



CITY OF SEAL BEACH

MINOR USE PERMIT APPLICATION

INSTRUCTIONS & APPLICATION

A Minor Use Permit (MUP) is an entitlement application which requires a public hearing and the adoption of specific findings provided in the Seal Beach Municipal Code (SBMC) Section 11.5.20.020. Uses described in SBMC 11.5.20.010 are subject to a Minor Use Permit. The purpose and intent of the Minor Use Permit is to ensure that these uses which are not permitted by right are designed, located and operated in a manner that will be compatible with surrounding uses and not interfere with the use and enjoyment of surrounding properties.

APPLICATION PROCESS

1. An application for a Minor Use Permit shall be made by a property owner or his/her authorized agent. An application shall be properly filled-out with the notarized signature of the property owner of record as of the date the application is submitted.
2. The Planning Division shall assess and collect an application filing fee. The fees are based upon the most recent fee schedule adopted by the City Council.
3. The applicant shall submit all of the application materials outlined on the application checklist.
4. Staff reviews, researches and evaluates the proposal, then prepares an environmental assessment and a Staff Report, with recommendations, for the Planning Commission.
5. Within 30 days of receipt, staff will make the determination whether the application is deemed complete. If incomplete, the applicant will be notified and advised of the requirements for re-submittal. If complete, the item shall be placed on the next Planning Commission agenda for a hearing.
6. Notice of such hearing shall be given by mailing the notice, postage prepaid, at least 10 days prior to the hearing to all property owners whose names and addresses appear on the latest adopted tax roll as owning property within a distance of 300 feet from the exterior boundaries of the applicant's property.
7. The time and place of such hearing shall be set by the Secretary to the Planning Commission. Such notice shall include a general explanation of the matter to be considered and a general description of the area affected.
8. The Planning Commission convenes the hearing where the applicant's representative presents the request and answers any questions from the Commission. Public input is solicited at this time.
9. The Planning Commission, based on the information and evidence presented at the hearing, approves, conditionally approves, or denies the application.
 - A. Notice of the action taken shall be mailed to the applicant.
 - B. Any aggrieved person may appeal the decision of the Planning Commission to the City Council within 10 calendar days. The City Council will render a final decision.

APPLICATION REQUIREMENTS

To request Planning Commission consideration of a Minor Use Permit, the attached application and all supporting documentation must be submitted to the Planning Department. Filing requirements must be met in full with no exceptions. Planning Department staff is available if you need assistance. All submittals must include the following items:

1. MINOR USE PERMIT APPLICATION:

The application form must be completed in detail. If a consultant is used by the property or business owner, the application must clearly indicate the designated contact person.

2. LEGAL DESCRIPTION:

A legal description that is described by metes and bounds must have a point of beginning which can be identified on the Orange County Assessor's map books or recorded tracts. Recorded lot, block, and tract numbers are acceptable. **Assessor's parcel numbers are not acceptable as a legal description.** Legal descriptions may be found on the property's Grant Deed. A copy of any deed restrictions, covenants, and other property restrictions must accompany this legal description.

3. SITE PLANS, FLOOR PLANS AND ELEVATIONS:

All plans must include a title block in the lower right-hand corner containing the plan scale, Applicant name and address, project address, preparation date. All plans must be at 1/8" = 1' scale or larger.

Site Plan

A Site Plan is used to show the location of buildings on a property, as well as other site features. All submitted Site Plans should be fully dimensioned and include the following information:

- Existing & proposed layout (if applicable)
- Property lines
- Building footprints on the site
- Location and type of walls and/or fences, including height and material
- Patio areas
- Parking areas showing all parking spaces
- Street and alley locations
- Street names
- North Arrow
- Scale
- Lot coverage amount

Floor Plans

Floor Plans are used to show interior spaces in a building. A separate Floor Plan must be submitted for each floor. All Floor Plans must be at 1/8" = 1' scale or larger, fully dimensioned and include the following information:

