City of
HUNTINGTON PARK california
COMMUNITY DEVELOPMENT DEPARTMENT
6550 MILES AVENUE
HUNTINGTON PARK, CA 90255
TEL: (323) 584-6210 FAX: (323) 584-6244

CONDITIONAL USE PERMIT (CUP) APPLICATION GUIDELINES

Applications for a Conditional Use Permit are processed by the Community Development Department, Planning Division.

I. Preliminary Review

Prior to applying for a CUP, it is highly recommended that a Preliminary Review be submitted and checked. This procedure notifies the potential CUP applicant, in advance, of Planning Division requirements and recommendations to the Planning Commission. The Preliminary Review consists of three (3) sets of plans which include the site plan, floor plan(s), and elevations, along with a completed application, environmental checklist and a review fee of $217.05. The Preliminary Review is designed to allow applicants to be informed of the Planning Division's recommendations and requirements prior to preparing the complete CUP package and paying the required fees. This review may not include recommendations and requirements of other Departments or Agencies (e.g. Building and Safety, Fire, County Health, etc.).

II. Complete CUP Package

Materials necessary to process a CUP include:

1. Ten (10) copies of proposed and/or existing plans. All plans should be submitted on 24" x 36" paper and folded to 8 ½" x 11". Set of plans should include the following:
   A. Floor Plan (all buildings)
   B. Site Plan
   C. Elevations (all)
2. Two (2) copies of reduced plans, either 8 ½" x 11" or 11" x 17".
3. One (1) CD Rom containing all files in digital PDF or JPEG formats.
4. Two (2) sets of 300 foot Public Notice Radius Maps and Mailing Labels (see attached example)
5. CUP Application (fully completed, see attached).
6. Environmental Checklist Form (fully completed, see attached).
7. Photographs of Site and Adjacent Properties.
8. Required Fees:
   A. $1,899.20 for CUP
   B. $ 249.61 for Environmental Review (minimum)
   $2,148.81 Total

How is the application processed?

Conditional Use Permits are approved based upon the discretion (subject to appeal) of the Planning Commission. Upon the submittal of the above mentioned materials and payment of fees, the proposal will be given a case number (e.g.1741-CUP), and be scheduled for the earliest appropriate Planning Commission meeting. Assuming the materials submitted are accurate and complete, Planning Division staff can process the application and present it to the Planning Commission within approximately one month from the formal submittal date. The processing includes the notification of all property owners within 300 feet of the site (or as required by the California Environmental Quality Act if applicable), a notice of the request advertised in a newspaper of general circulation and the preparation of a staff report (subject to environmental analysis and findings as required by the California Environmental Quality Act) for the Planning Commission.

It is recommended that the applicant, property owner, and /or representative attend the meeting, and be prepared to answer questions and present evidence supporting the requested CUP. In order for the Planning Commission to approve

a request for a CUP, the Commission must find that based upon the information contained in the application and the testimony given at the public hearing, the following circumstances (findings) apply:

A. That the proposed use/development is conditionally permitted within, and would not impair the integrity and character of, the subject zoning district and complies with all of the applicable provisions of the Code;
B. That the proposed use/development is consistent with the General Plan;
C. That the approval of the Conditional Use Permit for the proposed use/development is in compliance with the requirements of the California Environmental Quality Act (CEQA) and the City's Guidelines;
D. That the design, location, size, and operating characteristics of the proposed use/development are compatible with the existing and planned future land uses within the general area in which the proposed use is to be located and will not create significant noise, traffic, or other conditions or situations that may be objectionable or detrimental to other permitted uses operating nearby or adverse to the public interest, health, safety, convenience, or welfare of the City;
E. That the subject site is physically suitable for the type and density/intensity of use/development being proposed; and
F. That there are adequate provisions for public access, water, sanitation, and public utilities and services to ensure that the proposed use/development would not be detrimental to public health and safety.

The Planning Commission is interested in hearing all views concerning the proposed CUP, and how it applies to the required findings. It is suggested that the applicant prepare themselves to answer questions pertaining to the required findings during the public hearing.

