



Conditional Use Permit (CUP) Application (Information)

WHAT IS A CONDITIONAL USE PERMIT?

A Conditional Use Permit is required by the City for specific land use activities that may have a detrimental effect on the community and, therefore, are not allowed by right within a given zone district. A Conditional Use Permit is a discretionary entitlement granted by the City's Planning Commission after its review and consideration. A Conditional Use Permit is subject to conditions of approval to mitigate potential adverse effects created by, or resulting from, the proposed use and to ensure that the proposed use will be suitable for the site. A Public Hearing is required for all Conditional Use Permit requests.

HOW IS A PERMIT OBTAINED?

The Planning Commission has the authority to grant, conditionally grant or deny a Conditional Use Permit based on evidence submitted by the applicant, comments provided during the public review period, testimony at the Planning Commission meeting, and the Commission's own study of the particular request provided that it finds the Permit consistent with the requirements, intent and purpose of the Zoning Ordinance.

WHAT MUST THE APPLICANT SHOW TO JUSTIFY THE GRANTING OF A CONDITIONAL USE PERMIT?

The Applicant should be able to satisfy the Planning Commission that the following requirements can be met:

1. That the proposed use will not be detrimental to persons or property in the vicinity
 2. That the proposed use will not be detrimental to the public welfare or the community in general
 3. That the proposed use will not hinder quality development of surrounding properties
 4. That the proposed use will not adversely affect the Zoning Map or the General Plan of the City
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WHAT IS NEEDED TO FILE FOR A CONDITIONAL USE PERMIT?

Applications shall be reviewed for compliance with these submittal requirements. **Applications submitted without the required information may not be accepted for processing and/or may be deemed incomplete and the process will be suspended.**

Application Submittal Requirements

- A. ___ **A digital copy of the completed application packet to include ALL of the following:**
- B. ___ **Application for Conditional Use Permit**
- C. ___ **Supplemental Sheets for the Justification Statement**
- D. ___ **Original Notarized Property Owner(s) Statement**
- E. ___ **The required processing fee (see current fee schedule).** This fee is for the purpose of defraying the cost of processing the case and is **not refundable** in the event the requested Permit is denied.
- F. ___ **Business Plan:** Submittal of the Business Plan should be written with the assumption that the reader has no prior knowledge of the proposed use. Provide as much detail as possible. (See attached Business Plan Guidelines for additional Clarification)
- G. ___ **Site Plan & Floor Plan(s)** - Digital copies of fully dimensioned site plan and floor plan. The site plan shall cover the entire site. The plot plan must be accurately drawn and completely dimensioned. All buildings and structures should be shown as well as the location of any other improvements such as driveways, parks and landscaped areas, etc.

Once the application is deemed complete a **FINAL DIGITAL copy of fully dimensioned site plan and floor plan must be submitted.*

NOTE: Architectural plans, elevations, photographs, renderings and other data may be required to accompany an application if the Director of Community Development determines that such information is needed to properly portray the proposed use.

- H. ____ A digital copy of the completed Environmental Questionnaire – Initial Study Part I.
- I. ____ The required processing fee (see fee schedule) related to the review and preparation of necessary documents to satisfy the California Environmental Quality Act (CEQA).
- J. ____ A digital copy of a Land Use/Property Ownership Map (500' radius) indicating and including:
- ☐ Subject property
 - ☐ All surrounding properties and current lot lines within the 500' radius (measured from exterior boundaries of subject property)
 - ☐ All streets, highways, alleys, right-of-ways, bike paths, paseos, trails, etc
 - ☐ Ownership of all properties within a 500' radius (number the lots to correspond to the property owners list described below).
 - ☐ Two (2) complete sets of mailing labels for all property owners within a 500' radius from the exterior boundaries of the subject property.
- K. ____ Notarized Certified Property Owner's List Affidavit.
- L. ____ Property Owners / Tenant List with the following information:
- ☐ Names and mailing addresses of current owners as they appear on the latest available assessment roll of the Los Angeles County Assessor of each property or portion of property within a 500' radius of the subject property.
 - ☐ If the project is located within an commercial or industrial center, provide the name and address of each tenant within the center.
 - ☐ Assign a number to each name on the list and indicate the corresponding numbers on the lots or parcels on the Property Ownership Map discussed above (Section J).
- M. ____ Other: _____

If you have questions regarding these submittal requirements, you can contact the Planning Division at (562) 868-0511 x7550, or visit the Planning Division at City Hall, 11710 Telegraph Rd, Santa Fe Springs, CA 90670. ***Please provide all of the application materials in .pdf format and submit digitally via email to vincevelasco@santafesprings.gov. File(s) larger than 20 MB must be submitted via email with a downloadable link. EACH LETTERED ITEM SHALL BE A SEPARATE .PDF FILE.***



Conditional Use Permit (CUP) Application

All applications, plans, maps, exhibits, and other documents must be accurate and complete for submission to the Planning and Development Department. An Information Sheet and Submittal Requirements for filing the Conditional Use Permit application are attached to this application, which contain general information, definitions, public hearing requirements, processing procedures and required fees. In addition, further supporting documents may be required upon the discretion of the Planning and Development Department. If the application is determined to be incomplete, the Planning and Development Department will notify the applicant via e-mail detailing the required document(s). Submission of an incomplete application will impede and prolong the application process.

