



Conditional Use Permit Applicant's Guide

PURPOSE

The Conditional Use Permit is a permit issued to a landowner by the Planning Commission allowing a particular use or activity not allowed as a matter of right within a zoning district. The Conditional Use Permit process is designed to give the Planning Commission an opportunity to consider the peculiar characteristics of the proposed use relative to placement at specific locations and to insure proper integration with other existing or permitted uses in the same zone or zones.

In granting the permit, certain safeguards to protect the health, safety and general welfare may be required as conditions of approval. In addition, conditions of approval may be required to promote orderly development and to conserve property values and the character of the zone or area in which the use is requested.

Such conditions may include, but are not limited to:

Installation of masonry trash enclosures

Installation of masonry block wall along property lines for screening purposes

Screening of mechanical equipment, whether on rooftop, ground level or anywhere on the building structure, which is visible from public street or adjacent property.

Installation or upgrading of landscaping which conforms to setback and Municipal Code requirements

Installation of signs which conform to Municipal Code requirements

Resurfacing and/or landscaping of parking areas

Installation of appropriate lighting for parking areas

Abatement of any substandard conditions, property maintenance violations, or Municipal Code violations, such as:

- ❖ Removal of outside storage
- ❖ Painting of buildings
- ❖ Repair of walls, fences, etc.

In granting the permit, the Planning Commission has the authority to grant, conditionally grant, or deny a Conditional Use Permit application based on the evidence submitted by the applicant and the Commission's own study of the particular request.

FINDINGS

The applicant for a Conditional use Permit shall substantiate to the satisfaction of the Planning Commission, the following facts:

- A) That the requested use at the location proposed will not:
 - (1) Adversely affect the health, peace, safety or welfare of persons residing or working in the surrounding area;
 - (2) Be materially detrimental to the use, enjoyment or valuation of property of other persons located in the vicinity of the site; nor
 - (3) Jeopardize, endanger or otherwise constitute a menace to the public health, safety or general welfare; and

- B) That the proposed site is adequate in size and shape to accommodate the yards, walls, fences, parking and loading facilities, landscaping and other development features prescribed in this chapter, or as is otherwise required in order to integrate such use with the uses in the surrounding area; and

- C) That the proposed site is adequately served:
 - (1) By highways or streets of sufficient width and improved as necessary to carry the kind and quantity of traffic such use would generate, and
 - (2) By other public or private service facilities as are required; and

- D) That such use is necessary or desirable for the development of the community, is essentially in harmony with the various elements of the general plan, and is not detrimental to existing use or to uses specifically permitted in the zone in which the proposed use is located.

Procedure for Filing a Conditional Use Permit Application

1. The owner or owner's representative shall submit an application, filing fee, and other required data to the Community Development Department. The filing fee is \$575.00
2. After all forms are submitted, the Chairman of the Planning Commission will schedule the matter for a public hearing before the Commission. The applicant, owner, and owners of the property within 300 feet of the subject property will receive notice of the public hearing ten days prior to the public hearing.
3. A staff report, evaluating the request, will be prepared for the Planning Commission. A copy of this report will be mailed to the applicant prior to the hearing.
4. At the hearing, the staff will first present its report and recommendation. This presentation will be followed by testimony from the applicant and any interested persons who may wish to comment on the application.
5. The Planning Commission may then close the public hearing and (1) approve, (2) conditionally approve, (3) deny the request or postpone decision to a later date, or (4) continue the public hearing to a specified time, date, and place, the Commission will announce its decision at a regular meeting or scheduled a special meeting within 40 days after the conclusion of the public hearing. The decision of the Planning commission shall be final unless an appeal is filed with the City Clerk.
6. A person dissatisfied with the action of the Planning Commission may file an appeal with the City Clerk within 10 days of notification in writing of the Planning Commission's decision. Such appeal must be filed on the appropriate form and accompanied with a filing fee of \$250.00.
7. On appeal, the City Council will review the Planning Commission's decision and hear new evidence and testimony, if any. In deciding the appeal, Council may affirm, reverse, or modify any Commission decision.



