



MUP _____

MINOR USE PERMIT

PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED) :

PROJECT ADDRESS _____

ZONE CLASSIFICATION _____

APPLICANT(S) NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

PROPERTY OWNER(S) NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

PROPOSED USE: (State exactly what use is intended for the property. If you are applying for an eating establishment, restaurant or place of assembly, include the seating capacity and hours of operation.)

*****PLEASE ANSWER THE QUESTIONS ON PAGE 2*****

THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT.

APPLICANT'S SIGNATURE

DATE

PROPERTY OWNER'S SIGNATURE

DATE

DATE FILED _____ RECEIPT NO. _____ PAID _____ RECEIVED BY _____

PREREQUISITE CONDITIONS: (The law requires that the conditions set forth below be clearly established before a minor use permit can be granted.) You may use a separate sheet of paper if more space is needed to answer the questions listed below.

Explain in detail wherein your case conforms to the following five conditions:

1. That the granting of such Minor Use Permit is consistent with the comprehensive General Plan and any applicable specific plan.

2. That, subject to the granting of a Minor Use Permit, the use proposed is allowed within the applicable zone and complies with all other applicable provisions of the Development Code and Municipal Code.

3. That the design, location, size, and operating characteristics of the proposed activity will be compatible with the existing and future land uses in the vicinity.

4. That the site is physically suitable in terms of its design, location, shape, size, and operating characteristics of the proposed use in order to accommodate the use, and all fences, landscaping, loading, parking spaces, walls, yards, and other features required to adjust the use with the land and uses in the neighborhood; streets and highways are adequate in width and pavement type to accommodate public and emergency vehicle (e.g., fire and medical) access; public protection, and provisions of utilities.

5. That the type, density, and intensity of use proposed will not adversely affect the public convenience, health, interest, safety, or general welfare, constitute a nuisance, or be materially injurious to the improvements, persons, property, or uses in the vicinity and zone in which the property is located.

FILING REQUIREMENTS

In order for this application to be processed without delay, the application must include all of the following materials. To ensure that your application package is complete, please check-off the boxes next to the required application materials.

- Completed application form
- An Ownership Disclosure is required if the property is owned by a corporation, partnership, trust, or non-profit. The disclosure must reveal the agent for service of process or an officer of the ownership entity. The disclosure must list the names and addresses of all the owners and you must attach a copy of the current corporate articles, partnership agreement, trust, or non-profit document, as applicable.
- Environmental Information form (if applicable)
- Filing Fee
 - Initial filing fee \$1,400
 - Amendment \$840
 - Extension \$105
 - Appeal \$600
- Plans/Elevations: **Two (2) full sized plans, two (2) reduced size plans at 11”x17”, and a digital copy in PDF format on a CD.** The full sized plans (site plan, floor plans, elevations, roof plans, and landscaping plan) must be drawn to scale and dimensioned to show the following:
 - a. Scale, north arrow, parkway width, and street address
 - b. Location and size of all proposed structures (new and/or existing). The building and setback areas shall be clearly dimensioned.
 - c. Description of types of materials, colors, treatments, etc.
 - d. Mechanical equipment and easements
 - e. Location and dimension of all landscaped areas and the type of trees and sizes (to remain or proposed to be removed.)
- Materials and colors sample board (8½” x 11”) and brochures of the doors, windows, fixtures, and other architectural elements. All proposed exterior colors must be identified with actual color chips with manufacturer and code specifications. Physical samples of roofing, stone or concrete material are typically not required.
- Photos (prints and on CD) of the subject property at a scale large enough to illustrate the subjects under discussion.
- A radius map and mailing list:
 - A 300 foot radius map and a mailing list in an Excel format and one set of labels. The mailing list must be in an Excel format and saved on a CD or flash drive. Each lot must be consecutively numbered to correspond to the property owners list, map and Excel spreadsheet.

The spreadsheet must identify the following fields: 1) Assessor’s Parcel Number; 2) Property Owner’s Name; 3) Mailing Address; 4) City, State, and Zip Code. Each column heading must be in the same order as listed above.

The names and addresses of current property owners may be obtained at the Los Angeles County Assessor’s office.

Alternatively, applicants may retain the services of a mapping consultant to generate the radius map, labels and electronic address list on an Excel spreadsheet on their behalf. A list of local mapping consultants may be obtained at the Planning Services offices.
 - A separate label sheet, providing 3 labels each for the property owner, applicant, architect, contractor, and anyone else with an interest in the project that is to be contacted/copied with any relevant correspondence.