



Minor Use Permit Information and Checklist

MINOR USE PERMITS. The City is divided into various zoning districts, each of which allow certain property uses without prior approval. Other uses require a Use Permit or Minor Use permit. These are “conditional” permits, meaning certain requirements need to be met to make the permit valid.

The Process. After submission of an application and deposit a planner reviews the request against requirements of the Land Use Code and the California Environmental Quality Act (CEQA). Referrals are made to other City departments and external agencies as appropriate. The Zoning Administrator is approval authority for most Minor Use Permits. This permit process requires a public hearing.

CHECKLIST. (Submit electronic copies of any plans. Provide three hard copies of large scale plans. Electronic copies of all documents are helpful.)

Application form and deposit

Project Description, including a Plan of Operation with the following information at a minimum:

- Days and hours of operations
- Total number of employees
- Estimated maximum number of customers per day
- Estimated number of pickups and deliveries per day
- Floor area to be used in square feet (include outside area if applicable)
- Number of on-site parking spaces (existing and proposed)
- Business growth projections
- Type of project (seasonal, permanent, temporary)
- Information about:
 - Waste (including by-products) and method of disposal
 - Whether the projects will generate noise, glare, dust, or odor, or involve toxic substances
 - Public facility use, such as roads, water, and sewer systems
- Any other aspects that may affect the neighborhood and community

Existing and proposed floor plans and elevations, as applicable

Site Plan clearly drawn on one sheet, containing required information (see Site Plan Checklist)

For projects not exempt from CEQA, submit a CEQA checklist (see a planner if you have questions).

Additional information and supporting documentation necessary to assist with permit processing – LUC §9.72.080.F will help ensure application materials fall within the LUC requirements

A review by the Cultural Resource Review from North Coastal Information Center (NCIC) may be required. If so, you will be notified, and payment requested for the review.

For complete information go to www.cityofarcata.org and find the link for the Land Use Code. Section §9.72.080 describes regulations regarding Hillside Development. If you have questions, speak with Planning Staff at the number below.