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

CONDITIONAL USE PERMIT APPLICATION

For Community Development Use:

Date Filed: _____ Fee: \$575.00

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: _____

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: _____

REQUEST

Omission of or incomplete answers to the questions or requirements below will result in the delay of processing your application. The matters below should not be considered as a limitation upon material to be submitted, and the applicant is encouraged to include all relevant information pertaining to a request, even if not specifically called for in this application form. Remember, you as the applicant know your proposal best, so elaborate when necessary so that the Planning Commission may become fully acquainted with the request.

Proposed Use of Property and Purpose of Application

Describe in detail the nature of the business, occupation or purpose for which the building, structure, improvement, or premises are to be used and what is to be done on or with the property in the way of used and what is to be done on or with the property in the way of additional improvements. For businesses please include: days/hours of operation, number of employees, method of production, and any type of machinery or equipment used.

JUSTIFICATION

1. Describe how the proposed use will not adversely affect properties in the surrounding area or the permitted uses thereon.

2. Describe how the proposed use of the site is adequate in size and shape to accommodate said use and all yards, wall, fences, parking and loading facilities, landscaping, and other development features and requirements in order to integrate said use with uses in the surrounding area.

3. Describe how the site is served by streets and highways, which are adequate to carry the quantity and kind of traffic which will be generated by the proposed use.

4. Describe how the use is necessary or desirable for the development of the community and is not detrimental to existing uses or permitted uses in which the use is proposed to be located.

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 all hearings connected with said application, either before the Planning Commission, or the City Council of the city of Paramount. He or she is authorized to take such action as he or she deems advisable in connection with said application.

Signature of Property Owner _____

Property Owner's Mailing Address _____

Property Owner's Daytime Telephone No. _____

**AFFIDAVIT
TO BE COMPLETED BY THE APPLICANT 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 _____

Forgoing 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

CITY OF PARAMOUNT

ENVIRONMENTAL INFORMATION FORM
(To Be Completed By Applicant)

Date Filed _____

General Information

1. Name and address of developer or project sponsor: _____

2. Address of project: _____
Assessor's Block and Lot Number: _____
3. Name, address, telephone number, and email address of person to be contacted concerning this project:

4. Indicate number of the permit application for the project to which this form pertains:

5. 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:

6. Existing zoning district: _____
7. Proposed use of site (Project for which this form is filed):

Project Description

8. Site size.
9. Square footage.
10. Number of floors of construction.
11. Amount of off-street parking provided.
12. Attach plans.
13. Proposed scheduling.
14. Associated project.

Environmental Information Form

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15. Anticipated incremental development.
16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
18. If industrial, indicate type, estimated employment per shift, and loading facilities.
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

- | | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| 21. Change in existing features of any bays, tidelands, beaches, lakes or Hills, or substantial alteration of ground contours. | ___ | ___ |
| 22. Change in scenic views or vistas from existing residential areas or public lands or roads. | ___ | ___ |
| 23. Change in pattern, scale or character of general area of project. | ___ | ___ |
| 24. Significant amounts of solid waste or litter. | ___ | ___ |
| 25. Change in dust, ash, smoke, fumes or odors in vicinity. | ___ | ___ |
| 26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns. | ___ | ___ |
| 27. Substantial change in existing noise or vibration levels in the vicinity. | ___ | ___ |
| 28. Site on filled land or on slope of 10 percent or more. | ___ | ___ |
| 29. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives. | ___ | ___ |
| 30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.). | ___ | ___ |
| 31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.). | ___ | ___ |
| 32. Relationship to a larger project or series of projects. | ___ | ___ |

Environmental Information Form

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Environmental Setting

33. 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. Snapshots or polaroid photos will be accepted.
34. 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 houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or polaroid photos will be accepted.

Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date

Signature

Title

SUBMITTALS

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

13 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 and phone number 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 doors and facilities. Floor plans may be combined with the plot plan and submitted as a single map.

Dear Applicant:

The following Party Disclosure Form is required by the State of California Government Code Section 84308 and has been prepared by the Legal Division of the Fair Political Practices Commission.

All applicants for City licenses, permits, or other entitlements, pending before any City Commission must complete the form and submit it with your application. Your application will not be processed unless the attached party disclosure form is complete.

