

**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION**

12700 NORWALK BOULEVARD
NORWALK, CA 90651-1030
(562) 929-5744 Voice (562) 929-5584 Fax

CONDITIONAL USE PERMIT SUBMITTAL REQUIREMENTS

1) INTRODUCTION

In order to provide the Community Development Department and the Planning Commission with an accurate and detailed description of your proposed project, the information listed below will be required upon submittal of your Conditional Use Permit (CUP) application. Since all projects are unique, additional information may be deemed necessary depending on the project's location, size, complexity and surrounding environment. If you have questions regarding the applicability of any of these submittal requirements or if additional information will be required for your particular project, contact the Planning Division at (562) 929-5744 for clarification.

2) REQUIRED SUBMITTAL INFORMATION

- A.** A completed, signed and notarized *General Planning Application*.
- B.** The *Conditional Use Permit Application Fee* (See Fee Schedule).
- C.** A completed and signed *Discretionary Planning Project Categorization Checklist*.
- D.** A completed and signed *Party Disclosure Form*.
- E.** A completed and signed *Environmental Information Form*.
- F.** *Public Hearing Information*.
 - 1) Provide a property ownership list (as taken from the latest Los Angeles County Equalized Tax Roll List) of all the legal property owners within three hundred feet (300') of the exterior boundaries (property lines) of the subject property/properties involved in this Conditional Use Permit (see format in attached example). A minimum of two (2) sets of typed, gummed, mailing labels on 8-1/2" x 11" sheets must be provided. On each gummed mailing label, type the assessor's parcel number, legal property owner's name, address, city, state and zip code (in that order). The latest Los Angeles County Equalized Tax Roll List may be obtained at *1401 Willow Street, Signal Hill, CA (Telephone No. (562) 256-1701)*. A title company can also prepare this information if you are unfamiliar with preparing public hearing notice information.
 - 2) Provide a copy of each page of the latest Los Angeles County Equalized Tax Roll List from which each legal property owner's name and address was derived. In addition, highlight each property owner that will be noticed from each page.

- 3) Provide a scaled radius map drawn on each assessor's parcel map book page that delineates all of the properties that have been identified within three hundred feet (300') of the subject property/properties that are a part of this Conditional Use Permit application (see attached example).
- G. A completed **Project Narrative Questionnaire** signed by the project developer/sponsor (see attached form).
- H. Provide two (2) copies of the **Title Report** for the subject property/properties that are a part of this Conditional Use Permit Application.
- I. A detailed **Site Plan** of the project location that illustrates the following information:
- 1) The property owner's/project sponsor's name, address and phone number on each plan sheet.
 - 2) The project address on each plan sheet.
 - 3) The scale that your plans are drawn. Please note, no plans may be drawn in a scale less than 1/8"=1'-0."
 - 4) Provide a north arrow on your plans.
 - 5) All property lines and lot dimensions.
 - 6) All new and existing on-site buildings and structures. If the proposed land use/development is located within a multi-tenant development (i.e., a shopping center, office or industrial park) specify the location and type of tenant within each business suite.
 - 7) Identify all existing/proposed accessory structures and mechanical equipment (i.e., trash enclosures, transformers, ground mounted air conditioners, etc.).
 - 8) Specify the distance between all existing and/or new on-site buildings.
 - 9) For new construction, specify the total existing and new on-site building square footage.
 - 10) Provide a footprint of the adjacent buildings, structures, parking lots, etc. that are immediately contiguous to the proposed development. In addition, include those properties located immediately across the street.
 - 11) The location and width of all on-site landscape planters.
 - 12) Identify all new and existing building setbacks from the front, side and rear property lines.
 - 13) If applicable, illustrate and fully dimension all outdoor storage areas and identify how they will be screened. Specify all proposed building materials and colors.
 - 14) Illustrate the location, width and type of all existing and proposed easements on the property.
 - 15) All proposed street dedications and improvements.
 - 16) All new and/or existing vehicular curb cuts (driveway aprons) to the property from the adjacent public right-of-way(s) and the adjacent properties. Also, illustrate any/all vehicular driveway aprons that will be removed and/or relocated (if applicable).
 - 17) All new and existing off-street parking and loading areas on the property. Be sure to include any compact parking spaces. In addition, specify the lengths and widths of all on-site parking stalls.
 - 18) Specify the total number of on-site parking spaces provided versus the number of on-site parking spaces required by the Norwalk Municipal Code.
 - 19) Illustrate and dimension all on-site vehicular drive aisles and show the internal circulation pattern for both pedestrians and vehicles.

- 20) Illustrate all vehicular and truck turning radii for new/modified parking lots and drive aisles.
- 21) Illustrate all existing street striping, street medians and driveway approaches located within one hundred and fifty feet (150') of the subject property, including across the street. This requirement shall apply to all new on-site construction or parking lot alterations.
- 22) Illustrate Title 24 (Handicap Accessibility) compliance for the site.
- 23) If the project involves more than one acre, illustrate/identify how compliance with the National Pollution Discharge Elimination System (NPDES) requirements will be accomplished.

J. Provide a fully dimensioned **Floor Plan** that specifies the following information:

- 1) The proposed use of each room.
- 2) The length, width and total gross square footage of each room.
- 3) The location of all interior walls, doors and windows.
- 4) A legend that identifies all existing, new and proposed demolition of interior walls, doors and windows.
- 5) The total gross square footage of the new building or addition.