A staff report will be available at the Community Development Department public counter on the Monday before the Planning Commission meeting. A copy of the report will also be provided to the applicant prior to the meeting.

What happens after the Planning Commission's decision?

After publicly discussing the case, the Planning Commission may approve, deny, or continue the case to a later meeting for further study.

It is important to know that if an application is approved, it does not become final until fifteen (15) days after the date of approval. During this time an appeal may be filed by the applicant or anyone requesting that the City Council reverse or modify the decision of the Planning Commission. An appeal may be filed and paid for at the City Clerk's Office in City Hall. The appeal will then be scheduled to be heard by the City Council which may affirm, modify or overturn the Planning Commission action.

What are "conditions" of approval?

If the application is approved, the CUP may contain certain conditions affecting the proposed use/development. The Planning Division recommends conditions to the Planning Commission for the mitigation and/or improvement of the individual circumstances to ensure the compatibility of the use with surrounding land uses.

For further information, please contact the Planning Division by calling (323) 584-6210 between 7:00 a.m. and 5:30 p.m. Monday through Friday.

Attachments: **Conditional Use Permit Application**
Environmental Checklist Form
Planning Commission Meeting Schedule
Radius Map Guidelines
Other Guidelines May be Available as Requested

CITY OF HUNTINGTON PARK
Community Development Dept. • Planning Division
6550 Miles Avenue, Huntington Park, CA 90255
Tel. (323) 584-6210 • planning@huntingtonpark.org

CONDITIONAL USE PERMIT APPLICATION

FOR OFFICE USE ONLY

*Date Filed:*_____ *File No.:*_____ *Fee/Receipt No.:*_____ *Initials:*_____

PROJECT INFORMATION

Project Address: _____

General Location: _____

Assessors Parcel Number (APN):_____

APPLICANT'S INFORMATION

Applicant: _____

Mailing Address:_____

Phone 1: _____ Phone 2: _____ Fax:_____

PROPERTY OWNER'S INFORMATION

Property Owner: _____

Mailing Address:_____

Phone 1: _____ Phone 2: _____ Fax:_____

REQUEST

I/We hereby request a Conditional Use Permit (CUP) for the following purpose:

_____

_____

_____

_____

_____

_____

_____

_____

_____

In order for the Planning Commission to approve a CUP, the Huntington Park Municipal Code requires that all of the following findings be made:

A. That the proposed use is conditionally permitted within, and would not impair the integrity and character of, the subject zoning district and complies with all of the applicable provisions of this Code;

B. That the proposed use is consistent with the General Plan;

C. That the approval of the Conditional Use Permit for the proposed use is in compliance with the requirements of the California Environmental Quality Act (CEQA) and the City's Guidelines;

D. That the design, location, size, and operating characteristics of the proposed use are compatible with the existing and planned future land uses within the general area in which the proposed use is to be located and will not create significant noise, traffic, or other conditions or situations that may be objectionable or detrimental to other permitted uses operating nearby or adverse to the public interest, health, safety, convenience, or welfare of the City;

E. That the subject site is physically suitable for the type and density/intensity of use being proposed; and

F. That there are adequate provisions for public access, water, sanitation, and public utilities and services to ensure that the proposed use would not be detrimental to public health and safety.

In order for the Planning Commission to determine if these findings are present in your case, the following questions must be answered by the **applicant**:

1. The site for this proposed use is adequate in size and shape. (Explain)

_____

_____

_____

_____

_____

_____

2. The site has sufficient access to street and highways that are adequate in width and pavement type to carry the quantity and quality of traffic generated by the proposed use. (Explain)

_____

_____

_____

_____

_____

_____

3. The proposed use will not be materially detrimental, nor have an adverse effect upon adjacent uses, buildings, or structures. (Explain)

_____

_____

_____

_____

_____

_____

4. The proposed Conditional Use Permit will not be in conflict with the General Plan. (Explain)

_____

_____

_____

_____

_____

_____

CERTIFICATE AND AFFIDAVIT OF APPLICANT: I/We certify that all statements made on this application are true and complete to the best of my knowledge. I/We understand that any false statements may result in denial of the requested permit or revocation of any issued permit. I/We further certify that I am, or have permission by, the property owner to conduct the proposed development applied for herein.

