



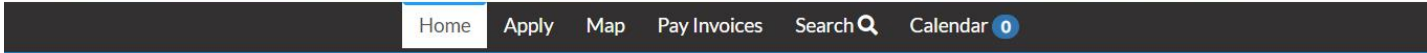
PLANNING DEPARTMENT

INFORMATIONAL SUBMITTAL PROCESS

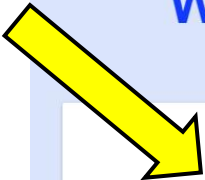
APPLYING FOR PLANNING REVIEW


- Site Plan Review
 - Coastal In-Concept Review
 - Minor Use Permit
 - Conditional Use Permit
 - Main Street Outdoor Use Permit
 - Zoning Verification Letter
 - HVAC Noise Review
 - Variance
 - Zone Change
 - Other Planning Review
1. Go to webpage: <https://sealbeachca-energovpub.tylerhost.net/apps/selfservice#/home>
 2. You will need to register an account for use of the portal
 3. Once registered, click the “Apply” button

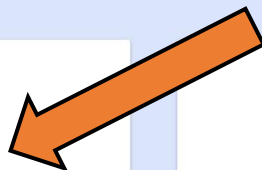
PLANNING APPLICATIONS





Welcome to Seal Beach Civic Access Portal






Login or Register
Login to an existing or create a new account. You can also find help if you forgot your login information.





Apply
This tool can be used to apply for a permit, plan or license.


Search Public Records
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.


Pay Invoice
Use this tool to pay for individual


Map
Explore the map to see the activity


City of Seal Beach Community Development Homepage

PLANNING APPLICATIONS



Home Apply Map Pay Invoices Search Calendar

Application Assistant

Search for application names and keywords

All

Trending

PERMITS

PLANS

> Show Categories



Environmental Review/Initial Study

Apply

Category Name:
CEQA

Description:
Environmental review (Initial Study or EIR) of an associated discretionary application



Certificate of Compliance

Apply

Category Name:
Certificate of Compliance

Description:
Certificate of Compliance is a document issued on a parcel of land stating that the division of land was legal, or in compliance with the laws and ordinances in effect at the time of creation

PLANNING APPLICATIONS

Select “Apply” for the type of permit that you would like to apply for.

City of Seal Beach CALIFORNIA

Seal Beach CALIFORNIA

Home Apply Map Pay Invoices Search Calendar

Application Assistant

Search for application names and keywords

All Trending PERMITS PLANS

> Show Categories

- Environmental Review/Initial Study**
Category Name: CEQA
Description: Environmental review (Initial Study or EIR) of an associated discretionary application
Apply
- Certificate of Compliance**
Category Name: Certificate of Compliance
Description: Certificate of Compliance is a document issued on a parcel of land stating that the division of land was legal, or in compliance with the laws and ordinances in effect at the time of creation.
Apply
- Coastal In-Concept Review**
Category Name: Coastal Concept Approval
Description: Application for new development, improvements, or expansion of structures on properties in the coastal zone (the area located south of Westminster Boulevard).
Apply
- Conditional Use Permit**
Category Name: Conditional Use Permit
Description: Application to establish a new use or feature to a property that requires approval by the
Apply

The following list provide a brief description of the most common Plan Review types. If unsure, please contact Planning at (562) 431-2527 or at comdev@sealbeachca.gov.

PLANNING APPLICATIONS

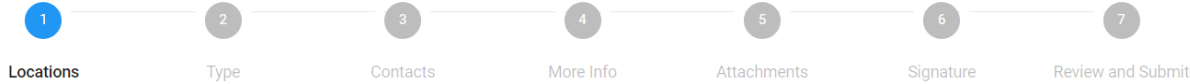
Common Planning Review Case Types:

- Coastal In-Concept Review: New development, improvements, or expansion of structures on properties in the coastal zone (the area located south of Westminster Boulevard).
- Site Plan Review: New development, improvements, or expansion of structures on properties outside the coastal zone (the area located north of Westminster Boulevard); or for the change of use of any property city-wide.
- Conditional Use Permit: Establish a new use or feature of a property that requires approval by the Planning Commission through a public hearing.
- Minor Use Permit: Establish a new use or feature of a property that requires approval by the Planning Commission through a public hearing.
- Zoning Verification Letter: Property profile report or zoning verification letter.
- HVAC Noise Review: Noise review for new or replacement HVAC units.

