THE CITY OF SAN FERNANDO

CONDITIONAL USE PERMIT APPLICATION

CLEAR FORM

REQUIREMENTS

TO THE APPLICANT:

Please provide the following materials for your application. A complete application package will expedite your public hearing before the Planning and Preservation Commission. A complete package consists of the following:

1. A completed Conditional Use Permit application (Page 5) signed by the applicant and property owner. If the applicant owns the property, please sign on both lines.
2. A complete site plan and, if required, building elevations. (Planning staff will determine whether elevations are necessary for a specific application.) Site plan specifications are attached.
3. A 500-foot radius map (one copy) and ownership list and mailing labels (two sets). A sample radius map is attached. The ownership list should be numbered and keyed to the map, so that referring to the ownership list can readily identify a parcel's owner. An example is attached. (**Please note:** Unless specified, zoning and land uses are not required as part of the radius map information.)
4. An environmental information sheet and checklist. This is required whether or not a project is exempt from the California Environmental Quality Act, as it provides information necessary for that determination.
5. FILING FEES:

CONDITIONAL USE PERMIT APPLICATION	**$**	**3968.82**
ACTIVITY INFORMATION MANAGEMENT SYSTEM (AIMS) SURCHARGE	**$**	**396.88**
ENVIRONMENTAL ASSESSMENT (A) DEPOSIT	**$**	**2,400.00**
PUBLIC NOTIFICATION	**$**	**122.40**
LEGAL PUBLISHING OF NOTICE (B)	**$**	**600.00**
GENEARAL PLAN UPDATE SURCHARGE	**$**	**198.44**
TOTAL FILING FEE	**$**	**7,686.54**

a) The environmental assessment fee covers the preliminary assessment of your proposal. If your proposal is deemed to be categorically exempt, no further assessment is required. If a project is not categorically exempt and environmental documentation is required (e.g.- Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report), then the applicant is responsible for the additional cost. When applicable, proposals requiring environmental filing will require that a notice be filed with the Los Angeles County Clerk. The filing fee for recordation of environmental documents is $75.

b) For legal publishing of notices: If the cost to publish legal notices pertaining to the proposal exceeds $600 then the applicant will be billed accordingly.

Please fill out application as completely as possible. Planning staff will assist with the application, when necessary. However, it is essential that the radius map and mailing list be complete when submitted. <u>An incorrect map or mailing list nullifies the public hearing and any decision made by the Planning and Preservation Commission.</u>

For questions and assistance, please call the Community Development Department at (818) 898-1227. Assistance is also available at the zoning counter during normal business hours.

RADIUS MAP

The intent of the State law requiring notification of property owners within 500 feet of a zoning application is to clearly inform those owners of a project that could affect them. The law requires that the latest updated County Assessor's rolls be utilized. Property owners or their representatives must prepare ownership lists or the applicant may buy this service from the several companies that specialize in such work.

A sample radius map is attached, as well as an affidavit of the person who prepares the mailing list. That person must complete and sign the affidavit. A valid ownership list consists of the following:

1. Consecutive parcel numbers keyed to the map, so that it may easily be determined whether a specific property's owner was legally notified;
2. The assessor's book, page and parcel number (APN) for each parcel;
3. The name and mailing address of each property owner;

RADIUS MAP (CONTINUED)

4. The applicant's name and mailing address, with any representatives or others the applicant wishes to notify, marked with an XX. These will be sent by certified mail; and,