_____ Date_____

Applicant Signature (Required)

_____

Print Name

Note: If the applicant is not the property owner, the owner of the property must sign the application or a written authorization must be submitted so that the applicant may file the application.

_____ Date_____

Property Owner Signature (Required)

_____

Print Name

CITY OF HUNTINGTON PARK
Community Development Dept. • Planning Division
6550 Miles Avenue, Huntington Park, CA 90255
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ENVIRONMENTAL INFORMATION FORM

FOR OFFICE USE ONLY

*Date Filed:*_____ *File No.:*_____ *Fee/Receipt No.:*_____ *Initials:*_____

1. **Applicant** (please circle whether Owner, Leasee, Purchaser or Representative):

Name:_____

Address:_____

Telephone: _____ Fax:_____

2. **Contact Person concerning this project**:

Name:_____

Address:_____

Telephone: _____ Fax:_____

3. **Address of project**:_____

_____

4. **Assessor's Parcel Number (APN)**:_____

5. **Indicate type of permit application(s)** (i.e. Conditional Use Permit, Development Permit, Variance, etc.) **for the project to which this form pertains:**

_____

_____

6. **List any other permits and/or other public agency approvals required for this project, including those required by City, County, State and/or Federal agencies:**

_____

_____

7. **Existing Zone**:_____

8. **Proposed use of site**:_____

_____

9. **Site size** (lot dimensions and square footage):

_____

_____

10. **Project size**:

Square feet to be added/constructed to structure(s):

_____

Total square footage of structure(s):_____

11. **Number of floors of construction**:

Existing:_____

Proposed:_____

12. **Parking**:

Amount required:_____

Amount provided:_____

13. **Anticipated time scheduling of project**:_____

_____

14. **Proposed phasing of development**:_____

_____

15. **If residential, include number of units, schedule of unit sizes, range of sale/rent prices, and type of household size expected**:

_____

_____

_____

_____

16. **If commercial, indicate the type of commercial use, estimated employment per shift, proposed hours of operations, indicate whether neighborhood, City or Regionally oriented, square footage of sales area, and loading locations:**

_____

_____

_____

_____

17. If industrial, indicate type of industrial or manufacturing use, estimated employment per shift, proposed hours of operations, and loading locations:

_____

_____

_____

_____

18. If institutional, indicate type of institutional use, estimated employment per shift, proposed hours of operations, estimated occupancy, loading locations, and community benefits to be derived from the project:

_____

_____

_____

_____

Please complete numbers 19 through 33 by marking "A" through "D" and briefly discuss any items marked "A" "B" or "C" (attach additional sheets as necessary). Items marked "D" do not need discussion.

A) Potentially Significant Impact	**B) Potentially Significant Impact Unless Mitigation Incorporated**	**C) Less than Significant Impact**	**D) No Impact**

AESTHETICS

19. Would the proposed project:

a. Affect a scenic vista? _____

b. Have a demonstrable negative aesthetic effect? _____

c. Create light or glare? _____

AIR QUALITY

20. Would the proposed project:

a. Affect air quality or contribute to an existing or projected air quality violation? _____

b. Create or cause smoke, ash, or fumes in the vicinity? _____

c. Create objectionable odors? _____

BIOLOGICAL RESOURCES

21. Would the proposed project:

a. Remove of any existing trees or landscaping? _____

CULTURAL RESOURCES:

22. Would the proposed project:

a. Affect historical resources? _____

b. Have the potential to cause a significant physical change which would affect unique ethnic cultural values? _____

GEOLOGY AND SOILS

23. Would the proposed project:

a. Result in erosion, changes in topography or unstable soil conditions from excavation, grading or fill? _____

b. Be located on expansive soils? _____

c. Result in unique geologic or physical features? _____

HAZARDS

24. Would the proposed project:

a. Create a risk of accidental explosion or release of hazardous substances (including, but not limited to: oil, pesticides, chemicals or radiation)? _____

b. The use or disposal of potentially hazardous materials (i.e. toxic or flammable substances)? _____

c. The creation of any health hazard or potential health hazard? _____

d. Exposure of people to existing sources of potential health hazards? _____

HYDROLOGY AND WATER QUALITY

25. Would the proposed project:

a. Change water drainage patterns? _____

b. Change the quantity of ground waters, either through direct additions or withdrawals, or through interception of an aquifer by cuts or excavations or through substantial loss of groundwater recharge capabilities? _____

c. Impact groundwater quality? _____

d. Substantially reduce the amount of groundwater otherwise available for public water supplies? _____

