



## DEPARTMENT of COMMUNITY DEVELOPMENT

1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3732 / [WWW.CITYOFGARDENA.ORG](http://WWW.CITYOFGARDENA.ORG) / PHONE (310) 217-9530

# Development Application Instructions

**REQUIRED SUBMITTALS** (Please note that incomplete filing may cause a delay in the processing of your case)

The plans checked below shall be submitted in the following formats:

- One (1) CD/DVD or USB Flash drive with PDF format files of plans checked below. Electronic format of pages in the set shall be the same sheet size and must be to scale.
- Three (3) sets of 24"x36" project plans, folded to approximately 8.5" x 14"
- Fourteen (14) sets of 11"x17" project plans, folded to approximately 8.5" x 11"

- |                                     |   |  |  |
|-------------------------------------|---|--|--|
| <input type="checkbox"/> Elevations | <input type="checkbox"/> Landscaping Plan | <input type="checkbox"/> Security Plan | <input type="checkbox"/> Tentative Tract |
| <input type="checkbox"/> Floor Plan | <input type="checkbox"/> Lighting Plan    | <input type="checkbox"/> Site Plan     | Map / Parcel Map                         |

One (1) CD/DVD or USB Flash drive with PDF format files of items checked below. Executed and original items shall be provided with submittal.

- |   |  |
|---|--|
| <input type="checkbox"/> Colored artist rendering                           | <input type="checkbox"/> Environmental Assessment Application        |
| <input type="checkbox"/> Colors and materials                               | <input type="checkbox"/> ESA Phase I Soils report                    |
| <input type="checkbox"/> Property deed or lease                             | <input type="checkbox"/> Narrative explanation of proposed project   |
| <input type="checkbox"/> Current tenant information (multi-family projects) | <input type="checkbox"/> Project Valuation and Development Timetable |
| <input type="checkbox"/> Development Application                            | <input type="checkbox"/> Sewer capacity analysis                     |
|   | <input type="checkbox"/> Variance Supplement (if applicable)         |

Two (2) sets of item checked below.

- ☐ Radius Map and Property Owner/Occupant List

In addition to entitlement processing fees, the following fees may be required depending on the type of project proposed:

- ☐ Park-in-lieu (for multiple-family developments)
- ☐ Fiscal Impact Analysis (multi-family developments of 5+ units)
- ☐ Public Service Impact
- ☐ Parking-in-lieu (commercial and industrial projects)
- ☐ City Consultant

## APPEALS

Any action of the Commission, unless otherwise provided, may be appealed to the City Council by the applicant or other interested parties. Appeals shall be filed in writing with the City Clerk within seven (7) days of Commission action, except for Parcel Maps and Tentative Tract Maps which must be appealed within ten (10) days of Commission action. The required appeal fee for filing such appeal shall accompany appeal.

## LANDSCAPE PLANS

Detailed Landscape plans are required for all new development, except one single-family dwelling on a lot, conditional use permit applications, and projects involving conversion of uses. Plans submitted must be prepared by a State licensed landscape architect.

1. Show plant types, sizes, and planting standards for all landscape areas.
2. See City landscape standards.

## SITE PLAN

Site plans must show the following information drawn to scale 1/8"=1 ft and dimensioned:

1. Lot Lines and dimensions.
2. Buildings on abutting properties (outline of building face adjacent to property boundary).
3. Buildings and structures (location, size, building dimensions, height, distance from property line/other buildings, proposed use).
4. Buildings and structures to be demolished.
5. Yards and distance between buildings.
6. Walls and fences (Location, height, and materials).
7. Off-street parking (Location, number of spaces, compact/standard, parking spaces, driveways, and aisles, all dimensioned).
8. Access (Pedestrian, vehicular, service, and points of ingress and egress).
9. Signs (Location, size, and height).
10. Loading (Location, dimensions, number of spaces, and internal circulation).
11. Exterior lighting (Location, general nature, and hooding devices.)
12. Landscape areas (Location, total landscape area).
13. Street dedications and improvements. Such other data as may be required to permit the City to make required findings.

## TENTATIVE TRACT AND PARCEL MAPS

All tentative maps must include the following information. Prior to filing a tentative map, map numbers should be obtained from the Los Angeles County Public Works Department Engineer.

