



REGULATORY PERMIT APPLICATION

PLANNING SERVICES DIVISION

INTRODUCTION

The purpose of a Regulatory Permit application is to provide for Planning Director review of applications relating to certain land uses identified in Anaheim Zoning Code (AZC) [Chapter 18.16](#) to ensure that they meet the intent of the Zoning Code and General Plan. These permits do not require review by the Planning Commission or other public hearings.

PROCEDURES

Complete applications will be processed according to the [Administrative and Regulatory Permit Filing Schedule](#) listed on the Planning Services [Forms & Applications website](#). The Planning Director will make a decision as to the status of the request within ten (10) business days of the filing deadline date. This decision will be final and effective ten (10) days following the date of the decision unless an appeal is filed within that time. A letter will be provided to the applicant describing the decision, any comments or items that may need to be provided with a re-submittal, or any conditions of approval applicable to the project.

APPEALS

Anyone dissatisfied with the decision of the Planning Director may file an appeal. When an appeal is filed, the Regulatory Permit will be scheduled for a hearing in front of the City Employee Hearing Officer. All appeals shall be made in writing and filed with the Planning Department within ten (10) days of the decision of the Planning Director. The appeal must be submitted to the Planning Department with payment of an applicable appeal fee, clearly identify the appellant(s), and shall specify the decision appealed and the reasons for appeal.

SUBMITTAL REQUIREMENTS:

The following checklist shows minimum information and materials required for processing Regulatory Permit applications for automotive sales agency offices - wholesale, entertainment, and smoking lounges. Additional information or materials may be requested. Please contact a planner at 714-765-5139 to confirm applicability of submittal items. Site and floor plans must comply with the [E-plan Submittal Requirements](#) and [Sheet Numbering Guidelines](#). Submittal requirements are as follows:

PRE-SUBMITTAL CHECKLIST:

- ☐ A. [BUSINESS LICENSE APPLICATION](#): Applications for a Business License must be processed concurrently. For more information on obtaining a Business License, contact (714) 765-5194.
- ☐ B. CODE REQUIREMENTS: Read applicable code requirements:
 - ☐ 18.16.055 Automotive – Sales Agency Office (Wholesale)
 - ☐ 18.38.060 Entertainment
 - ☐ 18.38.080 Smoking Lounges
- ☐ C. FEE: Payment amount identified in the [Planning and Zoning Fee Schedule](#). Payment is required by the filing deadline and before an application will be reviewed. After online or in-person submittal is completed through [GoPost](#), payment will be requested. Once payment is received, your application will be routed for review.
- ☐ D. APPLICATION FILING SCHEDULE: Applications will be processed according the [Administrative and Regulatory Permit Filing Schedule](#).

☐ AUTOMOTIVE SALES AGENCY OFFICE - WHOLESALE

- ☐ 1. REGULATORY PERMIT APPLICATION Form. The three (3) page application is located below the checklists. The property owner(s) signature(s) must be notarized. Attached the notarized acknowledgement.
- ☐ 2. [SITE PLAN](#): Submit a scaled site plan which addresses the following:
 - ☐ PARKING CALCULATION: Parking areas with [calculation](#) (Please see [A.M.C. Section 18.42.040](#).010 for parking space requirements for all uses).
 - ☐ Distance of subject tenant space to property lines;
 - ☐ Distance of subject tenant space to adjacent residential use/zone;
 - ☐ Any proposed locations to park, display, or hold
 - ☐ Identify any designated outdoor smoking area.
- ☐ 3. [FLOOR PLAN](#): Submit a scaled floor plan showing the office layout.
- ☐ 4. LETTER OF OPERATIONS: Submit a typed letter describing the business operation, hours of operation, number of employees, and the location of on-site and/or off-site inventory.

