CITY OF LONG BEACH

Community Development Department
Planning Bureau
411 W. Ocean Boulevard, 3rd Floor, Long Beach, CA 90802
562.570.6194 | longbeach.gov/lbcd/planning

CONDITIONAL USE PERMIT EXEMPTION (CUPEX) APPLICATION

Email your submittal to planningsubmittal@longbeach.gov. All required documentation listed below must be submitted along with your completed, signed and dated application. Incomplete submittals will not be processed until all required documentation is received.

Required submittal materials:

- ☐ One set of site plans and floor plans
- ☐ Menu of food and alcoholic items for sale (applicable to restaurants)
- ☐ Current photographs of the building street frontage, exterior, interior, and kitchen
- ☐ Statement of operations that includes hours of operation and number of employees
- ☐ Zoning Affidavit form (ABC-255) from California ABC Department, signed by the applicant.

Project Address:_____Long Beach, CA 908_____

Business Name:_____

Applicant Name:_____Ph:_____

Mailing Address: _____ City:_____

State:_____ZIP:_____Email:_____

Contact Person Name, Phone, Email (if different): _____

ABC License Type (existing or being requested):_____ Number:_____

Exemption Requested (LBMC 21.52.200.1 & 22.20.010) (check one)

- ☐ **Restaurant alcohol sale with meal services only. No fixed bar permitted. Alcohol sales not to exceed 30% total gross sales.**
  - Section 21.15.2310 - "**Restaurant**" means a commercial use engaged in the preparation and sale of food for immediate consumption. A restaurant includes a kitchen containing not less than a double sink, a range, an oven, and an exhaust canopy. Catering is an accessory use to a restaurant.
  - Section 21.15.1055: "**Fixed bar**" means any counter which can accommodate seating on one (1) side and an area on the opposite side from which tavern or restaurant employees may serve alcoholic beverages exclusively to seated or standing patrons.
- ☐ **Grocery store, with accessory sale of alcoholic beverages.** (Title 22 Zones Only)
  - Section 22.20.010: For the purposes of this provision "**Grocery Stores**" are defined as retail establishments for which more than seventy percent (70%) of the floor area is dedicated to selling food, and no more than thirty percent (30%) of the floor area is dedicated to selling alcohol.
- ☐ **Florist with accessory sale of alcoholic beverages.** (Title 21 Zones Only)
- ☐ **Existing, legal, nonconforming use**

Note: *Any violation of these restrictions/conditions may be the basis for revocation of this CUPEX and/or requirement to file an application for a full Conditional Use Permit that is subject to a Planning Commission hearing. Further, any change to the business requiring issuance of a new or revised business license may require the filing of a new CUPEX application with the City of Long Beach – Community Development Department.*

Below This Line for Staff Use Only

Case No.:	Filing date:	Project No.:	Assigned Planner:

Revised 4/18/2025

Property Owner: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Email: _____

Acknowledgements:

The applicant and property owner shall defend, indemnify, and hold harmless City and its agents, officers, and employees from any claim, action, or proceeding against City or its agents, officers, and employees to attack, set aside, void, or annul the approval of City concerning the processing of the proposal/entitlement or any action relating to, or arising out of, such approval. At the discretion of the City and with the approval of the City Attorney, a deposit of funds by the applicant or property owner may be required in an amount sufficient to cover the anticipated litigation costs. This acknowledgement does not imply project approval.

(I/We) the undersigned have read and agree with all the above.

(I/We), the undersigned, declare under penalty of perjury under the laws of the State of California that (I am/We are) the applicant(s) and/or property owner(s) of the project involved in this application; that the information on all plans, drawings and sketches attached hereto and all the statements and answers contained herein are in all respects true and correct.

Applicant(s) Signature: _____ **Print Name:** _____ **Date:** _____

Applicant(s) Signature: _____ **Print Name:** _____ **Date:** _____

Owner(s) Signature: _____ **Print Name:** _____ **Date:** _____

Owner(s) Signature: _____ **Print Name:** _____ **Date:** _____

If the above signature(s) are on behalf of a LLC or Trust, the CUPEX Application shall be accompanied by verification documents (Articles of Incorporation, Deed of Trust, etc.) to demonstrate the signatories are authorized to sign on behalf of the organization.

Applicant/Owner: Complete if you have authorized a separate agent or project designer/architect to act on your behalf and **attach a Letter of Authorization**.

Applicant's Agent/Representative: _____

Address: _____ City: _____ State: _____ ZIP: _____

E-mail Address: _____ Tel: _____

Project Designer/Architect: _____

Address: _____ City: _____ State: _____ ZIP: _____

E-mail Address: _____ Tel: _____

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.