

Date

Applicant Name
Applicant Address

**SUBJECT: ENTITLEMENT NO. (PROJECT DESCRIPTION) – ADDRESS
PROJECT IMPLEMENTATION CODE REQUIREMENTS**

Dear Applicant,

In order to assist you with your development proposal, staff has reviewed the project and identified applicable city policies, standard plans, and development and use requirements, excerpted from the City of Huntington Beach Zoning & Subdivision Ordinance and Municipal Codes. This list is intended to help you through the permitting process and various stages of project implementation.

It should be noted that this requirement list is in addition to any “conditions of approval” adopted by the **Zoning Administrator/Planning Commission**. Please note that if the design of your project or site conditions change, the list may also change.

The attached project implementation code requirements may be appealed to the Planning Commission as a matter separate from the associated entitlement(s) within ten calendar days of the approval of the project pursuant to the Huntington Beach Zoning and Subdivision Ordinance Section 248.24. The appeal fee is \$494.00.

If you would like a clarification of any of these requirements, an explanation of the Huntington Beach Zoning & Subdivision Ordinance and Municipal Codes, or believe some of the items listed do not apply to your project, and/or you would like to discuss them in further detail, please contact me at xxxxxxx@xxxxxx or XXX-XXX-XXXX and/or the respective source department (contact person below).

Sincerely,

Name
Title

Enclosure

cc: Gerald Caraig, Building and Safety Department – 714-374-1575
Lee Caldwell, Fire Department – 714-536-5564
Steve Bogart, Public Works – 714-536-5580
Herb Fauland, Planning Manager
Jason Kelley, Planning Department
Property Owner
Project File



HUNTINGTON BEACH DEPARTMENT

PROJECT IMPLEMENTATION CODE REQUIREMENTS

DATE: _____ ALL CAPS
PROJECT NAME: _____ ALL CAPS
PLANNING APPLICATION NO. _____ PLANNING APPLICATION NO. _____
ENTITLEMENTS: _____ CONDITIONAL USE PERMIT NO. _____ AND DESIGN REVIEW NO. _____ (_____)
DATE OF PLANS: _____ ALL CAPS
PROJECT LOCATION: _____ ALL CAPS
PLAN REVIEWER: _____ ALL CAPS
TELEPHONE/E-MAIL: _____ ALL CAPS
PROJECT DESCRIPTION: _____ ALL CAPS

The following is a list of code requirements deemed applicable to the proposed project based on plans stated above. The list is intended to assist the applicant by identifying requirements which must be satisfied during the various stages of project permitting and implementation. A list of conditions of approval adopted by the Planning Commission in conjunction with the requested entitlement(s), if any, will also be provided upon final project approval. If you have any questions regarding these requirements, please contact the Plan Reviewer.

1. Prior to submittal of the final **tract parcel** map to the Public Works Department for processing and approval, the following shall be required:
 - a. An Affordable Housing Agreement in accord with Section 230.26 of the ZSO.
 - b. At least 90 days before City Council action on the final map, CC&Rs shall be submitted to the Planning Department and approved by the City Attorney. The CC&Rs shall identify the common driveway access easements, and maintenance of all walls and common landscape areas by the Homeowners' Association. The CC&Rs must be in recordable form prior to recordation of the map.
 - c. Final **parcel tract** map review fees shall be paid, pursuant to the fee schedule adopted by resolution of the City Council (*City of Huntington Beach Planning Department Fee Schedule*). (HBZSO Section 254.16)
 - d. A Certificate of Insurance shall be filed with the Public Works Department and approved as to form by the City Attorney. (*For projects in a flood plain*)
 - e. Park Land In-Lieu Fees shall be paid pursuant to the requirements of HBZSO Section 254.08 – *Parkland Dedications*. The fees shall be paid and calculated according to a schedule adopted by

City Council resolution (*City of Huntington Beach Planning Department Fee Schedule*). (*or prior to issuance of building permits. Or*),

