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

Use Permit Application Supplement

- Complete this supplemental application form in addition to completing the Online Planning Permit Application.
- Submit the applicable supplemental application form and any other filing requirements in Planning Permit Application. All submittals are via online portal, and in-person submittals are not accepted.
- Applicant/designer/architect/agent/representative information shall be provided on the Online Planning Permit Application.
- This is not a building permit application. Visit www.longbeach.gov/lbcd/forms/ for other forms and applications.

Project Location:_____ Long Beach, CA 908_____

Assessor's Parcel Number (s): _____

Project Description (attach additional sheets if needed):_____

Applicant Requesting:

- ☐ Conditional Use Permit (LBMC 21.25.201)
- ☐ Administrative Use Permit (LBMC 21.25.401)
- ☐ Interim Park Use Permit (LBMC 21.25.1201)
- ☐ Other: (specify): _____

Applicant Name: _____

Title:__

City: _____ State:_____ Zip Code: _____

Telephone:_____ Email: _____

Property Owner:_____

Title: _____

City:_____ State:_____ Zip Code: _____

Telephone:_____ Email: _____

Specialized Questions:

The items below cover important information which will help acquaint the decision maker with your request. The information is required but should not be considered as a limitation upon materials to be submitted. The applicant is encouraged to include any additional relevant materials. In the space below, or on separate paper, if necessary, complete the following:

I. Proposed Project

a. Project Address(es): _____

b. Zoning Designation: _____

c. Coastal Zone (if applicable): _____

d. Historic District/Landmark (if applicable): _____

e. Land Use PlaceType: _____

f. Site Area (square-feet): _____ Project Area (square-feet): _____

g. Detailed description of existing site condition and any proposed improvements: _____

_____

_____

_____

h. If there is an outdoor area, what operations will occur outdoors? _____

i. Is there an existing drive through on-site or is one proposed? _____

j. What goods and/or services will be provided onsite? _____

_____

k. What County, State or Federal licensing will be obtained? _____

l. Will alcohol be sold/consumed on site? If so, what type of Alcohol Beverage Control (ABC) license will be obtained: _____

m. Is the site located within 500 feet of any schools or parks? _____

n. What is the approximate location of the nearest active business similar to the proposed? _____

_____

_____

_____

_____

o. If multiple uses are located on the same lot or in a multi-tenant building, what other uses are operating on the same site? _____

_____

p. How many parking spaces are available on the entire site? _____

q. Will the project involve modifications to the existing parking spaces onsite? _____

_____

_____

r. What is the total number of employees (full time and part time)? _____

s. How many employees will be on the site at any given time? _____

t. What are the proposed hours of operation and which days of the week will the establishment be open?

	General Operations	Alcohol Sales	Other Specialty
Sunday:			
Monday:			
Tuesday:			
Wednesday:			
Thursday:			
Friday:			
Saturday:			

u. Operations Plan (i.e., security measures, employee training, noise control measures, etc.):

v. In addition to the required findings for approval and special conditions, the decision maker must also determine if the approval will be detrimental to the surrounding community including public health, safety, general welfare, environmental quality or quality of life. The applicant is encouraged to include any additional relevant materials, including but not limited to an operations plan, to describe the proposed use.

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.