LAND USE AND PLANNING

26. Would the proposed project:

a. Conflict with the Zoning or General Plan designation? _____

b. Be incompatible with existing land use in the vicinity? _____

c. Disrupt or divide the physical arrangement of an established community? _____

MINERAL AND ENERGY RESOURCES

27. Would the proposed project:

a. Conflict with the conservation of water? _____

b. Use non-renewable resources in a wasteful and/or inefficient manner? _____

c. Substantially increase energy consumption (i.e. electricity, oil, natural gas, etc.)? _____

NOISE

28. Would the proposed project result in:

a. Increase to existing noise levels? _____

b. Exposure of people to severe noise levels? _____

POPULATION AND HOUSING

29. Would the proposed project:

a. Induce substantial growth in an area either directly or indirectly (i.e. through population growth or infrastructure use)? _____

b. Displace existing housing, especially affordable housing? _____

PUBLIC SERVICES

30. Would the proposal result in a need for new or altered government services for any of the following public services:

a. Fire protection? _____

b. Police protection? _____

c. Schools? _____

d. Maintenance of public facilities, including roads? _____

e. Other governmental services? _____

RECREATION

31. Would the proposed project:

a. Increase the demand for neighborhood or regional parks or other recreational facilities? _____

b. Affect existing recreational opportunities? _____

TRANSPORTATION AND TRAFFIC

32. Would the proposed project:

a. Increase vehicle trips or traffic congestion? _____

b. Increase hazards to safety from design features (i.e. sharp curves or dangerous intersections)? _____

c. Inadequate access to nearby uses? _____

d. Insufficient on-site parking capacity? _____

e. Hazards or barriers for pedestrians or bicyclists? _____

UTILITIES AND SERVICE SYSTEMS

33. Would the proposed project result in a need for new systems or supplies, or alterations to the following utilities:

a. Power or natural gas? _____

b. Communications systems? _____

c. Local or regional water treatment or distribution facilities? _____

d. Sewer or septic tanks? _____

e. Storm water drainage? _____

f. Solid waste disposal? _____

g. Local or regional water supplies? _____

34. Describe the project site as it exists before the project, including any existing structures on the site, and the use of the structures (i.e. residential, commercial, industrial, etc.) Attach photographs of the site and of the surrounding land uses.

_____

_____

_____

_____

_____

_____

35. Describe the intensity of land use (i.e. single-family, apartment dwellings, shopping center, etc.), and specifications of development (i.e. height, primary frontage, secondary frontage, setbacks, rear yard, etc.).

_____

_____

_____

_____

_____

_____

CERTIFICATION: I hereby certify that the statements furnished above and in the attached plans present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

_____ _____

Applicant (Signature) **Date**

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PUBLIC NOTICE RADIUS MAP GUIDELINES

The radius map, ownership list and mailing labels are for the purpose of providing public notice of a proposed project to properties within a 300 foot radius from the subject property.

When submitting an application for a **Conditional Use Permit, Development Permit, Variance, and/or Tentative Parcel Map,** the applicant must include a radius map, mailing labels, and a list of all the property owners within a 300 foot radius from the subject property as required by **State Law and the Huntington Park Municipal Code**. The guidelines for preparation of these items are as follows:

A) An original and one (1) copy of a **Radius Map** (300 foot radius from property), showing all the ownership lines. The map must also contain a key to an ownership list (see attached example). The ownership information can be obtained from the County Assessor's Office.