PROJECT AND LAND USE DATA

Property Address: _____

Assessor's Parcel Number: _____

Zoning Classification of the Subject Property: _____

Zoning Classification of Adjacent Properties: _____

North: _____ South: _____ East: _____ West: _____

Lot Area-per Parcel (S.F./Acres): _____

Building (footprint) Square Footage: _____

Record Owner of the property

Name: _____ Phone No: _____

Mailing Address: _____

Date of Purchase: _____ Fax No: _____

E-mail: _____

Is this application being filed by the Record Owner? (If filed by anyone other than the Record Owner, written authorization signed by the Owner must be attached to the application.)

Representative authorized by the Record Owner to file this application

Name: _____ Phone No: _____

Mailing Address: _____

Date of Purchase: _____ Fax No: _____

E-mail: _____

NOTE

To be considered a formal submittal, this application must be accompanied by the filing fee, plans, and other data specified in the "Application Submittal Requirements" section.



Conditional Use Permit (CUP) Application

PROPERTY LOCATION:

Give the correct legal description of the property involved (include **only** the portion to be utilized for the Conditional Use Permit. If description is lengthy, attach supplemental sheet if necessary):

Describe any easements, covenants or deed restrictions controlling the use of the property or portions thereof:

SUPPLEMENTAL REQUIREMENTS:

Days and hours of operation: _____

Anticipated number of employees: _____

Number of existing parking spaces: _____

Previous/Existing location(s) (if applicable): _____

The Conditional Use Permit is requested for the following use (Describe in detail the nature of the proposed use, the building and other improvements proposed).

(Attach supplemental sheets and photos if necessary)

JUSTIFICATION STATEMENT

ANSWERS TO THE FOLLOWING QUESTIONS MUST BE CLEAR AND COMPLETE. THEY SHOULD JUSTIFY YOUR REQUEST FOR A CONDITIONAL USE PERMIT

1. Explain why the proposed use is essential or desirable in the location requested.

2. Explain why the proposed use will not be detrimental to persons and properties in the vicinity, nor to the welfare of the community in general.

3. What steps will be taken to ensure that there will be no harmful noise, dust, odors or other undesirable features that might affect adjoining properties?

4. Explain why the proposed use will not in the future become a hindrance to quality development or redevelopment of adjoining properties.

5. Explain what measures will be taken to ensure that the proposed use will not impose traffic burdens or cause traffic hazards on adjoining streets.

6. If the operator of the requested conditional use will be someone other than the property owner, state name and address of the operator.

(Attach a supplemental sheet if necessary):



Property Owners Statement

We, the undersigned, state that we are the owners of all of the property involved in this petition (Attach a supplemental sheet if necessary):

Name (please print): _____
Mailing Address: _____
Phone No: _____ Fax No: _____
E-mail: _____
Signature: _____

Name (please print): _____
Mailing Address: _____
Phone No: _____ Fax No: _____
E-mail: _____
Signature: _____

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.

I, _____, being duly sworn, depose and say that I am the petitioner in this application for a Conditional Use Permit, and I hereby certify under penalty of law that the foregoing statements and all statements, maps, plans, drawings and other data made a part of this application are in all respects true and correct to the best of my knowledge and belief.

Signed: _____
(If signed by other than the Record Owner, written authorization must be attached to this application)

On _____ before me, _____,
Personally appeared _____
personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

(seal)

WITNESS my hand and official seal

Notary Public

A business plan should provide the most complete description of your overall business in about 1-2 pages. It must include the people involved in the business, the history of the company, and a detailed description of the production cycle. **When writing a business plan, be sure to address the following:**

