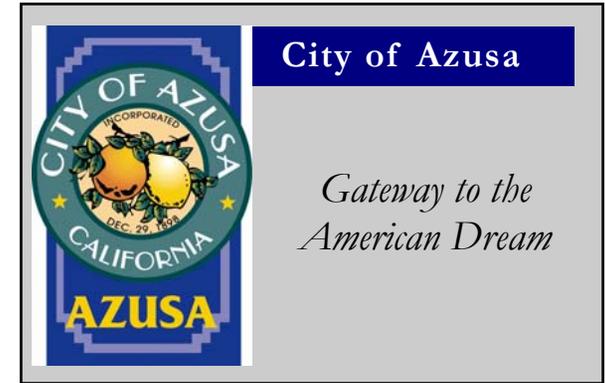
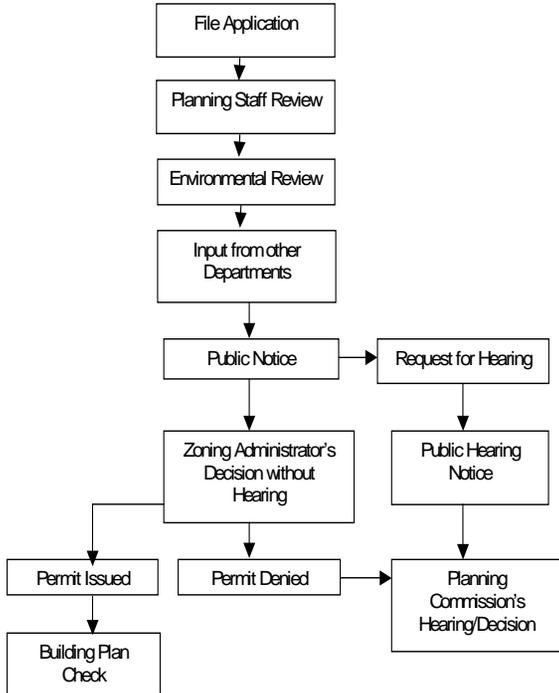


Summary of the Minor Use Permit Process



HOW TO APPLY FOR A MINOR USE PERMIT

For more information call: 626-812-5299

**Economic and Community
Development Department**

Planning Division
213 E. Foothill Blvd.
Azusa, CA 91702

Phone: 626-812-5299
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What is a Minor Use Permit?

The Minor Use Permit (MUP) provides a process for reviewing proposed uses and activities for compatibility with adjacent land uses. The MUP process is needed because certain uses may be appropriate at one location in a given zoning district, but incompatible on another site in the same zoning district. The MUP process acknowledges the fact that the appropriateness of certain uses or activities to the site or surroundings cannot be determined before a proposal is submitted for a specific site.

Some examples of uses that require MUPs are:

- Adult Day Care in the NG zones
- Courtyard housing in the CAZ zone
- Day Care Center in the DCC zone
- Live/Work Units in the DTC zone
- Small collection recycling facility in the DU-MU zone
- Drive-thru restaurants in the CAH zone

How is a Minor Use Permit approved?

The **Zoning Administrator (ZA)** may approve or deny an MUP without a public hearing, or may choose to refer any MUP application to the Planning Commission for a hearing and decision in the same manner as provided for a Use Permit.

The ZA must base his/her decision on the same finding of fact required for approval of a Use Permit. Prior to taking action on an MUP, a notice will be mailed to property owners within 300 feet of the subject property stating that the ZA will decide whether to approve or deny the MUP application on the date specified in the notice, and that a public hearing will be held only if requested in writing by any interested person prior to the specified date for the decision.

What is needed to apply for a Minor Use Permit?

In order for an MUP request to be considered, the following items must first be submitted to the Planning Division:

- 1) A completed application form, provided by the City, with the notarized signature of the owner of the property.
- 2) Plans showing the existing and proposed buildings on the property.
- 3) Radius Map and two (2) sets of mailing labels indicating the names and addresses of the owners of all parcels within 300 feet of the property.
- 4) A copy of the grant deed showing the current ownership of the property.
- 5) A processing fee: approximately \$997 plus postage for public notices (see #3 above)

How long does a Minor Use Permit take?

From the date a fully completed application is submitted to City, it usually takes from

4 to 6 weeks until the ZA makes its decision. However, in the event that a member of the public requests a hearing, 3 to 4 weeks will be added to the estimated processing time.

What if I am unhappy with the Zoning Administrator's decision?

The Zoning Administrator's decision may be "appealed" to the Planning Commission within 20-days after the decision. If appealed, the Commission will conduct a public hearing wherein it will examine all of the evidence before considering whether to approve or deny an MUP. At the conclusion, the Commission may deny the request, or approve with conditions.

The Commission's decision may be appealed the City Council within 20-days after the decision. The appeal hearing by the City Council will be conducted in generally the same manner as the Planning Commission public hearing. The City Council's action will be final.