



# COASTAL DEVELOPMENT PERMIT APPLICATION INSTRUCTIONS

CITY OF MANHATTAN BEACH  
COMMUNITY DEVELOPMENT DEPARTMENT

A Coastal Development Permit is required for any development<sup>1</sup>, except as provided in Section A.96.050 (*Exemptions/categorical exclusions*), that is located in the Coastal Zone District (CZ), as designated by a map on record in the Community Development Department (redaction attached).

Coastal Development Permits are discretionary and subject to conditions of approval to insure conformance with, and implementation of, the Local Coastal Program. An application for a Coastal Development Permit shall be made prior to, or concurrently with, an application for any other permit or approvals required for the project by the City of Manhattan Beach Municipal Code.

To submit a complete Coastal Development Permit application, return this sheet along with the following information to the Community Development Department between 8:00AM and 5:00PM, Monday through Friday. Incomplete applications will not be accepted.

***SUBMITTAL ITEMS*** (*applicant to check the corresponding box upon completion*):

- 1. **COMPLETED MASTER APPLICATION.**
- 2. **PAYMENT OF APPROPRIATE FEES** (*check payable to the City of Manhattan Beach*).
- 3. **RADIUS MAP PACKET** (*see Radius Map Notification Instruction Sheet*)  
***Project Appealable to Coastal Commission:***  
Property owners and residents within 100 feet of the subject property.

***Project Not Located in the Appealable Area/Public Hearing Required***  
(*i.e.; concurrent with Use Permit or Variance*):

Property owners and residents within 100 feet of the subject property  
(If filed in conjunction with a Use Permit and/or Variance, the notification requirement is 500 feet for property owners and 100 feet for residents within the subject property).

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<sup>1</sup> Section A.96.030 of the Local Coastal Program defines "Development".

***Project Not Located in the Appealable Area/No Public Hearing Required:***

Property owners and residents with 100 feet of the subject property.

- 4. **LOCATION MAP** showing the location of the subject property to be developed, relation to nearby lots, streets, highways, and major natural features such as the ocean and beach.
- 5. **A SURVEY** (See *Survey Requirements Site Demolition* handout)
- 6. **FIVE (5) FULL SIZE SETS OF ARCHITECTURAL PLANS, suitably folded**, showing the following:
  - a. **SITE PLAN** drawn to scale showing existing and proposed property lines and easements over or adjacent to the site; existing and proposed structures, roads, utility lines, signs, fences and other improvements; parking, driveways, landscaping, refuse enclosures and adjacent land uses, (i.e., residential, commercial (office, retail, restaurant etc.); major natural and man-made landscape features.
  - b. **FLOOR PLANS** showing dimensions (total square footage), open space, entrances, exits, interior arrangement, preparation areas, seating, serving areas, work areas, entertainment areas, and parking lot, or garage location and clearance.
  - c. **ELEVATION DRAWINGS & SECTION VIEWS** shown from north, south, east and west. Show all exterior wall material, type of roof, signs, design and location of roof equipment, fences, exterior lights, and other exterior structures or equipment.
- 7. **DESCRIPTION AND DOCUMENTATION** of the applicant's legal interest in all the property upon which work would be performed, if the application were approved.
- 8. **A DATED SIGNATURE** by or on behalf of each of the applicants, attesting to the truth, completeness and accuracy of the contents of the application, and if the signer is not the applicant, written evidence that the signer is authorized to act as the applicant's representative.
- 9. **WRITTEN EVIDENCE** (including drawings, plans, and other information) must be provided which demonstrates compliance with the Local Coastal Program for the following:

**Projects located within the CL, CD, CNE Zoning Districts.**

- a. The proposed project is in accordance with the objectives and policies of the City of Manhattan Beach Local Coastal Program.
- b. The proposed project is located and designed in a manner which maximizes pedestrian orientation consistent with the Commercial Development policies of the Local Coastal Program.
- c. The proposed project provides adequate parking facilities consistent with the parking requirements of the Local Coastal Program.

**All projects located within Area District III**

- a. The proposed project protects and enhances the City's walkstreet resources.
- b. The proposed project provides adequate on-site parking and will not prohibitively impact the existing public parking supply.
- c. The proposed project is consistent with the density standards of the Local Coastal Program.

10. **ADDITIONAL INFORMATION** as determined by the Director of Community Development Department:

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*If you have any question, please call (310) 802-5504, or visit the counter between the hours of 8:00 AM to 5:00 PM.*