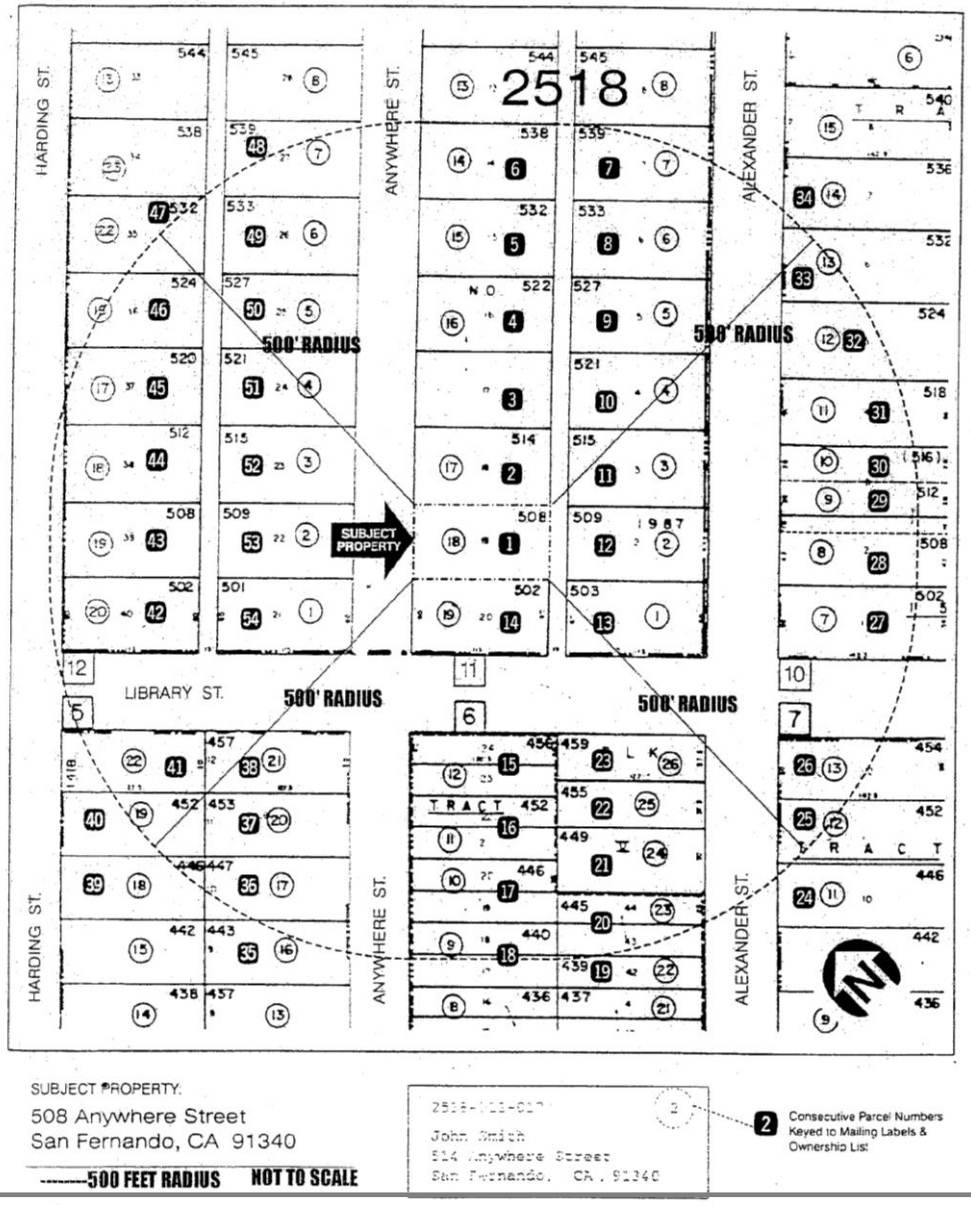
5. Two (2) sets of gummed mailing labels and one copy must be submitted. The labels should look like this:

APN 2511-001-001 1 Duke Wayne Dev. Co 101 N First Street Hollywood, CA 91111 **XX**	APN 2511-002-002 2 R. Phillippi 121 N. Orange Grove Ave. San Fernando, CA 91340

The first gummed label must have the applicant's name and address and the symbol XX in the lower right hand corner. This notice will be sent by certified mail. The applicant should also include all other parties - such as his architect or engineer - on the mailing list so that he/she may receive the notice as well.

The submitted radius map must indicate the subject property by graphic means. The parcels must be numbered consecutively (besides the legal description lot number and the APN) and keyed to the mailing list. The intent is to determine whether a specific property owner was notified of the public hearing.

SAMPLE RADIUS MAP



CERTIFIED PROPERTY OWNER'S LIST

AFFIDAVIT

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF SAN FERNANDO)

I, _____, hereby certify that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County within the area described on the attached application and for a distance of five hundred (500) feet from the exterior boundaries of the property described on the attached application.

I certify under penalty of perjury that the foregoing is true and correct.

(SIGNED) _____

NAME _____

ADDRESS _____

_____

PHONE _____

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THE CITY OF SAN FERNANDO

CONDITIONAL USE PERMIT APPLICATION

PROJECT INFORMATION

SITE ADDRESS(ES)	
ASSESSORS PARCEL NUMBER(S) "APN"	
LOT SIZE	EXISTING BUILDING (SQUARE FOOTAGE)
PROPOSED ADDITION (SQUARE FOOTAGE)	TOTAL PARKING SPACES (ON-SITE/OFF-SITE)
PROPOSED USE(S)	LANDSCAPING (SQUARE FOOTAGE)

PROJECT DESCRIPTION/TYPE OF CONDITIONAL USE PERMIT REQUEST *Include any additional information on separate sheet and attach to the back of this application*

APPLICANT INFORMATION

APPLICANT NAME		PHONE NUMBER
MAILING ADDRESS		
FAX NUMBER	EMAIL ADDRESS	SIGNATURE

PROPERTY OWNER INFORMATION

PROPERTY OWNER NAME		PHONE NUMBER
MAILING ADDRESS		
FAX NUMBER	EMAIL ADDRESS	SIGNATURE

FOR OFFICE USE ONLY

CUP APPLICATION $ 3,891.20 AIMS SURCHARGE $ 389.12 ENVIRONMENTAL $ 204.00 NOTIFICATION $ 120.00 PUBLISHING $ 600.00 GPU SURCHARGE $ 198.44 **TOTAL FEE $ 5,204.32**	ZONE	GENERAL PLAN AREA	FILE NUMBER	
	DATE FILED		CUP NO.	
	ACCEPTED BY		AIMS NO.	
COMMENTS			CROSS REFERENCE	
			SPR NO.	
			VAR NO.	
			OTHER	

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ENVIRONMENTAL INFORMATION FORM (APPLICANT)

