



**Community & Economic Development Department  
Planning Division**  
14177 Frederick Street  
P.O. Box 88005  
Moreno Valley, CA 92552-0805  
**(951) 413-3206**  
**(951) 413-3210 FAX**

# ADULT BUSINESS USE APPLICATION

No.:
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**Application must be completely filled out to be accepted.**

## APPLICATION INFORMATION

Individual/Partnership/Corporation Name:

Proposed Business Name (if any):

Use separate sheet if necessary.

Project Description: (Municipal Code, Section 9.09.032.2(d))

Property Address/Location:

Assessor's Parcel Number(s):

Related Application(s):

Property Zoning:

Address to which notice of action is to be mailed:

Proof of age of at least 18 provided (attach copy):

## PERSONS

**PROJECT APPLICANT** Name:

Telephone: (     )

**LIST OF ALIASES:**

Use separate sheet if necessary.

Address:

Fax No. (     )

City:

State:

Zip:

E-mail Address:

**PROPERTY OWNER** Name:

Telephone: (     )

Address:

Fax No. (     )

City:

State:

Zip:

E-mail Address:

Contact Person:

**APPLICANT'S REPRESENTATIVE** Name:

Telephone: (     )

Address:

Fax No. (     )

City:

State:

Zip:

E-mail Address:

Contact Person:

APPLICATION CONTINUES ON REVERSE

**PARTNERSHIP INFORMATION**

Partnership's Complete Name:

Address:

Partner's Names:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Use separate sheet if necessary.

Address of Registered Office for Service of Process:

**CORPORATE INFORMATION**

Corporation's Complete Name:

Address:

Date of Incorporation:

Names and Capacities of Officers and Directors:

Use separate sheet if necessary.

Name of Registered Corporate Agent:

Address of Registered Office for Service of Process:

## **APPLICATION PROCESSING**

Each application must be submitted with the required processing fee and all applicable submittal requirements. The following items must be submitted along with the application:

1. A dimensioned floor plan showing the interior configuration of the premises and showing the area to be occupied by the adult business [pursuant to Municipal Code, Section 9.09.030.4(c)(10)], attached.
2. A site plan prepared within 30 calendar days prior of the date of this application submission depicting the requirements of Municipal Code, Section 9.09.030.4(c)(11), attached.
3. A diagram of the off-street parking areas and entries to the premises [Municipal Code, Section 9.09.030.4(c)(12)], attached.
4. Mailing labels with certification for a 300 ft. radius notice.
5. A signed and verified statement that the permit applicant, if an individual, or partners, officers, directors, if a partnership or corporation, has not pled guilty or nolo contendere or been convicted of an offense classified by this or any other state as a sex or sex-related offense and (a) more than two years have elapsed since the date of conviction or the date of release from confinement for a conviction to the date of application, whichever is the later date, if the conviction is a misdemeanor; or (b) more than five years have elapsed since the date of conviction or the date of release from confinement for a conviction to the date of application, whichever is the later date, if the conviction is a felony; or (c) more than five years have elapsed since the date of the last conviction or the date of release from confinement for the conviction to the date of application, whichever is the later date, if the convictions are two or more misdemeanors or combination of misdemeanor offenses occurring within any 24-month period.
6. The permit applicant(s) shall sign the application. All persons who sign the application must also provide names, aliases, addresses, and date(s) of birth. The property owner(s) need not provide aliases, etc

Additional information or materials may be needed before an application is accepted as complete. An incomplete application may be closed if it remains inactive for 180 days or more.

### **PROPERTY OWNER'S SIGNATURE**

I, \_\_\_\_\_ am the owner of the property described in this application and hereby authorize

Print Name

\_\_\_\_\_ to act on my behalf on matters pertaining to this application.

Applicant/Representative Name

Property Owner's Signature

Date

**Note:** If more than one owner, a separate page must be attached, listing the names and addresses of all persons (if a corporation, list officers and principals) having interest in the property ownership.

### **APPLICANT'S SIGNATURE**

**IMPORTANT:** I certify under penalty of perjury that all the foregoing information is true and correct, and recognize that any false or misleading information shall be grounds for denial of this application. I also acknowledge that I am aware of and agree to indemnify the City in any legal proceedings pertaining to this request for discretionary land use approval. Section 9.02.310 of the Moreno Valley Municipal Code.

Applicant's Signature

Date

ADDITIONAL SIGNATURES, if needed, may be provided on separate sheet along with required information.

**MVMC Sections 9.09.030.4 (c)(10), (11) and (12), attachment to application.**

(10) A dimensioned floor plan showing the interior configuration of the premises, including a statement of the total floor area occupied by the adult business. The sketch or diagram need not be professionally prepared but must be oriented to the north or some other designated street or object and drawn to a designated scale or drawn with marked dimensions of the interior of the premises to an accuracy of plus or minus six (6) inches.

