

Project Information

Project Name: _____

Site Address: _____

APPLICATION SUBMITTAL REQUIREMENTS

REQUIRED APPLICATION FORMS:

- [Universal Application Form](#)
- [Indemnification Form](#)
- [Disclosure Form](#)
- [Copyright Release Form](#)
- [Electronic Signature Disclosure Form](#)
- [Property Owner Consent Form](#) (in lieu of property owner signing Universal Application)
- Public Convenience or Necessity Checklist (Page 1 of this Document)

REQUIRED PROJECT INFORMATION:

Indicate below each of the required documents or plan set components that have been prepared and submitted for this application. **See instructions on the following page for those requirements.**

PROJECT DOCUMENTS:

- ABC Documents
- Neighborhood Context Map
- PC or N Project Description

PROJECT PLAN SET COMPONENTS:

- Floor Plan
- Site Plan

REQUIRED FEES:

Use the City's online [Fee Schedule](#) to determine your project's required Application Fee(s).

INSTRUCTIONS FOR APPLICATION REQUIREMENTS

ALL Required Project Information must comply with the City's [Universal Digital File Standards](#).

PROJECT DOCUMENTS – All documents must reflect the [document requirements](#). Use the [document requirements](#) to determine if you should include that document.

PROJECT PLAN SET COMPONENTS – All plans/sheets must reflect the [plan sheet requirements](#). Use the [plan sheet requirements](#) to determine if you should include that plan set component.

PUBLIC NECESSITY OR CONVENIENCE INFORMATION & PROCESS

A Public Convenience or Necessity (PC or N) determination is required when the Alcoholic Beverage Control Board of the State of California (ABC) finds that there is an over-saturation of alcohol beverage outlets in a particular census tract. Should the ABC find that a PC or N is necessary, approval is required prior to the City approving a Conditional Use Permit, or the ABC issuing any required license. A PC or N is processed by Planning Staff, and an approval or denial is issued by the Director of Planning and Economic Development.