
Land Use and Development Application, Process & Instructions

APPLICATION PROCEDURE

The Application for Land Use Development is a streamlined, single application to cover most development permit needs. The following steps show the procedure for all types of development applications. Please read this form carefully and follow the procedures:

Step 1: Pre-Application Review

A preliminary meeting with Planning Staff is recommended, though not required. The meeting gives you and Staff a chance to review your project and the applicable Zoning standards. It also helps to determine what permits are required and calculate the fees. If the property is located in a Redevelopment Project Area, you may also discuss your plans with the Redevelopment Agency staff.

Step 2: Application Submittal

Prepare and submit ALL required application materials to the Development Services or Planning Group along with the required fees. You will receive a case number for your project and a receipt for your fee payment. Only three (3) sets of plans are required for the initial review. Remember that all required forms must be completed and filled out legibly. It should be noted that for larger projects, additional or supplemental fees may be required to cover an expanded environmental review process and other supplemental services and or analysis.

Step 3: Staff Review of Application for Completeness

Applications will be reviewed within thirty (30) days. Staff will notify you in writing that the application is accepted as complete or that it is not complete and additional material and/or information is required. When the packet is complete and a hearing date is set, twelve (12) set of plans will be required. After acceptance of the completed application(s), a public hearing with the Planning Commission will be scheduled for the earliest possible meeting. The Planning Commission meets on the 1st and 3rd Tuesdays of each month at 7:00 p.m. Development Services will advise you of the hearing date.

Step 4: Staff Review for Environmental Determination

Most zoning and subdivision applications require environmental review. Environmental review shall be completed in compliance with state law before final action can be taken on the project. Staff will examine the application materials, including your plans, justification statement and other information. After the Planning Division has evaluated this information, a determination will be made regarding the appropriate environmental documentation for the project. We will notify the applicant if additional information or fees are required.

Step 5: Staff Review for Application

Staff will examine the application materials, including your plans, justification statement and other information. We will make one or more site visits, and may contact surrounding property owners. Owner's affidavit must be signed by owner or agent assigned responsibility by owner.

Step 6: Decision on Request

Most decisions on your request will be made by the Planning Commission. The decision could be approval, approval with conditions, continuation for redesign, or denial. General Plan amendments, zone changes, ordinance amendments, and many major development projects are recommended by the Planning Commission and require City Council hearing and approval. Projects located in Redevelopment Project Areas may require final approval from the Redevelopment Agency.

APPEALS.

In the event that the applicant or an interested part is dissatisfied with a Planning Commission decision, an appeal may be made to the City Council within fifteen (15) calendar days of the date of notice of decision by staff or adoption of the Planning Commission resolution. Appeals will be heard at a duly noticed public hearing.

ALL CITY COUNCIL DECISIONS ARE FINAL.

CITY OF SOUTH GATE
SCHEDULE OF FEES
2010-2011

ADMINISTRATIVE USE PERMIT - LG FAMILY DAY CARE	\$2,292
APPEAL - RESIDENTIAL/INSTITUTIONAL PROPERTY	\$307
APPEAL - OTHER	\$1,826
ARCHITECTURAL PLAN RESUBMITTAL REVIEW Hourly rate	\$225 min
ARCHITECTURAL REVIEW - RESIDENTIAL CONSTRUCTION	\$208
ARCHITECTURAL REVIEW - COMMERCIAL/INDUSTRIAL CONSTRUCTION	\$435
ART IN PUBLIC PLACES	1% of construction value
CONDITIONAL USE PERMIT - SALE OF ALCOHOL	\$4,222
CONDITIONAL USE PERMIT - RECYCLING BUSINESS	\$4,492
CONDITIONAL USE PERMIT - PUBLIC ASSEMBLY PLACES W/O ALCOHOL	\$4,339
CONDITIONAL USE PERMIT - PUBLIC ASSEMBLY PLACES W/ ALCOHOL	\$5,564
CONDITIONAL USE PERMIT - OTHER	\$3,517
CONDITIONAL USE PERMIT AMENDMENT - CHANGE OF OWNERSHIP	\$453
CONDITIONAL USE PERMIT AMENDMENT - OTHER	\$2,984
DOCUMENT RETRIEVAL - RESPONSE TO REQUESTS	Hourly rate
ENVIRONMENTAL REVIEW - PRELIMINARY (SF UP TO 4 UNITS)	\$184+ costs
ENVIRONMENTAL REVIEW - OTHER	\$428 + costs
GENERAL PLAN AMENDMENT	\$6,359
GENERAL PLAN MAINTENANCE New constr. Permit + 15%	
LIQUEFACTION REPORT	\$92/hr
LOT LINE ADJUSTMENT	\$3,284
OVER THE COUNTER ASSISTANCE	Hourly rate
SIGN PERMIT - PERMANENT (DESIGN REVIEW COMMITTEE)	\$846
SIGN PERMIT - PERMANENT (COUNTER)	\$61
SIGN PERMIT -TEMPORARY <= 90 DAYS	\$55
SIGN PERMIT -TEMPORARY >= 90 DAYS	\$846
SITE PLAN AMENDMENT - PLANNING COMMISSION	\$3,358
SITE PLAN AMENDMENT – ADMINISTRATIVE	\$1,397 + staff cost
SITE PLAN REVIEW - <= 1 ACRE	\$4,259
SITE PLAN REVIEW - >= 1 ACRE	Hly rate + exp - \$2500 deposit
SITE PLAN WAIVER	\$1,918
TENTATIVE TRACT MAP - <= 1 ACRE	\$5,595
TENTATIVE TRACT MAP - >= 1 ACRE	Hly rate + exp - \$2500 deposit
TENTATIVE PARCEL MAP	\$4,179
UNCLASSIFIED USE PERMIT - CELL TOWER	\$3,958
UNCLASSIFIED USE PERMIT - OTHER	Hourly rate + expenses
UNCLASSIFIED USE PERMIT - AMENDMENT	\$1,513
VARIANCE	\$3,334
ZONE CHANGE	\$5,295
ZONING AMENDMENT	\$5,295
ZONING COMPLIANCE LETTER \$220/ hour	
ZONING INTERPRETATION \$1,342	

