
MINOR CONDITIONAL USE PERMIT (MCUP)

APPROVAL BY DIRECTOR OF PLANNING & BUILDING



Planning & Building Department
10601 Magnolia Avenue
Santee, CA 92071
(619) 258-4100, Ext 167

Application

The applicant must submit the completed Minor Conditional Use Permit (MCUP) application packet digitally through the Permitting & Licensing Portal (SanteePortal.org). The Project Planner will set up an invoice for the MCUP for which the applicant will receive a notification that an invoice for the application is ready for payment. Once the invoice is paid, the Project Planner will route the plans for a 30-day review and completeness check. If any items are deemed missing in the checklist below, the application will be determined as Incomplete and must be resubmitted. Any resubmittal for an application found Incomplete will begin a new 30-day review period.

Environmental Review

The project will be reviewed for compliance with the [California Environmental Quality Act](#) (CEQA). After the application is digitally submitted, the plans and associated project documentation will be sent by the City to the appropriate public agencies and City departments involved in the project for their review and comment. Once the proposed project has been reviewed and deemed complete pursuant to Government Code 65943, the City will determine whether a proposed action is subject to CEQA. If deemed subject to CEQA, the project may qualify for an exemption, or an Initial Study must be prepared to determine whether the project may have a significant effect on the environment.

Articles 18 and 19 of the State CEQA Guidelines identify projects that are statutorily and categorically exempt from the requirements of CEQA. Section 15300.2 of the State CEQA Guidelines sets forth a number of exceptions to categorical exemptions. Prior to the use of any categorical exemption, the exceptions must be reviewed along with the proposed project/activity/use and any relevant research, site visit information or documentation. If an exception is determined applicable to the project, a categorical exemption may not be used. All exemptions require substantial evidence that the project qualifies for an exemption and none of the exceptions apply. Exemptions are retained in the record and are posted on the State Office of Planning and Research website (Cetane) within 5 days of project approval but do not get circulated for a public review and comment period.

If City staff determines that the project does not qualify for an exemption and no significant environmental impacts are anticipated, staff will direct the applicant to retain a qualified environmental consultant to prepare a Negative Declaration (ND) or Mitigated Negative Declaration (MND). If City staff determines that the project will have a significant environmental impact, staff will direct the applicant to retain a consultant to prepare an Environmental Impact Report (EIR). NDs, MNDs and EIRs are circulated for public review and comment.

All environmental documents and technical studies for submitted projects shall be prepared by qualified consultants hired by the applicant.

Zoning Administrator Hearing and Director's Decision

Once the project is deemed complete, all issues addressed, and any environmental review completed, the Director shall hold a public hearing for the MCUP. A public notice will be issued prior to the scheduled hearing date for any members of the public who would want to attend. During this public hearing, the Director will 1) consider the CEQA determination and 2) either approve the project as submitted, approve with modification(s), deny the project or continue the item.

Post Entitlement

If the project is approved, the applicant shall:

1. Pay a document filing fee to the County Clerk and the California Department of Fish and Wildlife fee based on their level of CEQA review (State Law - AB3158). Contact the California Department of Fish and Wildlife for current fees (www.wildlife.ca.gov).
2. Schedule a *Post-Entitlement meeting* with the Project Planner. The goal of the meeting is to ensure that all parties understand the conditions of approval, the expected project timeline, and the follow-on permitting process.
3. Contact Santee Elementary School District at (619) 258-2320 and Grossmont Union High School District at (619) 644-8177 for their requirements and fees

SUBMITTAL CHECKLIST

The MCUP submittal must comply with all items listed under the Master Planning Submittal Checklist. This checklist is located on the City's website at <https://www.cityofsantee.ca.gov/documents/planning-building/applications-handouts/master-submittal-checklist-2025.pdf>

