



Case Number: \_\_\_\_\_

Date Filed: \_\_\_\_\_

## COMMUNITY DEVELOPMENT DEPARTMENT APPLICATION FOR ZONING-SUBDIVISION PERMIT

**Project Address:** \_\_\_\_\_

**Legal Description** (Assessor's Parcel Number): \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**Property Owner (s) Name (s):** \_\_\_\_\_

**Property Owner's Address:** \_\_\_\_\_

**Owner's Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Contact Person Name** (person representing the property owner to be contacted regarding this application): \_\_\_\_\_

**Contact Persons Address:** \_\_\_\_\_

**Contact Persons Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Owner Authorization for Contact Person:** I hereby authorize the above-listed individual to act for me in all matters relevant to this application.

\_\_\_\_\_  
(Property owner's signature)

**Materials Certification:** I certify that the information and exhibits herewith, including the accuracy of the mailing radius information submitted are true and correct to the best of my knowledge:

\_\_\_\_\_  
(Applicant's Signature)

**Application Type** (check the appropriate box (s) :

- |   |  |
|---|--|
| <input type="checkbox"/> Development Permit | <input type="checkbox"/> General Plan Amendment    |
| <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Tentative Subdivision Map |
| <input type="checkbox"/> Variance           | <input type="checkbox"/> Lot Line Adjustment       |
| <input type="checkbox"/> Zone Change        | <input type="checkbox"/> Other (specify): _____    |
| <input type="checkbox"/> Design Review      |  |
| <input type="checkbox"/> Flatwork Permit    |  |



## FILING REQUIREMENTS

Application Type	Plans (18 full size & 7 reduced size)	Plans (1 full size & 7 reduced size)	Mailing Radius Map and Labels	Materials/Color Samples and Colored Elevations, CD (JPEG)	Preliminary Environmental Assessment
Special Use Permit with Development	Yes		Yes	Yes	Check with Planning
Special Use Permit in Existing Building		Yes	Yes	Yes	Check with Planning
Rezoning/General Plan Amendment			Yes		Yes
Variance		Yes	Yes	CD Only	Check with Planning
Tentative Subdivision Map	Yes		Yes	CD Only	Check with Planning
Lot Line Adjustment/Lot Merger		Yes			
SUP-Apartment Conversion		Yes	Yes	Yes	Check with Planning
<b>Other Applications - See Planning</b>					

**Applications for Multiple Permits:** If the application is form more than one type of zoning review, the application requirement with the greatest number of submittal materials is required.

**Description of Filing Requirements:**

- **Plans For New Development:** A “set” of plans includes a site plan, floor plan, building elevations, a preliminary landscaping plan, and a preliminary sign plan. A reduced size set should be 11”x 17”. (see Plan Requirements on Pg. 4 of this application for detailed requirements).
- **Plans For Existing Buildings:** A “set” of plans for a project involving the use of an existing building must include a site plan, floor plan and elevations (photographs of the building may be substituted for elevations).

**Description of Filing Requirements (continued)**

- **Mailing Radius Map and Owner’s Labels:**
  - 1) An area map showing individual lots and Assessor’s Parcel Numbers with a radius of 500 feet from the subject property boundaries clearly drawn.



2) An Excel file with the Assessor’s parcel number, mailing address for all **Property Owner’s and Occupants** within (or partially within) the 500’ radius.

**OR**

Two sets of adhesive labels with the Assessor’s Parcel Number, mailing address for all **Property Owner’s and Occupants** within (or partially within) the 500’ radius. Labels must be typed and provided on 8 ½” by 11” sheets.

Example of mailing label: 4702-021-010  
John Smith  
123 Pine Avenue  
Lawndale, CA 90260

Ownership information and maps are available through the Los Angeles County Tax Assessor’s Office located at 1401 E. Willow St., Signal Hills, CA 90755. The Tax Assessor’s phone number is (562) 256-1701.

Filing assistance – These are private firms that will assist in the preparation of mailing information. Please note that the City of Lawndale cannot endorse or recommend these firms.

