



SAMPLE CHECKLIST FOR MINOR USE PERMIT (MUP) APPLICATION

This is a Minor Use Permit Application for a fictional business in the City of Santa Clarita. The intention of this packet is to provide an example of what is generally required to submit a standard MUP with the City of Santa Clarita Planning Division. This document is targeted toward instructional schools, but may be applied to other uses looking to locate in the City of Santa Clarita.

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City of Santa Clarita
Community Development
Planning Division
23920 Valencia Boulevard, Suite 302
Santa Clarita, CA 91355

Master Case No. **Assigned by staff.**

ENTITLEMENT APPLICATION

Project Location (address or vicinity): 12345 Example Street, #104

Assessor's Parcel Number (APN): 0000-000-000

Entitlements Requested:	
<input type="checkbox"/> Adjustment _____	<input type="checkbox"/> Oak Tree Permit _____
<input type="checkbox"/> Administrative Permit _____	<input type="checkbox"/> Sign Review _____
<input type="checkbox"/> Architectural Design Review _____	<input type="checkbox"/> Temporary Use Permit _____
<input type="checkbox"/> Conditional Use Permit _____	<input type="checkbox"/> Tentative Tract Map (No. _____)
<input type="checkbox"/> Development Review _____	<input type="checkbox"/> Tentative Parcel Map (No. _____)
<input type="checkbox"/> Hillside Review _____	<input type="checkbox"/> Variance _____
<input type="checkbox"/> Landscape Plan Review _____	<input type="checkbox"/> Zone Change _____
<input checked="" type="checkbox"/> Minor Use Permit Assigned by staff.	<input type="checkbox"/> Others _____

Primary Point of Contact/Consultant: Sammy Clarita

Address: 23920 Valencia Boulevard Phone Number: 661-255-4330

City: Santa Clarita Zipcode: 91355 Email: sclarita@santa-clarita.com

Applicant: Same as above.

Address: _____ Phone Number: _____

City: _____ Zipcode: _____ Email: _____

Engineer: _____

Address: _____ Phone Number: _____

City: _____

If you are working with an engineer or architect, add their contact information here.

Architect: _____

Address: _____ Phone Number: _____

City: _____ Zipcode: _____ Email: _____

JUSTIFICATION STATEMENT / PROJECT DESCRIPTION

State what the project is and why the application(s) should be approved based on the required findings (if any). Attach additional pages if necessary.

I would like to have dance classes at 12345 Example Street, #104. My dance studio will be called Sammy's Dance Studio. We will hold classes on the following days:

Monday - Thursday: 6am to 4pm

Friday & Saturday: 12pm to 8pm

Sunday: 12pm to 4pm

Classes will be two hours long, for up to fifteen students. There will also be two instructors for each class.

During our dance classes, we will play music. The volume will be kept relatively low, and speakers will be placed as far as possible from any common walls to prevent disruptions to neighboring businesses.

There will be a small portion of the studio dedicated to office work relevant to the business, like bookkeeping and scheduling, as indicated on the site plan. Parking will be provided in the shopping center at 12345 Example Street, as indicated in the attached parking analysis.

Thank you for your time!

Your project description should include as much detail as possible. Important topics to cover include your hours, parking, staff numbers, noise levels, specific services provided, and if applicable, class types and sizes.

Sammy Clarita

Signature of Applicant

PROPERTY OWNER(S) STATEMENT

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF SANTA CLARITA

I/We, Proper T. Owner, declare that I/we am/are the owner(s) of the property described herein and hereby give authorization for the filing of this application. Further, I/we do, by my/our signature(s) on this agreement, absolve the City of Santa Clarita of all liabilities regarding any deed restrictions that may be applicable to the property described herein. (Signature of all property owners is required. The owner in escrow is not acceptable.)

I/We declare that all encumbrances on the subject property are shown on the submitted site plan (or are attached on a separate sheet) and that the purpose of all encumbrances (and ownership of all easements) is stated. In the case of a tentative map, I/we further declare that the property involved in this application is free from all encumbrances that would conflict with the project application, particularly dedications of the right to further subdivide to the County of Los Angeles or City of Santa Clarita.

I/We understand that, in the event that the City incurs greater expense in processing the application(s) than is covered by the standard processing fee(s), that I/we will be responsible for payment of such fees and that permits will not be issued and/or occupancy will not be granted until all fees have been paid in full.

I/We hereby grant the City admittance to the subject property as necessary for processing of the project application.

I/We declare under penalty of perjury that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief.

Signed _____

Signed Proper T. Owner

Signed _____

The property owner's signature must be notarized. The section below is for the notary to fill out.

ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Los Angeles)

On January 1, 2017, before me, Nota Ree Publick personally appeared
Date Notary Public

Proper T. Owner who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity (ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the Sate of California that the forgoing paragraph is true and correct.

WITNESS MY HAND AND OFFICIAL SEAL

Nota Ree Publick
Signature of Notary Public

(Seal)

FINANCIAL INTEREST DISCLOSURE

In order for the approving authority to adequately assess the potential for conflict of interest in rendering decisions on land use matters, the following information is required. Should the applicant(s) in the requested action be or include a partnership, the name of the corporation and of all officers of said corporation shall be printed below. If there are any other business or joint venture parties, property owners, or individuals which have a financial interest in this action not otherwise covered as a partnership or corporation, then their names shall be printed below.

Partnership:

Corporation:

Name of Partnership

Name of Corporation

Names of Partners

If you are part of a partnership or corporation, enter that information here.

President

Vice President

Secretary

Other

Property Owners:

Other:

Proper T. Owner

I hereby certify that the foregoing information is accurate and complete to the best of my knowledge and belief.

Sammy Clarita
Signature of Applicant

Sammy Clarita
Name (Please Print)

January 1, 2017
Date

**CERTIFIED PROPERTY OWNER'S LIST
AFFIDAVIT**

This page is to verify that the noticing information provided is correct. It should be signed by whoever prepared the mailing recipient list.

State of California)
County of Los Angeles) ss.
City of Santa Clarita

I, Sam Seabiscuit for Seabisuit Mapping Co., hereby certify that the attached list contains the names and complete addresses (including zip codes) of all persons to whom all property is assessed as they appear on the latest available assessment roll of the Los Angeles County Assessor* and/or other recipients as required by the Unified Development Code (UDC), within the area prescribed in the UDC in relation to the subject property legally described as:

12345 Example Street, Assessor's Parcel No. 0000-000-000

Sam Seabiscuit
Signature

January 1, 2017
Date

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

Subscribed and sworn to (or affirmed) before me this
1 day of January, 2017, by

(1) Sam Seabiscuit,
Name of Signer

proved to me on the basis of satisfactory evidence to be
the person who appeared before me (.) (.)

(and

(2) _____
Name of Signer

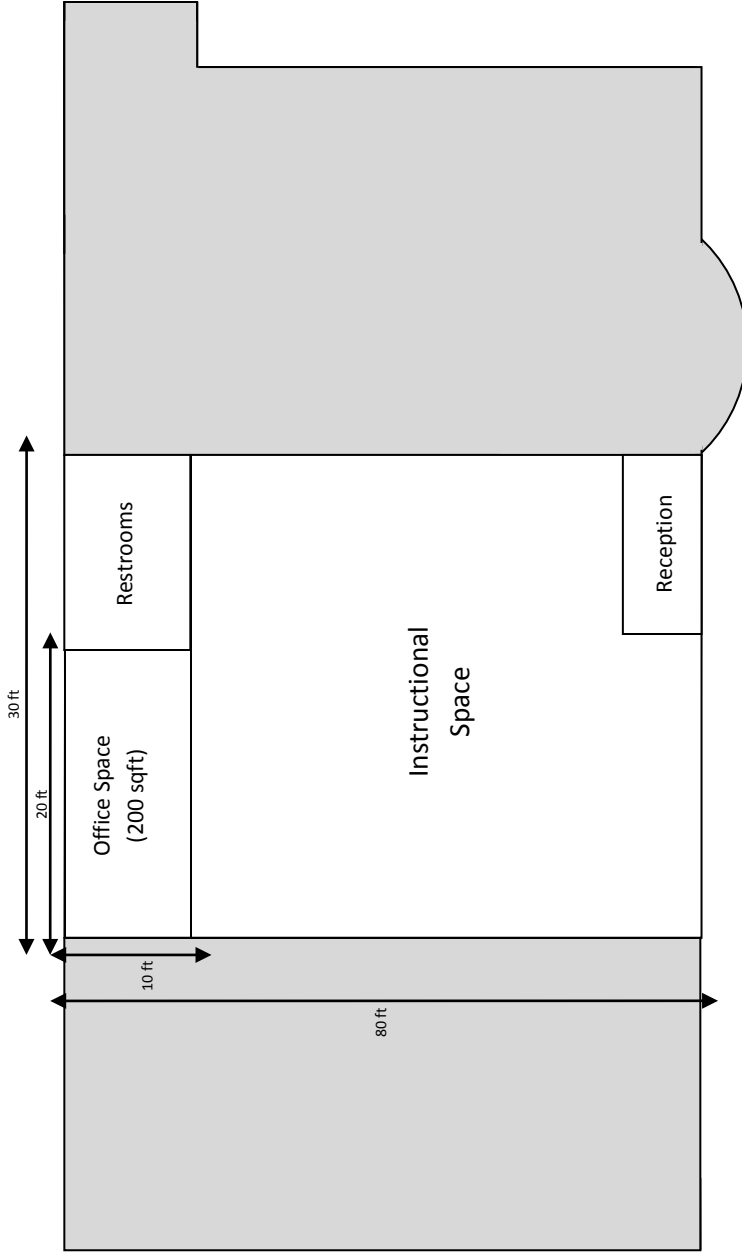
proved to me on the basis of satisfactory evidence to be
the person who appeared before me.)