HOURLY RATES FOR OVER THE COUNTER ASSISTANCE:

DIRECTOR	\$144/hour
SENIOR PLANNER	\$120
SENIOR TECHNICIAN	\$86
TECHNICIAN III	\$60
TECHNICIAN II	\$55

Application for Land Use and Development

Date Received _____ Case Number: _____

Variance
Conditional Use Permit
Unclassified Use Permit

Parcel Map
Tract Map
Lot Line Adjustment

General Plan Amendment
Zone Change
Site Plan

Project Proposal: _____

Property Address: _____

Zoning: _____ Assessor's Parcel Number: _____

Legal Description: _____

Property Owner: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ Email: _____

Authorized Agent (If different than property owner)

(This is the person who will be contacted regarding this application. This person will be named as the applicant in all documents relating to the permits.)

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ Email: _____

Owner's Affidavit

State of California, County of Los Angeles

I, (We), _____

Hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property involved in this request, or if the owner is a corporation or other entity, that I (we) am (are) duly authorized to execute this affidavit on behalf of said corporations or entity. I (we) further declare that the foregoing statements and the information submitted herewith are true and correct.

Signature _____

Signature _____

Signature _____

On____, 20____, before me, a Notary Public, personally appeared

_____, personally known to me (or 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 her/his/their authorized capacity(s), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Signature of Notary

Seal:

NOTE: This application must be signed by the property owner or authorized agent. If by authorized agent, a letter of authorization from the property owner must be filed with this application. An invalid signature would invalidate the requested procedure. If more than one person is involved in the ownership of the property being developed a separate page must be attached to this application which lists the names, addresses and notarized signatures of all persons having an interest in the ownership of the property.

Findings of Fact

The following conditions and findings must be met before a **Conditional (Unclassified) Use Permit** can be granted. Please indicate how the proposed project meets these criteria (attach additional sheets as necessary): (Yes or No Responses are not acceptable.)

- 1. The site is adequate in size and shape to accommodate the yards, walls, fences, parking and loading facilities, landscaping and other development features prescribed in the City of South Gate Zoning Ordinance, or as is otherwise required in order to integrate said use with the uses in the surrounding area; and

- 2. The proposed use is in conformance with the goals, policies, and objectives of the General Plan and the purpose and intent of any applicable specific plan; and

- 3. That the proposed use will not have an adverse effect on the use, enjoyment or valuation of property in the neighborhood in which it is proposed; and

- 4. That the site abuts streets and highways adequate in width and pavement type to carry the kind of traffic generated by the proposed use.

Findings of Fact

The following conditions and findings must be met before a **Variance** can be granted. Please indicate how the proposed project meets these criteria (attach additional sheets as necessary):
(Yes or No Responses are not acceptable.)

1. The project site has the following unique characteristics that are not common to other sites in this zone and within the vicinity such as size, shape, topography, location, surrounding; and

2. That the adjustment authorized will not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which the property is situated:

3. That strict application of zoning regulations as they apply to such property will result in practical difficulties or unnecessary hardships inconsistent with the general purpose of such regulations and standards:

4. Describe how granting the Variance would not be detrimental or injurious to property or improvements in the vicinity of the subject site, or to the public health, safety or general welfare:

Findings of Fact

The following conditions and findings must be met before a **Zone Change/General Plan Amendment** can be granted. Please indicate how the proposed project meets these criteria (attach additional sheets as necessary): (Yes or No Responses are not acceptable.)