REGULATORY PERMIT APPLICATION SUBMITTAL CHECKLIST

ENTERTAINMENT

- ☐ 1. REGULATORY PERMIT APPLICATION Form. The three (3) page application is located below the checklists. The property owner(s) signature(s) must be notarized. Attached the notarized acknowledgement.
- ☐ 2. [SITE PLAN](#): Submit a scaled site plan which addresses the following:
 - ☐ PARKING CALCULATION: Parking areas with [calculation](#) (Please see [A.M.C. Section 18.42.040](#).010 for parking space requirements for all uses).
 - ☐ Distance of subject tenant space to property lines;
 - ☐ Distance of subject tenant space to adjacent residential use/zone;
 - ☐ Any outdoor seating area(s);
 - ☐ Any outdoor entertainment area(s); and
 - ☐ Any designated outdoor smoking area.
- ☐ 3. [FLOOR PLAN](#): Submit a scaled floor plan which addresses the following:
 - ☐ Location and size (in sq. ft.) of all entertainment and any dance floor areas;
 - ☐ Show all trash receptacles;
 - ☐ Show all exits, tables, seats, bars and provide dimensions of all aisles; and
 - ☐ Show location of the required occupant load sign.
- ☐ 4. NOISE AND SECURITY PLAN: Submit a noise and security plan for the control of pedestrian and vehicular traffic and prevention of unlawful and disruptive conduct of employees or patrons within the building and outside areas.
- ☐ 5. [EMPLOYEE AND BUSINESS OPERATOR INFORMATION SHEET](#)
- ☐ 6. [ENTERTAINMENT DESCRIPTION](#)

REGULATORY PERMIT APPLICATION SUBMITTAL CHECKLIST

☐ SMOKING LOUNGE

- ☐ 1. REGULATORY PERMIT APPLICATION Form. The three (3) page application is located below the checklists. The property owner(s) signature(s) must be notarized. Attached the notarized acknowledgement.
- ☐ 2. [SITE PLAN](#): Submit a scaled site plan which addresses the following:
 - ☐ PARKING CALCULATION: Parking areas with [calculation](#) (Smoking Lounges require 17 parking spaces per 1,000 s.f. of GFA; please see [A.M.C. Section 18.42.040.010](#) for parking space requirements for all other uses).
 - ☐ Distance of subject tenant space to property lines;
 - ☐ Distance of subject tenant space to adjacent residential use/zone;
 - ☐ Any outdoor seating areas; and
 - ☐ Any designated outdoor smoking area.
- ☐ 3. [FLOOR PLAN](#): Submit a scaled floor plan which addresses the following:
 - ☐ Show all exits, tables, seats, and provide dimensions of all aisles;
 - ☐ Show all trash receptacles;
 - ☐ Show all preparation areas; and
 - ☐ Show location of the required occupant load sign.
- ☐ 4. NOISE AND SECURITY PLAN: Submit a noise and security plan for the control of pedestrian and vehicular traffic and prevention of unlawful and disruptive conduct of employees or patrons within the building and outside areas.
- ☐ 5. [EMPLOYEE AND BUSINESS OPERATOR INFORMATION SHEET](#)

REGULATORY PERMIT APPLICATION FORM
CITY OF ANAHEIM – PLANNING SERVICES DIVISION

APPLICATION TYPE (CHECK APPROPRIATE PERMIT(S) REQUESTED):

☐ Auto Sales Office - Wholesale ☐ Entertainment ☐ Smoking Lounge ☐ Other: _____

BUSINESS INFORMATION:

Business Name: _____

Business Address or Location: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ E-Mail Address: _____

Mailing Address (if different from Business Address): _____

City: _____ State: _____ Zip: _____

APPLICANT (BUSINESS OWNER) INFORMATION:

Applicant Name: _____ Alias or Maiden Name: _____

Phone No: _____ E-mail Address: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Place of Birth: _____ Date of Birth: _____ Sex
☐ Male ☐ Female

Age: _____ Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Driver's License No.: _____ State: _____ Social Security No.: _____ Other Licenses Held: _____ State: _____

