



CITY OF BELLFLOWER
PLANNING DIVISION
16600 CIVIC CENTER DR.
BELLFLOWER, CA 90706
562-804-1424
www.bellflower.org

STAFF USE ONLY

PROJECT CASE NO.:		RECEIVED BY:	DATE:
ENERGOV CASE NO.:		RECEIPT NO.:	
ZONING:	GPLU:	BUSINESS LICENSE NO:	

ENTERTAINMENT PERMIT APPLICATION

It is unlawful for any person to conduct, sponsor, or knowingly participate in any entertainment without a valid permit issued pursuant to Bellflower Municipal Code ("BMC") Chapter 5.36.

APPLICATION REQUIREMENTS / SUBMITTAL CHECKLIST

- ☐ Entertainment Permit Application (this form). The application must be filed by a natural person.
 - ☐ If a Corporation, include a copy of Articles of Incorporation and names of each of the officers. If a Partnership, include a listing of the names of each of the partners, including limited partners. In the event any partner, limited or general, is a corporation, the applicant must provide the information relating to corporate applicants.
- ☐ Request for Live Scan Service form.
- ☐ List of sound amplification equipment (with full description) to be employed during the entertainment.
- ☐ Public notification map, mailing list, and public poster (see pages 4 – 6).
- ☐ Photos of the existing conditions of the interior and exterior of the building/structure and all entertainment equipment.
- ☐ Site plan and floor plan. Submit 15 sets of full-scaled site and floor plans and digital copies (i.e., USB or email form). The floor plan must show the location of the performance area with all seating and a list of equipment or instruments to be used in the performance.
- ☐ Copyrighted materials release and waiver form
- ☐ Security / Safety Plan
- ☐ Fees, as established by City Council resolution:
 - ☐ Application fee
 - ☐ Publication fee
 - ☐ Live Scan Service fee

APPLICANT / ORGANIZATION INFORMATION

Name:	Title:	
Daytime Telephone:	Evening Telephone:	
Mailing Address:	Email:	
City:	State:	Zip:

If the permit is obtained on behalf of an organization, the name, mailing address, and telephone numbers of the organization; and if requested by the Director, written documentation of the authority under which the applicant is applying for the permit on behalf of the organization.

BUSINESS INFORMATION

Business Name:	Business License Number:
Address:	
Telephone:	Email:
Active or Pending Conditional Use Permit ("CUP"):	
Active or Pending ABC Liquor License Case No.:	
Normal Days and Hours of Operation:	
Nature and Type of Current Business:	

ENTERTAINMENT INFORMATION

Physical Location of Proposed Entertainment on the Premises: _____

Proposed Days and Hours of Entertainment: _____

Proposed Admission or Cover Fee (write "N/A" if none): _____

Number of Existing On-Site Parking Spaces: _____

Number of Required Parking Spaces: _____

Detailed Description of Proposed Entertainment including, without limitation, nature of entertainment (i.e., DJ, karaoke, live band, etc.), number of person(s) engaged in entertainment, , etc.). Attach additional pages as needed.

_____**EMPLOYEES**

Provide a list of employees having management or supervision of the business and any entertainment. Attach additional pages as needed.

Employee 1 Full Name: _____

Title/Position: _____

Mailing Address: _____

Phone: _____

City: _____ State: _____ Zip: _____

Email: _____

Job Duties/Authority: _____

Employee 2 Full Name: _____

Title/Position: _____

Mailing Address: _____

Phone: _____

City: _____ State: _____ Zip: _____

Email: _____

Job Duties/Authority: _____

Employee 3 Full Name: _____

Title/Position: _____

Mailing Address: _____

Phone: _____

City: _____ State: _____ Zip: _____

Email: _____

Job Duties/Authority: _____

CRIMINAL BACKGROUND

Has the Applicant or any other responsible person(s) been convicted of a misdemeanor or felony offense within the past five years? If yes, include the nature of such offense(s), and the sentence(s) imposed. ("Responsible person" means the permittee, owner, proprietor, promoter, manager, assistant manager or other person exercising control over the operation of an entertainment establishment, whether or not that person is a named permittee.)