- Existing & proposed layout (if applicable)
- Room locations
- Room sizes
- Label uses for all rooms
- Location of all doors and windows
- Property boundaries
- North Arrow
- Scale
- Total building square footage

Elevations

Elevations are used to show exterior faces of a building. All Elevations should be at 1/8" = 1' scale or larger, fully dimensioned and include the following information:

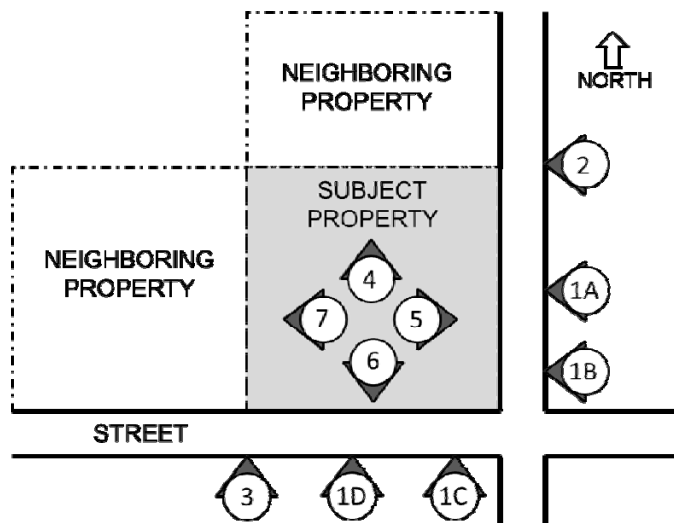
- Exterior materials and colors
- Label direction the building faces
- Adjoining buildings in outline form
- Grade changes
- Scale

4. PHOTOGRAPHS:

Please ensure all site photographs meet the following guidelines:

- All photographs must be submitted in digital form on a CD, flash drive, or similar device
- Acceptable formats are pdf, jpg, gif, and doc files
- Name each photograph by the following method:
 - Address Number + Prefix + Street Name + Suffix + Sequential Number
 - Examples: 123 W Ocean Ave 1.jpg
123 W Ocean Ave 2.jpg
- Match the corresponding number at the end of each file to the table below:

Photo Number	Where to Take Photo From	What to Include
1, 1A, 1B, etc.	Front of project site	Full frontage of property. Use multiple shots if needed. For corner lots, include shots of all frontages.
2	Same as photo 1 but of the adjoining property on the left	Property line between the subject property and the neighboring property. Include a portion of the nearest buildings on both properties.
3	Same as photo 1 but of adjoining property on the right	Same as photo 2
4, 4A, 4B, etc.	Standing on the property facing North	Views of adjoining properties on the North
5, 5A, 5B, etc.	Standing on the property facing East	Views of adjoining properties on the East
6, 6A, 6B, etc.	Standing on the property facing South	Views of adjoining properties on the South
7, 7A, 7B, etc.	Standing on the property facing West	Views of adjoining properties on the West
8,9, etc.	As Needed	Other views requested



5. PROPERTY OWNER'S AFFIDAVIT:

If the applicant is not the legal property owner, the property owner must authorize the applicant to act as his/her agent by signing the **Property Owner's Affidavit**. The Property Owner's Affidavit must be signed in the presence of a Notary Public. If the property owner does not sign the Owner's Affidavit, the application is incomplete.

6. PUBLIC NOTICE LABELS:

Seal Beach Municipal Code requires a Notice of Public Hearing be given to owners and occupants of surrounding residential and commercial properties within **300 feet** of the boundaries of the subject property. Names and addresses of surrounding property owners may be obtained from a title insurance company or the Orange County Assessor's Office (714-834-2727). The list must be verified by preparer signature by signing the attached "Applicant Affidavit – Radius Map for Public Hearing" form.

- Multi-Unit Properties - Labels for multi-tenant commercial or residential buildings within the 300-foot radius must be provided for the occupant in each unit. Labels should be addressed to "Occupant" or "Current Resident."
- Submit three (3) sets of labels with the surrounding property owner names and addresses and three (3) sets of "Occupant" labels with addresses for all surrounding multi-unit commercial and residential properties printed on **Avery 5160 mailing labels** or similar. These labels may be obtained from any office supply store. The City will provide postage and envelopes.