- |                                       |                       |
|---------------------------------------|-----------------------|
| <b>Advanced Listing Services Inc.</b> | <b>(949) 361-3921</b> |
| <b>DataProMapping.com</b>             | <b>(800) 568-7104</b> |
| <b>Nieves &amp; Associates</b>        | <b>(310) 375-5925</b> |
| <b>NotificationMaps.com</b>           | <b>(866) 752-6266</b> |
| <b>Quality Mapping Service (QMS)</b>  | <b>(818) 997-7949</b> |
| <b>Radius Maps</b>                    | <b>(888) 2-RADIUS</b> |
| <b>T-Square Mapping Service</b>       | <b>(626) 403-1803</b> |

- **Materials/Color Samples and Colored Elevations:** For projects involving new construction, the applicant must provide a color and materials sample board. Additionally, the applicant must provide 1 full-size and 7 (11” x 17” size) colored elevations.
- **“CD with attachments”** The applicant must provide a CD (JPEG) of colored elevations and all plans (as required by planning).
- **Preliminary Environmental Assessment:** Projects that do not qualify for an exemption from the California Environmental Quality Act must include and application (and fee) for a Preliminary Environmental Assessment. Contact the Planning Department for a determination, application forms and any additional requirements (e.g. traffic impact analysis or noise studies).
- **Apartment Conversion Requirements:** Applications for the conversion of an existing building to condominiums must include copies of notices of tenant notification, building inspection reports, covenants conditions and Restrictions (CC&R’s) see planning for additional information



## PLAN REQUIREMENTS

### Site Plans Must Include:

- All plans must be drawn to scale
- Property owners information (name and address)
- Property Address
- Lot dimensions and lot area
- Building dimension and area
- A north arrow
- Names of adjacent streets
- A Calculation of the number of parking spaces required and the number provided
- Dimensioned building setbacks, parking spaces sizes, aisle widths, etc.
- For residential projects: a calculation of common and private open space provided
- Any existing or proposed easements
- Indicate the uses on the adjacent properties and the building locations
- Location of trash area
- Location of utility meters and transformers
- ***CD with attachments*** of Color Renderings (JPEG) and all plans required by planning.

### Floor Plans Must Include:

- A description of the various uses within the building with rooms/areas labels
- Window and exterior door locations
- Dimensions of proposed and existing structures

### Elevations Must Include:

- Building height dimensions to all elements of the building
- Proposed building materials and colors labeled

### Preliminary Landscaping Plan Must Include:

- A calculation of the percentage of the site area covered by landscaping
- A planting plan showing the location of all shrubs, trees and ground cover
- A plant materials list including size, number and species of plants and trees

### Preliminary Sign Plan Must Include:

- Location, size, color and materials of all signs shown on a site plan and building elevations.



## PERMIT FEES (effective May 2006)

<b>Special Use Permit</b>	<b>\$1,800</b>
Zone Change/Specific Plan Amendment/ Planning Text Amendment	\$2,500
<b>General Plan Amendment</b>	<b>\$2,000</b>
	\$400 w/ zone change
Variance	
• Planning Commission	\$1,800
• Director Review	\$1,000
Land Use Determination	\$265
<b>Tentative Parcel/Tract Map</b>	<b>\$2,600</b>
Time Extension	\$100
Appeals	\$350
Lot Line Adjustment/Lot Merger	\$575
Temporary Banner/Sign Review	\$30
<b>Final Parcel/Tract Map</b>	<b>\$2,000</b>
<b>Environmental Impact Report</b>	<b>\$2,000</b>
Preliminary Environmental Assessment/ Negative Declaration	\$600
<b>Development Permit</b>	<b>\$1,800</b>
w/ SUP	\$400
Minor Development	\$100
Plan Check ( <i>Residential</i> )	\$100
Plan Check ( <i>Commercial</i> )	\$200
Plan Check ( <i>Wireless Telecommunications</i> )	\$535
Deposit ( <i>Wireless Telecommunications</i> )	\$2,500
Residential Property Report	\$80
Condo Conversion	\$2,800
Design Review	\$200 Flat Rate
Quimby Act Fees	\$400
Restrictive Use Covenant	\$300
Application for zoning-subdivision	

Revised – February 2016

