Submittal Checklist for

CONDITIONAL USE PERMIT FOR ALCOHOL SALES

This checklist should be reviewed with a Planner at the Permit Center and must be submitted with the application. Incomplete applications cannot be processed and will be returned to the applicant together with a checklist specifying the items that are incomplete.

MINIMUM SUBMITTAL REQUIREMENTS:
Listed below are the minimum submittal requirements for Conditional Use Permits for Alcohol Sales. If there are multiple entitlements, they may be combined under one submittal.

☐ **DIGITAL COPIES (PDF)** of all application material
a) Submit via USB Flash Drive.

☐ **MASTER APPLICATION** (three copies)
a) Cover Sheet with Applicant Signature.
b) Environmental Assessment.
c) Tree Inventory.
d) Taxpayer Protection Act Disclosure Form.

☐ **SITE PLANS** (three full size copies and two 11"x17" reductions)
a) Applicant name, address, and phone number.
b) Project site address, north arrow, and drawing scale.
c) Property lines.
d) Internal and external rights-of-way and any vehicular access or other easements.
e) Existing and proposed structures with their uses labeled.
f) Location of structures on adjacent properties and their uses.
g) Mature trees 4 inches or more in diameter (on-site, adjacent to property lines, and in public right-of-way).
h) Yard dimensions.
i) Topography (when applicable).
j) Vicinity map showing ½-mile radius street system with project site highlighted (integrated at lower right hand corner of plan).

☐ **OWNERSHIP VERIFICATION** (one copy)
a) Copy of Grant Deed, Deed Trust, or Title Report showing ownership.
b) Written Consent from property owner to authorize representative (if applicable).

☐ **NOTIFICATION PACKET** (two sets)
1) Radius Map and Ownership List.
2) Affidavit.
3) Mail Merge (Excel Spreadsheet).
4) Additional noticing requirements for certain projects:
    1) The applicant shall post the on-site posting and City Staff shall mail the hearing notice 28 days prior to the public hearing for projects located in an AD (Alcohol Density) overlay and the application proposes a new bar or tavern, billiard parlor with alcohol service, nightclub with alcohol service or a use which provides for off-site consumption. The hearing notice shall also be mailed to each building occupant within 300 feet of the subject site.
    2) City Staff shall post the hearing notice within 1,000 feet of the subject site for all projects with off-site alcohol sales that are adjacent to a residential zoning district.

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☐ **PHOTOS** (two sets)
a) A minimum of four colored photos (varied angles) of the project site showing walls, trees, and existing structures.

☐ **APPLICATION FEES**

☐ **CHECKLIST FOR SPECIFIC ENTITLEMENTS & OTHER ITEMS**
Refer to the reverse page for additional submittal requirements.

SPECIFIC ENTITLEMENT REQUIREMENTS:
In addition to the minimum submittal requirements, the following specific entitlement requirements for Conditional Use Permits for Alcohol Sales shall also be submitted:

☐ **SUPPLEMENTAL APPLICATION** (three copies)
a) Description of Request.
b) Number and type of ABC License requested.
c) Findings for a Conditional Use Permit for Alcohol Sales.
d) List and Map of Other Alcohol Businesses.
e) List of Building Occupants (for project sites located in an AD-Alcohol Density overlay).

ADDITIONAL ITEMS:
In addition, the following items may be required by the Planner for submittal:

☐ **FLOOR PLANS**

☐ **ELEVATIONS**

☐ **ELEVATION SECTIONS**

☐ **STREET ELEVATION SKETCHES**

☐ **GRADING PLAN** (if greater than or equal to 50 cubic yards)

☐ **TOPOGRAPHIC MAP**

☐ **CALCULATIONS** (square footage, floor area ratio, average slope, etc.)

