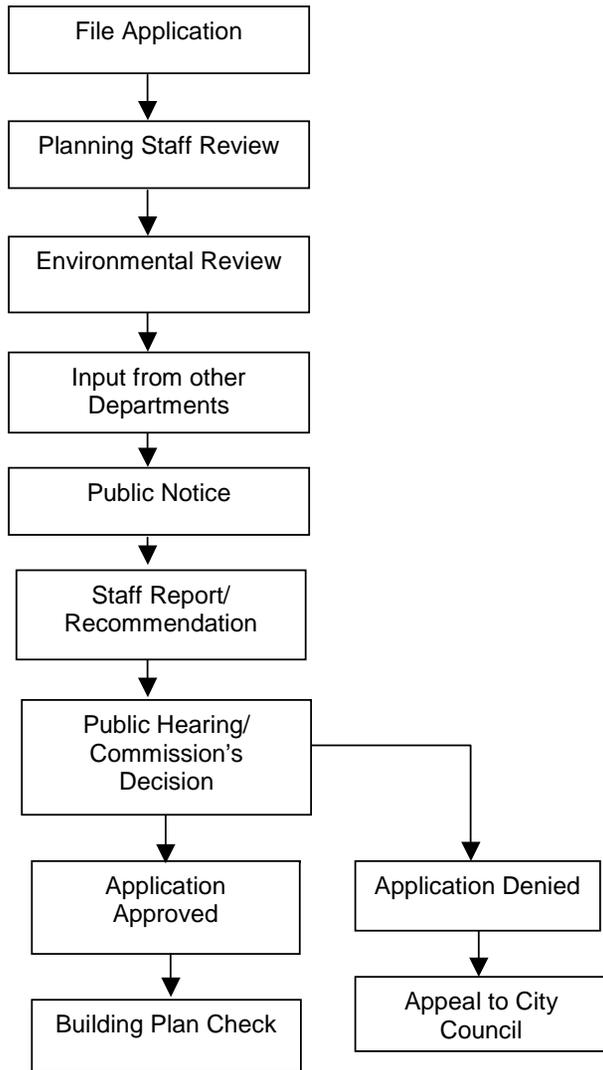
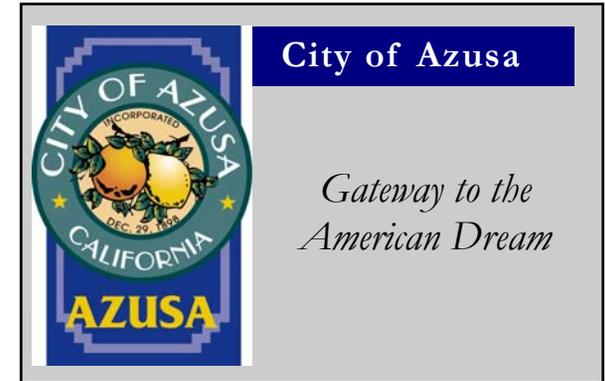


Summary of the Use Permit Process



For more information call: 626-812-5299



HOW TO APPLY FOR A USE PERMIT

Economic and Community Development Department

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

Phone: 626-812-5299

Fax: 626-334-5464

Email: cseffer@ci.azusa.ca.us.com

What is a Use Permit?

The Use Permit (formerly known as “Conditional Use Permit” under the prior Code) provides a process for reviewing proposed uses and activities for compatibility with adjacent land uses. The Use Permit 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 Use Permit 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 Use Permits are:

- Bars/Taverns in the DTC zone
- Churches in the DE zone
- Heavy manufacturing within 1,000 feet of residential in the DW zone.
- The sale of used merchandise in the DCC zone

How is a Use Permit approved?

The **Planning Commission** at a public hearing decides whether or not to approve your application.

The Commission must consider certain required guidelines, known as findings of fact. If the Commission cannot make the following findings, they cannot approve a variance.

1. The proposed use is allowed within the applicable zoning district and complies with all other applicable provisions of this Develop-

ment Code and the Municipal Code;

2. The proposed use is consistent with the General Plan and any applicable specific plan;

3. The design, location, size, and operating characteristics of the proposed activity are compatible with the existing and future land uses in the vicinity;

4. The site is physically suitable for the type, density and intensity of use being proposed, including access, utilities, and the absence of physical constraints; and

5. Granting the permit would not be detrimental to the public interest, health, safety, convenience, or welfare, or materially injurious to persons, property, or improvements in the vicinity and zoning district in which the property is located.

What is needed to apply for a Use Permit?

In order for a Use Permit 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 \$4,650 plus postage for public hearing notices.

How long does a Use Permit take?

From the date a fully completed application is submitted to City, it usually takes from **8 to 10 weeks** until the Commission holds its public hearing. The Commission generally meets twice a month on the Wednesday evenings at 7:00 p.m. following the second and fourth Mondays of each month.

What happens at the Planning Commission Public Hearing?

The Planning Commission will examine all of the evidence before considering whether to approve a Use Permit. At the hearing, you may address the Commission and state your case why approval should be granted. The Commission will also hear testimony from any other interested or affected party. 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. 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.