_____**EMERGENCY / ALTERNATE CONTACT**

Name: _____

Relationship to Applicant: _____

Daytime Telephone: _____

Evening Telephone: _____

Mailing Address: _____

Email: _____

City: _____ State: _____ Zip: _____

PROPERTY OWNER

Full Name:	Title:	
Daytime Telephone:	Evening Telephone:	
Mailing Address:	Email:	
City:	State:	Zip:

I, _____, am the property owner for the property located at _____ and I consent to the proposed entertainment. I understand that this application for entertainment may be denied, modified or approved with conditions, and that such conditions or modifications must be satisfied prior to issuance of the entertainment permit, pursuant to Bellflower Municipal Code ("BMC") Chapter 5.36. I understand that by filing the application, information on the application including, but not necessarily limited to, the name and address will be included on public records that are posted on the internet.

I declare under penalty of perjury that, to the best of my knowledge and belief, the statements herein are true and correct.

Property Owner's Name (Print)	Date	Property Owner's Signature	Date
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Business Owner's Name (Print)	Date	Business Owner's Signature	Date
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PUBLIC NOTICE MAP AND LABELS

The following guide has been prepared to assist you in formulating the map and list. Most title companies or private expeditors do provide this service for a nominal fee. However, you may complete this task yourself if you wish.

1. Property Ownership Map. This map must be to scale.
 - A. Obtain copies of the most recent County Assessor's parcel map(s) covering the subject property and surrounding properties within 300'. These are available at the Los Angeles County Assessor's office at 1441 Santa Anita Avenue, So. El Monte, (818) 350-4639 or 12440 E. Firestone Blvd, Norwalk, (562) 406-7525.
 - B. Show the outside boundary of the subject parcel(s) of the application request.
 - C. Draw a line that is a distance of 300' in all directions from the outside boundary drawn above (2). This may require use of additional assessor parcel pages.
2. Property Ownership List. This information must be legible.
 - A. Compile a master list of assessor's parcel numbers (the book, page, block, and parcel number) of all parcels within the 300' radius map.
3. Mailing Labels (see example). This information must be legible.
 - A. Type the above assessor's parcel numbers (APN), along with the corresponding property owner's name and address on a label sheet. The owner's name and address can be obtained from the latest assessment roll, including updates, available at the Assessor's office.
 - B. There is no need to type separate labels for names that appear on more than one parcel.
 - C. Add to the label sheets the name and address of the applicant, as well as all other parties you believe should receive notice of the proposed project. This should include homeowners' associations, citizen groups, applicant's engineer, property owner, etc.

