



Special Use Permit

Name of Applicant: _____

Name of Business: _____

Address of Business: _____

Applicant's Phone No.: _____ Email: _____

PROJECT DESCRIPTION:

Project Location: _____ Zoning: _____

Present use of Property: _____

Have you checked for deed restrictions/CC&Rs which would prohibit this project? _____

Describe in detail the nature of the development or purpose for which the building, structure, improvement or premises is to be used (please attach additional sheets and plans if necessary):

AFFIDAVIT

I hereby certify, under penalty of perjury, that I am the property owner or am authorized by the property owner(s) to submit this application. I further certify that this application has been prepared in compliance of the Port Hueneme Municipal Code, that the materials are being submitted as a formal application for the request noted on this application and that the statements and information above referred to are, to the best of my knowledge and belief, in all respects true and correct.

Owner's Signature: _____ Date: _____

Please Print Name: _____

Owner's Address: _____

Applicant's Signature: _____ Date: _____

For Staff Use Only

Date Received: _____ By: _____ Fee Paid: _____

Case No. _____ Approved _____ Denied _____



City of Port Hueneme

Community Development Department

INSTRUCTIONS FOR ESTABLISHING TEMPORARY OUTDOOR EXPANSIONS DUE TO COVID-19

The purpose of this application process is to accommodate additional outdoor areas (i.e. dining areas, queuing areas, etc.) for businesses during the COVID-19 operational restrictions.

For businesses operating in the City of Port Hueneme to qualify for a no-fee Special Use Permit for a temporary outdoor business expansion area, the following items must be complied with at all times:

1. A fully executed Special Use Permit application form with Property Owner's permission must be provided.
2. A dimensioned 8.5" x 11" site plan showing the temporary expansion area boundaries, the relationship between the existing business and proposed outdoor expansion area, required accessible paths of travel, layout (dining area, queuing, etc.), social distancing separation requirements, canopy covers, lighting, fencing and any other items proposed to be located in the area.
3. The temporary outdoor expansion area shall not block any required exits.
4. The temporary outdoor expansion area shall not block or cover any accessible parking spaces or required path of travel.
5. Social distancing must also be maintained to individuals in a public sidewalk or from anyone that may be standing in line elsewhere in the immediate vicinity of the temporary outdoor expansion area.
6. Comply with all Governor Orders and guidance.
7. Comply with the Ventura County Health Officer orders.
8. Have an active City of Port Hueneme Business License.
9. No outdoor entertainment or amplified music shall be allowed.

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Temporary Outdoor Expansion Area Instructions

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10. Provide sufficient parking to the satisfaction of the Community Development Director.
11. Temporary outdoor expansion areas shall be maintained and be kept free of litter.

In addition, for TEMPORARY OUTDOOR DINING AREA EXPANSIONS:

12. Restaurants that have a previously approved alcoholic beverage license may continue to sell alcoholic beverages in accordance with the ABC Fourth Notice of Regulatory Relief (or any successor Notice) within the expanded outdoor dining area.
13. Comply with all Ventura County Environmental Health regulations.
14. No outdoor food storage or bar area shall be allowed.

If your temporary outdoor expansion area will be operated in compliance with the regulations listed above, please email the completed Special Use Permit application form and site plan to Tony Stewart, Community Development Director, at tstewart@cityofporthueneme.org. Complete application submittals should be acted upon within 24 hours of receipt during normal business days.

For those businesses requesting items above and beyond these requirements (i.e. outdoor entertainment or amplified music), a general Special Use Permit, subject to a filing fee per the City's Fee Schedule, shall first be approved by the City Council.