

CUP CHECKLIST



CUP Checklist for First-Time Applicants in the San Gabriel Valley

VERIFY ZONING COMPATIBILITY

- Look up your property's zoning designation
- Confirm if your proposed use requires a CUP in that zone
- Contact the city's planning department for clarification

*Helpful Tip: Many cities offer zoning maps online or in-person assistance at the planning counter.

UNDERSTAND THE PUBLIC REVIEW PROCESS

- Find out if a public hearing is required
- Review the noticing requirements (radius, signs, mailers)
- Plan for potential community outreach (neighborhood meeting, petitions)

*Cities like San Gabriel recommend early engagement with neighbors.

PREPARE SITE AND FLOOR PLANS

- Submit clear, scaled site plans and building layouts
- Identify key issues: parking, landscaping, trash enclosures, traffic
- Ensure the project meets setbacks and development standards

*West Covina and Monrovia require design review for CUPs.

DRAFT A SOLID PROJECT DESCRIPTION

- Clearly describe the proposed use, hours of operation, and business activities
- Anticipate questions about noise, signage, deliveries, or special events
- Include justification for why the use fits the neighborhood context

*Use plain language—decision-makers are looking for clarity.

GATHER REQUIRED DOCUMENTS

- Completed CUP application form
- Application fee (varies by city, often \$1,000–\$11,000+)
- Site plans, floor plans, elevation drawings
- Environmental review forms (CEQA) if required
- Traffic or parking study (if needed)

*Check if your city offers a CUP application packet or checklist.

SCHEDULE A PRE-APPLICATION MEETING (IF OFFERED)

- Request a pre-app meeting with city staff to review your proposal
- Ask for feedback on completeness and red flags
- Clarify any special conditions or additional permits needed

*Pasadena and Covina offer planning staff consultations before submission.

PLAN FOR THE TIMELINE

- Expect 3–6 months from submittal to approval
- Account for staff review, hearing dates, and possible revisions
- Factor time for construction permits after CUP approval

*La Puente and San Dimas timelines may vary due to staff availability.

AFTER APPROVAL: KNOW YOUR CONDITIONS

- Review and sign the CUP conditions of approval
- Understand limitations on hours, noise, or signage
- Schedule required inspections or compliance check-ins

* Some cities (like Arcadia) audit CUP holders regularly.