The property [*describe property - along the easterly property (30 feet in width and .17 acres in size)*] shall be dedicated to the City of Huntington Beach for parkland purposes pursuant to Section 254.08.H. of the HBZSO. The applicant shall submit to the City a Grant Deed, along with a preliminary title report, granting a fee ownership in the parkland unencumbered by any easements or covenants, both recorded and unrecorded, which restrict any and all uses by the City. It shall be the applicant's responsibility as part of the dedication to obtain, record, and submit all necessary quitclaims ensuring a proper dedication. The proposed land shall also be certified clean to the City's Soil Clean-Up Standard, City Specification 431-92 by an acceptable testing firm. Upon acceptance of the Grant Deed language and the submittal of a title insurance policy in an amount equal to the appraised value of the land, the City Clerk, if granted authority as part of the acceptance of the tract map by City Council, shall record the Grant Deed for the parkland dedication.

2. Prior to submittal for building permits, the following shall be completed:

- a. A minimum of 14 days prior to submittal for building permits, an application for address assignment, along with the corresponding application processing fee and applicable plans (as specified in the address assignment application form), shall be submitted to the Planning Department.

3. The following conditions shall be completed prior to issuance of a grading permit:

- a. Blockwall/fencing plans (including a site plan, section drawings, and elevations depicting the height and material of all retaining walls, walls, and fences) consistent with the grading plan shall be submitted to and approved by the Planning Department. Double walls shall be prohibited. Prior to construction of any new walls, a plan must be submitted identifying the removal of any existing walls next to the new walls, and shall include approval by property owners of adjacent properties. The plans shall identify materials, seep holes and drainage.

If existing wall absolutely cannot be removed (property owners will not agree), then use the following condition in lieu of above:

Blockwall/fencing plans (including a site plan, section drawings, and elevations depicting the height and material of all retaining walls, walls, and fences) consistent with the grading plan shall be submitted to and approved by the Planning Department. Double walls shall be avoided to the greatest extent feasible. Applicant shall coordinate with adjacent property owners and make reasonable attempts to construct one common property wall. If coordination between property owners cannot be accomplished, the applicant shall construct a six (6') foot (*or eight (8) foot- depending on the situation*) high wall located entirely within the subject property and with a maximum two (2) inch separation from the property line. Prior to the construction of any new walls, a plan must be submitted identifying the removal of any existing walls located on the subject property. Any removal of walls on private residential property and construction of new common walls shall include approval by property owners of adjacent properties. The plans shall identify materials, seep holes and drainage

- b. The final map shall be recorded with the County of Orange.

4. The following conditions shall be completed prior to issuance of Building Permits:

- a. The final map shall be recorded with the County of Orange. (*delete if listed prior to issuance of grading permit*)

- b. Comply with applicable Conditional Use Permit No. ____ conditions of approval.
 - c. For new construction in the Coastal Zone, a Categorical Exclusion fee shall be paid. *(for cat. excl. new construction in Coastal Zone – n/a to CDP exempt)*
 - d. A Mitigation Monitoring Fee for [\[negative declarations\]](#) [\[mitigated negative declarations\]](#) [\[EIR's\]](#), shall be paid to the Planning Department pursuant to the fee schedule adopted by resolution of the City Council (*City of Huntington Beach Planning Department Fee Schedule*).
5. The [structure\(s\) cannot be occupied, the final building permit\(s\) cannot be approved, and utilities cannot be released \(for the first residential unit\) \(and commencement of use\) \(and issuance of a Certificate of Occupancy\)](#) until the following has been completed:
- a. All improvements shall be completed in accordance with approved plans.
6. During demolition, grading, site development, and/or construction, the following shall be adhered to:
- a. Construction equipment shall be maintained in peak operating condition to reduce emissions.
 - b. Use low sulfur (0.5%) fuel by weight for construction equipment.
 - c. Truck idling shall be prohibited for periods longer than 5 minutes.
 - d. Attempt to phase and schedule activities to avoid high ozone days first stage smog alerts.
 - e. Discontinue operation during second stage smog alerts.
 - f. Ensure clearly visible signs are posted on the perimeter of the site identifying the name and phone number of a field supervisor to contact for information regarding the development and any construction/ grading activity.
 - g. All Huntington Beach Zoning and Subdivision Ordinance and Municipal Code requirements including the Noise Ordinance. All activities including truck deliveries associated with construction, grading, remodeling, or repair shall be limited to Monday - Saturday 7:00 AM to 8:00 PM. Such activities are prohibited Sundays and Federal holidays.
7. The Departments of Planning, Public Works and Fire shall be responsible for ensuring compliance with all conditions of approval herein as noted after each condition. The Planning Director and Public Works Director shall be notified in writing if any changes to parcel/[tract](#) map are proposed during the plan check process. Permits shall not be issued until the Planning Director and Public Works Director have reviewed and approved the proposed changes for conformance with the intent of the Planning Commission's [/Zoning Administrator's](#) action and the conditions herein. If the proposed changes are of a substantial nature, an amendment to the original entitlement reviewed by the Planning Commission [/Zoning Administrator](#) may be required pursuant to the HBZSO.
8. Tentative Tract [/Parcel](#) Map No. ____ shall not become effective until the ten calendar day appeal period has elapsed [from Zoning Administrator Planning Commission](#).
9. Tentative Tract/[Parcel](#) Map No. ____ and _____ [\(include concurrent entitlements\)](#) shall become null and void unless exercised within two (2) years of the date of final approval which is _____, [\(indicate actual expiration date\)](#). An extension of time may be granted by the Director of Planning pursuant to a written request submitted to the Planning Department a minimum 60 days prior to the expiration date.

