safety Division.....	843-4360
Land/Development Engineering.....	843-4366
Planning Division.....	843-4340

What Is a Minor Use Permit?

A MUP is the application process the County uses to review the proposed location and operation of certain types of land uses. Commercial, industrial, institutional, agricultural and multi-residential developments are evaluated for consistency with the County General Plan, compatibility with surrounding land uses, availability of public services, and potential environmental impacts. The MUP is designed to provide staff level review for minor projects and non-controversial medium scale projects.

How Does the Process Begin?

After the application is determined to be complete, the project is assigned to a planner who will review the proposal for environmental impacts and compliance with County development standards. Project information is distributed to various County departments and other agencies for review and comment. Surrounding property owners are also notified of the project. Decisions made by staff are appealable to the Planning Commission. Planning Commission acts are appealable to the Board of Supervisors.

What Happens After the Minor Use Permit Is Filed?

Once the MUP application has been filed and determined to be complete by the Planning Division, it is assigned to a planner who will review the proposal for environmental impacts and compliance with County development standards. Project information is distributed to various other County departments for review and comment. Surrounding property owners will be notified.

Minor Use Permit