7. ASSESSOR'S PARCEL MAPS:

One (1) Orange County Assessor's parcel map of the property site must accompany the Public Hearing application. This map may be obtained from a title insurance company or from the Orange County Assessor's Office in Santa Ana. The 500-foot radius (300-foot radius for Minor Use Permits) line and the subject property must be indicated in color on these maps.

8. CHECK FOR PUBLIC HEARING FEES:

Payment for the Public Hearing Application must be paid at the time the application is submitted. Checks should be made payable to "City of Seal Beach."

9. ADDITIONAL INFORMATION:

The following additional information may be required as necessary:

- **Color and Materials Boards** - 1 Color Board and 1 Materials Board is required for all new construction projects with over 10,000 square feet of floor area.
- **Water Quality Management Plan (WQMP)** - Certain projects must complete a separate WQMP that includes appropriate Best Management Practices (BMP's) to address water quality. The Water Quality Management Plan Priority Determination Form will determine if a Preliminary WQMP is required as part of the application submittal. If a Preliminary WQMP is required as part of the application, the Planning Division **cannot accept** the application until the Preliminary WQMP is included. Please refer to the City of Seal Beach Public Works Department, Engineering Division for submittal requirements.



CITY OF SEAL BEACH MINOR USE PERMIT APPLICATION CHECKLIST

	For Staff Use Only
The following items are required at the time of your application submittal. Submit this checklist along with the items below.	
1 Applicant & Property Information Must include legal description of property.	<input type="checkbox"/>
2 Property Owner's Affidavit Signed and Notarized.	<input type="checkbox"/>
3 Minor Use Permit Findings Submit findings on separate page.	<input type="checkbox"/>
4 Environmental Questionnaire & Findings Filled out completely, findings on separate page.	<input type="checkbox"/>
6 Site Plans, Floor Plans, Elevations 13 full sets measuring 18"x24" or 24"x36", collated and folded to 8.5"x11".	<input type="checkbox"/>
7 Site Plans, Floor Plans, Elevations 2 legible sets reduced to 11" x 17" copy, collated and folded to 8.5"x11".	<input type="checkbox"/>
8 Photos Submitted on a CD along with 1 full set of color photos and photo legend.	<input type="checkbox"/>
9 Preliminary Title Report	<input type="checkbox"/>
10 Assessor's Parcel Map showing 300' Radius Refer to information package for details.	<input type="checkbox"/>
11 Public Notice Labels Refer to information package for details.	<input type="checkbox"/>
12 Photos/Plans CD Photos and plans (items 6 & 8 above) are to be saved as computer files on a CD, disc, or similar media. Acceptable formats are pdf, jpg, gif, bmp, and doc.	<input type="checkbox"/>
13 Additional Materials Color and Materials Board, Preliminary WQMP, etc.	<input type="checkbox"/>
14 Application Fees See Fee Schedule.	<input type="checkbox"/>



CITY OF SEAL BEACH PLANNING APPLICATION FORM APPLICANT & PROPERTY INFORMATION

MUP	_____
RECEIVED:	
DATE	_____
BY	_____

Project address: _____
Project name (if applicable): _____
Assessor parcel numbers of properties involved: _____

Property Owner's Name: _____

Mailing Address: _____

Phone: Work (____) _____ Mobile (____) _____

E-Mail Address: _____

Applicant's Name: _____
Mailing Address: _____
Phone: Work (____) _____ Mobile (____) _____
E-Mail Address: _____

Current Use of Property: _____

Zone: _____ General Plan Designation _____

Detailed Description of Proposed Project (*include demolition, construction activities and intended uses – attach separate sheet if necessary*): _____

If the applicant will be represented by someone else, a notarized Letter of Authorization (LOA) must be submitted separately. The LOA must include the applicant or owner's signature, as well as a statement authorizing the representative to represent them in all matters pertaining to the application. The LOA must also include complete contact information for the representative.