10. The ([development/subdivision](#)) shall comply with all applicable requirements of the Municipal Code, Building & Safety Department and Fire Department, as well as all applicable local, State and Federal Codes, Ordinances and standards, except as noted herein.
11. Construction shall be limited to Monday – Saturday 7:00 AM to 8:00 PM. Construction shall be prohibited Sundays and Federal holidays.
12. The applicant shall submit a check in the amount of \$50 for the posting of a Notice of [Exemption/Determination](#) at the County of Orange Clerk's Office. The check shall be made out to the [County of Orange](#) and submitted to the Planning Department within two (2) days of the Planning Commission's [/Zoning Administrator's](#) action. (*The fee of \$50 is not required for projects where the City is the applicant*)
13. All landscaping shall be maintained in a neat and clean manner, and in conformance with the HBZSO. Prior to removing or replacing any landscaped areas, check with the Departments of Planning and Public Works for Code requirements. Substantial changes may require approval by the Planning Commission/[Zoning Administrator](#).

CONDITIONAL USE PERMIT /COASTAL DEVELOPMENT/ VARIANCE NO. :

1. The site plan, floor plans, and elevations approved by the [Planning Commission/Zoning Administrator](#) shall be the conceptually approved design ([with the following modifications](#)).
 - a. Elevations shall depict approved colors and building materials([Elevations shall be revised for consistency with plans and elevations approved by the Design Review Board on _____ and maintained in case file DRB No. _____ as Exhibit "A"](#)).
 - b. Parking lot striping shall comply with Chapter 231 of the Zoning and Subdivision Ordinance and Title 24, California Administrative Code.
 - c. Depict all utility apparatus, such as but not limited to, back flow devices and Edison transformers on the site plan. Utility meters shall be screened from view from public right-of-ways. Electric transformers in a required front or street side yard shall be enclosed in subsurface vaults. Backflow prevention devices shall be prohibited in the front yard setback and shall be screened from view.
 - d. All exterior mechanical equipment shall be screened from view on all sides. Rooftop mechanical equipment shall be setback a minimum of 15 feet from the exterior edges of the building. Equipment to be screened includes, but is not limited to, heating, air conditioning, refrigeration equipment, plumbing lines, ductwork and transformers. Said screening shall be architecturally compatible with the building in terms of materials and colors. If screening is not designed specifically into the building, a rooftop mechanical equipment plan showing proposed screening must be submitted for review and approval with the application for building permit(s).
 - e. Depict the location of all gas meters, water meters, electrical panels, air conditioning units, mailboxes (as approved by the United States Postal Service), and similar items on the site plan and elevations. If located on a building, they shall be architecturally integrated with the design of the building, non-obtrusive, not interfere with sidewalk areas and comply with required setbacks.
 - f. The separation between the building wall and ([north/south/east/west](#)) property line shall not exceed two (2) inches. Buildings located adjacent to property line(s) shall be designed for 2" maximum out of plane displacement resulting from prescribed lateral forces specified by the California Building Code. (A maintenance easement agreement shall be submitted by the

applicant for review and approval by the Planning Department. The approved agreement shall be recorded with the County Recorder.) *(This is for zero lot line construction.)*

