



Use Permit Application Supplement

- Complete this supplemental application form in addition to the first four (4) pages of the [Planning Permit Application](#).
- Submit the Planning Permit Application, applicable supplemental application form and any other filing requirements via email at planningsubmittal@longbeach.gov to schedule a submittal appointment. All submittals are conducted by email, and in-person submittals are not accepted.
- Applicant/designer/architect/agent/representative information shall be provided on Planning Permit Application form.
- 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? _____

