



City of
Huntington Beach
Department of
Community Development

How To Request a Conditional Use Permit



Conditional Use Permits (CUP) are required for use classifications typically having unusual site development features or operating characteristics requiring special considerations so that they may be designed, located, and operated compatibly with uses on adjoining properties and in the surrounding area.

An application for a CUP may be approved or conditionally approved if, on the basis of the application, plans, materials, and testimony submitted, the Planning Commission or Zoning Administrator finds that:

1. The establishment, maintenance, and Operation of the use will not be detrimental to the general welfare of persons working or residing in the vicinity nor detrimental to the value of the property and improvements in the neighborhood;
2. The granting of the CUP will not adversely affect the General Plan;

3. The proposed use will comply with the provisions of the base district and other applicable provisions in Titles 20-25 and any specific condition required for the proposed use in the district.



1. Visit the Zoning Counter to discuss your request. During this session you will be given the appropriate application forms, instructions, advised of any additional materials that are required, and informed which judicial body will decide on your application. An application is also available on the Planning Division's website at:
www.huntingtonbeachca.gov/government/departments/community-development/

2. Submit the application materials.

3. After staff has reviewed your application and (if necessary) advised you of any additional materials required your application will be deemed complete.

4. Staff will process your application and schedule the application for hearing before either the Zoning Administrator or the Planning Commission. The applicant is strongly advised to attend the hearing to promote their project and answer questions.

5. Once the application is acted upon, there is a 10-day period for any aggrieved party to file an appeal. If no appeal is filed during this period, the application becomes final.

6. Following the appeal period, the applicant can submit a building permit application to the Building Division. Building permits are required prior to beginning construction work.

Decision

The Decision of the Zoning Administrator or Planning Commission is mailed to the applicant in a Notice of Action letter. The decision is final unless appealed within ten (10) calendar days after the decision.

Following the appeal period, the applicant can submit a building permit application to the Building Department. Building permits are required prior to beginning construction work.



Contact Information

Information on applications, zoning requirements, etc. is available by visiting the Third Floor of the Civic Center at 2000 Main Street (Corner of Yorktown and Main) or calling (714) 536-5271, or on the Planning Division website:

www.huntingtonbeachca.gov/government/departments/community-development/



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