PLANNING APPLICATIONS

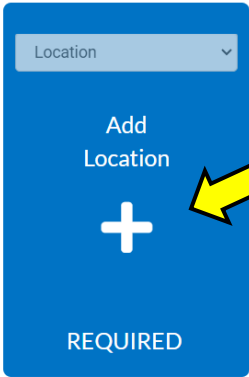
Apply for Plan - Coastal In-Concept Review

*REQUIRED



LOCATIONS

1. Click the **Add Location** card below which will open the map of Seal Beach.
2. In the **Address & Parcel Search** field (upper left corner), enter the street number and street name omitting any street designation (i.e.: Drive, Street, Place, etc.).
3. Click to checkbox for the correct location from the search results and click **Add**.
4. You may also search by the full parcel ID number (including dashes).
5. If the project spans multiple units or applies to an entire building, please use the most specific address available that includes the scope of the project.
6. Include only one address per application.



Click here to enter address



Create Template

Save Draft

Next

PLANNING APPLICATIONS

Add Address As

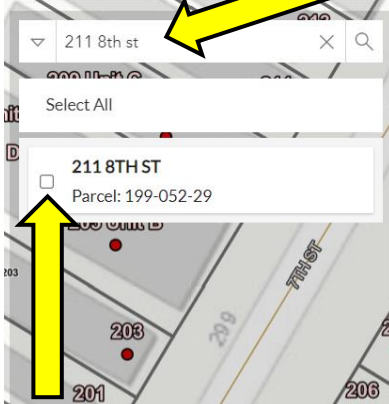
Enter your address here (use abbreviations such "st" or "blvd", instead of "street" or "boulevard")

SEARCH

211 8th st

Select All

211 8TH ST
Parcel: 199-052-29



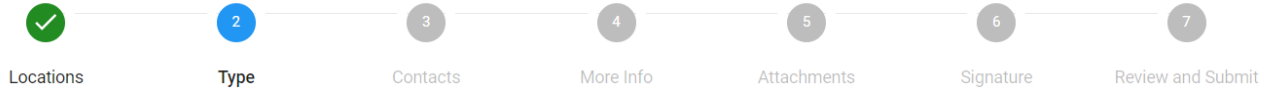
**Click this box
to confirm**



PLANNING APPLICATIONS

Apply for Plan - Coastal In-Concept Review

*REQUIRED



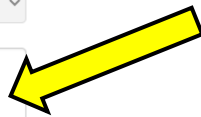
PLAN DETAILS

Forms and Instructional Sheets can be found at <https://www.sealbeachca.gov/Departments/Community-Development/Planning-Development/Planning-Forms>

* Plan Type

* Description

Description is required.



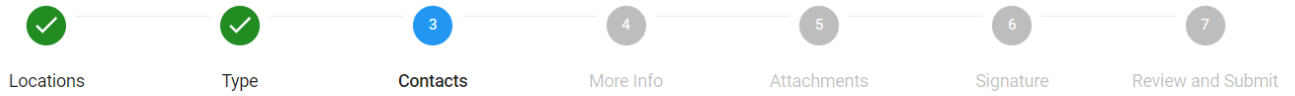
Provide a description of the project, including what is existing and what is being proposed.

Back Create Template Save Draft Next

PLANNING APPLICATIONS


Apply for Plan - Coastal In-Concept Review

*REQUIRED



CONTACTS

Applicant




John Smith (You)

211 Eight Street, Seal Beach,
CA, 90740

Select Type

Add Contact



Your name will automatically appear here. You can add other contacts such as architect, contractor, owner, business, etc.

Back

Create Template

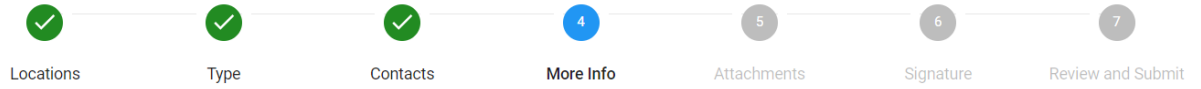
Save Draft

Next

PLANNING APPLICATIONS

Apply for Plan - Conditional Use Permit

*REQUIRED



MORE INFO

[Top](#) | [Main Menu](#)

Please select either Residential or Non-Residential for the Type of Project below.

