

## Development Review Applicant's Guide

### PURPOSE

The Development Review process was designed to promote the orderly development of the City and to guide the direction of building development, according to the zoning plan of the City. Through the architectural review process, the Development Review Board acts to conserve property values, and to preserve the character of the area and the character of buildings already erected in the area.

### FINDINGS

The Development Review Board must make the following findings of fact, prior to approval of an application:

(a) That the development will not be detrimental to the character of the zone in which it is proposed to construct the building, the particular suitability of the zone for particular uses and the character of buildings already erected in the district and will conserve property values and promote the direction of building development according to the zoning plan of the City.

(b) That the application for the building permit indicates the manner in which adjacent structures are protected against noise, vibration and other factors which tend to make the environment less desirable, and are reasonably efficient and satisfactory.

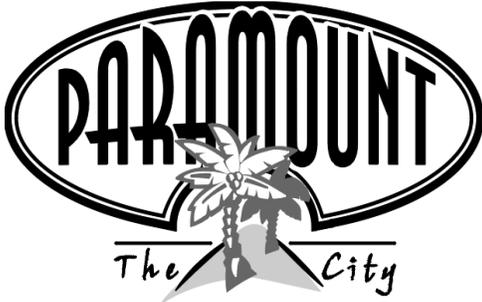
(c) That the exterior architectural appeal, design and functional plan of the proposed structure will, when erected, not be either so at variance with the exterior architectural appeal, design and functional plan of the structures already constructed or in the course of construction in the zone in questions and the immediate neighborhood of the proposed site as to cause a substantial depreciation of property values in the neighborhood, so far as:

1. Setbacks;
2. Building height;
3. Vehicular parking, and vehicular and pedestrian ingress and egress;
4. Location of services;
5. Walls;
6. Landscaping; or
7. Gross floor area

(d) That the proposed development indicates adequate consideration for the other existing or contemplated uses of land in the general area and an orderly development of the same.

### **Process For Filing Development Review Application**

1. Contact the Planning Division for development standards, zoning, general plan designation, scheduling, application forms or other information.
2. Submit preliminary plot plan and elevation for review by city staff of zoning standards and an overall site evaluation at least one (1) week prior to application deadline.
3. Revise and finalize plans based on preliminary review, for submittal of project – refer to application for submittal details.
4. After all forms are submitted, the Chair of the Development Review Board will schedule the matter before the Board.
5. A staff report, evaluating the proposal, will be prepared for the Development Review Board. A copy of this report will be mailed to the applicant prior to the Board meeting.
6. At the Board meeting, the staff will first present its report and recommendations. The applicant may then comment on any aspect of the application or the recommendations.
7. After hearing testimony, the Development Review Board may (a) approve, (b) conditionally approve, (c) deny the request, or (d) postpone the decision to a later specified time, date and place.
8. Any person dissatisfied with the action of the Development Review Board may file an appeal with the City Clerk within 30 days after the decision of the Board.
9. On appeal, the City Council will review the Development Review Board's decision and hear new evidence and testimony, if any. The decision of the City Council shall be final.



City of Paramount  
16400 Colorado Ave  
Paramount, CA 90723  
(562) 220-2036

## DEVELOPMENT REVIEW APPLICATION

### For Community Development Use:

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

Case No.(s): \_\_\_\_\_

Date of Hearing: \_\_\_\_\_

By: \_\_\_\_\_

Related Items: \_\_\_\_\_

### APPLICANT

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

Mailing Address: \_\_\_\_\_

Phone Number of Applicant: \_\_\_\_\_

Email Address of Applicant: \_\_\_\_\_

Legal Owner of Property  
(If different from applicant): \_\_\_\_\_

Owner's Address: \_\_\_\_\_

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

Owner's Email Address: \_\_\_\_\_

Name of Business  
(If applicable): \_\_\_\_\_

### LOCATION

Subject property is located at \_\_\_\_\_

Between \_\_\_\_\_ and \_\_\_\_\_

### LEGAL

Assessor's Parcel No.: \_\_\_\_\_ Parcel Size: \_\_\_\_\_ sq. ft.

