



INSTRUCTIONS FOR DEVELOPMENT PERMIT - CONDITIONAL USE PERMIT APPLICATIONS

General Information

The City of Port Hueneme Zoning Ordinance requires the Conditional Use Permit (CUP) type of a Development Permit for certain uses of land which may be suitable only in specific locations or which may be suitable only if designed or situated on the site in a certain manner. The purpose of the permit is to allow for public notice and review of the request by the City, which has the authority to approve, approve with conditions, or deny the CUP request.

Environmental Review

A CUP Application may be processed only after the environmental review has been completed in accordance with the Port Hueneme Municipal Code and the California Environmental Quality Act (CEQA). The size and scope of the proposed project will determine the extent of information the applicant is required to provide regarding the environmental impacts of the project. The applicant should discuss the proposal with a member of the Community Development Department.

Required for General CUP Application Submission:

1. Completed General Project Application Form and all attachments
2. Fees as required pursuant to Fee Schedule
3. One (1) full-size (24" x 30" minimum) copy of each sheet of the required plans **FOLDED** to 8 ½" x 11", ten (10) 11" x 17" copies of each sheet of the required plans **FOLDED** to 8 ½" x 11", one (1) 8 ½" x 11" photo ready reduction of each sheet and one (1) electronic version of all plans on a cd or flashdrive, showing the following information:
 - A. Title Block of:
Applicant, agent, engineer/surveyor/architect's address, email, telephone numbers, with wet signature and stamp of plan preparer.
 - B. Summary legend describing project information including zoning and lot size. For new construction, provide breakdown of proposed square footage by type of use.
 - C. North Arrow (Site Plan must be oriented so that north is towards the top of the plan.)
 - D. Vicinity Map (unless the intersection of two streets shows on the Site Plan).

- E. Scale. All plans must be drawn to scale, dimensioned and have all of the following items (existing and proposed) clearly and accurately located and labeled:
1. Property lines
 2. Structures (identify use of each)
 3. Abutting streets and street widths
 4. All uses within 100 feet of the project site
 5. Off-street parking spaces (numbered), including handicapped parking
 6. All utilities and easements (i.e. sewer, water, drainage, electric, gas) including widths and purposes
 7. Existing site features, including trees over 6 inches in diameter at breast height (indicate size/species)
 8. Signs
 9. Fences/walls/trash enclosures
 10. Exterior lighting fixtures
 11. Preliminary landscaping, including trees and major planting areas (specific materials, sizes and quantities to be part of final detailed plans following approval of the CUP)
 12. Heights of all existing and proposed structures
 13. Exterior building materials and colors (labeled)
 14. Mechanical equipment and appurtenances, including roof units, air conditioners, gas and water meters, electrical boxes, etc., and the method of screening
 15. A floor plan for each level of each building, depicting the proposed uses of each area of each floor
 16. Building elevations of each side of each building where new or modified building exterior improvements are proposed
- F. Landscaping Plan. Landscaping will normally be required for an approved conditional use when new construction is involved (including additions to existing structures). The Site Plan required with the CUP application must show generalized landscape information; existing and proposed trees, major planting areas, and groundcover areas. Once approval is granted for a conditional use, and when landscaping is required by a specific condition of approval, a detailed landscape and irrigation plan must be submitted to, and approved by City staff prior to the issuance of any building permit.
4. A detailed business operating plan consisting of:
- A. A detailed business description
 - B. Scope of physical improvements
 - C. Days and hours of operation
 - D. The number and classifications of all employees
 - E. Staging, frequency and scheduling of deliveries to the site
5. Additional information. You may be required to provide additional information that relates to special or unusual circumstances as discussed with Planning staff:
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Required for Development Permit - CUP applications for cannabis-related businesses:

In addition to the submission requirements for general CUP types of Development Permit applications discussed above, the following must be submitted with all CUP applications for proposed cannabis-related businesses:

- A. **Certificate of Approval.** A Certificate of Approval issued by the City is required prior to City Council action on the application for the CUP type of Development Permit (see separate instructions for the filing of Certificates of Approval). A copy of the following elements of the related Certificate of Approval application must be provided:
1. **Safety Precautions.** An assessment and detailed description of fire prevention suppression, HVAC and alarm systems prepared by a qualified fire prevention/suppression consultant, and which considers all possible fire hazards, storage and handling of hazardous materials and inhalation issues/threats, as well as recommendations to further public health, safety and welfare.
 2. **Regulatory Compliance.** A detailed explanation as to:
 - a. How cannabis will be tracked and monitored to prevent diversion in compliance with applicable federal, state and local laws
 - b. How transactions will be recorded, monitored and audited to assure that all purchases and sales are fully documents
 - c. How cash will be managed and secured
 - d. Measures to assure that the City will receive the required amount revenue from the proposed business.
 3. **Product Handling.** A detailed description of all products to be produced, processed, packaged and sold as part of the proposed business. The description shall indicate how products will be packaged and displayed for sale, disclosures as to strength and content, quality control measures including laboratory testing, consultation with customers as to products best suited for their particular medical circumstance (applicable to applications for medical cannabis dispensaries), and safeguards as to the type and amount of product that can be sold to a specific customer.
 4. **Neighborhood Compatibility.** A narrative describing how to the proposed business will be managed and operated so as to avoid becoming a nuisance or having an impact on its neighbors and the surrounding community, including, but not limited to: 1) compliance with the performance standards set forth in Port Hueneme Municipal Code Section 10227; 2) prevention of vagrancy, loitering and disruptive behavior; and 3) enforcement of the terms and conditions of Permit approval.
 5. **Community Benefits.** A detailed description of the benefits that the proposed business would provide to the local community such as employment of local residents, voluntary contributions to civic organizations, sponsorship of community events, and similar such opportunities.

6. Security Plan. A Security Plan and background check of the applicant and all employees of the proposed business will be required to be approved by the City of Port Hueneme's Chief of Police.

- B. **Map of Schools and Surrounding Uses.** A map, of measurable scale, to depict the proposed business location relative to: 1) the distance to schools within 600 feet of the site; and 2) the types of land uses within 600 feet of the site.

- C. **Development Agreement.** A Development Agreement will be required to be negotiated between the City and the applicant.

NOTE: Submittal of an application does **NOT** imply application acceptance. Staff will review the application and materials which will be deemed complete and accepted **ONLY** if all required items have been included.