- 1. The following new conditions warrant a revision of the Zoning/General Plan land use designation as it pertains to the property(ies) or area under consideration:

- 2. The reclassification of the area under consideration will be in the interest of the public health, safety and general welfare for the following reasons:

- 3. The approval of this application will be consistent with the goals, policies, and objectives of the City's adopted General Plan:

Tentative Tract/Parcel Map

Tentative Parcel Map No. _____ Tentative Tract Map No. _____

Existing Use:

Proposed Use:

Total # of residential lots: _____

Total # of commercial lots: _____

Total # of industrial lots: _____

Street Address/Location:

Total # of Acres: _____

Total # of Lots: _____

Legal Description (All ownership comprising the proposed lots. Use extra sheets if necessary)

Record Owner(s):

Name (s): _____

Address: _____

Telephone No. _____ Fax No. _____

Email _____

Subdivider:

Name: _____ Telephone No. _____

Address: _____ Email _____

Subdivider's Agent:

Name: _____ Telephone No. _____

Address: _____ Email _____

CONSENT: I consent to the submission of the tentative map accompanying this statement.

Signature _____ DATE _____

Application for Land Use and Development

Lot Line Adjustment

A lot line adjustment is a process by which a lot line between two recorded properties may be relocated to the benefit of both properties involved. No new lots may be created by this rearrangement of lot lines. The provisions of Chapter 11 of the South Gate Municipal Code apply to all such adjustments.

The information requested below is the minimum required to accept and process an application for a lot line adjustment.

First Property _____

Second Property_____

Property Address: _____

Property Address:_____

Property Owner: _____

Property Owner:_____

Property Owner's Signature:

Property Owner's Signature:

Phone Number: _____

Phone Number:_____

Authorized Representative(s):_____

Contact Phone Number:_____

Legal Description of each property prior to the lot line adjustment: (Please attach a supplementary sheet if description is lengthy.)

Legal Description of each property prior to the lot line adjustment: (Please attach a supplementary sheet if description is lengthy.)

Provide separate maps showing the lot lines before and after the lot line adjustment. Including:

- a. Existing property line boundaries and Assessor's parcel numbers. Proposed property lines.
- b. Size (by area) of all lots.
- c. All property owners involved in the adjustment.
- d. North arrow and scale. (North should be at the top of the sheet.)
- e. Major topographic features.
- f. All structures, improvements, drainage facilities, utilities, dedications, rights-of-way, and easements that may be impacted by the proposed adjusted lot line.
- g. Vicinity map showing the relationship

Provide one (1) copy of a map showing all of the properties within the required 300' radius of the project site. In addition, provide a list of names and addresses of all current owners of these depicted properties and two (2) sets of envelope labels for mailing information for the properties.

Lot line adjustments are finalized by a recorded deed prepared by the applicant.

Explanation of Materials Required for Submittal

Required	Item	Number	Received
	Completed Application Form	1	
	Payment of Appropriate Fees		
	Fish & Game Fee (Make Check to Department of Fish & Game)		
	Two separate \$50 Checks to LA County Recorder. (Please date your checks, the date of the anticipated public hearing).		
	Plans Full size at 24"x36' (Folded no larger than 8 ½ inch by 14 inch.)	15	
	Plans Reduced size at 11"x17"	6	
	Plans Reduced size at 8 ½ "x11"	1	
	Plans digitized version, in jpeg or PDF formatting.		
	<p>Site Plan: Include the following -</p> <ul style="list-style-type: none"> a. Legal description of subject property b. Tabular legend showing address, zoning, size of lot, size of each building coverage, floor area ratio, and parking counts. c. Adjacent properties: Show the setback dimensions and building footprints; Label as one or two story structures. d. Setbacks: Label front, side, and rear setbacks in appropriate zone perpendicular to the property line e. Building separation dimensions. f. Property Lines (PL) fully dimensioned. g. North Arrow & Scale h. Utilities: Show existing and proposed structures; i.e. A/C units, cable, utility or telephone poles (all ground and roof-mounted utilities on-site shall be screened from view). i. Existing and proposed public improvements to centerline of street and curb j. Trash enclosure(s) locations. k. Fences/Walls: Show existing and/or proposed fences or walls; Identify height and materials. l. Landscape: Label open space requirements per City Code; Show landscaped areas including planter beds. m. Driveway width n. Easements o. Parkway & Public right-of-way p. Private streets/alleys q. Pedestrian walkways 		
	<p>Building Elevations: Include the following -</p> <ul style="list-style-type: none"> a. Elevation drawings shown from north, south, east, and west perspective. b. Legend of materials, colors, and design features keyed to elevations. c. Building length and height dimensions drawn to scale. d. Indicate exterior wall openings e. Show roof pitches f. Colored renderings 		