Legal description:

### LAND USE

Existing Zoning: \_\_\_\_\_ General Plan Land Use Designation: \_\_\_\_\_

Current Land Use: \_\_\_\_\_

If Vacant, Previous Use: \_\_\_\_\_

Number of Months Vacant: \_\_\_\_\_

**TOP SECTION - TO BE COMPLETED IF THE APPLICANT IS NOT THE OWNER OF THE SUBJECT PROPERTY**

I/We \_\_\_\_\_ owner of the above described real property, authorize \_\_\_\_\_ to:

\_\_\_\_\_ Make an application for a \_\_\_\_\_ on the property heretofore described and/or

\_\_\_\_\_ Appear and act for me in my place and stead at any and all hearings connected with said application, before either the Development Review Board, or the City Council of the City of Paramount. He is authorized to take such action as he deems advisable in connection with said application.

Signature of Owner \_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_

Owner's Daytime Telephone No. \_\_\_\_\_

**AFFIDAVIT  
TO BE COMPLETED FOR ALL APPLICATIONS**

STATE OF CALIFORNIA        }  
COUNTY OF LOS ANGELES    }        SS:

I, \_\_\_\_\_, being duly sworn depose and say

Agent \_\_\_\_\_

Lessee \_\_\_\_\_

That I am an owner \_\_\_\_\_ of property in this petition and that the

Optionee \_\_\_\_\_

Purchaser \_\_\_\_\_

Foregoing signature, statements, and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. I certify under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Number

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Notary Public

## RESIDENTIAL DESIGN SUPPLEMENT

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Proposed Project/Development/Use of Property:

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1. **SIZE OF UNITS** (number of bedrooms and gross square feet):

	<u>Number</u>	<u>Sq. Ft.</u>	<u>Type of Unit (single family, condo &amp; apartment)</u>
0 Bedroom (studio)	_____	_____	_____
1 Bedroom	_____	_____	_____
2 Bedroom	_____	_____	_____
3 Bedroom	_____	_____	_____
4 Bedroom	_____	_____	_____
5 Bedroom	_____	_____	_____

Total number of units: \_\_\_\_\_ Proposed density (units/acre): \_\_\_\_\_

2. **FLOOR AREA:**

Existing floor area (if applicable): \_\_\_\_\_

Proposed additional floor area: \_\_\_\_\_

Total proposed floor area: \_\_\_\_\_

3. **PARKING**

Off-street parking spaces:

Guest parking (if applicable):

	<u>Number</u>		<u>Number</u>
Covered	_____	Covered	_____
Open	_____	Open	_____
Total No. Spaces	_____	Total No. of Guest Parking Spaces	_____
Number of Compact	_____		

**PARKING** (cont.)

Type of covered parking provided: \_\_\_\_\_

Is carport/garage opening screened from view of residents, freeways, and other streets? \_\_\_\_\_

If yes, how? \_\_\_\_\_

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

Are open parking spaces screened from view of residents, freeways, and other streets? \_\_\_\_\_

If yes, how? \_\_\_\_\_

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

Specify number & location of spaces provided for recreational vehicles owned by the residents:

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

**4. AMENITIES**

a. Laundry facilities: YES NO

Number of Washers: \_\_\_\_\_ Location: \_\_\_\_\_

Number of Dryers: \_\_\_\_\_ Location: \_\_\_\_\_

Special features: \_\_\_\_\_

b. Locked storage facilities: YES NO

Dishwasher Refrigerator Other

Garbage Disposal Range and oven

c. Major Appliances:

Dishwasher Refrigerator Other

Garbage Disposal Range and oven

**PARKING (cont.)**

d. Private Patios: YES NO  
Size \_\_\_\_\_ Number \_\_\_\_\_

Method assuring maximum privacy: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. Security devices:  
Doors Windows Sliding Doors  
Type \_\_\_\_\_

Recreational facilities: YES NO  
Location \_\_\_\_\_  
\_\_\_\_\_  
Equipment Provided \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXTERIOR FEATURES:**

5. Describe the exterior building treatment(s) to be used, including color schemes, textures, materials & their relationships.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESIDENTIAL DESIGN SUPPLEMENT**

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6. Describe the proposed roof type, design and material. Please indicate method of concealing roof structures, such as air-conditioning units, heating units, etc., from view.

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7. What kind of walls are provided around the development and/or the individual parcels? Specify height and materials to be used.

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8. Describe how windows, balconies and other openings are located and designed to assure privacy for adjoining properties and reduce the undesirable effects of any major streets and/or freeways that are nearby.

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9. How are refuse storage areas in the project to be screened from view of the residents, streets, freeways and adjacent properties?

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10. Describe the landscaping scheme and materials to be used in your project. Include information about the species, maturity and location of the vegetation to be used. Describe the proposed watering system to be used for the landscaped areas.

