



**City of Artesia  
Community Development Department**

18747 Clarkdale Avenue  
Artesia, CA 90701 ● (562) 865-6262 ● Fax (562) 865-6240

*(Please check all that apply)*

**APPLICATION FOR:**

- Design Review** (\$450)     
  **Conditional Use Permit** (\$950)     
  **Determination of Unlisted Use** (\$907)     
  **Variance** (\$950)

*(For Departmental Use Only)*

Case No: \_\_\_\_\_ Resolution No. \_\_\_\_\_ Hearing Date: \_\_\_\_\_  
 Fee \$: \_\_\_\_\_ Date Received \_\_\_\_\_ Receipt No: \_\_\_\_\_  
 Received By: \_\_\_\_\_

*(Please Print or Type Legibly)*

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street) (City) (State & zip code)

Legal (Property) Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street) (City) (State & zip code)

Email Address: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_  
(A letter of intent may be attached)

Project Address: \_\_\_\_\_ Zoning: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_  
(Describe Current Use of Subject Site)

Legal Description: \_\_\_\_\_  
(Give exact legal description as recorded in the office of the County Recorder, may be attached separately)

Assessor's Parcel Number(s): \_\_\_\_\_

**CONDITIONAL USE PERMIT:**

Granting this Conditional Use Permit will not be detrimental to adjacent properties nor to the public welfare because:

\_\_\_\_\_  
 \_\_\_\_\_

Does the proposed use require a Determination of Unlisted Use?

NO \_\_\_\_\_ YES \_\_\_\_\_ (If YES, explain the proposed use below)

\_\_\_\_\_  
 \_\_\_\_\_



## **INSTRUCTIONS FOR APPLICATION SUBMITTAL:**

It is essential that all of the following materials be submitted so that we may process your application:

- 1) **Completed Application** (signed by the applicant and the property owner, if different)
- 2) **Applicable Fees** (plus environmental documentation filing fees):
- 3) **Environmental Assessment Form:** To be completed by the applicant;
- 4) **Letter of Intent:** Prepare a written narrative that describes your request for approval;  
Conditional Use Permit/Design Review:  
Describe the type of business (in detail) to be conducted at the subject site including: types of items or services to be sold, hours of operation, number of employees, parking accommodations, and any other pertinent information. If you are proposing architectural and/or landscape improvements, please include a description of them.  
Variance:  
Describe the unique circumstances that apply to your property (i.e. size, shape, location, or topography), why the strict application of the zoning code would deprive you of the privileges enjoyed by other property owners in the vicinity and the same zone district, and why the granting of this variance will not constitute a special privilege.
- 5) **15 copies of the following plans, as deemed applicable by staff:**
  - a) Plot plan drawn to scale and fully dimensioned, and including the following information: Scale of plot plan (**Minimum 1/8" = 1'-0" or 1' = 10'-0"**), north arrow, dimensions of site, square footage of site, square footage of structure(s), setbacks, parking, trash storage, signage, landscaped areas, loading and storage areas, etc.;
  - b) Floor plan, drawn to scale (**Minimum 1/4" = 1'-0"**) and fully dimensioned;
  - c) Elevations, drawn to scale (**Minimum 1/4" = 1'-0"**), and fully dimensioned;
  - d) One (1) COLORED set of the elevations;
- 7) **One (1) set of all plans reduced in size to 8 1/2" x 11" and copied onto transparencies for overhead projectors or digital file;**
- 8) **300' Radius Map:** Clearly indicate all property owners within a 300-foot radius around the project site. Please number each parcel of land within the 300-foot radius so that it corresponds with the property owners' mailing list, which is described below (Item #9). Depending upon the type of use proposed, the Planning Department may also require the applicant to prepare a land use map that labels the use of each property within a 700-foot radius around the subject site (a field survey will be necessary to complete this map). A list of radius map services is attached for your convenience;
- 9) **Property Owners (Mailing Labels):** Mailing address labels shall be submitted along with the 300' Radius Map as described above (Item 8). The labels need to have the following information: property owner's name, street number, city, state, zip code, and Assessors Parcel Number. The mailing address labels shall include all property owners within a 300-foot radius of the project site and it must also correspond with the radius map as described above (Item #8). In addition, please attach one (1) Xerox copy of the mailing address labels. The source of reference for the property owner list shall be from the latest available assessment roll of Los Angeles County.
- 10) **Notarized Affidavit:** the person who draws the 300' radius map (Item #8) and prepares the property owners mailing labels (Item 9) must also sign an affidavit, which must be notarized. This affidavit certifies the property owners= list. The document is attached to this application packet;
- 11) **Any other requirements deemed necessary by staff.**



**City of Artesia  
Community Development Department**

18747 Clarkdale Avenue  
Artesia, CA 90701 ● (562) 865-6262 ● Fax (562) 865-6240

**CERTIFIED PROPERTY OWNERS' LIST AFFIDAVIT**

City of Artesia                    )  
County of Los Angeles        ) ss  
State of California            )

I, \_\_\_\_\_, hereby certify that the attached list contains the names and addresses as they appear on the latest available assessment roll of the County of Los Angeles within the area described and for a distance of three hundred (300) feet from the exterior boundaries of the property legally described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public: \_\_\_\_\_

\_\_\_\_\_