☐ **LANDSCAPE PLAN**

☐ **CIRCULATION PLAN**

☐ **SIGN INVENTORY**

☐ **DEVELOPMENT SCHEDULE**

☐ **ESCROW TITLE PAPERS**

☐ **LEASE AGREEMENT**

☐ **OTHER ITEMS** _____

Supplemental Application for

CONDITIONAL USE PERMIT FOR ALCOHOL SALES

Project Address: _____ Case #_____

DESCRIPTION OF REQUEST:

A separate description and set of findings must be submitted if there is more than one alcohol-related Conditional Use Permit request. This alcohol-related Conditional Use Permit is to:

_____

_____

_____

_____

_____

_____

NUMBER AND TYPE OF ABC LICENSE REQUESTED: _____

FINDINGS:

The applicant must thoroughly respond to the six (6) directives below to make the required findings for the proposed project. A separate set of findings must be submitted if there is more than one alcohol- related Conditional Use Permit request. Use additional sheets if more space is necessary to complete your response. The City's Zoning Code and General Plan can be viewed at the Permit Center and online at www.cityofpasadena.net.

1) Describe how the location of the site would not adversely affect the general welfare of the surrounding property owners;

_____

_____

_____

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Project Address: _____ Case #_____

2) Explain how the location of the site would not result in an undesirable concentration of premises for the sale of alcoholic beverages, including beer and wine, in the area;

3) Explain how the proposed location of the site would not detrimentally affect the nearby surrounding area after giving special consideration to the proximity and nature of the proposed use with respect to:

   a) Residential uses and residential zoning districts;

   b) Hospitals, park and recreation facilities, places of public assembly, public or private schools, and religious assembly uses that attract minors and other similar uses; and

Project Address: _____ Case #_____

c) Other establishments offering alcoholic beverages (including beer and wine) for sale for consumption both on- and off-site.

4) Explain how the proposed location of the site does not aggravate existing problems created by the sale of alcohol (e.g. littering, loitering, noise, public drunkenness, and sales to minors); and

5) Explain how the proposed use is in conformance with the goals, policies and objectives of the General Plan and the purpose and intent of any applicable specific plans.

Project Address: _____ Case #_____

6) Indicate the following for the finding of public convenience and necessity (this is only necessary for bars, off-site consumption or other uses deemed necessary by ABC):

a) Will the project result in a substantial net employment gain?

_____

_____

_____

b) Will the project result in a substantial increase in business taxes?

_____

_____

_____

c) Is the project a unique business addition to the community?

_____

_____

_____

d) Will the project contribute to the long-term overall economic goal of the area?

_____

_____

_____

e) Will the project result in a positive upgrade of the area?

_____

_____

_____

Project Address: _____ Case #_____

LIST AND MAP OF OTHER BUSINESSES:
The applicant must thoroughly provide the following information:

1) List by name and address all establishments that sell alcohol for on-site and off-site consumption within a 1,000 foot radius of the project site. For project sites located within the CD-1 (Central District, Old Pasadena) zoning district, the applicable radius is 250 feet. Use additional sheets if necessary.

No.	Address	Business Name	On or Off-Site

2) Provide a separate map that illustrates the location of all the establishments that sell alcohol for on-site and off-site consumption within a 1,000 foot radius of the project site. For project sites located within the CD-1 (Central District, Old Pasadena) zoning district, the applicable radius is 250 feet.

Project Address: _____ Case #_____

LIST AND MAP OF OTHER BUILDING OCCUPANTS:
The applicant must thoroughly provide the following information:

This section is only required if the project site is located in an AD (Alcohol Density) overlay and the application proposes a new bar or tavern, billiard parlor with alcohol service, nightclub with alcohol service or a use which provides for off-site consumption.

1) List by name and address of each individual building occupant within a 300 foot radius of the project site. Use additional sheets if necessary.

No.	Address	Building Occupant

2) Provide two sets of gummed labels of the name and address of all building occupants listed in #1. Type only address labels on a sheet of Avery 1" x 2 5/8" labels.

3) Provide a separate map that illustrates the location of the building occupant within a 300 foot radius of the project site.