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**If commercial, industrial or other type of use, please complete the following:**

1. Proposed land use: \_\_\_\_\_

2. Floor Area/Building Height

Existing floor area (if applicable): \_\_\_\_\_

Proposed additional floor area: \_\_\_\_\_

Total proposed floor area: \_\_\_\_\_

Building height (to roof peak): \_\_\_\_\_

3. Off-street Parking Spaces

Number of on-site parking spaces proposed: \_\_\_\_\_

4. Proposed landscaped areas:

	<u>Length</u>	<u>Width</u>	<u>Area</u>
Area A	_____	_____	_____
Area B	_____	_____	_____
Area C	_____	_____	_____

5. Hours of operation: \_\_\_\_\_

Estimated number of employees per shift \_\_\_\_\_

Estimated number of customers (per day) \_\_\_\_\_

Estimated range of services area (miles) \_\_\_\_\_

6. Proposed materials and colors to be used on exterior of building:

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

7. Proposed material and type of roof:

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

8. Proposed materials and colors to be used for fences:

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

9. Describe how the proposed development will be compatible with the character of the zone in which it is to be located. Explain how the development is suitable to the uses and character of buildings within the area and how this project will conserve property values and promote development according to the zoning plan or General Plan.

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10. Describe how adjacent structures are protected against noise, vibration and other factors which tend to make the environment less desirable.

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11. Describe the exterior architectural appeal, design and functional plan of the development. Explain how the proposed development is consistent with existing structures or structures under construction within the zone as far as (1) setbacks, (2) building heights, (3) vehicular parking and vehicular and pedestrian ingress and egress, (4) location of services, (5) walls, (6) landscaping or (7) gross floor area.

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12. Describe how the project provides for orderly development of the land and adequately considers the other existing or contemplated uses of land in the general area.

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## SUBMITTALS

The applicant shall file, as a part of this application:

**Thirteen prints (11" x 17") of a site plan (plot plan) and one set drawn to an appropriate scale, showing the following information:**

- A. The exterior boundaries of the subject property indicating easements, dimensions and lot size.
- B. The name and width of the adjoining public and/or private street(s) providing access and/or frontage to the subject property.
- C. The location, size, height and type of all structures, including signs, walls and fences and the location, size and dimensions of all yards, setbacks, and all spaces between structures.
- D. The location, size and type of all doors and windows.
- E. The location, dimensions, and method of improvement of all driveways, parking areas, walkways, and means of access, ingress and egress.
- F. The location, dimensions, and layout of all parking areas.
- G. The location, dimensions, and method of improvement of all property to be dedicated to the public or to public utilities.
- H. The name, mailing address, telephone number, and email address of the proposed property owner, person and/or firm preparing the building plans (plot plans, floor plans and elevations).
- I. The scale to which the plot plan has been drawn and the north point (where possible the plot plan should be drawn with north oriented toward the top of the plan).
- J. A detailed **floor plan** shall also be required. Such floor plans shall indicate the division and use of space within all existing and/or proposed buildings and building additions and the location of loading doors and facilities. Floor plans may be combined with the plot plan and submitted as a single map.

**Thirteen prints (11" x 17") of architectural plans and one set to scale showing the following:**

- A. All architectural **elevations** of each building and a composite elevation from street if multiple buildings are proposed (incorporate the profile of landscaping and buildings adjacent to such elevations)
- B. Roof plan showing the direction of slope of roof elements and location of mechanical equipment, ducts and vents.
- C. The lighting to be applied to the exterior wall surfaces or to be used for walkways, drives and parking lots, and the light cast by the building's interior, its signs, etc., which are visible from adjacent or neighboring properties.

## SUBMITTALS

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- D. All artwork, sculpture, fountains, and other ornamental or decorative features visible from surrounding properties.
- E. All provisions for and design of the following appurtenances if visible from the exterior:
- |                                  |   |
|----------------------------------|---|
| Utility lines, meters, boxes     | Sun shades, awnings, louvers                    |
| Refuse, storage and pickup areas | Downspouts                                      |
| Stairs, ramps, fences, walls     | Mechanical equipment visible from the exterior. |
| Flues, chimneys, exhaust fans    | Loading docks, carports                         |
| Penthouses                       | Antennas  |
| Balconies                        |   |
- F. One color rendering of elevations or perspective drawings in PDF format.
- G. One color and material palette indicating the kinds and finishes of all the exterior materials (including roof and walls) and color samples of paint or manufactured products to be applied on the exterior (including fascia and trim) of the proposed structure.