GENERAL INFORMATION

1. NAME AND ADDRESS OF DEVELOPER OR PROJECT SPONSOR
2. ADDRESS OF PROJECT
3. ASSESSOR'S BLOCK AND LOT NUMBER
4. NAME, ADDRESS, AND TELEPHONE NUMBER OF PERSON TO BE CONTACTED CONCERNING THIS PROJECT
5. LIST AND DESCRIBE ANY OTHER RELATED PERMITS AND OTHER PUBLIC APPROVALS REQUIRED FOR THIS PROJECT, INCLUDING THOSE REQUIRED BY CITY, REGIONAL, AND FEDERAL AGENCIES
6. EXISTING ZONING DISTRICT
7. PROPOSED USE OF SITE (PROJECT FOR WHICH THIS FORM IS FILLED)

PROJECT DESCRIPTION

8. SITE SIZE
9. SQUARE FOOTAGE
10. NUMBER OF FLOORS OF CONSTRUCTION
11. AMOUNT OF OFF-STREET PARKING PROVIDED
12. PROPOSED SCHEDULING
13. ASSOCIATED PROJECTS
14. ANTICIPATED INCREMENTAL DEVELOPMENT
15. IF RESIDENTIAL, INDICATE THE NUMBER OF UNITS, SCHEDULE OF UNIT SIZES, RANGE OF SALE PRICES OR RENTS, AND TYPE OF HOUSEHOLD SIZE EXPECTED
16. IF COMMERCIAL, INDICATE THE TYPE, WHETHER NEIGHBORHOOD, CITY OR REGIONALLY ORIENTED, SQUARE FOOTAGE OF SALES AREA, AND LOADING FACILITIES
17. IF INDUSTRIAL, INDICATE TYPE, ESTIMATED EMPLOYMENT PER SHIFT, AND LOADING FACILITIES

CITY OF SAN FERNANDO INCORPORATED AUG. 31, 1911 CALIFORNIA

PROJECT DESCRIPTION (CONTINUED)

18. IF INSTITUTIONAL, INDICATE THE MAJOR FUNCTION, ESTIMATED EMPLOYMENT PER SHIFT, ESTIMATED OCCUPANCY, LOADING FACILITIES, AND COMMUNITY BENEFITS TO BE DERIVED FROM THE PROJECTS

19. IF THE PROJECT INVOLVES A VARIANCE, CONDITIONAL USE OR REZONING APPLICATION, STATE THIS AND INDICATE CLEARLY WHY THE APPLICATION IS REQUIRED

ENVIRONMENTAL SETTING

Please attach a brief description of the property involved (#19) and the surrounding area (#20). This can be very short and simple, a paragraph for each item.

20. 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.

21. 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, AND SCALE OF DEVELOPMENT (HEIGHT, FRONTAGE, SET-BACK, REAR YARD, ETC.). ATTACH PHOTOGRAPHS OF THE VICINITY.

ENVIRONMENTAL IMPACT

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

22. CHANGE IN EXISTING FEATURES OF ANY BAYS, TIDELANDS, BEACHES, OR HILLS, OR SUBSTANTIAL ALTERATION OF GROUND CONTOURS?	☐ YES	☐ NO
23. CHANGE IN SCENIC VIEWS OR VISTAS FROM EXISTING RESIDENTIAL AREA OR PUBLIC LANDS OR ROADS?	☐ YES	☐ NO
24. CHANGE IN PATTERN, SCALE OR CHARACTER OF GENERAL AREA OF THE PROJECT?	☐ YES	☐ NO
25. SIGNIFICANT AMOUNTS OF SOLID WASTE OR LITTER?	☐ YES	☐ NO
26. CHANGE IN DUST, ASH, SMOKE, FUMES, OR ODORS IN VICINITY?	☐ YES	☐ NO
27. CHANGE IN OCEAN, BAY, LAKE, STREAM, OR GROUND WATER QUALITY OR QUANTITY, OR ALTERATION OF EXISTING DRAINAGE PATTERNS?	☐ YES	☐ NO
28. SUBSTANTIAL CHANGE IN EXISTING NOISE OR VIBRATION LEVELS IN THE VICINITY?	☐ YES	☐ NO
29. SITE ON FILLED LAND OR SLOPE OF 10 PERCENT OR MORE?	☐ YES	☐ NO
30. USE OF DISPOSAL OF POTENTIALLY HAZARDOUS MATERIALS SUCH AS TOXIC SUBSTANCES, FLAMMABLES OR EXPLOSIVES?	☐ YES	☐ NO
31. SUBSTANTIAL CHANGE IN DEMAND FOR MUNICIPAL SERVICES (POLICE, FIRE, WATER, SEWAGE, ETC.)?	☐ YES	☐ NO
32. SUBSTANTIAL INCREASE IN FOSSIL FUEL CONSUMPTION (ELECTRICITY, OIL, NATURAL GAS, ETC.)?	☐ YES	☐ NO
33. RELATIONSHIP TO LARGER PROJECT OR SERIES OR PROJECTS?	☐ YES	☐ NO

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.

APPLICANT NAME	APPLICANT SIGNATURE	DATE