



Development Services Department – Planning Division
300 North Coast Highway | Oceanside, CA 92054 | (760) 435-3520

CONDITIONAL USE PERMIT (CUP) APPLICATION

(Administrative, Regular or Regulated)

This application form is to be used when there are no other entitlements requested for a proposed project (i.e. review of a proposed use going into an existing building/suite with no proposed exterior modifications).

For an application package submittal appointment, please email planneroftheday@oceansideca.org.

Applicant Information

Applicant Name: _____

Address: _____

Email: _____ Phone: _____

Representative Name: _____

Address: _____

Email: _____ Phone: _____

Subject Property

Property Address or Site Location: _____

Name of Business or Establishment: _____

Lot Size (in SF or acres): _____ Zoning: _____

Use Classification: _____ Assessor's Parcel #: _____

Building/Suite Size: _____ Parking Spaces: _____

Project Description

Owner / Applicant Certification

By my signature below, I hereby certify the following:

1. I understand that it is the responsibility of the applicant to substantiate the request through the Findings.
2. I understand there is no guarantee - expressed or implied - that any permit will be granted. I understand that each matter must be carefully evaluated. Staff's recommendation or decision may change during the course of the review based on the information presented.
3. I understand that planning staff is not permitted to assist the applicant or opponents of the project in preparing arguments for or against a request.
4. I understand that the environmental review associated with the submittal of this application is preliminary, and that after further evaluation, additional information, reports, studies, applications and/or fees may be required.
5. I understand that if my application is denied, there is no refund of fees that have been posted for staff time. Any remaining funds will be refunded through a refund request.
6. I understand that submitting inaccurate or incomplete information may result in delays or denial of my application.
7. I certify that the information provided in this application, including attachments, is accurate and correct to the best of my knowledge.
8. I have read and understand the foregoing, and agree to the submittal of this application.

Print Applicant/Representative Full Name

Print Owner Full Name

Signature / Date *

Signature / Date

**Please provide a letter of authorization from the owner if the applicant/representative is the only one signing this application page.*

Submittal Checklist

- Project Description and Justification Letter (including discussion of required CUP Findings per Article 41, and if applicable, Article 36 of the Zoning Ordinance)
- Environmental Information Form
- Title Report with Legal Description
- Ten (10) 11" x 17" plan sets (site plan, floor plans, elevations), collated and folded to approx. 8.5" x 11"
- Site photos
- Notification radius map and mailing lists in Excel format (1,500' radius of owners and 100' radius of occupants/tenants)
- Digital files of all documents in PDF on a thumb drive or CD

Fees will be taken in on a deposit account basis, amount to be confirmed at time of appointment confirmation.

Please refer to the current Planning Fee Schedule for fees:

<https://www.ci.oceanside.ca.us/civicax/filebank/blobdload.aspx?blobid=47233>.