Applicant Signature: _____ Date: _____



CITY OF SEAL BEACH PLANNING APPLICATION FORM PROPERTY OWNER'S AFFIDAVIT

PROPERTY OWNER'S ACKNOWLEDGEMENT

I/We, _____, am/are the owner(s) of property involved in this application. The statements, answers and information contained in this/these application(s) checked below are true and correct to the best of my/our knowledge. I/we agree to any and all improvements as may be required.

- | | |
|--|---|
| <input type="checkbox"/> Appeal of Administrative Decision | <input type="checkbox"/> Special Use Permit |
| <input type="checkbox"/> Code Amendment | <input type="checkbox"/> Tenant Mix Leasing Plan Review |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Tentative Parcel Map |
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Tentative Tract Map |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Traffic/Parking Study |
| <input type="checkbox"/> Internet Arcade Permit | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Modification to Specific Plan | <input type="checkbox"/> Zone Change |
| <input type="checkbox"/> Precise Plan | <input type="checkbox"/> Other _____ |

Property Owner's Signature: _____ Date: _____

STATE OF CALIFORNIA)
COUNTY OF ORANGE)

On _____ before me, _____

Here Insert Name and Title of Notary Public

personally appeared _____

Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

Place Notary Seal Above

Signature of Notary Public



CITY OF SEAL BEACH PLANNING APPLICATION FORM MINOR USE PERMIT FINDINGS

MUP _____

On a separate sheet, address each of the following:

1. Describe how the proposal is consistent with the General Plan and with any other applicable plan adopted by the City Council;
2. Explain how the proposed use can be considered in conformity with the applicable zoning district and complies with all other applicable provisions of the Municipal Code;
3. Describe how the site is physically adequate for the type, density and intensity of use being proposed, including provision of services, and the absence of physical constraints;
4. Describe how the location, size, design, and operating characteristics of the proposed use will be compatible with and will not adversely affect uses and properties in the surrounding neighborhood; and
5. Describe how the establishment, maintenance, or operation of the proposed use at the location proposed will not be detrimental to the health, safety, or welfare of persons residing or working in the vicinity of the proposed use.



CITY OF SEAL BEACH PLANNING APPLICATION FORM ENVIRONMENTAL INFORMATION

MUP _____

1. Project Address: _____
2. Name and address of developer or project sponsor: _____

3. Assessor's parcel numbers: _____
4. List and describe any other related permits and other public approvals required for this project including those required by city, regional, state, or federal agencies: _____

5. Site size: _____ sq. ft. Size of all structures on the site: _____ sq. ft.
6. Number of floors of construction: _____
7. Amount of on-site parking provided: _____
8. Approximate construction period: _____
9. Anticipated incremental development: _____
10. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected: _____

11. If commercial, indicate the type, whether the project is neighborhood, city or regionally oriented, square footage of sales area and loading facilities: _____

12. If industrial, indicate the type, estimated employment per shift and loading facilities: _____

13. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project: _____



CITY OF SEAL BEACH
PLANNING APPLICATION FORM
AFFIDAVIT FOR PREPARATION OF RADIUS MAP

MUP _____

I, _____, certify that on the _____ day of _____, I prepared an ownership/occupant list and radius map, which included properties and residential dwelling units entirely within or partially within five hundred feet (500') of the most exterior boundaries of the property being considered in the above-referenced case known as (address) _____.

Property Owners. The names and addresses listed were taken from the latest records of the Orange County Assessor. Such names are recorded in the records of the County Assessor as being the present owner(s) of both the property involved in said case and of property in the immediate vicinity thereto.

Occupant Notification. I obtained the mailing addresses of occupants within 500' of the subject property in the following manner: _____

Preparer's Name	Signature	Date
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STATE OF CALIFORNIA)
 COUNTY OF ORANGE)

On _____ before me, _____
Here Insert Name and Title of Notary Public

personally appeared _____
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Place Notary Seal Above

Signature _____
Signature of Notary Public