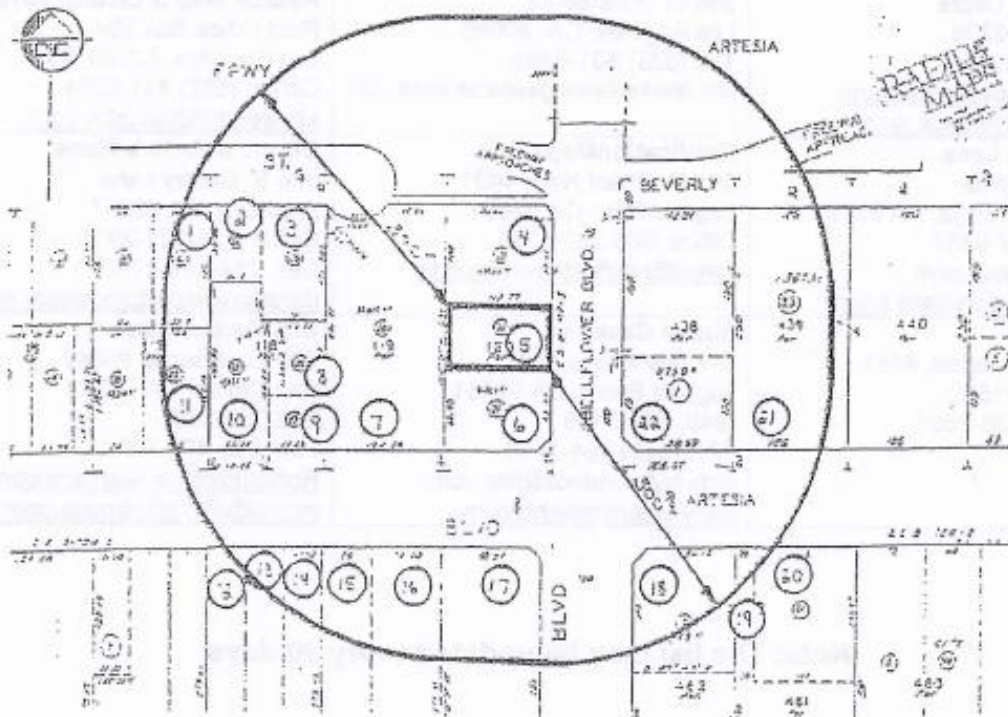
The first square in the upper left-hand corner of the label sheet must have the property owner's name and the page number of the mailing list (i.e., Page 1 of 1, 2 of 3, etc.). Each square must contain the APN as the first line of information, followed by the property owner's name and address.

INVENTORY OF COMPANIES THAT PROVIDE 300-FOOT RADIUS MAPS

Susan Case Inc. 917 Glenneyre St, Suite #7 Laguna Beach, CA 92651 Office: (949) 494-6105 Fax: (949) 494-7418 orders@susancaseinc.com www.susancaseinc.com	Robert Castro L.A. Mapping Service, Inc. 781 Pinefalls Avenue Diamond Bar, CA 91789 (909) 595-0903 office info@lamapping.com www.lamapping.com	Stan Szeto SZETO + ASSOCIATES 879 W. Ashiya Rd Montebello, CA 90640 Office: (626) 512-5050 Fax: (323) 838-0515 stanleyszeto@sbcglobal.net
Radius Maps 211 S. State College Blvd Anaheim, CA 92806 info@radiusmapscompany.com www.goradiusmaps.com	Antonio Puertas Leon Mapping & GIS Services 15031 Chatsworth St. #17 Mission Hills, CA 91345 Office: (818) 235-7649 leonmapping@hotmail.com	Mark Jaworski Radius Map Service 3837 E. 7 th Street Long Beach, CA 90804 Office: (562) 494-5175 merjaworski@gmail.com
JPL Zoning Services 6257 Van Nuys Blvd #101 Van Nuys, CA 91401 Office: (818) 781-0016 Fax: (818) 781-0929 jplzoning@yahoo.com	More Services 12106 Lambert Ave El Monte, CA 91732 Office: (626) 350-5944 Fax: (626) 350-1532 moreservices@sbcglobal.net http://moreservicesmapping.com/	Centerpoint Radius Maps 263 W. Olive Avenue, #193 Burbank, CA 91502 Office: (818) 220-5401 centerpointradiusmaps@gmail.com www.centerpointradiusmaps.com
City Radius Maps 300 East Bonita #3641 San Dimas, CA 91773 Office: (818) 850-3382 Fax: (818) 475-7087 info@cityradiusmaps.com cityradiusmaps.com	Atlas Radius Maps PO Box 18612 Anaheim, CA 92817 Office: (714) 906-3168 atlasradmaps@gmail.com www.atlasradiusmaps.com	Michael Higgerson DataPro Mapping Solutions, LLC Office: (800) 568-7104 Datapromapping.com datapromapping@gmail.com https://datapromapping.com/
Radius Map 4 Less 11808 Letini Drive Rancho Cucamonga, CA 91701 Office: (909) 997-9357 orders@radiusmps4less.com www.radiusmaps4less.com	NotificationMaps.com 668 N. Coast Hwy, #401 Laguna Hills, CA 92651 sales@notificationmaps.com www.notificationmaps.com	Donna's Radius Maps 684 S. Gentry Lane Anaheim, CA 92807 Office: (714) 921-2921 ddradiusmaps@sbcglobal.net
Quality Maps 263 W. Olive Avenue, #161 Burbank, CA 91502 Office: (818) 588-7588 qualitymaps@gmail.com		

