



City of Hemet

PLANNING DIVISION
445 E. Florida Avenue, Hemet, CA 92543
(951) 765-2375
www.hemetca.gov

FINDING OF PUBLIC CONVENIENCE AND NECESSITY SUBMITTAL REQUIREMENTS

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a California Department of Alcoholic Beverage Control Review - Finding of Public Convenience and Necessity application. Your cooperation with these instructions will ensure that your application can be processed in the most expeditious manner possible.

THE CALIFORNIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL - FINDING OF PUBLIC CONVENIENCE AND NECESSITY (PCN) APPLICATION FILING PACKAGE CONSISTS OF THE FOLLOWING :

A. APPLICATION SUBMITTAL REQUIREMENTS

- 1. Completed application form.
 - a. Property Owner Consent Affidavit or Corporate Resolution, if owner is different from applicant.
 - b. Conditional Use Permit (CUP) Application number if the Finding of Public Convenience and Necessity application is being filed concurrently with a CUP application.
- 2. Processing fees: Application processing fee pursuant to the latest adopted fee schedule.
- 4. Proof of ownership (i.e., grant deed).
- 5. Demonstration of the number of existing on-sale and off-sale establishments within the **census tract** of the proposed use. This information may be found on the website of the Department of Alcoholic Beverage Control: <http://abc.ca.gov/datport/AHCountyCT.asp>
- 6. A letter signed and dated by the applicant that addresses each of the following:
 - a. Mechanisms to ensure the proposed use would not contribute to nuisance behavior associated with excessive consumption of alcoholic beverages such as noise, loitering, trash, inappropriate behavior, or exposure of alcoholic beverages to minors resulting in increased law enforcement activity in the surrounding area.
 - b. Compliance with the General Plan and any applicable specific plan or zoning regulations.
- 7. For projects not filing a concurrent CUP application:
 - a. A floor plan showing the floor area devoted to off-sale alcoholic beverages with dimensions.
 - b. Calculations showing the percentage of floor area devoted to off-sale alcoholic beverage.

B. APPLICANT NOTIFICATIONS

1. All correspondence and reports will be sent electronically (emailed) only to the project applicant as designated on the application form.
2. Please direct all questions to the Case Planner or contact the Planning Division at 951-765-2375 or at planstaff@hemetca.gov

C. ATTACHMENTS

1. Hemet Municipal Code Section 90-90.