



City of

# HUNTINGTON PARK california

COMMUNITY DEVELOPMENT DEPARTMENT

6550 MILES AVENUE

HUNTINGTON PARK, CA 90255

TEL: (323) 584-6210 FAX: (323) 584-6244

## **OUTDOOR USE APPLICATION REQUIREMENTS**

Applications for Outdoor Use Permit are processed by the Planning Division within the Community Development Department. Outdoor Uses are only allowed within the Downtown Specific Plan (DTSP) Zone. To obtain an Outdoor Use Permit, a site plan showing in detail how the proposed outdoor use will be conducted on the site is required. The proposal will then be reviewed to determine conformity with local zoning regulations. Applicants are advised to inquire directly with other agencies as to their requirements.

The design, construction, content, and display of outdoor sales shall attempt to satisfy the following objectives:

- Create merchandise displays which are attractive, neat, organized, exciting, inviting, and interesting. Unprofessional, cluttered and unorganized display areas are prohibited.
- Outdoor display areas are not intended to provide additional retail space or locations for clearance and damaged items but to allow merchants the opportunity to attract the public by providing a sample of merchandise which is available inside.
- Outdoor display may provide an opportunity for merchandise that is intended to be used outside, such as gardening accessories, to be displayed outdoors.

### **APPROVAL IS NECESSARY FOR:**

Outdoor Uses such as: outdoor seating, kiosks/vendor carts, outdoor advertising, and outdoor merchandise display, whether they are located on public or private property. (For sidewalk dining, please complete a Sidewalk Dining Permit Application)

### **APPLICATION PROCEDURES**

1. Submit three (3) sets of plan drawings as outlined below.
2. Submit an Outdoor Use Application and Checklist (forms attached).
3. Submit required fee of \$244.19
4. Notarized letter of authorization from the property owner (if applicable).
5. Catalogue/brochure sheets of display rack(s), furniture, or objects used in connection with the outdoor use.
6. Photographs of area proposed for outdoor use.

### **PLAN REQUIREMENTS**

***Plans should include the following items:***

1. Site plans must show the following information:
  - a. Property line boundaries.
  - b. All existing and proposed structures and uses.
  - c. Adjacent public improvements (street furniture, light poles, hydrants, etc.).
  - d. Landscaping (trees, shrubs, lawns, ground cover, etc.)
  - e. Special areas (walkways, entrances, etc.)
  - f. Full dimensions.
  - g. North arrow.
2. Seating plan for outdoor seating (if applicable).

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.



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

# OUTDOOR USE APPLICATION

**FOR OFFICE USE ONLY**

Date Filed: \_\_\_\_\_ File No.: \_\_\_\_\_ Fee/Receipt No.: \_\_\_\_\_ Initials: \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**BUSINESS OWNER'S INFORMATION**

Business Name: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Fax: \_\_\_\_\_

**PROPERTY OWNER'S INFORMATION**

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Fax: \_\_\_\_\_

**TYPE OF USE** (Check as Appropriate):

Retail  Office  Restaurant  Specialty Service

Other (Describe): \_\_\_\_\_

Square Footage of Use: \_\_\_\_\_

Zone: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Site Plan Attached

**DESCRIPTION OF USE** (Check as Appropriate):

Kiosk/Vendor Cart  Outdoor Merchandise Display  Outdoor Advertising  Outdoor Seating

Describe in detail the proposed use:

\_\_\_\_\_  
 \_\_\_\_\_

Will any tables or display racks be used? Yes  No  If yes, please 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 use applied for herein.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date



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COMMUNITY DEVELOPMENT DEPARTMENT

6550 MILES AVENUE  
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## OUTDOOR USE PERMIT CHECKLIST

PERMIT NO. \_\_\_\_\_

The Community Development Department requires proof of approval from the following departments/agencies that are checked:

- Los Angeles County Fire Department  
**Fire Prevention Division**  
Inspector Hours: 7:00 a.m. - 10:00 a.m.  
3161 E. Imperial Hwy.  
Lynwood, CA 90255  
(310) 603-5258

Approved     Not Approved     No Approval  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

Signature: X \_\_\_\_\_

- Los Angeles County Health Department  
**Environmental Health Specialist**  
245 S. Fetterly Ave., Room 2014  
Los Angeles, CA 90022  
(323) 780-2272

Approved     Not Approved     No Approval  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

Signature X \_\_\_\_\_

- State Dept. of Alcoholic Beverage Control  
**Duty Investigator**  
3530 Wilshire Blvd., Suite 1110  
Los Angeles, CA 90010  
(213) 736-2005

Approved     Not Approved     No Approval  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

Signature: X \_\_\_\_\_

- Huntington Park Police Department  
**Watch Commander**  
6542 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6254

Approved     Not Approved     No Approval  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

Signature X \_\_\_\_\_

**SIDEWALK DINING PERMIT CHECKLIST – PERMIT NO. \_\_\_\_\_**

Huntington Park Office of the City Clerk  
**City Clerk**  
6550 Miles Avenue, Room 148  
Huntington Park, CA 90255  
(323) 584-6230

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
_____		
Signature <b>X</b> _____		

Huntington Park Planning Division  
**Director of Community Development**  
6550 Miles Avenue, Room 145  
Huntington Park, CA 90255  
(323) 584-6251

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
_____		
Signature <b>X</b> _____		

Huntington Park Revenue Collections Div.  
**Revenue Collections Supervisor**  
6550 Miles Avenue, Room 127  
Huntington Park, CA 90255  
(323) 584-6237

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
_____		
Signature <b>X</b> _____		

Huntington Park Building Division  
**Plan Review Engineer**  
6550 Miles Avenue, Room 145  
Huntington Park, CA 90255  
(323) 584-6315

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
_____		
Signature <b>X</b> _____		

Huntington Park Engineering Division  
**City Engineer**  
6550 Miles Avenue, Room 145  
Huntington Park, CA 90255  
(323) 584-6253

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
_____		
Signature <b>X</b> _____		

Huntington Park Public Works Dept.  
**Director of Public Works**  
6900 Bissell St.  
Huntington Park, CA 90255  
(323) 584-6320

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
_____		
Signature <b>X</b> _____		