I hereby certify under the penalty of perjury that the information given is true and correct. I understand that providing false information or withholding information, including any criminal record, is grounds for denial or revocation of my permit and may subject me to criminal prosecution. **I do hereby authorize** the City of Anaheim, its agents and employees to seek verification of the information contained on this application and to conduct inspections to determine that the provisions of Chapter 18.16 or other applicable laws are met. **I further understand** that I may not conduct the activity applied for until a permit has been granted, and that a copy of the City Ordinances regulating Massage, Smoking Lounge and Entertainment Premises is available to me in the City Clerk's Office or over the Internet at www.anaheim.net (Chapter 18.16 of the Anaheim Municipal Code).

Signature: _____ Date: _____

Print Name and Title

CODE COMPLIANCE:

I have received and reviewed the code requirements for the specified application type and **I understand** that I am responsible for adhering to those regulations.

Signature _____ Date _____

REGULATORY PERMIT APPLICATION FORM
CITY OF ANAHEIM – PLANNING SERVICES DIVISION

CORPORATION, L.L.C. OR PARTNERSHIPS ONLY

Is this a Sole Ownership? ☐ Sole Ownership

If checked, skip to next page.

Is this a Corporation, L.L.C. or a Partnership? ☐ Corporation ☐ L.L.C. ☐ Partnership ☐ Other _____

If checked, attach copy of Certificate of Limited Partnership, Articles of Organization (L.L.C.) or Articles of Incorporation

State of Registration:

Registration Number:

Date of Registration:

Name of the Corp., L.L.C., or Partnership (as shown in above documents):

Name of Responsible Managing Officer of Corporation, L.L.C. or Partnership:

If **Corporation** is checked, include the names and addresses of each Officer, Director and each Stockholder holding more than five (5) percent of the stock in the Corporation below;

OR

If **L.L.C.** or **Partnership** is checked, include the names, residence addresses & dates of birth of each of the partners, including limited partners or members:

Name:

Address:

Date of Birth (if Partnership):

City:

State:

Zip:

Name:

Address:

Date of Birth (if Partnership):

City:

State:

Zip:

Name:

Address:

Date of Birth (if Partnership):

City:

State:

Zip:

Name:

Address:

Date of Birth (if Partnership):

City:

State:

Zip:

Name:

Address:

Date of Birth (if Partnership):

City:

State:

Zip:

Have any Applicants, Owners, Operators, Officers, Directors, or Stockholders holding five (5) percent or more of the stock in the Corporation or L.L.C., or any Partners or limited Partners of the Partnership been convicted of a crime?

☐ Yes ☐ No

If yes, provide individual name(s), describe offense(s), where, and date of offense(s) below:

REGULATORY PERMIT APPLICATION FORM
CITY OF ANAHEIM – PLANNING SERVICES DIVISION

AGENT INFORMATION (IF APPLICABLE):

Applicant Name:	Company Name:	Relationship to Applicant:	
Phone No:	Address:		
E-mail Address:	City:	State:	Zip Code:

I have read and understand the obligations regarding the filing and processing of the attached application. Further, the information submitted as part of this application, including maps, plans, drawings, statements and answers contained herein, are in all respects true and correct.

Signature

Date

PROPERTY OWNER INFORMATION:

Property Owner:	Company Name:		
Phone No:	Address:		
E-mail Address:	City:	State:	Zip Code:

I have read and understand the obligations regarding the filing and processing of the attached application. Further, the information submitted as part of this application, including maps, plans, drawings, statements and answers contained herein, are in all respects true and correct. **I hereby certify** that I am the legal property owner of record and acknowledge and authorize the person(s) named above as applicant and agent to represent me and bind me in all matters concerning this application for a Regulatory Permit. **I approve of the action requested.**

SIGNATURE MUST BE NOTARIZED. ATTACHED THE NOTARIZED ACKNOWLEDGEMENT.

Signature

Date