



**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** (\$180)
 Conditional Use Permit (\$470)
 Determination of Unlisted Use (\$400)
 Variance (\$470)

(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)

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;**
- 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.**



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ENVIRONMENTAL INFORMATION & CHECKLIST FORM

The applicant must complete this form.

(For Departmental Use Only)

Case No: _____ Resolution No. _____ Hearing Date: _____

Received By: _____

(Please Print or Type Legibly)

GENERAL INFORMATION

Name of Developer/Project Sponsor: _____ Phone: _____

Mailing Address: _____
(Street) (City) (State & zip code)

Name of Contact Person: _____ Phone: _____

Mailing Address: _____
(Street) (City) (State & zip code)

Project Address: _____

Assessors' Block & Lot number: _____

List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

Existing Zoning District: _____

Proposed Use of Site (Project for which this form is filed): _____

PROJECT DESCRIPTION

Site Size: _____

Square footage of building: _____

Number of floors of construction: _____

Amount of Off-Street Parking Provided: _____

Number of Construction Phases: _____

Associated Projects: _____

If this is a residential project, indicate the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected:

If this is a commercial project, indicate the type of project, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities: If this an industrial project, indicate the type of project, estimated employment per shift, and loading facilities.

If this is an institutional project, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project 17. If the project involves a variance, conditional use permit, or rezoning application, state this and indicate clearly why the application is required:

Please check "yes" if any of the following items are applicable to the proposed project or its effects and "no" if they are not applicable. Explain all items that are checked "yes" on additional sheets as necessary.

YES NO

- | | | |
|-----|-----|--|
| ___ | ___ | Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours. |
| ___ | ___ | Change in scenic views or vistas from existing residential areas or public lands or roads. |
| ___ | ___ | Change in pattern, scale or character of general area of project. |
| ___ | ___ | Significant amounts of solid waste or litter. |
| ___ | ___ | Change in dust, ash, smoke fumes or odors in vicinity. |
| ___ | ___ | Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage. |
| ___ | ___ | Substantial change in existing noise or vibration levels in the vicinity. |
| ___ | ___ | Site on filled land or on slope of 10 percent or more. |
| ___ | ___ | Use or disposal of potentially hazardous materials, such as toxic substances, flammable or explosives. |
| ___ | ___ | Substantial change in demand for municipal service (police, fire, water, sewage, etc.). |

- ___ ___ Substantial increase fossil fuel consumptions (electricity, oil, natural gas, etc.).
- ___ ___ Relationship to a larger project or series of projects.

ENVIRONMENTAL SETTING

On a separate page, describe the project site, as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical, or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site.

On a separate page, describe the surrounding properties, including information on plants and animals and any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment homes, shops, department store, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity.



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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: _____



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300' RADIUS MAP & MAILING LIST SERVICES:

If a project requires a public hearing (i.e. Planning Commission and/or City Council), the applicant needs to submit a 300' radius map and address mailing labels of all the property owners within a 300' radius around the project site. Companies that provide the required radius map and mailing labels service are listed below for your convenience.

**Land Development Database
Services**

Telephone: 888.272.3487
Fee: No set fee; determined on
case-by-case basis

South Coast Title Company

Telephone: 800.992.4727
Contact: Farms Department
Fee: No set fee; determined on a
case-by-case basis

Ownership Listing Service

Telephone: 800.499.8064; Fax:
909.699.8064
Contact: Cathy McDermott
Fee for First List: \$125
Fee for update to prior list: \$35.00

Zoning & Land Use Solutions

Telephone: (562) 673-8442
1201 Belmont Avenue
Long Beach, CA 90804

Ownership Listing Service

Telephone: (909) 699-8064
Contact: Cathy McDermott
Fee for First List: \$125.00
Fee for updated to prior list: \$35.00

AM Mapping Service

Telephone: (909) 566-7569
Contact: Anna M. Smit or Teresa

L.A. Mapping Service

Telephone: (626) 280-8382
Contact: Robert Castro
8062 Whitmore Street
Rosemead, CA 91770

EZ Mapping Service

Telephone: (626) 272-7979
Email: ezmapping@yahoo.com
P.O. Box 661464, Arcadia, Ca
91066



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URBAN STORM WATER MITIGATION PLAN (USWMP)

**Developer Information for Project Planning, Design & Construction of Priority Projects
Checklist for Categorizing Development Planning Projects as Priority or Exempts**

Project Name: _____

Project Location: _____

Description of Project: _____

Part A. Proposed Discretionary Project is:	Yes	No
1. A single-family hillside residence		
2. A 43,560+ square-foot commercial development		
3. An automotive service facilities (SIC codes 5013, 5014, 5541, 7532-7534, and 7536-7539)		
4. A retail gasoline outlet		
5. A restaurant (SIC code 5812)		
6. Housing developments (includes single family homes, multifamily homes, condominiums, and apartments) of ten units or more		
7. Projects located in, adjacent to or discharging directly to an ESA that meet threshold condition identified in this Program		
8. Parking lot 5,000 square feet or more or with 25 or more parking spaces, and potentially exposed to storm water runoff		

If all answers to Part A are No, continue to Part B.

Part B. Proposed Discretionary Projects Characteristics¹:	Yes	No
1. Vehicle or equipment fueling areas?		
2. Vehicle or equipment maintenance areas, inc		
3. Commercial or industrial waste handling or storage, excluding typical office or household waste?		
4. Outdoor handling or storage of hazardous materials or waste?		
5. Outdoor manufacturing areas?		
6. Outdoor food handling or processing?		
7. Outdoor animal care, confinement, or slaughter?		
8. Outdoor horticulture activities		

EXEMPT PROJECT: Every question in Part A and Part B is answered "NO".

PRIORITY PROJECT: Any question in Part A or Part B is answered "YES".

The Urban Storm Water Mitigation Plan (USWMP) was developed as part of the municipal storm water program to address storm water pollution from new development and redevelopment by the private sector. The USWMP can be considered storm water Best Management Practices (BMPs) and these post-construction BMPs are meant to be a permanent part of the new development or redevelopment for the life of the project. If the above listed development is a Priority Project a USWMP must be submitted to the City for approval.

¹ Activities or materials potentially exposed to storm water and not protected by storm-resistant sheltering. Activities include industrial and commercial facilities operations and construction work. Materials include material handling equipment, industrial machinery, raw materials, intermediate products, byproducts, and waste products however packaged.