

CITY OF FOUNTAIN VALLEY

RESOLUTION REVIEW FOR CONDITIONAL USE PERMIT

FILING FORM

GENERAL

- At the time of filing the application, the applicant will be required to review the conditions of approval and to sign the Resolution for the business. Staff will be available to discuss the Resolution, sign program and operation of the facility.

WHAT TO FILE

- Application Form
A copy of the **Resolution Review for Conditional Use Permit** shall be properly filled out and signed.
- Letter of Authorization (Provided by owner or property management)
The **Letter of Authorization** shall contain the signature of the legal property owner(s), or a letter signed by the legal owner(s) authorizing a third party to present vested interest. This applies even though specific property is in a contingency escrow to be sold on agreement between involved parties.
- Letter of Description (Provided by applicant)
The **Letter of Description** shall contain information on the type of business, hours of operation, number of employees and any other pertinent information pertaining to the business.
- Floor Plan (Provided by applicant)
The **Floor Plan** shall include door entrance and exits, rooms labeled (kitchen, restroom, storage, etc.), tables and chairs placement (seating arrangement) and any other information affecting the floor layout. This can be drawn by hand from the applicant.

OTHER INFORMATION

- Processing
The typical **Resolution Review for Conditional Use Permit** can be completed in-person or via email with City Staff in a few business days. Some reviews may require additional time up, to one week to complete from the time the application is formally accepted.
- Filing Fees
The Filing fee is \$209.05. Payment can be made in-person or online once an invoice is prepared by City Staff.
- Filing
The complete application can be filed in-person with the Planning Department during City Hall business hours or by email to City Staff.

BUSINESS LICENSE

- In accordance with Municipal Code Section 5.04.080, a business must first obtain a Business License/Tax Certificate prior to conducting business in Fountain Valley. Please contact the Business License Department for more information at 714-593-4421.



City of Fountain Valley
Planning Department
10200 Slater Avenue
Fountain Valley, CA 92708
(714) 593-4425
Fax (714) 593-4525

RESOLUTION REVIEW FOR CONDITIONAL USE PERMIT NO. _____

This is to certify that I/We, _____, am/are transferring the Conditional Use Permit associated with the property located at *(Business Address)*: _____ from _____ *(Previous Business – if applicable)*.

I am aware that the Planning Commission and/or City Council have approved a Conditional Use Permit at a public hearing for said business. I have read and agree to the terms and conditions as specified in Resolution No. _____, including the exhibits for floor plans and signs. I understand any modifications to the above shall require a public hearing and approval before the Planning Commission and/or City Council.

I hereby certify that the facts, statements and information presented are true and correct to the best of my knowledge.

Print Name: _____

Signed: _____

Title: _____

Address: _____

City: _____

Telephone: (_____) _____

Email: _____

I have reviewed the conditions of the Conditional Use Permit with the Applicant, and he/she has demonstrated to me that he/she understands those conditions and agrees to abide by those conditions.

Planning Director

Date

CUP Filing Fee: \$209.05

CUP No. _____

Receipt No. _____

Date Paid: _____

Date Filed: _____

CITY OF FOUNTAIN VALLEY LETTER OF AUTHORIZATION

TO: CITY OF FOUNTAIN VALLEY PLANNING DEPARTMENT

Property Owner: _____

Address: _____

Phone: () _____

Email: _____

Application Number(s): _____

This letter shall serve to notify you and verify that I/we am/are the legal owner(s) of the property located at _____, Fountain Valley, CA, and do hereby authorize:

Business Owner: _____

Address: _____

Phone: () _____

Email: _____

To file and represent my/our interest in the above referenced application(s).

I/We am/are the legal owner(s) of said property, have read the foregoing letter of authorization and know the contents thereof, and do hereby certify that the same is true of my/our own knowledge. I/We declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature(s) of legal property owner(s):

Date: _____