



COASTAL DEVELOPMENT PERMIT APPLICATION INSTRUCTIONS

CITY OF MANHATTAN BEACH COMMUNITY DEVELOPMENT
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A Coastal Development Permit is required for any “development” as defined by [Section A.96.030](#) of the Manhattan Beach Local Coastal Program (MBLCP) that is located in the Coastal Zone District (CZ), except as provided in Section [A.96.050](#) (*Exemptions/categorical exclusions*). The [City’s Interactive GIS Map](#) has information on which properties are located within the Coastal Zone, including which properties are within the “appealable” and “non-appealable” sections of the Coastal Zone.

Per MBLCP Section A.96.030, a “Coastal Development Permit” is “a certificate issued by the City of Manhattan Beach... approving development in the Coastal Zone as being in conformance with the Local Coastal Program.” Coastal Development Permits are discretionary and subject to conditions of approval to insure conformance with, and implementation of, the Local Coastal Program.

To submit a complete Coastal Development Permit application, apply for a “Planning Entitlement” through [the Citizens Self Service \(CSS\) Portal](#) on the City’s website. Your application should contain all applicable documents described below unless otherwise instructed by the Planning Division. Incomplete applications will not be accepted. **All documents uploaded to CSS must be in an unlocked PDF format and labeled correctly to identify the files’ contents.**

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

- 1. COMPLETED [MASTER APPLICATION](#)
- 2. PAYMENT OF APPROPRIATE FEES
- 3. COMPLETED [ENVIRONMENTAL ASSESSMENT FORM](#).

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. **RADIUS MAP PACKET**

Project Appealable to Coastal Commission:

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

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

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

Project Submitted Concurrently with Use Permit and/or Variance

Property owners within 500 feet of the subject property (use permit and/or variance requirement, as well as residents within 100 feet of the subject property.

6. **A SURVEY** that follows [the City's survey requirements](#)

7. **ARCHITECTURAL PLANS**, 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.

8. **REPLACEMENT UNIT DETERMINATION (RUD) FORM**

- 9. **DESCRIPTION AND DOCUMENTATION (GRANT DEED)** of the applicant's legal interest in all the property upon which work would be performed, if the application were approved.

- 10. **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.