



APPLYING FOR A CONDITIONAL USE PERMIT (CUP)

WHAT IS A CONDITIONAL USE PERMIT?

A Conditional Use Permit (CUP) is required for the establishment of any use listed in the [Zoning Ordinance](#) as a conditionally allowed use, and to allow the on-site sale and consumption of alcoholic beverages in conjunction with an eating and drinking establishment. Proposals to change the nature of an existing CUP, to increase the size of a building or site containing a conditional use, or to alter the conditions of an existing CUP, shall be subject to issuance of a new CUP. Conditional Use Permits can only be granted if a project meets all of the findings listed in [PAMC Section 18.76.010\(c\)](#). (See: [CUP Submittal Checklist](#))

APPLICATION PROCEDURE

Preliminary Meeting: A preliminary meeting with a planner to review the feasibility of a CUP is strongly recommended. Please call (650) 329-2441 to schedule an appointment.

Application Submittal: Applications are required to be filed with a planner during an appointment. A planner will determine if all of the submittal requirements have been met (see [CUP Submittal Checklist](#)). Incomplete applications will not be accepted. Please call (650) 329-2441 to schedule an appointment.

Review and Decision process:

1. Submitted plans and attachments are routed to all concerned City departments and outside agencies for review/plan check. Notices will be mailed to property owners and occupants within 600 feet of the property to inform them of the project submittal. The City has 30 days within which to determine if the application is complete or incomplete.
2. Following review/plan check of the application, a tentative Director's decision will be mailed to property owners and occupants within 600 feet of the property.
3. The Director's decision will become final fourteen days after the tentative decision is mailed unless a written request for a hearing is filed with the planning division.
4. If a hearing request is received, the Planning and Transportation Commission (PTC) will review the project and make a recommendation to the City Council. The City Council can vote to approve the PTC's recommendation or vote to hear the project and render a decision. In either case, the City Council's decision is the final decision.

[See Palo Alto Municipal Code Section 18.76 & 18.77](#)