- ☐ **Executive Summary:** This is a brief description (2-3 sentences) that provides a general idea of the business.
 - When did you start the business?
 - What sector/industry is your business?
 - Why would you like to locate in Santa Fe Springs?
- ☐ **Objectives:** Include both short-term and the overall picture
 - What are your goals for the business?
 - What are your day-to-day tasks that take place at the site?
 - What is your anticipated growth of employees, trucks, products, etc.?
- ☐ **Mission Statement:** This should include your goals for customer service, efficiency, and your goals to help ensure a positive environmental impact.
 - How do you plan to dispose of trash?
 - How will you minimize waste?
 - Will you work with a recycling company?
 - What will you do to decrease noise, odors, and other pollutants at and from the site?
- ☐ **Company Information**
 - What is the size of the business- Is your business part of a larger chain or is it independently owned?
 - How many employees will work at this specific site? How many work in total in the company?
 - What are your hours of operation?
 - How many vehicles will be coming through your business on a weekly basis? Include employee cars, delivery trucks, etc.
- ☐ **Product Cycle**
 - What does your business sell/ buy/ manufacture/ store/ etc.?
 - Suppliers- Where and what company do your products come from?
 - What do you do with the products?
 - Where do you send them after you get them?
 - Who do you sell your products to?
 - How do you transport your products?
 - What hazardous or flammable materials will you be working with in your business?

☐ **Licenses**

- What licenses are required for you to operate your business?
- Which licenses have you already obtained?
- Do you have any licenses pending?

☐ **Estimates**

- Provide estimated sales/ storage/ manufacture activities
- How much input and output do you plan to have on a weekly basis?
- How many deliveries can you expect?
- Will there be any outdoor storage?



Initial Study

Part 1

Date Filed: _____ Type of Project: _____

File No: _____

Environmental Information Form

(To be completed by applicant)

GENERAL INFORMATION

1. Name and address of developer or project sponsor: _____

2. Address of project: _____

Assessor's Block and Lot Number: _____

3. Name, address and telephone number of person to be contacted concerning this project: _____

4. Indicate number of the permit application for the project to which this form pertains: _____

5. List and describe any other related permits and other public approvals required for this project, including those required by the City, State, and Federal agencies: _____

6. Existing zoning district: _____

7. Proposed use of site (project for which this form is filed): _____

PROJECT DESCRIPTION:

8. Site Size: _____

9. Square Footage: _____

10. Number of floors of construction: _____

11. Amount of off-street parking provided: _____

12.: Attach Plans: _____

13. Proposed Scheduling: _____

14. Associated project: _____

15. Anticipated incremental development: _____

16. If residential, include the number of unit, schedule of unit sizes, range of sale prizes or rents, and type of household size expected: _____

17. If commercial, indicated number of unit, schedule or unit sizes, range of sale prices or rents, and type of tenants expected: _____

18. If industrial, indicated type, estimated employment per shift, and loading facilities: _____

19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project: _____

20. If the project involves a Variance, Conditional Use Permit, or Zone Change, state this and indicated clearly why the entitlement is required: _____

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

	Yes	No
21. Change in existing features of any hills, or substantial alterations of underground contours	()	()
22. Change in scenic views or vistas from existing residential areas or public lands or roads	()	()
23. Change in pattern, scale, or character of general area of project	()	()
24. Significant amounts of solid waste or litter	()	()
25. Change in dust, ash, smoke, fumes, or odors in vicinity	()	()
26. Change in streams, or ground water quality or quantity, or alteration of existing drainage patterns	()	()
27. Substantial change in existing noise or vibration levels in the vicinity	()	()
28. Site on filled land or on a slope of 10 percent or more	()	()

	Yes	No
29. Use or disposal of potentially hazardous materials such as toxic substances, flammable, or explosives	()	()
30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.)	()	()
31. Substantial increase fossil fuel consumption (electricity, oil, natural gas, etc.)	()	()
32. Relationship to a large project or series of projects	()	()

ENVIRONMENTAL SETTING

33. Describe the project sites 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. Snapshots or Polaroid will be accepted.

34. 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.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.) Attach photographs of the vicinity. Snapshots or Polaroid will be accepted.

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.

Date: _____ Signature: _____

Firm Name: _____

Address: _____

Phone Number: _____

FOR DEPARTMENT USE ONLY

CASE NO.: _____ DATE FILLED: _____

FILING FEE: _____ RECEIPT NO.: _____

APPLICATION COMPLETE? _____

Application Submittal Checklist

- | | |
|--|--|
| ☐ Digital site plans and floor plans | ☐ Initial Study Questionnaire |
| ☐ Justification Statement | ☐ A digital copy of a Property Ownership Map
(500' radius) *including mailing labels |
| ☐ Notarized Property Owners Statement | ☐ Notarized Certified Property Owner's List
Affidavit |
| ☐ Business Plan | ☐ Conditional Use Permit Fee |
| | ☐ Public Hearing Fee |
| | ☐ CEQA Review –Initial Study Fee |