1. ☐ **All requirements listed on the Master Submittal Checklist linked above**
2. ☐ Planning Application – this application completed and signed
3. ☐ Minor Conditional Use Permit Supplemental Form - attached
4. **Special Requirements for Wireless Communications Facilities (13.34.020 SMC)**
 - a. ☐ Visual Impact Demonstration. Photo simulations, photo overlays, scaled models that adequately demonstrate the visual impact of the facility. A map shall be provide that show the wireless communication facility and a keyed location of the site of every photo simulation.
 - b. ☐ Provide a map and narrative description explaining the site selection process including information about other sites considered and the reason for their rejection.
 - c. ☐ A report listing the effective radiated power generated by the proposed facility and that the facility, as proposed, meets the FCC guidance and regulations for electromagnetic radiation.
 - d. ☐ The plans shall show all other wireless communications facilities on the property and those within 100 feet of the site. Describe the cumulative effects.
 - e. ☐ Noise study for any stand-by or emergency generators and other equipment as identified by staff.
5. **Fees** (notify Project Planner of submittal to receive invoice)
 - a. ☐ MCUP Application Deposit or Fee
 - b. ☐ Application for Environmental Initial Study Fee



City of Santee
Planning & Building Dept.
 10601 Magnolia Avenue
 Santee, CA 92071-1222
 (619) 258-4100)

PLANNING APPLICATION

(Select all that apply)

<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Tentative Map	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Major Revision
<input type="checkbox"/> Zoning Ordinance Amendment	<input type="checkbox"/> Tentative Parcel Map	<input type="checkbox"/> Conditional Use Permit (Minor)	<input type="checkbox"/> Minor Revision
<input type="checkbox"/> Specific Plan Amendment	<input type="checkbox"/> SB-9 Urban Lot Split	<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Substantial Conformance
<input type="checkbox"/> Rezone	<input type="checkbox"/> Planned Development	<input type="checkbox"/> Antenna Permit	<input type="checkbox"/> Time Extension
<input type="checkbox"/> Variance	<input type="checkbox"/> Density Bonus	<input type="checkbox"/> Comprehensive Sign Program	<input type="checkbox"/> SB330 Pre-Application
<input type="checkbox"/> Minor Exception	<input type="checkbox"/> Development Review	<input type="checkbox"/> Initial Consultation	<input type="checkbox"/> Other:

Site Location: _____ **Assessor Parcel Number(s):** _____

Have you had an Initial Consultation (IC)? ☐ Yes ☐ No **If Yes:**

Planner's Name: _____ **and IC Case Number** _____

Are there any prior related project cases associated with the site? ☐ Yes ☐ No. **If Yes:**

List Case Number(s): _____

<p>1. Applicant</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Signature: _____</p> <p>Print Name: _____</p>	<p>2. Property Owner</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Signature: _____ (Authorizing Applicant to Submit Application)</p> <p>Print Name: _____</p>
<p>3. Applicant's Representative</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Signature: _____</p> <p>Print name: _____</p>	<p>4. Engineer</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Signature: _____</p> <p>Print name: _____</p>

5. Parcel Size (Acres): _____ 6. Size of Building(s) in sq.ft.: _____

7. Existing Land Use: _____

8. General Plan Land Use Designation: _____ 9. Zone Designation: _____

10. For Residential Projects:

- A. Number of Units Proposed _____ units
B. Number of Lots Proposed _____ lots
C. Project Density Proposed _____ du/acre

11. DESCRIPTION OF PROPOSED USE

Describe below, or on an attached sheet if more space is required, the proposed use, its operation, the nature and type of buildings, structures and other facilities to be used and the types of services to be provided.

I, the undersigned, under penalty of perjury, claim the information contained within this application is correct to the best of my knowledge.

Signed: _____
Owner or Applicant

Print Name & Date: _____



City of Santee
Planning & Building Dept.
10601 Magnolia Avenue
Santee, CA 92071-1222
(619) 258-4100

**MINOR CONDITIONAL
USE PERMIT
SUPPLEMENT**

APPLICANT'S STATEMENTS OF JUSTIFICATION

Before approving a Minor Conditional Use Permit, the approval authority shall make certain findings that the circumstances prescribed below do apply. **Explain below how your project meets the following findings:**

1. That the proposed use is in accord with the General Plan, the objectives of the Development Code, and the purposes of the district in which the site is located.

2. That the proposed use, together with the conditions applicable thereto, will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.

3. That the proposed use, together with the conditions applicable thereto, will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.

Please attach a separate page if additional space is needed for your response.