

CONDITIONAL USE PERMIT / MINOR CONDITIONAL USE PERMIT FILING INSTRUCTIONS AND CHECKLIST

The following information shall be submitted with the Conditional Use Permit / Minor Conditional Use Permit Application:

- ☐ Application fee of \$18,691.00, County Clerk Filing fee of \$25.00, plus Fish & Game Section 713 fee of \$3,043.75 = **(Total \$21,759.75)**. In addition, the applicant is responsible for cost to retain a consultant to prepare the environmental document, if required.
- ☐ Environmental Information Form
- ☐ Radius Map containing the following information:
 - ☐ Radius Map showing all properties within a 300-foot radius of the outside boundaries of the subject property (See attached sample).
 - ☐ Complete property owner's address list from the latest available Los Angeles County Tax Assessor's Roll for all properties within a 300-foot radius of the project boundaries on mailing labels.
 - ☐ Complete tenant's address list for all properties within a 300-foot radius of the project boundaries on mailing labels.
 - ☐ Property Owner's list statement completed by the person(s) who prepared said list stating that the list has been compiled from information obtained from the latest available Los Angeles County Tax Assessment Roll. This statement must be notarized.
- ☐ **Traffic Report** - showing ON and Offsite traffic routing including the number of vehicles, type of vehicles (truck or automobile), and arrival and departure times.
- ☐ **Operations Report** - a detailed report describing all operations that will take place on the site including, but not limited to, operating hours, number of employees, number of shifts and hours, materials used in production and/or stored at the site, amount of material received and processed each day and any other details related to the operations, and any impacts that may be caused to adjoining properties including but not limited to noise, vibration and odors.
- ☐ **Hazardous Materials Report** - showing all hazardous materials being used, stored, produced, or processed at the site. If hazardous materials are transported to the facility, indicate the quantities of each material, where they will be stored, how and what they will be transported in, and traffic flow patterns through the city and on the site. The report shall include how the materials will be handled or processed at the site and an emergency plan in case of accidental spillage on- or off-site.

- ☐ **Development/Plot Plan** - showing all existing and/or proposed improvements on the property including the following:
 - ☐ Site address, north arrow, and scale (no less than 1" = 40').
 - ☐ Overall dimensions of the entire property. Including total square footage of each use including, but not limited to, industrial, warehousing, and office uses.
 - ☐ Location, by dimension, and proper labeling of all:
 - ☐ Buildings and structures (existing and proposed).
 - ☐ Provided automobile parking, truck parking, and truck loading spaces as well as their relative required maneuvering areas.
 - ☐ Required automobile parking, truck parking, and truck loading spaces as well as their relative required maneuvering areas.
 - ☐ Driveways, alleys, and access ways including driveway entrances (including the driveway width) to and from public streets.
 - ☐ Site drainage. Proposed drainage patterns and proposed changes in drainage.
 - ☐ Existing and proposed utility services.
 - ☐ Existing or proposed public or private easements.
 - ☐ Floor plans showing:
 - ☐ The proposed location of all heavy machinery used in manufacturing (i.e. punch presses, drop hammers, riveters, automatic screw machines, etc.) and any proposed mooring or foundations; and
 - ☐ The areas proposed for storage, use, processing of explosive, toxic, infectious, or hazardous materials and the facilities proposed to protect them.



For Official Use Only
Account No. 011.1041.410280

City of Vernon
Department of Public Works
4305 Santa Fe Avenue, Vernon, CA 90058
Phone (323) 583-8811 Fax (323) 826-1435

CONDITIONAL USE PERMIT / MINOR CONDITIONAL USE PERMIT

Please PRINT or TYPE all the information.

SECTION 1 – Project Information.

Project Title: _____

Project Site Address: _____

Assessor's Parcel Number (APN): _____

Zoning Designation: _____

Purpose of Conditional Use Permit / Minor Conditional Use Permit Application (*If necessary, attach additional sheets*): _____

SECTION 2 – Applicant's Information. I hereby certify that all the information contained herein, and the accompanying exhibits are true and correct to the best of my knowledge and belief.

Applicant Name: _____

☐ Sole Proprietor

☐ Partnership

☐ Corporation

Address: _____ City: _____ Zip Code: _____

Phone: _____ Email: _____

(Two OFFICER signatures are required for Corporation and Limited Liability Companies (LLC))

Print Name: _____ Title: _____ Date: _____

Signature (*Applicant's signature must be notarized*): _____

Print Name: _____ Title: _____ Date: _____

Signature (*Applicant's signature must be notarized*): _____

SECTION 3 – Contact Information (if different from applicant).

Contact Person: _____

Company Name: _____

Address: _____ City: _____ Zip Code: _____

Phone: _____ Email: _____

Relation to Applicant: ☐ Engineer ☐ Architect ☐ Attorney ☐ Realtor ☐ Representative

SECTION 4 – Property Owner’s Information. I am the property owner of record, of the property, which is the subject of this application. I have reviewed this application and authorized/approve of the action requested.

Owner’s Name: _____

☐ Sole Proprietor ☐ Partnership ☐ Corporation

Address: _____ City: _____ Zip Code: _____

Phone: _____ Email: _____

☐ **YES**, I hereby certify that the above-named applicant is authorized to act as the property owner representative for this Conditional use permit / Minor Conditional Use Permit application.

