

# Stand-Alone CUB/CUX Case Workflow

## Entitlement Process

The sale of alcoholic beverages to the general public requires a conditional use approval, commonly known as a “Conditional Use Beverage” or “CUB.” This includes sales for consumption on the site, such as in a restaurant or bar, as well as sales for consumption off the site, such as in grocery or liquor stores. If there is more than one establishment on a site selling alcoholic beverages, one application for multiple establishments may be filed, commonly known as a Main Conditional Use Permit (“MCUP”). Similarly, certain types of entertainment require a conditional use approval, such as patron dancing in a bar or club, commonly referred to as “Conditional Use Entertainment” or “CUX.” For existing, approved CUBs and/or CUXs, if an operator seeks to expand or make other changes to the operations, a Plan Approval (“PA”) is required.

The Beverage and Entertainment Streamlining (BEST) Unit handles applications for stand-alone CUBs and/or CUXs (including MCUPs and PAs), from consultation with applicants to accepting the application (“intake”), creating a case file, and routing the case file to the appropriate Department staff to complete the process with the Zoning Administrator, who will make the decision on these cases.

## Step 1: Complete an Application

For assistance, consult with the Beverage and Entertainment Streamlining (BESt) Unit to review the details of requests related to the selling, dispensing and consumption of alcoholic beverages and obtain guidance about the application material required, filing fees and processes.

Case Filing Application Forms:

- [Application Instructions \(CP-7810\)](#)
- [Planning Application \(CP-7771.1\)](#)
- [CUB/CUX Special Instructions CP-7773](#)
- [Plan Approval \(PA\) Instruction CP-2035](#)

## Step 2: Submit the Completed Application with the BESt Unit

There are two options for submitting the application (“case filing”):

- **Option 1:** Make an in-person case filing [appointment](#).
- **Option 2:** Use the Drop-Box to deposit case filing materials.
  - The Drop-Box is located in the lobby at 201 N. Figueroa St. Los Angeles, CA 90012
  - Enclose filing materials in an envelope. Attach a routing slip to the attention of the BESt Unit

The BESt Unit will review filing materials and work with the applicant to revise, update, and make corrections. Upon confirmation of complete application materials, a case number is created and an invoice for the application fees is issued. Once the fees are paid, the case file is forwarded to a project planner assigned to the geography of the project site, or to the Department’s Expedited Processing Services for an additional fee.

### **Step 3: Project Review By Project Planner**

The project planner conducts the following:

- Reviews application material for completeness and accuracy
- Performs research on previous cases related to the site
- Performs analysis of the site and review of site and floor plans
- Prepares the hearing notice

### **Step 4: Public Hearing Conducted by the Office of Zoning Administration**

All new conditional use permit requests require a public hearing. The public hearing allows the applicant to introduce the project, answer questions, and potentially address issues raised by the community. It is also an opportunity for the community to provide comments to the Zoning Administrator.

Preparation for the public hearing:

- Required notification materials will be requested from the applicant
- The hearing date will be scheduled
- The hearing notice will be mailed

After the public hearing, the Zoning Administrator issues a Letter of Determination.

### **Step 5: Letter of Determination by Zoning Administrator**

A Letter of Determination (LOD) contains the project decision, including the environmental clearance, the approved entitlement (CUB, CUX and/or PA), project details, conditions of approval, and findings that support the Zoning Administrator's determination of the project.

After an LOD is issued, it may be appealed by the applicant or interested party.

## Step 6: Appeal Period

The LOD may be appealed within 15 days of its issuance. If appealed, a public hearing to consider the appeal is scheduled with the Area Planning Commission – its decision is final.

## Step 7: Condition Clearance by the BESt Unit

Once a CUB, CUX or Plan Approval has been granted, and appeals, if any, have been decided, applicants must provide plans and materials to demonstrate compliance with the LOD's conditions of approval (also known as "condition clearance"). Condition clearance and effectuation must be completed prior to starting operations or construction work.

Requests for condition clearance are submitted and completed electronically via the [Online Application System \(OAS\)](#).

- Select **Condition Clearance and Effectuation** under the **Alcohol and/or Entertainment** category
- Upload the LOD, floor plan, site plan, draft Covenant and Agreement, and other supporting documents

The BESt Unit will review the submitted materials and issue an invoice for the condition clearance process. The fees are paid online and include:

- Clearance
- Monitoring of Conditional Use Permit
- Inspection and Field Compliance Review of Operations

## Step 8: Building Permit Clearance by the BESt Unit

If an establishment pursues construction work, the [Los Angeles Department of Building and Safety \(LADBS\)](#) reviews construction plans and issues building permits to allow the construction.

Prior to issuing a building permit to allow the start of construction, LADBS will:

- Review construction plans for conformance with building codes and other regulations
- Require review by other City Departments, LADBS will issue a [Clearance Summary Worksheet \(CSW\)](#) that lists the items for each City Department to review

A BESt planner will review any items on the CSW related to CUB and CUX cases. Requests for building permit application review and clearance are completed electronically in the [OAS](#):

- Select **Building Permit Clearance** under the **Alcohol and/or Entertainment** category
- Upload the CSW and building permit construction plans

## Step 9: Alcohol License Application to California Department of Alcoholic Beverage Control

*Note: An alcohol license from the California Department of Alcoholic Beverage Control (ABC) is required and is not processed or issued by Los Angeles City Planning or by the BESt Unit.*

The BESt Unit will provide information for an establishment's application for an alcohol license. Information includes:

- **ABC Zoning Affidavit (form ABC-255):** The planner completes the portion regarding City requirements and returns the form to the applicant. The planner conducts research of the site to confirm the zoning and to determine if a Conditional Use approval or RBP clearance is needed for the ABC license type. To support this research, the planner will request documentation, including but not limited to a floor plan, site plan, Certificate of Occupancy, building permits, and alcohol license history.
- **Effectuation Notice to the California Department of Alcoholic Beverage Control (ABC):** After the Condition Clearance has been completed, and the Covenant and Agreement recorded, the planner sends a notice to ABC confirming the City’s authorization to sell alcoholic beverages and confirming that the conditional use approval is in effect.