(11) A site plan prepared within thirty (30) calendar days prior to the application depicting the building and the portion, thereof to be occupied by the adult business, marked to show the primary entrance, and (1) the nearest property line of the unit or structure in which all other adult businesses within one thousand (1000) feet of the nearest property line of the unit or structure in which will be located the adult business for which a permit is requested; and (2) the property lines of any residential zone, religious institution, school, park, or child day care facility within five hundred (500) feet of the nearest property line of the unit or structure in which the adult business will be located and for which a permit is requested.

(12) A diagram of the off-street parking areas and entries to the premises of the adult business, also showing the location of the lighting system required by Section 9.09.030.6 (see below).

**Section 9.09.030.6**

(b) All exterior areas, including parking lots, of the adult business shall be illuminated at a minimum of one foot-candle, maintained and evenly distributed at ground level with appropriate devices to screen, deflect or diffuse the lighting in such a manner as to prevent glare or reflect light from creating adverse impacts on adjoining and nearby public and private properties. Inoperable and/or broken lights shall be replaced within 24 hours.

**PROCEDURES FOR PROCESSING AN APPLICATION FOR AN ADULT BUSINESS USE**

Application type and fee: An Administrative Plot Plan plus Notice Fee

**1. SUBMITTAL (Sec. 9.09.030.4)**

If the permit applicant is an **individual**, the individual shall state his or her legal name, including any aliases, and address, and shall submit satisfactory written proof that he or she is at least eighteen (18) years of age.

If the permit applicant is a **partnership**, the partners shall state the partnership's complete name, address, the names of all partners, and whether the partnership is general or limited; and shall attach a copy of the partnership agreement, if any.

If the permit applicant is a **corporation**, the corporation shall provide its complete name, the date of its incorporation, evidence that the corporation is in good standing under the laws of the State of California, the names and capacities of all officers and directors, the name of the registered corporate agent, and the address of the registered office for service of process.

A signed and verified statement that the permit applicant, if an individual, or partners, officers, directors, if a partnership or corporation, has not pled guilty or nolo contendere or been convicted of an offense classified by this or any other state as a sex or sex-related offense and (a) more than two years have elapsed since the date of conviction or the date of release from confinement for a conviction to the date of application, whichever is the later date, if the conviction is a misdemeanor; or (b) more than five years have elapsed since the date of conviction or the date of release from confinement for a conviction to the date of application, whichever is the later date, if the conviction is a felony; or (c) more than five years have elapsed since the date of the last conviction or the date of release from confinement for the conviction to the date of application, whichever is the later date, if the convictions are two or more misdemeanors or combination of misdemeanor offenses occurring within any 24-month period.

The permit applicant(s) shall sign the application. All persons who sign the application must also provide names, aliases, addresses, and date(s) of birth. The property owner need not provide aliases, etc.

If the permit applicant intends to operate the adult business under a name other than that of the permit applicant, the permit applicant shall file the fictitious name of the adult business and show proof of registration of the fictitious name.

2. Mailing labels and radius map with certification are to be provided at application submittal.
3. **WITHIN FIVE (5) BUSINESS DAYS** determine completeness;
  - a. If application is complete, stamp or write "Received on (*date*)" on the complete application (MVMC, Section 9.09.030.5). Immediately send a copy of the application to Greg Bonaime, MVPD, and e-mail him that the application is in route and copy the below indicated people in the PD:

Addressee:

Greg Bonaime - GBONAIME.SHFMV.SHF4@rc-lawnet.org

Copy: John Hill - JHILL.SHFMV.SHF4@rc-lawnet.org

Copy: John Anderson - JOANDERS.SHFMV.SHF4@rc-lawnet.org

Copy: Steve Rinks - SRINKS.SHFMV.SHF4@rc-lawnet.org

**A response time of 7 calendar days is required.**

- b. If application is incomplete, notify applicant in writing of submittal deficiencies. When the needed items are received, again determine completeness within (5) working days. Stamp or write "Received on (*date*)" on the complete application (MVMC, Section 9.09.030.5) and provide information to PD as indicated above.
4. **INVESTIGATE** the following criteria as to whether a use permit shall be issued:
  - a. meets the location criteria, (500 ft. from sensitive, 1000 ft. from existing adult business use)
  - b. Meets zoning, (C, C, O, I, BP and BPX)
5. **WITHIN 30 CALENDAR DAYS** of receipt of a completed application an investigation shall be completed (includes PD review) and the Director shall **notice** (10 day, 300 feet and post site) and **conduct** a public hearing (within the 30 days).
6. **WITHIN 5 BUSINESS DAYS** after public hearing – a decision to approve or disapprove. Failure to render a decision constitutes approval. The Director shall write or stamp "Approved on (*date*)" or "Denied on (*date*)", on a copy of the application and sign and date (date of signature). The letter of approval shall constitute the adult business use permit.
7. The approved or denied application shall be mailed to the applicant at the address provided in the application. If the application is denied, the Director shall attach to the application a denial letter stating the reasons for the denial.
8. After approval/denial any affected person may appeal the decision to the City Council in writing within five **(5) BUSINESS DAYS** after the written decision (MVMC, Section 9.09.030.9).