



# CITY OF SEASIDE

Resource Management Services | Planning Division  
Use Permit / Minor Use Permit Application

UP-19-\_\_\_\_\_  
MUP-19-\_\_\_\_\_  
File # \_\_\_\_\_

## TO BE COMPLETED BY APPLICANT

**Project Address or Location:** \_\_\_\_\_ **APN:** \_\_\_\_\_

**Project Description** (attach if needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Applicant / Primary Contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Contact: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Owner:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Contact: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner's Statement:** "By my signature, I hereby certify that I am the legal owner of record of the property identified in this application and that I approve of the requested action herein. I further certify that all data, information, plans and evidence submitted as part of this application is true and correct to the best of my knowledge."

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Submittal Requirements

- Plan Set** - All plans shall be accurate and clearly drawn to scale on sheets a minimum size of 18"x24" and up to a maximum size of 24" x 36" using either an engineer's or architect's scale. **Five (5) full-size folded copies** shall be submitted with the application for initial review. Once any revisions are made and the application is deemed complete, **eight (8) full-size folded copies** and **one (1) set of reduced copies** (11"x17") of the amended plans will be required. The set of reduced plans may be submitted electronically in PDF format.
- Project Description** – Describe the proposed use of the subject property or tenant space including a description of the business and/or use, operational hours, use of floor area and outside areas, number of employees, number of seats (*restaurant uses and meeting spaces*), number of fleet vehicles, and any other relevant information.
- Site Plan** – Show all property lines and dimensions, adjacent streets and alleys, required setbacks, structures, driveways, parking spaces, landscaped areas, signs, trash enclosures, etc. on a scaled plan of the entire subject property. Include all north arrow, structure dimensions, distances from other structures, and distances to adjacent property lines.
- Floor Plan** – Include existing and proposed plans for all tenant spaces, interior living spaces, windows, walls and doors.
- Elevations** – Include all exterior elevations. (*New Construction only*)
- Pre-stamped envelopes** for all properties within a 300-foot radius (*consult staff for amount*)
- Additional information as requested by Staff following initial review of the project.

## TO BE COMPLETED BY STAFF

**\*\* Permit Fees Based on Council Adopted Fee Schedule\*\***

*Large Commercial*    *Small Commercial*    *Single-Family Dwelling*    *Multi-family*    *Minor Use Permit*

Fee Collected: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Accepted By: \_\_\_\_\_ Date Accepted: \_\_\_\_\_