	<p>Floor Plans: Include the following -</p> <ol style="list-style-type: none"> Dimensioned floor plan drawn to scale including location and size of rooms, walkways, and other internal features. Each room labeled and its square footage calculated. 		
	<p>Tentative Map: A Registered Professional Engineer shall prepare all required plans.</p> <ol style="list-style-type: none"> Record Parcel/Tract Map or accomplish applicable requirements of the Subdivision Map Act (Government Code) as may pertain to the project. Map shall be recorded prior to issuance of occupancy on the proposed building. Covenants, Conditions and Restrictions must be approved by the City Attorney and City Engineer and recorded at the County before any processing of the final map. 	25	
	<p>Grading Plan: A Registered Professional Engineer shall prepare all required plans and studies.</p> <ol style="list-style-type: none"> Final grading plan showing building footprints, pad elevations, finished grades, drainage routes, retaining walls, erosion control, slope easements, and other pertinent information in accordance with Chapter 70 of the Uniform Building Code (U.B.C.). Drainage study, including supporting hydraulic and hydrological data. The study shall confirm or recommend changes to the City's existing drainage system by identifying off-site and on-site storm water runoff impact resulting from build-out permitted General Plan land uses. In addition, the study shall identify the projects contribution and shall provide locations and sizes of catchments and system connection points and all downstream drainage mitigation measures. Record necessary drainage easements to implement the project in accordance with drainage law. Soils/geology report in accordance with Chapter 70, Section 7006 of the U.B.C. A licensed Soils/Geotech shall certify that the project grading is in accordance with the grading and or drainage plans. 		
	<p>Improvement Plans:</p> <p>Show existing and proposed private and public utility and infrastructure improvements such as sewer, storm drain, domestic water, and fire water construction in the public right-of-way. This includes facilities that will remain on private property, and that will be maintained by city forces.</p> <p>Obtain design and plan approval from appropriate utility companies for undergrounding all utility lines adjoining and interior to the project, including power lines.</p>		
	<p>Section: Cross section of the site and/or buildings as developed, showing elevation changes, height, and screening of rooftop equipment.</p>		
	<p>Landscaping Plan: Show all proposed plant material, common and botanical names and varieties, quantities and sizes; paved areas and paving treatments clearly illustrated; property lines and rights of way clearly drawn by a licensed landscape architect. Specify form of irrigation. Provide a landscape material board showing color photographs of the species and samples of hardscape materials.</p> <p><i>Note: 4% of uncovered parking areas (including driveway and vehicle areas) require minimum 3' wide planters; 15 gallons or 24" box of trees; 5 gallons of shrubs; and 12-16" on center of ground cover.</i></p>		

	<p>Photo Survey: Photographic survey of site, adjacent properties, and street mounted on foam-core board OR individual packet/report that illustrates both the property itself and conditions on the surrounding properties. This photo survey should be sufficient to illustrate design compatibility between the proposal and existing or adjacent properties. Photo analysis of the street in the project vicinity should also be included.</p>		
	<p>Color and Materials Board: An illustration board (min. 8.5" x 11") containing samples of all exterior colors, finishes, and materials identifying color, name, manufacturer, and number. The board should be keyed to the elevation drawings. Include all roofing, window and door moldings, aluminum and flashing finishes, pavers, window mullions, muntins, trims, and materials/colors.</p>		
	<p>Deed of Trust, Preliminary Title Report, Lot Book Guarantee or Subdivision Litigation Guarantee (not more than 90 days old): Application must demonstrate ownership of property, correct legal description, and property encumbrances. In the case of a lease, submit a copy of the lease in addition to the report.</p>		
	<p>Mailing Labels: Two (2) sets of mailing labels, plus a photographic copy of the list prepared by a qualified preparer and notarized as to accuracy, providing labels for all property owners within 300 feet of the subject property's exterior boundaries (Ownership lists, known as farm reports may be obtained through real estate brokers and title companies. A copy of the farm package, not more than 90 days old, must accompany).</p>		
	<p>Vicinity and Land Use Map: Show all zoning and general plan designations within 300' of the property at 1"=100'. Use standard land use colors and include a list of the surrounding uses by address and occupant names.</p>		
	<p>Focused Traffic Study: To include but not limited to: Site plan; ADT/intersection/driveway counts; trip generation information; trip distribution; AM and PM peak hour information; existing/future/growth rate/project information; signal and/or stop warrants (if applicable).</p>		