Nota Ree Publick
Signature of Notary Public

This statement
must be notarized.

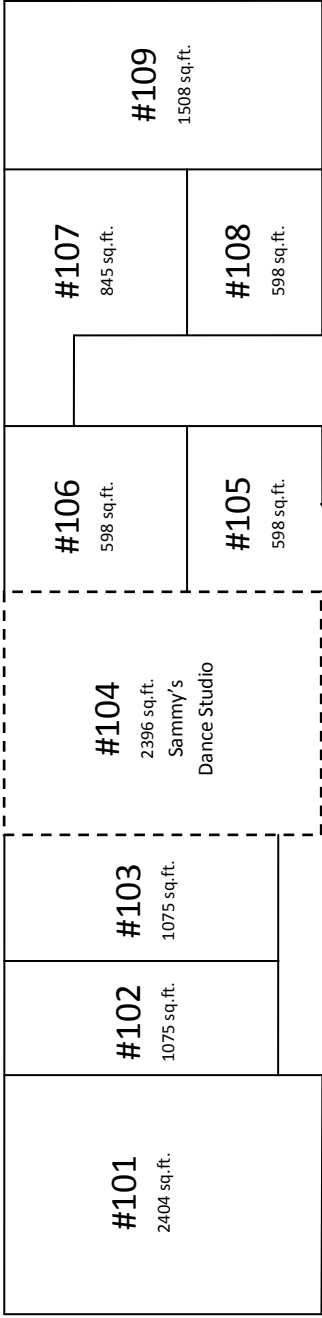
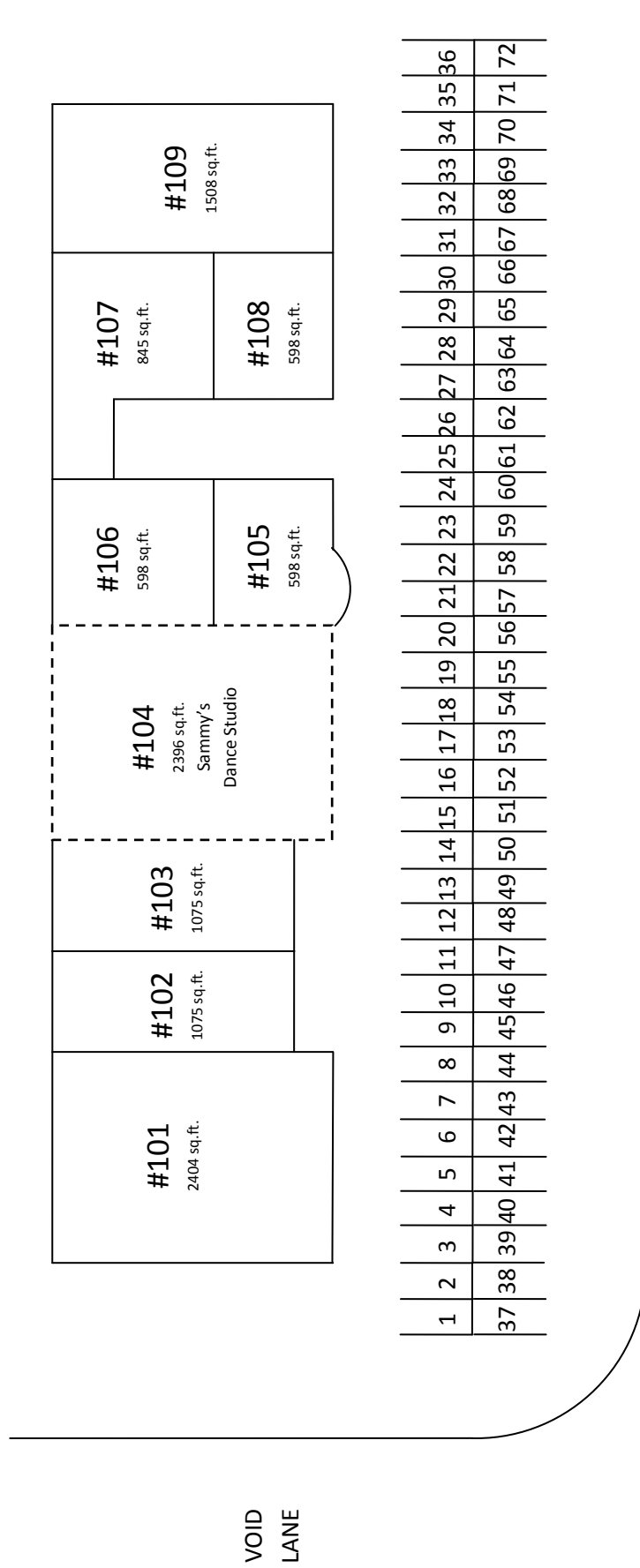
*Ownership rolls from other sources are not acceptable.