Any questions or comments regarding the Party Disclosure Form should be directed to the Fair Political Practices Commission, 428 "J" street, Suite 800, Sacramento, CA 95814, (916) 322-5901.

PARTY DISCLOSURE FORM
Information Sheet

(Name of Board or Commission)

This form must be completed by applicants for, or persons who are the subject of, any proceeding involving a license, permit, or other entitlement for use pending before_____. (Please see next page for definitions of these terms.)

Important Notice

Basic Provisions of Government Code Section 84308

- I. If you are an applicant for, or the subject of, any proceeding involving a license, permit, or other entitlement for use, you are prohibited from making a campaign contribution of \$250 or more to any commissioner/board member, his or her alternate, or any candidate for such position. This prohibition begins on the date your application is filed or the proceeding is otherwise initiated, and the prohibition ends three months after a final decision is rendered by _____. In addition, no commissioner/board member, alternate, or candidate may solicit or accept a campaign contribution of \$250 or more from you during this period.

These prohibitions also apply to your agents, and, if you are a closely held corporation, to your majority shareholder as well.

- II. You must file the attached disclosure form and disclose whether you or your agent(s) have in the aggregate contributed \$250 or more to any commissioner/board member, his or her alternate, or any candidate for the position during the 12 month period preceding the filing of the application or the initiation of the proceeding.
- III. If you or your agent have made a contribution to any commissioner/board member, his or her alternate, or any candidate for the position during the 12 month period preceding the filing of the application or proceeding, that board member must disqualify himself or herself from the decision. However, disqualification is not required if the board member, alternate or candidate returns the campaign contribution within 30 days of learning about both the contribution and the proceedings.

This form should be completed and filed with your application, or with the first written document you file or submit after the proceeding commences.

Prepared by: Legal Division
Fair Political Practices Commission
428 "J" Street, Suite 800
Sacramento, CA 95814
(916) 322-5901
5/86

1. A proceeding involving “a license, permit, or other entitlement for use” includes all business, professional, trade and land use licenses and permits, and all other entitlements for use, including all entitlements for land use; all contracts (other than competitively bid, labor or personal employment contracts) and all franchises.
2. Your “agent” is someone who represents you in connection with a proceeding involving a license, permit or other entitlement for use. If an individual acting as an agent is also acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity, both the business entity and the individual are “agents.”
3. To determine whether a campaign contribution of \$250 or more has been made by you, campaign contribution made by you within the preceding 12 months must be aggregated with those made by your agent within the preceding 12 months or the period of the agency, whichever is shorter. Campaign contributions made to different commissioners, their alternates, or candidates are not aggregated.

This notice summarizes the major requirements of Government Code Section 84308 of the Political Reform Act and 2 Cal. Adm. Code Sections 18438-18438.8 For more information, contact the Fair Political Practices Commission, 428 “J” Street, Suite 800, Sacramento, CA 95814, (916) 322-5901.

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Fair Political Practices Commission
428 “J” Street, Suite 800
Sacramento, CA 95814
(916) 322-5901
5/86

(Name of Board or Commission)

To be completed only if contributions totaling \$250 or more have been made.

Party's Name: _____

Party's Address: _____

Street

City

State Zip Phone

Application or Proceeding
Title and Number: _____

Board or Commission Member(s) to whom you and/or your agent made campaign contributions totaling \$250 or more and dates of contribution:

Name of Member: _____

Name of Contributor (if other than Party): _____

Date(s): _____

Amount(s): _____

Name of Member: _____

Name of Contributor (if other than Party): _____

Date(s): _____

Amount(s): _____

Name of Member: _____

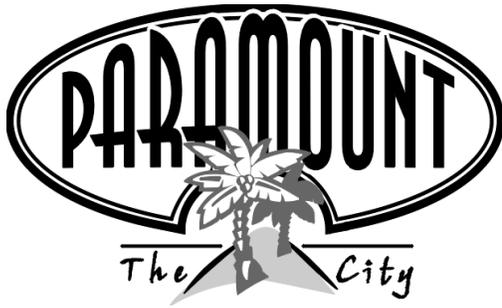
Name of Contributor (if other than Party): _____

Date(s): _____

Amount(s): _____

Date: _____

Signature of Party and/or Agent



APPLICANT NOTICE REQUIREMENTS FOR PUBLIC HEARINGS

Applicants applying for discretionary permits requiring public hearings need to provide mailing labels for property owners within a 300-foot radius of the subject property. This includes applications for General Plan Amendments, Conditional Use Permits, Zone Variances, Zone Changes, Tentative Tract/Parcel Maps, and Condominium Conversions.

