



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

CONDITIONAL USE PERMIT TRANSFER APPLICATION

FOR OFFICE USE ONLY

Date Filed: _____ File No.: _____ Fee/Receipt No.: \$ **1,100.00** Initials: _____

PROJECT INFORMATION

Project Address: _____

General Location: _____

Assessor's Parcel Number (APN): _____

APPLICANT'S INFORMATION

Applicant: _____

Mailing Address: _____

Phone 1: _____ Phone 2: _____ Email: _____

PROPERTY OWNER'S INFORMATION

Property Owner: _____

Mailing Address: _____

Phone 1: _____ Phone 2: _____ Email: _____

APPLICATION PROCEDURES

1. Submit two (2) sets of plan drawings as outlined below if changes are being proposed to layout or façade of the business. If no physical changes are proposed, Planning will require one (1) set of plans. All plans should be submitted on 24" x 36" paper.
2. One (1) USB drive containing all files in digital PDF and/or JPEG formats
3. Submit a Conditional Use Permit Transfer application.
4. Submit required fee of \$1,100.
5. All re-submittals shall contain the previously submitted plans with the corrections made by the Planning Division.

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, streets and/or alleys.
 - d. Landscaping (trees, shrubs, lawns, ground cover, etc.)
 - e. Special areas (outdoor storage, future development, walkways, driveways, etc.)
 - f. Full dimensions.
 - g. North arrow.
2. Floor plans showing the interior layout of all levels, including dimensions, existing and proposed uses.
3. Elevations for all sides of each structure indicating material, architectural treatment, color, etc.

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.

In order for the Community Development Department to approve a CUP Transfer, Huntington Park Municipal Code Section 9-2.1105 requires that all of the following findings be made for a CUP:

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

3. If known, please detail any modifications to the building and/or operations of the business, which were not considered in the initial CUP approval.

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