SAMPLE FLOOR PLAN
Sammy's Dance Studio
12345 Example Street, #104



EXAMPLE MUP APPLICATION SUBMITTAL

SAMPLE SITE PLAN
 Sammy's Dance Studio
 12345 Example Street, #104



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72

EXAMPLE PARKING ANALYSIS

12345 Example Street

Updated Jan. 2017

Unit #	Tenant	Use Category	Square Footage	Parking Ratio	Required Parking
101	Maria's Restaurant	Restaurant	2404	1:100	24.04
102	Nails 4 U	Personal Services	1075	1:250	4.30
103	Santa Clarita Florist	Retail	1075	1:250	4.30
104	Sammy's Dance Studio	Instructional School	School 2196 Office 200	School 1:200 Office 1:250	11.78
105	Just a Po'Boy	Restaurant	598	1:100	5.98
106	ARCHitech	Office	598	1:250	2.39
107	Doug's Dental	Medical Office	845	1:200	4.23
108	SC Urbanists	Office	598	1:250	2.39
109	Dave's Hobby Shop	Retail	1508	1:250	6.03
Total Parking Calculated					65.44
Total Parking Required					65
Total Parking Provided					72

When calculating parking, always round to the nearest whole number!

EXAMPLE MUP APPLICATION SUBMITTAL

Sammy's Dance Studio APNO-000-000 12345 Example Street #104 Santa Clarita, CA 91355	Proper T. Owner APNO-000-000 12345 Example Street Santa Clarita, CA 91355	Seabiscuit Mapping Co. APNO-000-000 12344 Test Drive Santa Clarita, CA 91355
Property Owner 1 APNO-000-000 12346 Void Lane Santa Clarita, CA 91355	Property Owner 2 APNO-000-000 12349 Example Street Santa Clarita, CA 91355	Property Owner 3 APNO-000-000 12348 Example Street Santa Clarita, CA 91355
Property Owner 4 APNO-000-000 12340 Example Street Santa Clarita, CA 91355	Property Owner 5 APNO-000-000 12351 Void Lane Santa Clarita, CA 91355	Property Owner 6 APNO-000-000 12355 Void Lane Santa Clarita, CA 91355
Property Owner 7 APNO-000-000 12359 Void Lane Santa Clarita, CA 91355	Maria's Restaurant APNO-000-000 12345 Example Road #101 Santa Clarita, CA 91355	Nails 4 U APNO-000-000 12345 Example Road #102 Santa Clarita, CA 91355
Santa Clarita Florist APNO-000-000 12345 Example Road #103 Santa Clarita, CA 91355	Just a Po'Boy APNO-000-000 12345 Example Road #105 Santa Clarita, CA 91355	ARCHitech APNO-000-000 12345 Example Road #106 Santa Clarita, CA 91355
Doug's Dental APNO-000-000 12345 Example Road #107 Santa Clarita, CA 91355	SC Urbanists APNO-000-000 12345 Example Road #108 Santa Clarita, CA 91355	Dave's Hobby Shop APNO-000-000 12345 Example Road #109 Santa Clarita, CA 91355

Noticing Requirements:

- Mailing Recipient List (one copy)
- Mailing Labels (two copies)
- Radius Map (one copy)

Recipients should include:

- the subject property owner,
- the applicant (yourself!),
- any agents representing the applicant,
- all adjacent property owners, and
- any tenants on the subject property.

EXAMPLE MUP APPLICATION SUBMITTAL