Mailing labels and maps must be submitted to the Community Development Department when this application is filed.

Listed below are businesses, which can provide you with mailing labels for property owners within a 300-foot radius of the project site. This list contains the names of businesses we are aware of, and is not meant to be inclusive or complete, or imply a recommendation of these providers. You may use any other business which provides the same service.

Susan W. Case

Ownership Listing Service
917 Gleneyre St., Suite 7
Laguna Beach, CA 92651
(949) 494-6105
(949) 494-7418
Web: www.susancase.com
E-Mail: orders@susancaseinc.com

Darla A. Hammond

T-Square Mapping Service
969 So. Raymond Avenue
Pasadena, CA 91105
(626) 403-1803
(626) 403-2972 Fax

Catherine McDermott

Ownership Listing Service
5595 Paseo Joaquin
Yorba Linda, CA 92686
(951) 699-8064

EZ Mapping Services

P.O. Box 661464
Arcadia, CA 91006
(626) 272-7979
ezmapping@yahoo.com

Hoover Architectural Group

Rex A. Hoover, AIA
800 East Wardlow Road, Suite E
Long Beach, CA 90807
(562) 595-8770
(562) 595-8701 Fax
rhover@hoover-architect-group.com

A M Mapping Service

Anna M. Smit
8001-B Archibald Ave., #4710
Rancho Cucamonga, CA 91730
(909) 466-7596
(909) 466-7595 Fax

Radius Map Service

Mark Jaworski
3837 E. 7th Street
Long Beach, CA 90804
(562) 464-5175
Cell (673-1753

L.A. Mapping Service

8062 Whitmore Street
Rosemead, CA 91770
(626) 280-8382
Voice Mail: (213) 371-7203

Szeto Stanley**GIS and Cartography**

879 W. Ashiya Road
Montebello, CA 90640
(626) 512-5050
Fax: (323) 838-0515

City Radius Maps**Robert Simpson**

300 East Bonita #3641
San Dimas, CA 91773
(818) 850-3382
Robert@cityradiusmaps.com

NotificationMaps.com

23412 Moulton Parkway, Suite 140
Laguna Hills, CA 92653
(866) PLAN.COM
sales@notificationmaps.com

Angeles Planning Group

225 South Lake Avenue, Suite 300
Pasadena, CA 91101
(323) 351-3961

Donna's Radius Maps

684 S. Gentry Lane
Anaheim, CA 92807
(714) 921-2921
ddradiusmaps@sbcglobal.net

N.P.S + ASSOCIATES

396 W. AVENUE 44
LOS ANGELES, CA 90065
(323) 801-6393
Web: npsassociates.com
contact.npsassociates@gmail.com

Along with the mailing labels, you must provide a notarized certification of correctness signed by the person who prepared the radius and labels. A sample certification is attached.

CERTIFICATION OF CORRECTNESS

The attached list represents the names and addresses of all property owners located within 300 feet of the exterior boundaries of the property located at _____, Paramount, California. This information was obtained from the latest Los Angeles County Assessment Rolls.

Signature of Preparer

Printed Name of Preparer

State of California }
County of Los Angeles } ss.

On _____ before me, _____,

Notary Public, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s).

WITNESS my hand and official seal.

Notary Public

IMPORTANT NOTICE

THIS APPLICATION IS SUBJECT TO ENVIRONMENTAL REVIEW PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA). TO COMPLY WITH THIS LAW, WE ARE REQUIRED TO POST DOCUMENTS WITH THE OFFICE OF THE LOS ANGELES COUNTY RECORDER. AS OF JANUARY 1, 1991, THE COUNTY HAS REQUIRED A FEE FOR THIS SERVICE.

YOUR APPLICATION INCLUDES A \$75.00 FEE TO POST THE REQUIRED DOCUMENTS WITH THE COUNTY OF LOS ANGELES.