Los Angeles County
Assessor's Office
South El Monte
1441 Santa Anita Avenue
South El Monte, CA
(818) 350-4695

Los Angeles County
Assessor's Office
County Hall of Administration
Room 205
500 West Temple Street
Los Angeles, CA
(213) 974-3211

B) One (1) ownership list from the latest Assessor's records, of properties within a 300 foot radius from the subject property. On the map, each property within the 300 foot radius must be referenced to the ownership list by number. (See attached example)

C) Two (2) sets of addressed, self-adhesive, gummed labels. Use Avery Mailing Labels No. AVY 5162, AVY 5351 or AVY 5375 (1" x 3" in size, see attached example).

D) Sign and date the attached affidavit (see Attachment B), verifying that the information on the radius map ownership is accurate.

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Attachment B

AFFIDAVIT

I,_____, hereby certify that on the _____ day of _____, 20_____, I prepared an ownership list and radius map, including properties entirely within or partially within 300 feet on the most exterior boundaries of the property being considered in the above referenced case known as (address)

The name and addresses listed were taken from the latest records of the Los Angeles County Assessor. Such names are recorded in the records of the County Assessor as being the present owner or owners of both the property involved in said case and of property in the immediate vicinity thereto.

I certify that said ownership list and radius map are correct and accurate to the best of my knowledge. I also acknowledge that any errors in this information will constitute an incomplete application and may invalidate its approval.

_____ _____

Signature of Applicant Date

NAMES AND ADDRESS OF PROPERTY OWNERS
Within 300 feet of Property at

_____
(project address)

ASSESSOR'S MAP _____ BLOCK _____ PARCEL _____

Ref. NO.	ASSESSOR PAGE/PARCEL NO.	NAME	ADDRESS

(Use additional sheets if needed.)

I certify that the above information is from the latest Assessor's Records.