- g. All parking area lighting shall be energy efficient and designed so as not to produce glare on adjacent residential properties. Security lighting shall be provided in areas accessible to the public during nighttime hours, and such lighting shall be on a time-clock or photo-sensor system. **(HBZSO 231.18(C))**
 - h. Project data information shall include the flood zone, base flood elevation and lowest building floor elevation(s) per NAVD88 datum.
 - i. Play equipment shall not exceed six feet in height, except as approved by the [Planning Commission/ Zoning Administrator](#) at a noticed public hearing. *(Applicable to [day care facilities adjacent to single-family residential.](#))*
 - j. Bicycle parking facilities shall be provided in accordance with the provisions of HBZSO Section 231.20 – *Bicycle Parking.*
2. Prior to issuance of demolition permits, the following shall be completed:
- a. The applicant shall follow all procedural requirements and regulations of the South Coast Air Quality Management District (SCAQMD) and any other local, state, or federal law regarding the removal and disposal of any hazardous material including asbestos, lead, and PCB's. These requirements include but are not limited to: survey, identification of removal methods, containment measures, use and treatment of water, proper truck hauling, disposal procedures, and proper notification to any and all involved agencies.
 - b. Pursuant to the requirements of the South Coast Air Quality Management District, an asbestos survey shall be completed.
 - c. The applicant shall complete all Notification requirements of the South Coast Air Quality Management District.
 - d. The City of Huntington Beach shall receive written verification from the South Coast Air Quality Management District that the Notification procedures have been completed.
 - e. All asbestos shall be removed from all buildings prior to demolition of any portion of any building. *(optional – include only if necessary)*
 - f. All facets of the project related to historic preservation shall be reviewed and approved by the City of Huntington Beach. The applicant shall provide written notice of any proposed demolition to the Planning Department, for review by the City of Huntington Beach Historic Resources Board, a minimum of 45 days in advance of permit issuance. The HRB may relocate, fully document and/or preserve significant architectural elements. The applicant/property owner shall not incur any costs associated with moving or documenting the structure by the Board.
 - g. Comprehensive historic documentation of the project site as it currently exists shall be prepared in accordance with standards established by the Historical American Buildings Survey/Historical American Engineering Records (HABS/HAER) prior to the issuance of any building, grading, and/or demolition permits. The report shall be archivally maintained with provisions for public access. The costs associated with preparation and maintenance of the documentation shall be the responsibility of the applicant.
 - h. Pursuant to Section 65590 of the California Government Code, the applicant shall submit a plan for replacement of any existing residential units occupied by persons and families of low or moderate income to be converted or demolished in conjunction with this project, for review and approval by the Planning Department. *(applies only to projects in coastal zone)*

3. Prior to issuance of grading permits, the following shall be completed:

- a. At least 14 days prior to any grading activity, the applicant/developer shall provide notice in writing to property owners of record and tenants of properties **immediately adjacent to and across the street/alley (or: within a 500-foot radius of) from** the project site as noticed for the public hearing. The notice shall include a general description of planned grading activities and an estimated timeline for commencement and completion of work and a contact person name with phone number. Prior to issuance of the grading permit, a copy of the notice and list of recipients shall be submitted to the Planning Department.
- b. Blockwall/fencing plans (including a site plan, section drawings and elevations, depicting the height and material of all retaining walls, freestanding walls and fences) consistent with the grading plan, shall be submitted to and approved by the Planning Department. Double walls shall be prohibited. Prior to construction of any new property line walls or fences, a plan, approved by the owners of adjacent properties, and identifying the removal of any existing walls, shall be submitted to the Planning Department for review and approval. The plans shall identify proposed wall and fence materials, seep holes and drainage.
If existing wall absolutely cannot be removed (property owners will not agree), then use the following condition in lieu of above:

Blockwall/fencing plans (including a site plan, section drawings, and elevations depicting the height and material of all retaining walls, walls, and fences) consistent with the grading plan shall be submitted to and approved by the Planning Department. Double walls shall be avoided to the greatest extent feasible. Applicant shall coordinate with adjacent property owners and make reasonable attempts to construct one common property line wall. If coordination between property owners cannot be accomplished, the applicant shall construct a six (6') foot (**eight (8) foot**) tall wall located entirely within the subject property and with a two (2) inch maximum separation from the property line. Prior to the construction of any new walls, a plan must be submitted identifying the removal of any existing walls located on the subject property. Any removal of walls on private residential property and construction of new common walls shall include approval by property owners of adjacent properties. The plans shall identify materials, seep holes and drainage.

4. Prior to submittal for building permits, the following shall be completed:

- a. One set of project plans, revised pursuant to Condition of Approval No. 1, shall be submitted for review, approval and inclusion in the entitlement file, to the Planning Department (*necessary for major changes only*); (*and 8 inch by 10 inch colored photographs of all colored renderings, elevations, materials sample board, and massing model*)
- b. Zoning entitlement conditions of approval, code requirements identified herein and code requirements identified in separately transmitted memorandum from the Departments of Fire and Public Works shall be printed verbatim on one of the first three pages of all the working drawing sets used for issuance of building permits (architectural, structural, electrical, mechanical and plumbing) and shall be referenced in the sheet index. The minimum font size utilized for printed text shall be 12 point.
- c. Submit three (3) copies of the site plan *and floor plans* and the processing fee to the Planning Department for addressing purposes *after street name approval by the Fire Department*.
- d. The Design Review Board (*and/or Planning Department*) shall review and approve the following:
 - 1) Special architectural treatment such as _____ provided on all building walls.

- 2) Revised site plan and elevations as modified pursuant to Condition No. 1.
 - 3) Proposed structures and/or building additions for architectural compatibility with existing structures.
- e. The property owner shall submit an In-Lieu Parking Fee Participation Agreement to the Planning Department. The agreement shall be reviewed and approved by the City Attorney as to form and content and, when approved, shall be recorded in the Office of the Orange County Recorder. The recorded agreement shall remain in effect for the term specified, except as modified or rescinded pursuant to the expressed written approval of the City of Huntington Beach. **(City Council Resolution Nos. 6720 and 6721)**
 - f. Residential type structures on the subject property, whether attached or detached, shall be constructed in compliance with the State acoustical standards set forth for units (Lots __ , __, __) that lie within the 60 CNEL contours of the property. Evidence of compliance shall consist of submittal of an acoustical analysis report and plans, prepared under the supervision of a person experienced in the field of acoustical engineering, with the application for building permit(s).
 - g. A request for Letter of Map Revision shall be submitted to the Federal Emergency Management Agency (FEMA) to remove the proposed structure(s) and/or property from the floodplain.
 - h. Contact the United States Postal Service for approval of mailbox location(s). (*This condition pertains to any existing as well as new development with security gates*).
5. Prior to issuance of building permits, the following shall be completed:
- a. The subject property shall enter into irrevocable reciprocal driveway and parking easement(s), *or*(The subject property shall provide an irrevocable offer to dedicate, between the subject site and adjacent (*southerly, easterly, northerly, westerly*) properties). The location and width of the accessway shall be reviewed and approved by the Planning Department and Public Works Department. The subject property owner shall be responsible for making necessary improvements to implement the reciprocal driveway. The legal instrument shall be submitted to the Planning Department a minimum of 30 days prior to building permit issuance. The document shall be approved by the Planning Department and the City Attorney as to form and content and, when approved, shall be recorded in the Office of the County Recorder prior to final building permit approval. A copy of the recorded document shall be filed with the Planning Department for inclusion in the entitlement file prior to final building permit approval. The recorded agreement shall remain in effect in perpetuity, except as modified or rescinded pursuant to the expressed written approval of the City of Huntington Beach.
 - b. A Parking Management Plan, approved by the property owner, shall be submitted for review and approval by the Planning Department. Said plan shall depict designated (tenants/employees/guest /customers/carpooling) parking space locations.
 - c. Joint use parking shall require a Joint Use Parking Agreement between property owners to be recorded prior to issuance of permits or occupancy. The legal instrument shall be submitted to the Planning Department a minimum of 30 days prior to building permit issuance. A copy of the legal instrument shall be approved by the City Attorney as to form and content and, when approved, shall be recorded in the Office of the County Recorder. A copy of the recorded agreement shall be filed with the Planning Department. The recorded agreement shall remain in effect in perpetuity, except as modified or rescinded pursuant to the expressed written approval of the City of Huntington Beach.