1. Map numbers of the proposed division of land or reversion to acreage and a description of the property.
2. Name and address of the subdivider and/or owner.
3. Name and address of the person preparing the map.
4. Approximate acreage of the proposed division of land or reversion to acreage.
5. North arrow.
6. Scale.
7. Date.
8. Boundary lines of each proposed lot/parcel. Name, location, and width of the streets within the proposed division of land or reversion to acreage
9. Name, location, and width of adjacent streets.
10. Approximate proposed street grades and direction of slope.
11. Alleys - location and width.
12. Easements – location, dimensions, and purpose.
13. Dimensions of reservations. Existing structures to be removed (dotted line), to remain (solid line) and location of structures to be constructed (solid line “proposed”).
14. Location of existing and proposed public utilities location.
15. Location of existing sewer mains.
16. Location of existing water mains.
17. Location of existing storm drainage culverts and pipes.
18. Location of width and direction of flow of watercourses.
19. Location of railroad rights-of-way.
20. Lot lines and dimensions.
21. Radius of curves.
22. Setback lines.
23. Lands and parks to be dedicated or reserved for public use. Contours of intervals, as prescribed by the City Engineer, or other topographic information as may be necessary to a clear understanding of the drainage involved.
24. Proposed land uses as follows:
  - a. Single Family Residential
  - b. Multiple Family Residential
  - c. Commercial
  - d. Industrial
25. Map name or map number of adjoining divisions or reversions of land.
26. Existing land use of adjacent property.
27. Location of any registered land.

## **COLORED ARCHITECTURAL/ARTIST RENDERINGS**

The architectural renderings must accurately depict the proposed development upon completion and provide details sufficient to allow the Planning and Environmental Quality Commission and the City Council to evaluate the aesthetic and architectural appearance of the proposed development and its relationship to adjacent property. Architectural renderings must meet the following requirements:

1. Drawings must be three-dimensional, watercolor or airbrushed. Prisma-colored drawings will not be accepted.
2. One display copy is required, enlarged 30" x 36" (minimum size) and mounted on foam board and 30 8-1/2" x 11" colored photocopies of the rendering
3. The color, design, style, and architectural features depicted must accurately reflect the building(s), landscaping, and other physical features of the project site and adjacent properties.
4. Buildings, landscaping, or other details on adjacent properties must be included and reflect actual conditions at the time the project is being considered.
5. Features depicted on the rendering must be consistent with the proposed site plan, elevations, landscaping, and floor plans.
6. A color board of exterior materials will be required for major renovations and new buildings.

## **ENVIRONMENTAL ASSESSMENT**

Environmental Assessment is performed pursuant to the California Environmental Quality Act and the City of Gardena Municipal Code. The Environmental Assessment application is intended to provide the Environmental Quality Officer with the basic information to determine the appropriate environmental documentation for the project. If it is determined that a project/action will not have a significant adverse impact on the environment, a Negative Declaration will be prepared. If it is determined that a project may/will have a significant impact on the environment, but the impacts could be mitigated, a Mitigated Negative Declaration will be prepared. If the impacts cannot be mitigated, an Environmental Impact Report (EIR) will be prepared. The preparation of the Negative Declaration, Mitigated Negative Declaration, or EIR and/or any required technical studies required to evaluate impacts will be prepared at the applicant's expense. A deposit equal to the estimated cost to prepare such documents or studies shall be made prior to initiating work.

## FEES

The following fees are assessed with the development application. Contact the Community Development Department for correct fees if filing more than one type of development or application.

Banner Permit	\$68.00
Conditional Use Permit	\$4,068.00
Mergers / Lot Line Adjustment	\$1,261.00
Tentative Tract / Parcel Map	\$4,068.00
Site Plan Review	\$4,068.00
Temporary Use Permit	\$929.00
Variance	\$4,068.00
Zone Change	\$5,001.00
Noticing Deposit	\$350.00
Environmental Assessment	\$350.00

In addition to the processing fees, the following fees may be required, depending on the type of project proposed:

- City Consultant
- Fiscal Impact Analysis (multi-family developments of 5+ units)
- Park-in-Lieu (multi-family developments)
- Parking-in-Lieu (commercial and industrial projects)
- Public Service Impact

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# Development Application

TO BE COMPLETED BY CITY

Date Filed _____	Case No(s). _____
Accepted By _____	_____
Receipt No. _____	Zone _____
Env. No. _____	Asst. General _____ Plan
	Designation _____

Project Address	
Book/Parcel No.(s)	Land Area
Legal Owner	Phone No.
Address	Email
Applicant Name(s)	Phone No.
Address	Email
Applicant's Rep. Name	Phone No.
Address	Email

**1. TYPE OF DEVELOPMENT**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> CONDITIONAL USE PERMIT      | <input type="checkbox"/> SITE PLAN REVIEW | <input type="checkbox"/> ZONE CHANGE                |
| <input type="checkbox"/> MERGERS/LOT LINE ADJUSTMENT | <input type="checkbox"/> TRACT MAP        | <input type="checkbox"/> ADMINISTRATIVE ADJUSTMENTS |
| <input type="checkbox"/> PARCEL MAP                  | <input type="checkbox"/> VARIANCE         | <input type="checkbox"/> OTHER: _____               |