_____ _____
Signature of Applicant Date

EXAMPLE OF RADIUS MAP LABELS

5736-041-020
CURRENT RESIDENT
6822 ALBANY AVE.
HUNTINGTON PARK, CA. 90255

5736-041-019
CURRENT RESIDENT
6830 ALBANY AVE.
HUNTINGTON PARK, CA. 90255

5736-041-008
CURRENT RESIDENT
6831 MARBRISA AVE.
HUNTINGTON PARK, CA. 90255

5736-041-007
CURRENT RESIDENT
6825 MARBRISA AVE.
HUNTINGTON PARK, CA. 90255

5736-041-006
CURRENT RESIDENT
6815 MARBRISA AVE.
HUNTINGTON PARK, CA. 90255

5736-041-005
CURRENT RESIDENT
6811 MARBRISA AVE.
HUNTINGTON PARK, CA. 90255

5736-041-004
CURRENT RESIDENT
6803 MARBRISA AVE.
HUNTINGTON PARK, CA. 90255

5736-041-003
CURRENT RESIDENT
6727 MARBRISA AVE.
HUNTINGTON PARK, CA. 90255

5736-041-029
CURRENT RESIDENT
6718 ALBANY AVE.
HUNTINGTON PARK, CA. 90255

5736-041-028
CURRENT RESIDENT
6722 ALBANY AVE.
HUNTINGTON PARK, CA. 90255

5736-041-027
CURRENT RESIDENT
6726 ALBANY AVE.
HUNTINGTON PARK, CA. 90255

5736-041-026
CURRENT RESIDENT
6730 ALBANY AVE.
HUNTINGTON PARK, CA. 90255

5736-041-026
CURRENT RESIDENT
6730 ALBANY AVE.
HUNTINGTON PARK, CA. 90255

5736-041-025
CURRENT RESIDENT
6804 ALBANY AVE.
HUNTINGTON PARK, CA. 90255

5736-041-024
CURRENT RESIDENT
6808 ALBANY AVE.
HUNTINGTON PARK, CA. 90255

5736-041-023
CURRENT RESIDENT
6812 ALBANY AVE.
HUNTINGTON PARK, CA. 90255

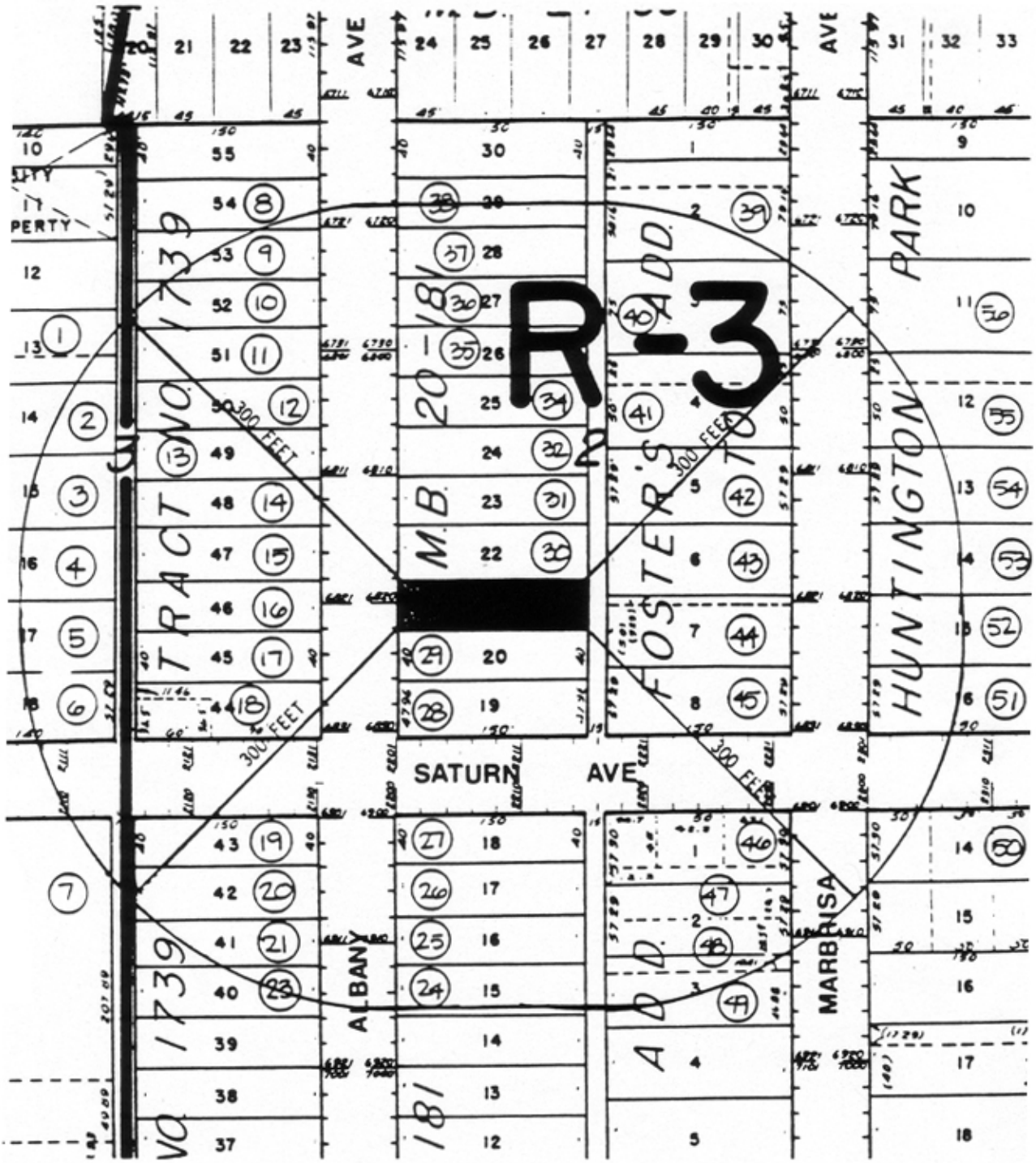
5736-041-022
CURRENT RESIDENT
6816 ALBANY AVE.
HUNTINGTON PARK, CA. 90255

LABEL

ASSESSORS PARCEL NO.
OWNER'S NAME
MAILING ADDRESS
CITY, STATE ZIP CODE

ACTUAL SIZE

EXAMPLE RADIUS MAP



CASE NUMBER :

DATE :

SCALE : 1" - 100'-0"

L E G E N D

LOT LINE

DEED OR OWNERSHIP LINE

(1) OWNERSHIP LISTING NUMBER (REFERENCE NUMBER)

1 COUNTY ASSESSORS NUMBER