



City of

HUNTINGTON PARK california

COMMUNITY DEVELOPMENT DEPARTMENT

6550 MILES AVENUE

HUNTINGTON PARK, CA 90255

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MINOR CONDITIONAL USE PERMIT (MCUP) APPLICATION GUIDELINES

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

I. Preliminary Review

Prior to applying for a MCUP, it is highly recommended that a Preliminary Review be submitted and checked. This procedure notifies the potential MCUP applicant, in advance, of Planning Division requirements and recommendations to the Planning Commission. The Preliminary Plan 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 \$930.00. The Preliminary Plan Review is designed to allow applicants to be informed of the Planning Division's recommendations and requirements prior to preparing the complete MCUP 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 MCUP Package

Materials necessary to process a MCUP 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 and JPEG formats.
4. Two (2) sets of 300 foot Public Notice Radius Maps and Mailing Labels (see attached example)
5. MCUP Application (fully completed, see attached).
6. Environmental Checklist Form (fully completed, see attached).
7. Photographs of Site and Adjacent Properties.
8. Required Fees:
 - A. \$2,474.00 for MCUP
 - B. \$ 250.00 for Environmental Review (minimum)**\$2,724.00 Total**

How is the application processed?

Minor Conditional Use Permits are approved based upon the discretion (subject to appeal) of the Director of Community Development. Upon the submittal of the above mentioned materials and payment of fees, the proposal will be given a case number (e.g.2016-01 MCUP), and be scheduled for a public hearing. Assuming the materials submitted are accurate and complete, Planning Division staff can process the application and present it to the Director of Community Development 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 Director.

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 MCUP. In order for the Director of Community Development to approve a request for a MCUP, the Director 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. The proposed use is conditionally permitted within, and would not impair the integrity and character of, the subject zoning district and complies with the purpose/intent of the Zoning Code;
- B. The proposed use is consistent with the intent of the General Plan;
- C. The approval of the Minor 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. 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. The subject site is physically suitable for the type and density/intensity of use being proposed; and
- F. 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.

The Director is very interested in hearing all views concerning the proposed MCUP, 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 scheduled meeting. A copy of the report will also be provided to the applicant prior to the meeting.

What happens after the Director of Community Development's decision?

After publicly discussing the case, the Director 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 for fifteen (15) days. During this time an appeal may be filed by the applicant or anyone requesting that the Planning Commission reverse the decision of the Director of Community Development. 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 Planning Commission which may affirm, modify or overturn the Director's action.

What are "conditions" of approval?

If the application is approved, the MCUP may contain certain conditions affecting the development proposed. The Planning Division recommends conditions to the Director 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 Thursday.

**Attachments: Minor Conditional Use Permit Application
Environmental Checklist Form
Radius Map Guidelines
Other Guidelines May be Available as Requested**

In order for the Community Development Director to approve a MCUP, 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 the Zoning Code;
- B. That the proposed use is consistent with the General Plan;
- C. That the approval of the Minor 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 Community Development Director 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 Minor 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.

Applicant Signature (Required)

Date_____

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.

Property Owner Signature (Required)

Date_____

Print Name