



City of

# HUNTINGTON PARK california

COMMUNITY DEVELOPMENT DEPARTMENT

6550 MILES AVENUE

HUNTINGTON PARK, CA 90255

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

## **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 **\$1,010.00**. 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. Two(2) 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) USB 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. \$5,000.00 for MCUP
  - B. \$ 900.00 for Environmental Review (minimum)
  - C. \$1,069.00 for Publication Fees**\$6,969.00 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.2026-01 MCUP). The application is formally reviewed by Staff within 30 days. The applicant will be notified, in writing, of any required corrections and/ or if additional information is required. Once the application is deemed "complete" it will be scheduled for the earliest appropriate Director's meeting. The processing includes the notification of all property owners within 300 feet of the site, 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 of Community Development.

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 or by emailing [Planning@hpcg.gov](mailto:Planning@hpcg.gov) 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**

# MINOR CONDITIONAL USE PERMIT APPLICATION

**FOR OFFICE USE ONLY**

Date Filed: \_\_\_\_\_ File No.: \_\_\_\_\_ Fee/Receipt No.: \$5,000.00 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: \_\_\_\_\_

## REQUEST

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

[illegible]

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. Explain how the proposed use is conditionally permitted within and would not impair the integrity and character of the subject zoning district and complies with all the applicable provisions of the Zoning Code.

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2. Explain how the proposed use is consistent with the General Plan.

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3. Explain how 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;

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4. Describe how 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.

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5. Describe how the subject site is physically suitable for the type and density/intensity of use being proposed.

6. Describe how 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.

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**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



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

# 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):

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**10. Project size:**

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

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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:**

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**14. Proposed phasing of development:**

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

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**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:**

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

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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:

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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.

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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.).

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**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

ASSESSOR'S MAP \_\_\_\_\_ (project address) \_\_\_\_\_  
BLOCK \_\_\_\_\_ PARCEL \_\_\_\_\_

[illegible]

(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

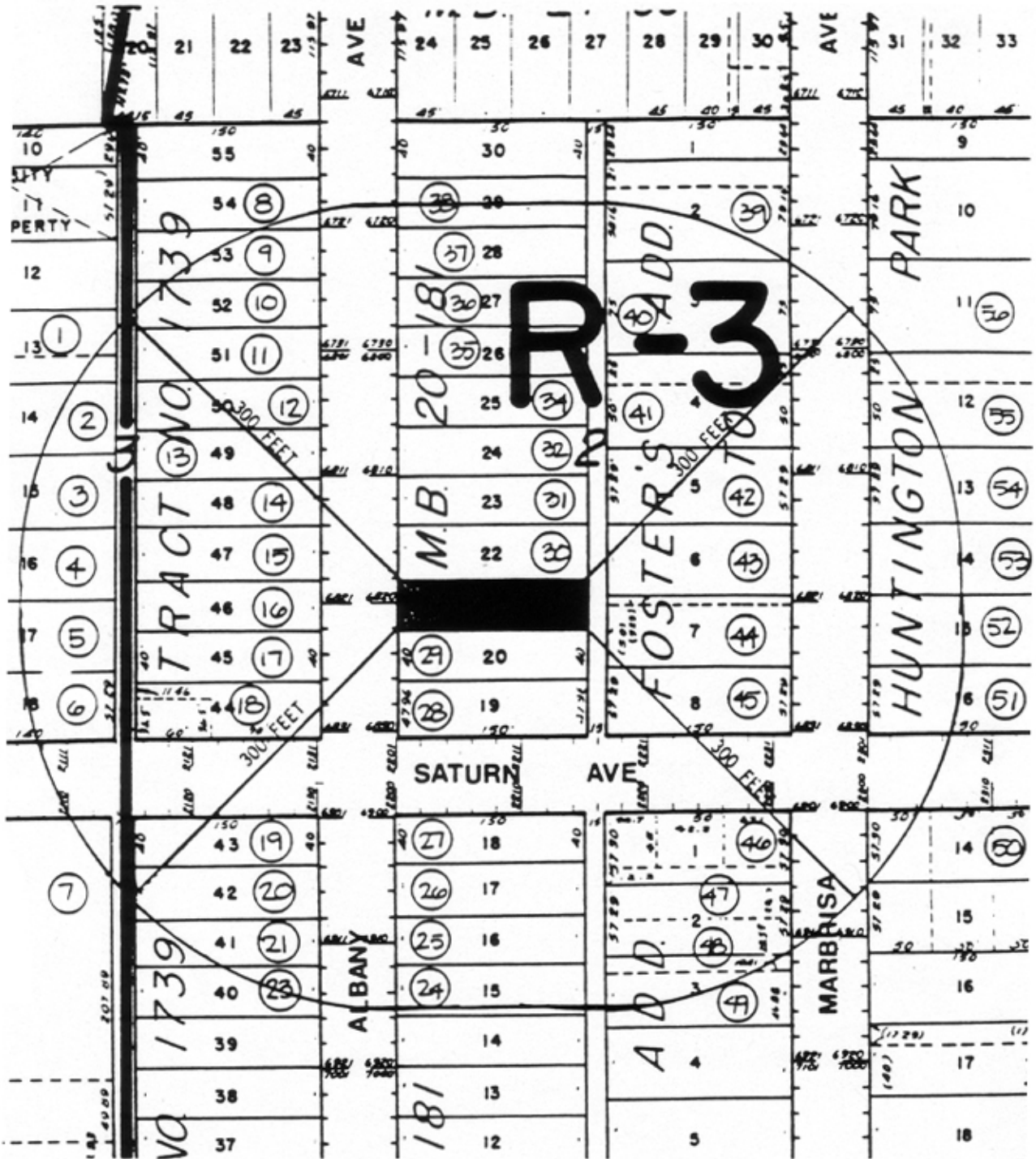
5736-041-022  
CURRENT RESIDENT  
6816 ALBANY AVE.  
HUNTINGTON PARK, CA. 90255

### **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"

## LEGEND

— LOT LINE

— DEED OR OWNERSHIP LINE

①

OWNERSHIP LISTING NUMBER  
(REFERENCE NUMBER)