- d. A tentative parcel map consolidating _____ shall be submitted and approved pursuant to Title 25 of the Huntington Beach Zoning and Subdivision Ordinance. Said map shall be recorded prior to issuance of a building permit.
- e. Building permits shall be obtained for all structures constructed without permits, including _____ (or Structures existing without permits, including _____ shall be removed within _____ days from the effective date of approval of this entitlement.
- f. The property owner shall sign, notarize, and record with the County Recorder a covenant assuring that the single-family residence will be maintained as one (1) dwelling unit.
- g. The applicant shall enter into an agreement to reserve a minimum of 25 percent (_#_) of the approved units for low or moderate income families, as a result of the density bonus, as stipulated in Section 65915 of the Government Code. The applicant's compliance with Section 65915 of the Government Code in terms of type and location of affordable units shall be subject to the review and approval of the Director of Planning. This agreement shall be reviewed and approved as to form and content by the City Attorney. *(modify to specific proposal)*
- h. An Affordable Housing Agreement in accord with Section 230.26 of the ZSO.
- i. An interim parking and building materials storage plan shall be submitted to the Planning Department to assure adequate parking and restroom facilities are available for employees, customers and contractors during the project's construction phase and that adjacent properties will not be impacted by their location. The plan shall also be reviewed and approved by the Fire Department and Public Works Department. The applicant shall obtain any necessary encroachment permits from the Department of Public Works.
- j. A gated entryway (access control devices) plan shall be submitted to the Planning Department. The gated entryway shall comply with Fire Department Standard No. 403. In addition, the gated entryway plan shall be reviewed by the United States Postal Service. Prior to the installation of any gates, such plan shall be reviewed and approved by the Planning, Fire and Public Works Departments.
- k. A copy of a Letter of Map Revision from the Federal Emergency Management Agency (FEMA) removing the property(ies) from the floodplain shall be submitted to the Planning Department for inclusion in the entitlement file. If a letter of map revision is not approved by FEMA, the applicant shall submit a copy of completed FEMA Elevation Certificate(s) for each building based on construction drawings, or a Flood-proofing Certificate(s) in the case of a non-residential structure.
- l. An "Acceptance of Conditions" form shall be properly executed by the applicant and an authorized representative of the owner of the property, *recorded with the County Recorder's Office*, and returned to the Planning Department for inclusion in the entitlement file. Conditions of approval shall remain in effect in the recorded form in perpetuity, except as modified or rescinded pursuant to the expressed written approval of the City of Huntington Beach.
- m. A planned sign program for all signage shall be submitted to the Planning Department. Said program shall be approved prior to the first sign request.
- n. The Downtown Specific Plan fee shall be paid. *(for new construction in the Downtown Specific Plan (SP-5) area)*
- o. A Mitigation Monitoring Fee for [*negative declarations*] [*mitigated negative declarations*] [*EIR's*], shall be paid to the Planning Department pursuant to the fee schedule adopted by resolution of the City Council (*City of Huntington Beach Planning Department Fee Schedule*).
- p. A Categorical Exclusion fee shall be paid. *(for cat. excl. new construction in Coastal Zone – n/a to CDP exempt)*