SAMPLE MAILING LABELS AND 300' RADIUS MAP

Northstar #5	70-345-56	70-345-67
February 1995	Victor Johnson 345 Flower Court Bellflower, CA 90706	Magdalene Dubois 2345 Flower Court Bellflower, CA 90706
70-345-023	70-567-012	36-567-098
Elaine Holland 1209 Flower Court Bellflower, CA 90706	Cathy Brown 9870 Seagull St. Bellflower, CA 90706	Alice Anderson 6712 Seagull St. Bellflower, CA 90706
36-780-045	36-780-047	36-780-055
Christine Jones 3487 Seagull St. Bellflower, CA 90706	Eric Williams 4785 Sunshine Ave. Bellflower, CA 90706	Daniel Harris 6509 Sunshine Avenue Bellflower, CA 90706
36-560-023	34-230-012	34-230-045
Richard King 3426 Sunshine Ave. Bellflower, CA 90706	Scott Butler 7834 Brightstar Ln. Bellflower, CA 90706	Rachel Palmer 7845 Brightstar Ln. Bellflower, CA 9070



PUBLIC HEARING NOTICE POSTER

PURPOSE: The purpose of this handout is to inform you about the City's process for posting notices for public hearings on residential/commercial properties.



RESIDENTIAL /COMMERCIAL

GUIDELINES

Sign	Materials	Posting
Step 1: Case Planner requests sign from supplier Step 2: Case Planner notifies applicant when to pick up sign Step 3: Applicant picks up and pays for sign (approximately \$100/sign poster) Step 4: Applicant installs sign so easily visible to general public (See Materials and Posting)	The following materials/tools are required: 1. Wood stakes: 2 stakes @ 4 inch by 1 inch by 6 feet (Width) by (Depth) by (Length) 2. Nails/screws Quantity: 4 to 6/ Length: 3/4-inch 3. Public Hearing Poster Board 4. Tools: Hammer, Mallet and/or Drill	1. Install stakes into ground 5 feet from property line (i.e. inside of side walk) and 2 feet into ground 2. Affix sign poster to stakes. 3. Consult case Planner for irregularities (i.e. landscaping, blocking view, front yard is all cement, corner and through lots, etc.). 4. Case Planner will photograph after installation. * FAILURE TO INSTALL SIGN POSTER WILL RESULT IN THE PUBLIC HEARING BEING POSTPONED.

Note: All signs posting must be installed by 8:30 a.m. on the 10th day prior to your scheduled public hearing. For example, if your public hearing is August 11, 2024, then the sign must be installed 10 days prior on August 1, 2024 by 8:30 a.m.

SITE PLAN AND FLOOR PLAN REQUIREMENTS

Architectural plans must be submitted with all applications and must comply with the requirements listed below; should you have any questions regarding which architectural plans are required contact the Planning Division at 562-804-1424.

