

CITY OF LAGUNA BEACH

CONDITIONAL USE PERMIT APPLICATION

See reverse side for filing instructions

CUP Number _____

I. PROPERTY OWNER/APPLICANT INFORMATION:

DATE: _____

Legal Owner _____ Telephone _____

Address _____

Applicant _____ Telephone _____

Address _____

II. PROPERTY INFORMATION:

Location _____ Suite _____

Assessor Parcel Number _____

Current/Previous Use _____

Building/Suite Square Footage _____ Parking Spaces Provided _____

III. PROPOSED USE:

Briefly describe the specific use(s) proposed. Include information about proposed merchandise and services, menu items, proposed business hours etc.

Similar Businesses Owned or Operated by the Applicant: _____

IV. JUSTIFICATION:

1. Is this site appropriate for the proposed use in terms of size, parking, storage, trash, etc.?

2. Does this site have adequate street access and on-site parking to handle the traffic generated by the proposed use?

3. Is the proposed use compatible with the surrounding land uses? Explain.

4. Is the proposed use consistent with the goals and policies of the Downtown Specific Plan and the City's General Plan? Explain

V. AFFIDAVIT:

I herby certify that all of the above information contained in this application is, to the best of my knowledge and belief, true and correctly represented and that I have read and understand Chapter 25.05.030 of the Laguna Beach Municipal Code.

APPLICANT'S SIGNATURE

PROPERTY OWNER'S SIGNATURE

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| <p style="text-align:center">CITY OF LAGUNA BEACH CONDITIONAL USE PERMIT APPLICATION</p> |
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II. FILING INSTRUCTIONS

- Submit a complete Conditional Use Permit application and pay a fee of \$630.00 for a minor change of use or \$4850.00 for a new structure or major (50% or more) remodel. (The application fee to amend an approved Conditional Use Permit is \$370.00). **The property owner's signature or written authorization is mandatory.** Incomplete applications or insufficient information could delay the processing of the application.
- Submit any photographs, catalogs or samples of merchandise that would assist in the description of your proposal.
- Submit an address list and radius map (8 ½ x 11 paper) of all property owners within a 300-foot radius of the subject property. For projects located in the Downtown Specific Plan Area, the address list must also include all residents and or tenants within a 300-foot radius of the subject property. The address list of labels must be in a 3-across by 10-down formation on an 8 ½ x 11 paper and include the assessor's parcel number on each address. **The list must be compiled by a professional listing service, utilizing the latest equalized County Tax Assessors' rolls.** A certification letter, signed by a representative of the listing service and attesting to the accuracy of the address list, must be submitted. Addressed, stamped envelopes (with the City of Laguna Beach return address) must be supplied for the entire number of property owners, residents and tenants. The listing service, either prior to or currently with the submittal of the Temporary Use application, must submit the required noticing package independently of the Conditional Use permit application.
- Submit a plot plan and floor plan on an 8 ½ x 11 paper, containing the following information
 1. Dimensions of existing and proposed structures and floor plans, including a detailed layout of the proposed business.
 2. North arrow and the scale of the drawing.
 3. Adjacent streets and alleys.
 4. Existing and proposed parking areas, drawn to City standards.

It is highly recommended that purchase agreements or leases not be signed until final approval of any required Conditional Use Permit has been obtained.

It is also recommended that the applicant be present at all meetings at which the request is being considered.

FILING DEADLINE: complete applications must be submitted by the Wednesday that is two (2) weeks prior to the public hearing, before 12:00 noon.