- q. All new commercial and industrial development and all new residential development not covered by Chapter 254 of the Huntington Beach Zoning and Subdivision Ordinance, except for mobile home parks, shall pay a park fee, pursuant to the provisions of HBZSO Section 230.20 – *Payment of Park Fee*. The fees shall be paid and calculated according to a schedule adopted by City Council resolution (*City of Huntington Beach Planning Department Fee Schedule*).
 - r. Developers of projects with 50 or more units or project sites consisting of five acres or larger shall conduct an analysis to determine their base flood elevation (BFE) if the project is located in a flood zone without a BFE noted on the FEMA flood map.
6. During demolition, grading, site development, and/or construction, the following shall be adhered to:
- a. Construction equipment shall be maintained in peak operating condition to reduce emissions.
 - b. Use low sulfur (0.5%) fuel by weight for construction equipment.
 - c. Truck idling shall be prohibited for periods longer than 10 minutes.
 - d. Attempt to phase and schedule activities to avoid high ozone days first stage smog alerts.
 - e. Discontinue operation during second stage smog alerts.
 - f. Ensure clearly visible signs are posted on the perimeter of the site identifying the name and phone number of a field supervisor to contact for information regarding the development and any construction/ grading activity.
 - g. All Huntington Beach Zoning and Subdivision Ordinance and Municipal Code requirements including the Noise Ordinance. All activities including truck deliveries associated with construction, grading, remodeling, or repair shall be limited to Monday - Saturday 7:00 AM to 8:00 PM. Such activities are prohibited Sundays and Federal holidays.
7. The [structure\(s\) cannot be occupied, the final building permit\(s\) cannot be approved, and utilities cannot be released \(for the first residential unit\) \(and commencement of use\) \(and issuance of a Certificate of Occupancy\)](#) until the following has been completed:
- a. All improvements must be completed in accordance with approved plans, except as provided for by conditions of approval.
 - b. The applicant shall re-stripe the parking lot to conform to provisions of Chapter 231 of the Huntington Beach Zoning & Subdivision Ordinance.
 - c. The applicant shall obtain the necessary permits from the South Coast Air Quality Management District and submit a copy to Planning Department.
 - d. All existing signs which do not conform with (Planned Sign Program No. ____ [and/or](#) Chapter 233 - [Signs](#) of the Huntington Beach Zoning & Subdivision Ordinance) shall be removed or modified to conform.
 - e. Compliance with all conditions of approval specified herein shall be verified by the Planning Department.
 - f. All building spoils, such as unusable lumber, wire, pipe, and other surplus or unusable material, shall be disposed of at an off-site facility equipped to handle them.
 - g. An “as built” Elevation Certificate certifying the lowest floor and mechanical equipment for each building, or a Letter of Map Revision issued by the Federal Emergency Management Agency (FEMA), shall be submitted to the Planning Department.

