

CITY OF LAGUNA BEACH

ADMINISTRATIVE USE PERMIT

See reverse side for filing instructions

AUP Number _____

I. PROPERTY OWNER/APPLICANT INFORMATION:

DATE: _____

Legal Owner _____

Telephone _____

Address _____

Email _____

Applicant _____

Telephone _____

Address _____

Email _____

II. PROPERTY INFORMATION:

Location _____ Lot/Parcel Area (SF) _____

Assessor Parcel Number _____

Current/Previous Use _____

Building Area (SF) _____ Parking Spaces Provided _____

III. PROPOSED USE:

Briefly describe the use proposed. Include information about proposed number of short-term lodging units, the number of bedrooms in each unit, the desired occupant limit for each unit, the number of off-street parking spaces for each unit and the operation plan for the short-term lodging units. For example, is it planned to rent each unit on a two-week basis, year-round or on a weekly basis from June through August.

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.

V. AFFIDAVIT:

I hereby 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 25.23 of the Laguna Beach Municipal Code regarding Short-Term Lodging Units.


If this application is approved, I hereby understand that a standard condition of approval will be imposed requiring me to defend, hold harmless and indemnify, at my expense, the City, the City Council and other City bodies and members thereof, officials, officers, employees, agents and representatives from and against any and all third-party claims, actions or proceedings to attack, set aside, void or annul the approval, or any associated determination made pursuant to the California Environmental Quality Act, including the City's defense costs and expenses as well as costs, expenses or damages a court may require the City to pay as a result of such claim, action or proceeding.


APPLICANT'S SIGNATURE


PROPERTY OWNER'S SIGNATURE


**CITY OF LAGUNA BEACH
ADMINISTRATIVE USE PERMIT APPLICATION**

FILING INSTRUCTIONS

-  Submit a complete Administrative Use Permit application and pay a fee of \$275.00. **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 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 format on 8-1/2" 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 assessment rolls.** A certification letter, signed by a representative of the listing service and attesting to the accuracy of the address list, must be submitted. **Two sets of 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 must submit the required noticing package independently of the Administrative Use Permit application.

-  Submit a site plan and floor plan on 8 ½" x 11" paper, containing the following information:
 1. Dimensions of existing structures on the site and floor plans.
 2. North arrow and the scale of the drawing.
 3. Adjacent streets and alleys.
 4. Existing parking areas, drawn to scale.

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