



City of Carmel-by-the-Sea Community Planning and Building Department Use Permit Application Requirements

Introduction

Use Permits are required for certain land use classifications. The purpose of the Use Permit is to ensure that these uses are designed, located, and operated in a manner compatible with uses on adjoining properties and in the surrounding area. Furthermore, Use Permits may be revoked if the Conditions of Approval fail to effectively reduce or eliminate those impacts, if the nature of the business significantly changes, or if the use violates the terms of the Use Permit.

When is a Use Permit Required?

The City's Zoning Code (CMC 17.14) established when a Use Permit is required. Call the Community Planning & Building Department to speak with a Planner to determine your property's zoning designation and the specific requirements for your property.

Process

An application must be determined to be complete by City staff prior to consideration by the Planning Commission (PC) – Incomplete applications will not be scheduled for a hearing. Once complete, the application is generally scheduled for hearing within 30 days on a first-come, first-served basis. At the hearing, the PC may choose to approve the application, approve it with conditions, deny the application, or continue it for redesign. If the application is denied by the PC, it may be appealed to the City Council. If not appealed, all decisions are final 10 days after the hearing.

Submittal Checklist

Note: At the discretion of the Community Planning & Building Director, submittal of any submittal items listed below may be waived if the project can be sufficiently described and considered without such information. Please inquire prior to the submittal of any application.

1. General Planning Application Form
 - Property owner signatures are required on all applications
 - Applicable Fees
2. Written Detailed Description of Use - including the type of land use (retail, restaurant, service, etc), the typical operation of the business, the projects/services offered, the hours of operation, and the typical number of employees. For restaurants/eating establishments, please provide a sample menu and the number of proposed seats.
3. Floor Plan – Identifying all rooms (restrooms, kitchens, seating areas, storage, etc.), furniture/table layout, all windows and doors, all patio areas, adjacent land uses, and all recycle/waste enclosures.

A Design Study or Design Review Application is required for any exterior changes and may be processed concurrently with a Use Permit.