



Minor Use Permit Information and Checklist

MINOR USE PERMITS. The City is divided into various zoning districts, each of which allow certain property uses without prior approval. Other uses require a Use Permit or Minor Use permit. These are “conditional” permits, meaning certain requirements need to be met to make the permit valid.

The Process. After submission of an application and deposit a planner reviews the request against requirements of the Land Use Code and the California Environmental Quality Act (CEQA). Referrals are made to other City departments and external agencies as appropriate. The Zoning Administrator is approval authority for most Minor Use Permits. This permit process requires a public hearing.

CHECKLIST. (Submit electronic copies of any plans. Provide three hard copies of large scale plans. Electronic copies of all documents are helpful.)

- Application Form and Deposit
- Project Description, including a Plan of Operation with the following information at a minimum:
 - Days and hours of operations
 - Total number of employees
 - Estimated maximum number of customers per day
 - Estimated number of pickups and deliveries per day
 - Floor area to be used in square feet (include outside area if applicable)
 - Number of on-site parking spaces (existing and proposed)
 - Business growth projections
 - Type of project (seasonal, permanent, temporary)
 - Information about:
 - Waste (including by-products) and method of disposal
 - Whether the projects will generate noise, glare, dust, or odor, or involve toxic substances
 - Public facility use, such as roads, water, and sewer systems
 - Any other aspects that may affect the neighborhood and community
- Existing and proposed floor plans and elevations, as applicable
- Site Plan clearly drawn on one sheet, containing required information (see [Site Plan Checklist](#))
- For projects not exempt from CEQA, submit a CEQA checklist (check with a Planner if you have questions)
- Additional information and supporting documentation necessary to assist with permit processing (see [Chapter 9.72.080\(F\)](#) of the Arcata Land Use Code to ensure application materials meet the findings)

Technical studies (1 hard copy and 1 electronic copy) may be required including a cultural/historic resource report, geologic/soils report, wetland delineation, noise study, transportation study, solar access, etc.

For more information on Minor Use Permits, see [Chapter 9.72.080](#) of the Arcata Land Use Code. If you have questions, speak with a Planner by calling #707-822-5955.