

# **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  
2011-12**

<b>DESCRIPTION OF FEE - PLANNING</b>	<b>2011-12 Approved</b>
ADMINISTRATIVE USE PERMIT - LG FAMILY DAY CARE	\$2,361
APPEAL - RESIDENTIAL/INSTITUTIONAL PROPERTY	\$316
APPEAL - OTHER	\$1,881
ARCHITECTURAL PLAN RESUBMITTAL REVIEW	Hourly rate \$225 min.
ARCHITECTURAL REVIEW - RESIDENTIAL CONSTRUCTION	\$214
ARCHITECTURAL REVIEW - COMMERCIAL/INDUSTRIAL CONSTRUCTION	\$448
ART IN PUBLIC PLACES	1% of construction value
CONDITIONAL USE PERMIT - SALE OF ALCOHOL	\$4,349
CONDITIONAL USE PERMIT - RECYCLING BUSINESS	\$4,627
CONDITIONAL USE PERMIT - PUBLIC ASSEMBLY PLACES W/O ALCOHOL	\$4,469
CONDITIONAL USE PERMIT - PUBLIC ASSEMBLY PLACES W/ ALCOHOL	\$5,731
CONDITIONAL USE PERMIT - OTHER	\$3,623
CONDITIONAL USE PERMIT AMENDMENT - CHANGE OF OWNERSHIP	\$467
CONDITIONAL USE PERMIT AMENDMENT - OTHER	\$3,074
COPIES OF PLANS - FIRST SHEET	\$19 /sheet
COPIES OF PLANS - ADDITIONAL SHEET	\$9 /page
DOCUMENT RETRIEVAL - RESPONSE TO REQUESTS	Hourly rate
ENTERPRISE ZONE HIRING TAX CREDIT APPLICATION	\$65 /application
ENVIRONMENTAL REVIEW - PRELIMINARY (SF UP TO 4 UNITS)	\$190 + costs
ENVIRONMENTAL REVIEW - OTHER	\$441 + costs
EXPEDITING FEE	\$1 application fee
EXTENSION - TRACT MAP	\$253
EXTENSION - PARCEL MAP	\$253
EXTENSION - CONDITIONAL USE PERMIT	\$253
EXTENSION - VARIANCE	\$253
EXTENSION - UNCLASSIFIED USE PERMIT	\$253
EXTENSION - GENERAL PLAN	\$253
EXTENSION - SITE PLAN	\$126
GENERAL PLAN AMENDMENT	\$6,550
GENERAL PLAN MAINTENANCE	New constr. Permit + 15%
LIQUIFACTION REPORT	\$95 /hr
LOT LINE ADJUSTMENT	\$3,383
OVER THE COUNTER ASSISTANCE	Hourly rate
SIGN PERMIT - PERMANENT (DESIGN REVIEW COMMITTEE)	\$871
SIGN PERMIT - PERMANENT (COUNTER)	\$63
SIGN PERMIT -TEMPORARY <= 90 DAYS	\$57

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SCHEDULE OF FEES  
2011-12**

<b>DESCRIPTION OF FEE - PLANNING</b>	<b>2011-12 Approved</b>
SIGN PERMIT -TEMPORARY >= 90 DAYS	\$871
SITE PLAN AMENDMENT - PLANNING COMMISSION	\$3,459
SITE PLAN AMENDMENT - ADMINISTRATIVE	\$1,439 + staff cost
SITE PLAN REVIEW - <= 1 ACRE	\$4,387
SITE PLAN REVIEW - >= 1 ACRE	Hly rate + exp - \$2500 deposit
SITE PLAN WAIVER	\$1,976
TENTATIVE TRACT MAP - <= 1 ACRE	\$5,763
TENTATIVE TRACT MAP - >= 1 ACRE	Hly rate + exp - \$2500 deposit
TENTATIVE PARCEL MAP	\$4,304
UNCLASSIFIED USE PERMIT - CELL TOWER	\$4,077
UNCLASSIFIED USE PERMIT - OTHER	Hourly rate + expenses
UNCLASSIFIED USE PERMIT - AMENDMENT	\$1,559
VARIANCE	\$3,434
ZONE CHANGE	\$5,454
ZONING AMENDMENT	\$5,454
ZONING COMPLIANCE LETTER	\$227 /hour
ZONING INTERPRETATION	\$1,382
 HOURLY RATES FOR OVER THE COUNTER ASSISTANCE:	
DIRECTOR	\$149 /hour
SENIOR PLANNER	\$124
SENIOR TECHNICIAN	\$89
TECHNICIAN III	\$62
TECHNICIAN II	\$57