☐ **NO, I DON’T** certify that the above-named applicant is authorized to act as the property owner representative for this Conditional use permit / Minor Conditional Use Permit application.

(Two OFFICER signatures are required for Corporation and Limited Liability Companies (LLC))

Print Name: _____ Title: _____ Date: _____

Signature (*Owner’s signature must be notarized*): _____

Print Name: _____ Title: _____ Date: _____

Signature (*Owner’s signature must be notarized*): _____

BURDEN OF PROOF

The Applicant is required to establish the following findings before submitting a Conditional Use Permit application: *(Do not repeat the statement or provide Yes/No responses. If necessary, attach additional sheets.)*

A) Will the Lot for the proposed use be adequate in size, shape and topography, including drainage and landscaping.

B) Will the proposed use have a material adverse effect on the public.

C) Will the proposed use be compatible with the existing authorized uses of surrounding and adjacent properties.

D) Will the Lot have adequate off-street parking and loading facilities, and vehicle maneuverability for the proposed use.

E) Will the location, operation and design for the proposed use be consistent with the General Plan, any specific plan applicable, and the zoning regulations of the City.

F) Will the use be consistent with all applicable Federal, State, and local laws, rules and regulations.

G) Will the proposed use have a significant adverse impact on the general welfare as a result of noise, increased traffic, interference with the flow of traffic, or dust; and

Applicant Signature (Required)

Date

Print Name

PROPERTY OWNERS LIST STATEMENT

The undersigned has duly prepared the attached “**Property Owners List**”. The list includes all the names, and respective addresses, of persons being owners of property, any part of which is within 300 feet of the outer boundaries of the subject property. This information is to be obtained from the latest available Los Angeles County Tax Assessment Roll.

This list was prepared on _____ from the Tax Roll

maintained at _____
(Name and Location of office)

It is understood that the accuracy and completeness of this list is the responsibility of the applicant.

Signed: _____
(Person who prepared list)

On this _____ day of _____ 20____, before me the undersigned, a Notary Public in and for said County and State personally appeared _____ known to me or proven to me to be the person that executed the within instrument.

WITNESS my hand and official seal

Notary Public in and for said County and State

My commission expires: _____

Signed: _____
(Applicant)

ENVIRONMENTAL INFORMATION FORM

Date Filed: _____

Project Information:

1. Applicant (please circle whether Owner, Leasee, Purchaser or Representative):
Name: _____
Address: _____
Phone: _____ Email: _____
2. Contact Person concerning this project:
Name: _____
Address: _____
Phone: _____ Email: _____
3. Address of project (location): _____
4. Assessor's Parcel Number (APN): _____
5. Indicate the type of the permit application(s) (i.e. Conditional Use Permit, Development Permit, Variance, etc.) for the project to which this form pertains: _____

6. List any other related permits and/or other public agency approvals required for this project, including those required by City, County, State, and/or Federal agencies: _____

7. Existing Zoning: _____
8. Proposed use of site (Project for which this form is filed): _____

9. Site Size (lot dimensions and square footage): _____

10. Project Size:
Square feet to be added/constructed to structure(s): _____
Total square footage of structure(s): _____
11. Number of floors of construction:
Existing: _____
Proposed: _____
12. Parking:
Amount required: _____
Amount provided: _____
13. Anticipated time scheduling of project: _____
14. Proposed phasing of development: _____
15. If **retail**, indicate the type of retail use, estimated employment per shift, proposed hours of operations, indicate whether neighborhood, City or Regionally oriented, square footage of sales area, and loading locations: _____

16. If **commercial**, indicate the type of commercial use, estimated employment per shift, proposed hours of operations, indicate whether neighborhood, City or Regionally oriented, square footage of sales area, and loading locations: _____

17. If **industrial**, indicate the type of industrial or manufacturing use, estimated employment per shift, proposed hours of operations, and loading locations. _____

18. If the project involves a variance, conditional use permit application, state this and indicate clearly why the application is required. _____

Environmental Impacts:

Are any of the following items applicable to the project or its effects? Discuss below all items checked "yes" (attach additional sheets as necessary).

YES NO

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | 19. Change in pattern, scale, or character of general area of project. |
| ☐ | ☐ | 20. Significant amounts of solid waste or litter. |
| ☐ | ☐ | 21. Change in dust, ash, smoke, fumes, or odors in vicinity. |
| ☐ | ☐ | 22. Substantial change in existing noise or vibration levels in the vicinity. |
| ☐ | ☐ | 23. Site on filled land or on slope of 10% percent or more. |
| ☐ | ☐ | 24. Use of disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives. |
| ☐ | ☐ | 25. Substantial change in demand for municipal services (police, fire, water, sewage, etc.) |
| ☐ | ☐ | 26. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.) |
| ☐ | ☐ | 27. Relationship to a larger project or series of projects. |

Environmental Setting:

28. *On an attached sheet*, describe the project site as it exists before the project, including information on topography, soil stability, plants, and animals, and any cultural, historic or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site.

29. *On an attached sheet*, 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, etc.), and specifications of development (height, primary frontage, setbacks, rear yard, etc.). Attach photographs of the vicinity.

Certification:

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

Signature of Applicant

Date