K. Detailed **Building Elevations** for all new exterior construction or remodeling that illustrates the following information:

- 1) The maximum building height from finished grade to the highest roof pitch.
- 2) All exterior wall and trim colors. Include the specific color number and the company that manufactures the proposed color(s).
- 3) All exterior wall cladding (i.e., stucco, brick, wood siding etc.) and roofing material.
- 4) Provide a material sample and color board of all proposed exterior wall cladding and colors proposed for the project.
- 5) All architectural features and building materials along each building elevation.
- 6) Illustrate the existing portion(s) of the building that will remain unaffected by the addition and specify all existing building materials and colors.
- 7) A cross section that illustrates how all existing and new roof mounted mechanical equipment will be completely screened from the adjacent streets and surrounding properties.
- 8) Provide a roof plan to illustrate the specific location(s) of all existing/new roof mounted mechanical equipment.

L. For all new on-site construction or remodeling, provide a conceptual **Landscape Plan** with the following information:

- 1) Specify the size and location of all new/existing on-site landscape planters in relationship to the new/existing on-site buildings and improvements.
- 2) The location of all new trees, plants and ground cover.
- 3) Provide a landscape planting legend that identifies the symbols used to represent all on-site trees, plants and ground cover. In addition, specify the size of all landscape material and the total number of new on-site plants and trees.
- 4) For all existing on-site trees that will be removed as part of the proposed development, specify the size (trunk diameter), species and condition of each affected tree.
- 5) Specify the total gross square footage of all on-site landscaping. In addition, specify the percentage of on-site landscaping located solely within the parking lot (i.e., the area located behind all minimum required front, side and rear yard building setbacks).

- 6) The slope ratio for all proposed landscape berms. Please note, no landscape berm may exceed a 2:1 slope.
- 7) All landscape trellis elements.
- 8) All decorative hardscape elements such as special paving materials or rockscape.
- 9) The location and type of irrigation equipment proposed for all landscape planters.

M. A **Photometric Plan** for all new building construction and/or new/modified parking lots that illustrate the following:

- 1) The overall on-site lighting intensity throughout the site and along the property lines.
- 2) All new/existing on-site building and parking lot light fixtures. Please note, all parking lot lighting must incorporate downward directed, shoebox style, light fixtures with recessed lights and light shields.
- 3) Provide an elevation of all new parking lot light fixtures and specify their maximum height from finished grade.

N. A master **Wall Plan** for the property that illustrates:

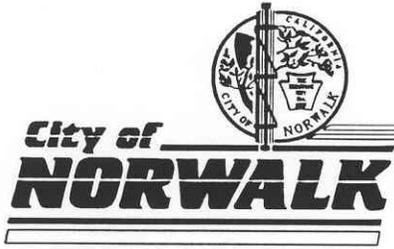
- 1) The location, height, length, type (i.e., slump stone/split face/precision block, brick, stucco etc.) and color of all new and existing perimeter walls/fences. In addition, illustrate the location, height, length and type of all proposed retaining walls.
- 2) Any/all proposed changes or modifications to the existing perimeter walls. Please note, all perimeter fencing must be consistent in height, material and color.
- 3) Specify any damage to the existing perimeter walls and all proposed repair work.

O. Los Angeles County Fire Department 's **Initial Plan Check** submittal requirements:

- 1) A vicinity map showing the subject property with distance (in feet) from the nearest cross street.
- 2) Type of construction (as identified in the Uniform Building Code).
- 3) Occupancy code classification (as identified in the Uniform Building Code).
- 4) Specify the square footage for each floor of the building and the total number of floors.
- 5) Show all existing public fire hydrants within three hundred feet (300') of all property lines. Include size of barrel and hydrant outlets. (i.e. 6x4x2 1/2 or 4x2 1/2)
- 6) A properly completed fire flow availability form (Form #196).

P. Provide **Twelve (12) Sets of Plans** that incorporate all of the applicable information stated above.

Q. **Special Requirements or Studies** (if known prior to the initial project submittal):



CONDITIONAL USE PERMIT NARRATIVE QUESTIONNAIRE

Please complete the entire application with detailed responses. Please include additional sheets to answer each question, if necessary. All answers must be typed or neatly printed.

1. Explain the proposed land use/development. _____

2. Days and hours of operation: _____

3. Anticipated number of employees: _____

4. Total gross square footage of the building or tenant space: _____

5. Number of existing parking spaces: _____ Handicap stalls: _____
Compact stalls: _____ Standard stalls: _____

6. Will there be any new or modified on site lighting? Yes No
If yes, please identify the location: _____

7. Will there be any outdoor speakers, audio equipment or music used in conjunction with the proposed land-use? Yes No
If yes, please identify the location and extent of such sound/audio equipment. _____

Please specify the purpose of this project attribute. _____

8. Will the proposed land use/development use or store any hazardous substances/materials?

Yes No

If yes, please identify the location, size, type and extent of such use or storage of hazardous substances/materials. _____

9. Will the project provide the public with access to alcoholic beverages or video games? Yes No

If yes, identify the location and extent of such offerings. _____

10. Why do you believe the proposed land use/development will be a desirable attribute for the community? _____

What information/documentation can you offer to support your position? _____

11. Why do you believe the proposed land use/development will not adversely impact the surrounding neighborhood? _____

What information/documentation can you offer to support your position? _____