**2. PROJECT DESCRIPTION/REQUEST** (Describe on additional sheets and attach to this form)**3. AUTHORIZATION** (Names/signatures of all persons having an interest in the property whose consent is required to authorize filing of this application)

Legal Owner Name	Name	Name
Address	Address	Address
Signature	Signature	Signature

**4. BURDEN OF PROOF** is on the applicant

Community Development Department Staff will assist anyone who desires to file an application with the City. Such assistance, however, must not be interpreted as encouragement to the applicant regarding the outcome.



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The burden of proof is upon the Applicant to justify findings required for the agency or body authorized to grant approval in this matter.

The Applicant understands also that each matter must be carefully investigated and that after a thorough investigation and analysis of the project has been completed, or the public hearing has been held, Staff's recommendation may be contrary to the original position taken in preliminary discussions.

Staff is not permitted to assist the Applicant or any opponents to an application in preparing arguments for or against the request.

I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me. I further understand and agree that the application shall not be deemed complete until such time that all materials required for application have been submitted in proper and accurate form with the Community Development Department.

Name	Signature	Date

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## Environmental Assessment Application

Project Address	
<b>Applicant Name</b>	Phone No.
Address	Email
<b>Applicant's Rep. Name</b>	Phone No.
Address	Email
<b>Project Case No(s). to which this form pertains</b>	

**1. PROJECT DESCRIPTION/REQUEST** (Describe on additional sheets and attach to this form)

- Proposed use of the site
- Square footage of proposed structure
- Number of floors of construction
- Number of off-street parking spaces provided
- Proposed scheduling
- Associated projects
- Anticipated incremental development
- If *residential* project, include number of units, unit sizes, sale and/or rental rates  
If *commercial* project, include type (neighborhood, regional), square footage  
If *industrial* project, include type, estimated employment and shifts  
If *institutional* project, include major function, estimated employment and shifts, community benefits derived from the project
- List and describe related city, regional, state, and/or federal approvals required

Please complete the following checklist

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Change in existing features or alteration of ground contours
<input type="checkbox"/>	<input type="checkbox"/>	Change in scenic views or vistas from existing residential areas or public lands or roads
<input type="checkbox"/>	<input type="checkbox"/>	Change in pattern, scale, and/or character of general project
<input type="checkbox"/>	<input type="checkbox"/>	Significant amounts of solid waste or litter
<input type="checkbox"/>	<input type="checkbox"/>	Change in dust smoke, ash, fumes, and/or odors in vicinity
<input type="checkbox"/>	<input type="checkbox"/>	Change in ground water quality and/or quantity, or alteration of existing drainage patterns
<input type="checkbox"/>	<input type="checkbox"/>	Substantial change in noise and/or vibration levels in the vicinity
<input type="checkbox"/>	<input type="checkbox"/>	Site on filled land or on slope of 10 percent or more
<input type="checkbox"/>	<input type="checkbox"/>	Use or disposal of potentially hazardous materials
<input type="checkbox"/>	<input type="checkbox"/>	Substantial change in demand for municipal services
<input type="checkbox"/>	<input type="checkbox"/>	Substantial increase in fossil fuel consumption
<input type="checkbox"/>	<input type="checkbox"/>	Relationship to a larger project or series of projects





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### 2. ENVIRONMENTAL SETTING (Describe on additional sheets and attach to this form)

- a. 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.
- b. 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, industrial, etc.), and scale of development (height, frontage, setback, rear-yard, etc.). Attach photographs of the vicinity.

### 3. CERTIFICATION

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

Name	Signature	Date
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## RADIUS MAP AND PROPERTY OWNER/OCCUPANT LIST INSTRUCTIONS

### REQUIRED SUBMITTALS

A Notice of Public Hearing is required to be sent to all property owners and occupants within a radius of 300 feet from a project site. The notice is mailed in advance of the public hearing by the Community Development Department. The applicant has the option of either personally preparing the radius map or engaging the services of a consultant. A list of consultants who prepare radius maps and addresses/labels are available through the Community Development Department. You may also contact the Los Angeles County Assessor's office located at 1401 E. Willow Street, Signal Hill, CA 90755, (562) 256-1701.

