

Case No: _____

Date: _____



City of Lawndale
Community Development Department
14717 Burin Avenue, Lawndale, CA 90260
(310) 973-3230 (Phone)
(310) 970-2150 (Fax)
www.lawndale.ca.gov

Planning Letter Application (Fee: \$450)

Project Address:		
Zone:	APN No:	Legal Description:
Applicant's Name:	Phone:	Email:
Applicant's Address:		
Role of Applicant: ☐ Property Owner ☐ Tenant ☐ Contractor ☐ Other:		
Applicant's Signature:		
x		

Property Owner's Name:	Phone:	Email:
Property Owner's Address:		

Owner Authorization for Contact Person (Property Owner's Signature):
I hereby authorize the above-listed individual to act on my behalf in all matters relevant to this application.
x

Materials Certification (Applicant's Signature):
I certify that the information and exhibits herewith, including the accuracy of the mailing radius maps information submitted are true and correct to the best of my knowledge.
x

Project Description: *

*Provide a separate attachment if more space is needed.

Filing Requirements

Consult with the Planning Department to verify which of the following items are required for your submittal.

- ☐ Title report (issued within the last 60 days)
- ☐ Site plan (existing vs. proposed)
- ☐ Floor plans
- ☐ Preliminary landscaping plan
- ☐ Preliminary sign program
- ☐ Colored elevations
- ☐ Boundary survey (metes and bounds)
- ☐ Legal description(s)
- ☐ Map of the property before and after a lot merger, lot line adjustment, or tentative parcel map
- ☐ Copies of plans: ____ full-sized sets of plans (24"x36")
- ☐ Copies of plans: ____ reduced-sized sets of plans (11"x17")
- ☐ Radius map and mailing labels (500-foot radius)
- ☐ Sample material board with colored elevations (physical copy)
- ☐ Sample material board with colored elevations (digital copy)
- ☐ Preliminary Environmental Assessment
- ☐ Initial Study Checklist
- ☐ Citywide Objective Design Standards Submittal Checklist
- ☐ A digital copy of all items listed above (PDF)

Other:

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Description of Filing Requirements

Plans for New Development: A set of plans includes a site plan, floor plan, building elevations, a preliminary landscaping plan, and a preliminary sign program. A reduced-size set should be 11" x 17", and a full-size set should be 24" x 36".

Plans for Existing Buildings: A set of plans for a project involving the use of an existing building must include a site plan, floor plan, and elevations (photographs of the building may be submitted for elevations).

Mailing Radius Map and Owner's Labels:

- 1) An area map showing individual lots and Assessor's Parcel Numbers within a radius of 500-feet from the subject property boundaries clearly drawn.
- 2) An Excel file with Assessor's Parcel Numbers, and mailing address for all **Property Owner's and Occupants** within (or partially within) the 500-foot radius.

OR

Two sets of adhesive labels with the Assessor's Parcel Number, and mailing address for all **Property Owner's and Occupants** within (or partially within) the 500-foot radius. Labels must be typed and provided on 8 ½ "x 11" sheets.

Example of mailing label:

4078-023-907
John Smith
14717 Burin Avenue
Lawndale, CA 90260

Ownership information and maps are available through the Los Angeles County Tax Assessor's Office located at 1401 E. Willow Street, Signal Hill, CA 90755. The Tax Assessor's phone number is (562) 256-1701.

Filing Assistance – These are private firms that will assist in the preparation of mailing information. Please note that the City of Lawndale cannot endorse or recommend these firms.

Advanced Listing Services Inc.
DataProMapping.com
NotificationMaps.com
Quality Mapping Service (QMS)
Radius Maps

(949) 361-3921 [/denise@advancedlisting.com](mailto:denise@advancedlisting.com)
(800) 568-7104
(866) 752-6266
(818) 997-7949
(888) 2-RADIUS

Materials/Color Samples and Colored Elevations: For projects involving new construction, the applicant must provide a color and materials sample board. Additionally, the applicant must provide 1 full-size and 7 reduced-size color elevations.

Digital Attachments: The applicant must provide a CD or Flash Drive, which includes color elevations and all plans (as required by Planning).

Preliminary Environmental Assessment: Projects that do not qualify for an exemption from the California Environmental Quality Act (CEQA) must include an application (and fee) for a Preliminary Environmental Assessment. Contact the Planning Department for a determination, application forms, and any additional requirements (e.g., traffic impact analysis or noise studies).

Apartment Conversion Requirements: Applications for the conversion of an existing building into condominiums must include copies of notices of tenant notification, building inspection reports, and Covenants, Conditions, and Restrictions (CC&R's). Contact the Planning Department for additional information.

Plan Requirements

Site Plans Must Include:

- All plans be drawn to scale
- Property owner(s) information (name and address)
- Property address
- Lot dimensions and lot area
- Building dimensions and area
- A north arrow
- Names of adjacent streets
- A calculation of the number of parking spaces required and the number provided
- Dimensioned building setbacks, parking space sizes, aisle widths, etc.
- For residential projects: a calculation of common and private open space provided
- Any existing or proposed easements
- Indicate the uses of the adjacent properties and the building locations
- Location of trash area
- Location of utility meters and transformers
- ***CD of Flash Drive with attachments*** of color renderings and all plans required by Planning.

Floors Plans Must Include:

- A description of the various uses within the building with rooms/area labels
- Window and exterior door locations
- Dimensions of proposed and existing structures

Elevations Must Include:

- All building elevations must be drawn to an architectural scale no smaller than 1/8" = 1'10"
- Finished grade, building height, and all special architectural features
- Proposed building materials and colors labeled

Preliminary Landscaping Plan Must Include:

- A calculation of the percentage of the site area covered by landscaping
- A planting plan showing the location of all shrubs, trees and ground cover
- A plant materials list including size, number of species of plants and trees

Preliminary Sign Plan Must Include:

- Location, size, color, and materials of all signs shown on a site plan and building elevations.

Fee Schedule

Deposit Based Applications

\$10,000	Apartment/Condominium Conversion Review
\$2,500	Appeal to City Council
\$2,500	Appeal to Planning Commission
\$3,500	Covenants, Conditions, & Restrictions (CC&R's)
\$2,000	Design Review
\$6,500	Development Permit
\$10,000	Environmental Impact Report
\$4,000	Final Parcel/Tract Map
\$8,000	General Plan Amendment
\$3,500	Land Use Determination
\$1,500	Lot Line Adjustment
\$1,500	Lot Merger
\$5,000	Lot Size Exception
\$5,000	Negative Declaration/Mitigated Negative Declaration
\$1,000	Restrictive Use Covenant
\$1,600	Site Plan Review
\$8,000	Special Use Permit
\$5,000	Tentative Parcel/Tract Map
\$2,500	Time Extension
\$5,000	Variance
\$2,500	Wireless Facilities Plan Review (on private property)
\$8,000	Zone Change/Specific Plan/Planning Text Amendment

Flat Fee Applications

\$139	Business License Review Application
\$1,000	Covenants of Easements
\$465	Director's Determination
\$1,875	Minor Development
\$450	Planning Letter
\$450	Research
\$240	Residential Property Report
\$450	Zoning Verification Letter (per property)

Fees for other services

- Re-inspection fee (each, per hour) \$154
- Expedite Fee* ×1.5 of application fee

**Contact the Community Development Department to verify if a submittal qualifies for expedited services.*