*Type of Project

Type of Project is required.

Back

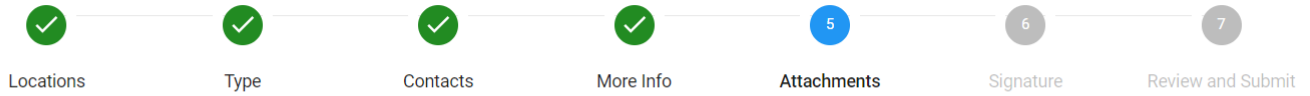
Create Template

Save Draft

Next

If the case is a conditional use permit or minor use permit, click the down area to add in if it is residential or non-residential; otherwise, click next to skip.

PLANNING APPLICATIONS



Attachments

Forms and Instructional Sheets can be found at <https://www.sealbeachca.gov/Departments/Community-Development/Planning-Development/Planning-Forms>

Application
Add Attachment
+
Supported: .pdf
REQUIRED

Architectural Drawings
Add Attachment
+
Supported: .pdf
REQUIRED

Select Type
Add Attachment
+
Supported: .pdf, .png, .jpeg, .tiff, .docx, .xlsx, .text, .txt



Click this link to find application forms and other instructional sheets on various project types. Add in the application sheet and project plans at this stage to move forward.

Back

Create Template

Save Draft

Next

PLANNING APPLICATIONS

processing time limits in accordance with the California Code of Regulations, Title 17, Section 15107.

Owner Certification

I certify under the penalty of the laws of the State of California that I am the property owner of the property or authorized agent* of the property owner of the property that is the subject matter of this application and I am authorizing and hereby to consent to the filing of this application and acknowledge that the final approval by the City of Seal Beach, if any, may result in restrictions, limitations, and construction obligations being imposed on this real property.

**An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner. Any off-site work identified on the plans must be accompanied by a statement of authorization with notarized signature of the subject property owner.*

* Please type your name as consent to electronically sign this application.

Consent name is required.

Enable Type Signature

John Smith

X Draw Signature Here

Clear

Type and sign your name here after reading the certification statements above.

Back

Create Template

Save Draft

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PLANNING APPLICATIONS

More Info

Please select either Residential or Non-Residential for the Type of Project below.

[Top](#) | [Main Menu](#)

Type of Project Residential District

Attachments

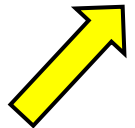
Application	Project Plans_v1.pdf
Architectural Drawings	photos_v1.pdf

[Back](#)

[Create Template](#)

[Save Draft](#)

[Submit](#)



The last page is a summary of all previous information entered. Please review for errors, then click submit

PLANNING APPLICATIONS

Project Status Page

The last page shown is your project status page. Write down the plan number so that you can access this page in the future by using the “Search” tool in the black toolbar that is visible throughout the Civic Access Portal. On this page you can follow the progress of your plan review, submit attachments, and pay fees. Please note that fees are not due at this time. You will receive an invoice by email following initial review of your application.

Dashboard Home Apply My Work Map Pay Invoices Search Calendar

✓ Your plan application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you soon.

Plan Number: CUP-24-0003

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Conditional Use Permit	Status:	Submitted - Online	Project Name:	
Applied Date:	08/16/2024	Expiration Date:		Completion Date:	
District:	Default	Assigned To:	Temple, Shaun		
Description:	fds				

[Summary](#) [Locations](#) [Fees](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [More Info](#)

Progress

0% Completed

● Completed
● In Progress
● Not Started

Workflow

- Application Completeness Determination
- Plan Review (PZ)
- Staff Report Prepared and Distributed
- Public Notification
- Planning Commission Hearing
- Planning Commission Determination
- Coastal Commission Determination

Available Actions

No Action

Fees

\$0.00

[View Details](#) [Add to Cart](#)

PLANNING APPLICATIONS

For questions or inquiries about applying with Planning, please contact Reanna Gonzales in the Community Development Department at (562)431-2527 x 1323 or comdev@sealbeachca.gov