- h. A copy of the recorded In-Lieu Parking Fee Participation Agreement [and proof of full payment or first installment payment to the City Treasurer](#) shall be submitted to the Planning Department.
 - i. A Certificate of Occupancy must be approved by the Planning Department and issued by the Building and Safety Department.
8. The use shall comply with the following:
- a. There shall be no outside storage of vehicles, vehicle parts, equipment or trailers.
 - b. All work shall be conducted wholly within the building except as otherwise approved.
 - c. Hours of operation shall be limited to between _____ *(hours/days)*.
 - d. Prior to the sale of alcoholic beverages, a copy of the Alcoholic Beverage Control Board (ABC) license, along with any special conditions imposed by the ABC, shall be submitted to the Planning Department. Any conditions that are more restrictive than those set forth in this approval shall be adhered to.
 - e. Prior to commencing live entertainment activities, a copy of an approved Entertainment Permit, approved by the Police Department and issued by the Business License Department, shall be submitted to the Planning Department. All conditions of the Entertainment Permit shall be observed.
 - f. Only the uses described in the narrative shall be permitted (See attached Narrative). *(Attach Narrative to letter)*
9. Within 12 months from issuance of final building permit inspection [or Certificate of Occupancy](#), the following shall be completed: *(this is an optional condition that applies in concert with condition no. 7 and should only be used if there are requirements imposed upon the applicant that are beyond his/her control or if applicant is developing the project in phases. There should be a discussion in the Analysis if improvements are to be postponed from the typical requirement that all improvements be completed prior to occupancy or final building permit approval)*
10. The Development Services Departments (Building & Safety, Fire, Planning and Public Works) shall be responsible for ensuring compliance with all applicable code requirements and conditions of approval. The Director of Planning may approve minor amendments to plans and/or conditions of approval as appropriate based on changed circumstances, new information or other relevant factors. Any proposed plan/project revisions shall be called out on the plan sets submitted for building permits. Permits shall not be issued until the Development Services Departments have reviewed and approved the proposed changes for conformance with the intent of the [Planning Commission's /Zoning Administrator's](#) action. If the proposed changes are of a substantial nature, an amendment to the original entitlement reviewed by the [Planning Commission /Zoning Administrator](#) may be required pursuant to the provisions of HBZSO Section 241.18.
11. The applicant and/or applicant's representative shall be responsible for ensuring the accuracy of all plans and information submitted to the City for review and approval.
12. This _____ shall not become effective until Zoning Map Amendment No. _____ has been approved by the City Council, [and California Coastal Commission](#), and is in effect.
13. This _____ shall not become effective until applicable building permits are obtained, constructed and receive final inspection approval for all issues identified in Chapter 235, Section 235.08 Condominium Conversion Standards and for any health and safety

code violations identified by the Building and Safety Department. *(this condition applies to the special class of apartments converted to condominiums without City approval).*

14. _____ shall not become effective until the ten calendar day appeal period following the approval of the entitlements has elapsed. *(or: until the ten working day appeal period has elapsed for Coastal Development Permits).* For projects in the **appealable area** of the coastal zone, there is an additional ten working day appeal period that commences when the California Coastal Commission receives the City's notification of final action.
15. _____ shall become null and void unless exercised within one year of the date of final approval or such extension of time as may be granted by the Director pursuant to a written request submitted to the Planning Department a minimum 30 days prior to the expiration date.
16. The Planning Commission /**Zoning Administrator** reserves the right to revoke *(insert entitlement no.)* pursuant to a public hearing for revocation, if any violation of the conditions of approval, Huntington Beach Zoning and Subdivision Ordinance or Municipal Code occurs.
17. The project shall comply with all applicable requirements of the Municipal Code, Building & Safety Department and Fire Department, as well as applicable local, State and Federal Fire Codes, Ordinances, and standards, except as noted herein.
18. Construction shall be limited to Monday – Saturday 7:00 AM to 8:00 PM. Construction shall be prohibited Sundays and Federal holidays.
19. The applicant shall submit a check in the amount of \$50.00 for the posting of the Notice of **Exemption/Determination** at the County of Orange Clerk's Office. The check shall be made out to the County of Orange and submitted to the Planning Department within two (2) days of the **Planning Commission's/ Zoning Administrator's** approval of entitlements. *(The fee of \$50 is not required for projects where the City is the applicant)*
20. All landscaping shall be maintained in a neat and clean manner, and in conformance with the HBZSO. Prior to removing or replacing any landscaped areas, check with the Departments of Planning and Public Works for Code requirements. Substantial changes may require approval by the Planning Commission (**Zoning Administrator**).
21. All permanent, temporary, or promotional signs shall conform to Chapter 233 of the HBZSO. Prior to installing any new signs, changing sign faces, or installing promotional signs, applicable permit(s) shall be obtained from the Planning Department. Violations of this ordinance requirement may result in permit revocation, recovery of code enforcement costs, and removal of installed signs.
22. Any proposed cantilevered deck, dock, and/or ramp improvements located in the public waterway shall require separate permits.
23. Live entertainment and/or outdoor dining in excess of 400 sq. ft. shall not be permitted unless a conditional use permit for this specific use is reviewed and approved. Outdoor dining occupying less than 400 sq. ft. is subject to Neighborhood Notification and approval by the Director of Planning.
24. Alcoholic beverage sales shall be prohibited unless a conditional use permit for this particular use is reviewed and approved.