The notification materials to be submitted by the applicant include the following:

1. **Radius map** (8½" x 11" size) showing the project site and all lots within a radius of 300 feet from the project site, including the street names, addresses, zoning, and lot dimensions.
2. **Original address labels** (two sets, 8½" x 11" size). Labels shall include the name and address (including condominium/apartment/unit/suite number or letter) of all property owners, occupants/tenants, and businesses located within 300 feet of the project site, as well as the name and address of the applicant(s), his/her representative, and any other person(s) the applicant wishes to be notified of the public hearing.
3. **Photocopy** of address label sheets referenced above (one set).
4. **Certified Affidavit** of property owners/occupants/tenants/businesses list as specified above.

### HOW TO PREPEARE A RADIUS MAP (See attached sample)

1. Obtain a map of the area (scale 1" = 100') from an approved source to be used as the base map for the radius map.
2. Indicate the project site by highlighting the lot(s) on the map.
3. Draw a radius that is 300' from the exterior boundaries of project site lot(s).
4. Indicate zoning and street addresses for all lots within 300' radius.

### HOW TO PREPARE ADDRESS LABELS

1. Secure the required Assessor's Maps covering the affected property and all lots within 300' thereof. Using the Assessor's property owner roll, turn to the correct map book number, then page number, and then parcel number for all parcels within the 300' radius. The name and address of the property owner is shown in the left-hand column. If the mailing address of the property owner is different from the property owner sites address, use the mailing address which appears in the far right-hand column.
2. Obtain the unit or suite number for all condominiums, apartment units, and businesses within 300 feet of the project site from field survey or through other available resources.
3. Using self-sticking 8½" x 11" address label sheets, type (capital letters and no punctuation marks) in the appropriate spaces the property owner's name and mailing address, the address for each condominium and apartment unit number addressed as "Occupant," and the name and address of each business. Assessor's Parcel Number need not be on label.



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## CERTIFIED AFFIDAVIT

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

I, \_\_\_\_\_, hereby certify that the attached list contains the names and mailing addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County within a three hundred (300) foot radius, measured from the exterior boundaries, of the following property located at:

Address \_\_\_\_\_

Assessor's Parcel Number \_\_\_\_\_

I further certify that the attached list also contains the address of each multi-family (apartments and condominiums) unit and business located within such three hundred (300) foot radius of subject property.

Preparer's Name \_\_\_\_\_

Signature \_\_\_\_\_

Date list prepared \_\_\_\_\_

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## JURAT

State of California }  
County of \_\_\_\_\_ }

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

\_\_\_\_\_  
Signature of Notary

(Seal)



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### RADIUS MAP AND MAILING LABELS CONSULTANTS

Radius Maps  
211 S. State College Blvd., #515  
Anaheim, CA 92806  
(888) 272-3487

Radius Maps 4 Less  
[www.radiusmaps4less.com](http://www.radiusmaps4less.com)  
[orders@radiusmaps4less.com](mailto:orders@radiusmaps4less.com)  
11808 Letini Dr.  
Rancho Cucamonga, CA 91701  
(909) 997-9357

Ownership Listing Service  
Cathy McDermott  
(951) 699-8064

More Services  
12106 Lambert Ave.  
El Monte, CA 91732  
(626) 350-5944

Szeto & Associates  
2714 Stingle Avenue  
Rosemead, CA 91770  
(626) 512-5050

TMG Solutions, Inc.  
Lanny Kusaka  
6733 Sepulveda Blvd., #265  
Los Angeles, CA 90045  
(310) 337-7290  
[lanny@tmgsolutions.net](mailto:lanny@tmgsolutions.net)

Kimberly Wendell  
P.O. Box 264  
Los Alamitos, CA 90720  
(562) 431-9634

Donna Scales, Donna's Radius Maps  
684 S. Gentry Lane  
Anaheim Ca 92807  
(714) 921-2921  
[ddradiusmaps@sbcglobal.net](mailto:ddradiusmaps@sbcglobal.net)

Susan Case Inc.  
917 Glenneyre St #7  
Laguna Beach CA 92651  
(949) 494-6105  
[laura@susancaseinc.com](mailto:laura@susancaseinc.com)  
[www.susancaseinc.com](http://www.susancaseinc.com)

JPL Zoning Services  
6257 Van Nuys Blvd., #101  
Van Nuys, CA 91401  
(818) 781-0016  
[www.jplzoning.com](http://www.jplzoning.com)

N.P.S. + Associates  
Nick Vasuthasawat-President  
396 W. Avenue 44  
Los Angeles, CA 90065  
(323) 801-6393  
[nicksplanningservices@gmail.com](mailto:nicksplanningservices@gmail.com)

*This list is for informational purposes only and does not represent a recommendation for services by the City of Gardena.*