



APPLICATION CHECKLIST

LETTER OF PUBLIC CONVENIENCE (LPC)

City of Citrus Heights Municipal Code, Chapter 4.60, provides a process for applicants seeking a license from the Alcoholic Beverage Control Board (ABC) to sell alcoholic beverages within the City of Citrus Heights, and whose sales location is located within a census tract designated by ABC to be over concentrated. This designation is made by ABC, not the City of Citrus Heights. Should your facility be located within such a census tract, ABC is *required by state law to deny your application unless you obtain a letter of public convenience and necessity (LPC)*.

City of Citrus Heights has adopted a process for issuing LPC letters which involves a public hearing before the City Council, with notice and opportunity to be heard given to interested persons. The following information is required to process a LPC.

Application Submittal Requirements

- A) One (1) copy of the completed application form.
- B) The required processing fee (see fee schedule).
- C) One (1) copy each of the property owner's 500-foot radius list (as shown on the latest Assessment Roll), property owner's map, signed affidavit, and typed address labels (Avery 5160 or similar).
- D) Statement of Justification - why you believe the public interest would be served by selling alcoholic beverages at your facility.
- E) One (1) copy of a detailed description of the proposed use, including hours of operation, operational procedures, etc.

The Planning Department may request additional information.

Please feel free to discuss your application with a member of the Planning Department at (916) 727-4740 or visit the office located in the Fountain Square Complex located at 6237 Fountain Square Drive, Citrus Heights, CA 95621

WWW.CITRUSHEIGHTS.NET

CERTIFIED PROPERTY OWNER'S LIST PREPARATION INSTRUCTIONS

All information must come from the latest Assessor's tax rolls.

How to prepare a property owner's map.

Step 1: A map must be drawn, to scale, showing the subject parcel, all surrounding parcels, streets and alleys of sufficient size to show 500 feet radius from outer limits of parcel.

Step 2: Measure 500 feet from the outer-most limits of subject parcel, then draw a 500-foot radius line.

Step 3: Consecutively number each parcel within or touching the 500-foot radius line, beginning at subject site (Number 1) and continuing until all affected parcels have been assigned a number.

Step 4: List the consecutive numbers taken from the property owner's map in the right hand corner of the gummed labels. Then, using the most recent information available from the Sacramento County Assessor's Office, type the following information on the labels: assign the correct (1) Assessor's Parcel Number for each parcel identified, and (2) the property owner's name, and (3) the owner's address to each consecutive number as follows:

Examples:

243-0010-0000
CH Development Company
1010 Greenback Lane
Citrus Heights, CA 95621

243-0010-0000
Joel Resident
2444 Any Road
Citrus Heights, CA 95621

Due to postal requirements, the parcel number must be located at the top of the label.

NOTE:

DUE TO REPRODUCTION REQUIREMENTS ONLY TYPED, GUMMED LABELS THE SIZE AND SHAPE EQUIVALENT TO AVERY 5160 OR MACO ML-3000B LABELS (3 COLUMN, 30 LABELS PER SHEET) WILL BE ACCEPTED.



CITY OF CITRUS HEIGHTS PLANNING DIVISION

LETTER OF CERTIFICATION

This form is to be completed by the person/firm preparing the map and list of property owners within five hundred feet (500') of the project site.

I, _____ hereby certify that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of Sacramento and all addresses for properties within the area described and for a distance of five hundred feet (500') from the exterior boundaries of the following property (s):



UNIVERSAL APPLICATION FORM

CITY OF CITRUS HEIGHTS ♦ PLANNING DEPARTMENT

www.citrusheights.net

6237 FOUNTAIN SQUARE DR. ♦ CITRUS HEIGHTS, CA 95621 ♦ (916) 727-4740

Proposed Project Name (Print or type) _____

Address of Project _____

Total Land Area _____ Assessor's Parcel #'s _____

Acreage, Gross Floor Area, No. of Living Units, (if applicable) _____

Project Description _____

Application Entitlement Type(s): _____

APPLICATIONS MUST BE SUBMITTED IN PERSON - ORIGINAL INK SIGNATURES ARE REQUIRED

Owner's Authorization: (If the applicant is not the property owner of record), I authorize the Applicant to file this application and to represent me on all matters concerning the application.

PROPERTY OWNER (print or type)

Name _____ Signature _____ Date _____

Company Name _____ Day Phone _____

Address _____ City _____ State _____ Zip Code _____

APPLICANT (print or type)

Company Name _____ Day Phone _____

Address _____ City _____ State _____ Zip Code _____

Name _____ Signature _____ Date _____

DEVELOPER (print or type)

Name _____ Signature _____ Date _____

Company Name _____ Day Phone _____

Address _____ City _____ State _____ Zip Code _____

Designated Primary Contact Person if Different than Applicant. (print or type)

Name _____ Day Phone _____

Address _____ City _____ State _____ Zip Code _____

City Use Only:

Approving Authority: _____ Current Zoning _____

Date received: _____

Fees paid: _____

Receipt Number: _____

File Number(s) _____