



Modification Permit (MOD) Application (Information)

WHAT IS A MODIFICATION PERMIT?

When it is found that a strict and literal interpretation of the property development standards set forth in the Zoning Ordinance would cause undue difficulties and unnecessary hardships inconsistent with the purpose and intent of the Zoning Ordinance, the Planning Commission has the authority, in accordance with the procedures set forth in the Zoning Ordinance, to grant modifications from the requirements of said property development standards.

HOW IS A PERMIT OBTAINED?

The Planning Commission has the authority to grant, conditionally grant or deny a Modification 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 Regulations.

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

If the subject property is in the residential zone, the Applicant should be able to satisfy the Planning Commission that the following requirements can be met:

1. That the modification is needed to allow the property to be utilized in a more beneficial manner.
2. That the modification, if granted, would not be detrimental to the public welfare or to the property of others in the area.

If the subject property is in a non-residential zone, the Applicant should be able to satisfy the Planning Commission that all of the following conditions apply:

- A. That the granting of the modification would not grant special privileges to the applicant not enjoyed by other property owners in the area.
 - B. That the subject property cannot be used in a reasonable manner under the existing regulations.
 - C. That the hardship involved is due to unusual or unique circumstances.
 - D. That the modifications, if granted, would not be detrimental to other persons or properties in the area nor be detrimental to the community in general.
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WHAT IS NEEDED TO FILE FOR A MODIFICATION 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 to include ALL of the following:**
- B. ☐ **Supplemental Sheets for the Justification Statement**
- C. ☐ **Original Notarized Property Owner(s) Statement**
- D. ☐ **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.
- E. ☐ **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 **FINAL DIGITAL copies 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 Planning and Development determines that such information is needed to properly portray the proposed use. 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.***

If you have questions regarding these submittal requirements, you can contact the Planning Division at (562) 868-0511 x7550, or visit the Planning Department at City Hall, 11710 Telegraph Road, CA 90670.



Modification Permit (MOD) 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 Modification 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: _____

Percentage of Lot Coverage: _____

Landscaping Square Footage: _____

Number of Provided Parking Spaces: _____

Describe the modification requested: (Include applicable Code Section)

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.



Modification Permit (MOD) Application

PROPERTY LOCATION:

Give the correct legal description of the property involved (include **only** the portion to be utilized for the Modification 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: (if applicable)

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: _____

Relationship to owner:

☐ OWNER ☐ ARCHITECT ☐ CONTRACTOR ☐ ENGINEER ☐ OTHER _____

JUSTIFICATION STATEMENT

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

JUSTIFICATIONS TO NO. 1 & 2 ARE REQUIRED FOR RESIDENTIALLY ZONED PROPERTIES:

1. Explain how the modification request, if granted, will allow you to utilize your house in a more beneficial manner.
2. Explain how the modification request, if granted, will not be detrimental to the property of others in the area.

JUSTIFICATIONS TO NOS. 3-6 ARE REQUIRED FOR PROPERTIES OTHER THAN RESIDENTIAL:

3. Explain why the subject property cannot be used in a reasonable manner under the existing regulations.
4. Explain the unusual or unique circumstances involved with the subject property which would cause hardship if compliance with the existing regulations is required.
5. Explain how the approval of the requested modification would not grant special privileges which are not enjoyed by other property owners in the area.
6. Describe how the requested modification would not be detrimental to other persons or properties in the area, nor to the public welfare in general.

(Attach a supplemental sheet if necessary):

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(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 Modification 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



Modification Permit (MOD) Application Submittal Checklist

FOR DEPARTMENT USE ONLY

CASE NO.: _____ DATE FILLED: _____

FILING FEE: _____ RECEIPT NO.: _____

APPLICATION COMPLETE? _____

Application Submittal Checklist

- | | |
|---|--|
| ☐ Digital copies of site plans and floor plans | ☐ Justification Statement and Supplemental Sheets |
| ☐ Digital copies of other plans and materials | ☐ Notarized Property Owners Statement |
| | ☐ Modification Permit Fee |