- ☐ **SITE PLANS** must include the following information:
 - ☐ A tabular legend showing the following information (if applicable):
 - ☐ Scope of work;
 - ☐ Address;
 - ☐ Zoning;
 - ☐ Current use of the site;
 - ☐ A calculation of the number of parking spaces required and provided;
 - ☐ The total area (in square feet) of the project site;
 - ☐ The area of the site to be covered by buildings and paved surfaces;
 - ☐ The total area (percentage) of existing landscaping and proposed landscaping;
 - ☐ Total common driveway area (in square feet) for residential developments;
 - ☐ Allowable and proposed densities for residential projects;
 - ☐ The total open space areas (in square feet) for residential developments;
 - ☐ The total number of proposed dwelling units and existing units that will remain, listed by number of bedrooms;
 - ☐ The total area (in square feet) of the project site covered by pervious surface; and
 - ☐ The total area (in square feet) of the project site covered by impervious surface.
 - ☐ Building setbacks;
 - ☐ Accurate property lines that are fully dimensioned;
 - ☐ A north arrow;
 - ☐ Accurate scale of drawings (scale should not be smaller than 1/8" = 1');
 - ☐ The building footprint clearly outlined, including any 2nd floor cantilever or overhang;
 - ☐ All proposed improvements and existing improvements, which will be retained;
 - ☐ Dimensions of parking spaces, drive aisles, backup spaces, handicap accessible spaces, turning radii, wheel stops, parking striping, and flow of traffic noted by arrows;
 - ☐ Access and circulation of pedestrians and vehicles;
 - ☐ Building setbacks to 1st and 2nd floor/Building separation dimensions;
 - ☐ Existing and proposed utility structures (i.e., a/c units, cable, utility or telephone poles);
 - ☐ Existing and proposed public improvements to centerline of street and curb;
 - ☐ Location, name, and width (including required widening if applicable) of adjacent street;
 - ☐ Locations of signs, if applicable;
 - ☐ Existing and proposed fences, walls, or gates and height and materials identified;
 - ☐ Existing and proposed landscaped areas;
 - ☐ Driveway width dimensioned;
 - ☐ Existing and proposed public and private easements;
 - ☐ Parkway;
 - ☐ Private street, or alleys;
 - ☐ Existing and proposed street lights;
 - ☐ Open space areas both private and common; and
 - ☐ Phasing plan (for those projects that involve phased development).
- ☐ **FLOOR PLANS** must include the following information:
 - ☐ Dimensioned floor plan drawn to scale, including the location and size of rooms, walkways, and other internal features.
 - ☐ Use (including walkways and other internal features) and size of rooms and common areas in square feet labeled on the plans.
 - ☐ Identify fixtures (e.g., toilets, sinks, tables, chairs, etc.).
 - ☐ Distinguish between new walls, existing walls to remain, and existing walls to be demolished.
 - ☐ For restaurants, include a table identifying total square feet of kitchen area, dining area, and other areas.
 - ☐

[illegible]

CITY OF BELLFLOWER

COPYRIGHTED MATERIALS RELEASE AND WAIVER

To the extent your application submission includes plans or drawings that a design professional (as defined by Civil Code § 8014) prepared, the city of Bellflower ("City") requests permission to reproduce and publish such plans or drawings for "fair use," i.e., reasonable public purposes including, without limitation, facilitating the City's review process and making the materials available for public review in accordance with the California Public Records Act ("CPRA") (Government Code §§ 6250 to 6276.50) and the Ralph M. Brown Act (Government Code § 54950, et seq.). Please provide below the signatures of those who have prepared plans and drawings with this application.

Property Address _____

RELEASE AND WAIVER

To the extent required for its reasonable public purposes, I grant the City an irrevocable and worldwide license and release copies of my plans or drawings ("Work") for such public purposes. Such license is granted pursuant to Health and Safety Code § 19851; 17 U.S.C. § 102; Government Code § 65103.5 and all other laws protecting my intellectual property.

ENGINEER (as applicable):

Name: _____

Sign: _____

Date: _____

ARCHITECT (as applicable):

Name: _____

Sign: _____

Date: _____

LANDSCAPE ARCHITECT (as applicable):

Name: _____

Sign: _____

Date: _____

PROPERTY OWNER (required):*

Name: _____

Sign: _____

Date: _____

*If the proposed structure is part of a common interest development, the written permission of the board of directors or governing body of the association established to manage the common interest development is necessary (Health & Saf. Code, § 19851, subd. (a).)