

Conditional Use Permit Applicant's Guide

PURPOSE

The Conditional Use Permit (also known as a "C.U.P.") is a permit issued to a landowner by the Planning Commission allowing a particular use or activity not allowed as a matter of right within a zoning district. The Conditional Use Permit process is designed to give the Planning Commission an opportunity to consider the peculiar characteristics of the proposed use relative to placement at specific locations and to insure proper integration with other existing or permitted uses in the same zone or zones.

In granting the permit, certain safeguards to protect the health, safety, and general welfare may be required as conditions of approval. In addition, conditions of approval may be required to promote orderly development, sustainability, and the conservation of property values and the character of the zone or area in which the use is requested.

Such conditions may include, but are not limited to:

Installation of masonry trash enclosures

Installation of masonry block wall along property lines for screening purposes

Screening of mechanical equipment, whether on rooftop, ground level or anywhere on the building structure, which is visible from public street or adjacent property.

Installation or upgrading of landscaping which conforms to setback and Municipal Code requirements

Installation of signs which conform to Municipal Code requirements

Resurfacing and/or landscaping of parking areas

Installation of appropriate lighting for parking areas

Abatement of any substandard conditions, property maintenance violations, or Municipal Code violations, such as:

- Removal of outside storage
- Painting of buildings
- Repair of walls, fences, etc.

In granting the permit, the Planning Commission has the authority to grant, conditionally grant, or deny a Conditional Use Permit application based on the evidence submitted by the applicant and the Commission's own study of the particular request.

FINDINGS

The applicant for a Conditional Use Permit shall substantiate to the satisfaction of the Planning Commission the following facts:

- A) That the requested use at the location proposed will not:
 - (1) Adversely affect the health, peace, safety, or welfare of persons residing or working in the surrounding area;
 - (2) Be materially detrimental to the use, enjoyment, or valuation of property of other persons located in the vicinity of the site; nor
 - (3) Jeopardize, endanger, or otherwise constitute a menace to the public health, safety, or general welfare; and
- B) That the proposed site is adequate in size and shape to accommodate the yards, walls, fences, parking and loading facilities, landscaping, and other development features prescribed in this chapter, or as is otherwise required in order to integrate such use with the uses in the surrounding area; and
- C) That the proposed site is adequately served:
 - (1) By highways or streets of sufficient width and improved as necessary to carry the kind and quantity of traffic such use would generate, and
 - (2) By other public or private service facilities as are required; and
- D) That such use is necessary or desirable for the development of the community, is essentially in harmony with the various elements of the Paramount General Plan, and is not detrimental to existing use or to uses specifically permitted in the zone in which the proposed use is located.

Procedure for Filing a Conditional Use Permit Application

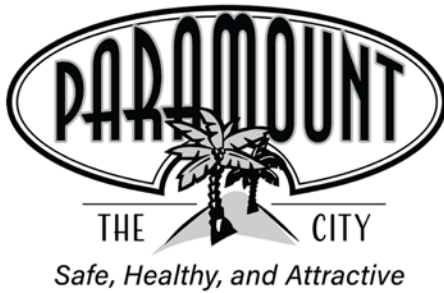
1. The owner or owner's representative shall submit an application, filing fee, and other required data to the Planning Department. The filing fee is **\$4,625.00**.
2. After all forms are submitted, the Chair of the Planning Commission will schedule the matter for a public hearing before the Commission. The applicant, owner of the subject property, and owners/tenants of the properties within 500 feet of the subject property will receive notice of the public hearing ten days prior to the public hearing. Please provide two sets of labels.
3. A staff report, evaluating the request, will be prepared for the Planning Commission. A copy of this report will be mailed to the applicant prior to the hearing.
4. At the hearing, the staff will first present its report and recommendation. This presentation will be followed by testimony from the applicant and any interested persons who may wish to comment on the application.
5. The Planning Commission may then close the public hearing and (1) approve, (2) conditionally approve, (3) deny the request or postpone decision to a later date, or (4) continue the public hearing to a specified time, date, and place, the Commission will announce its decision at a regular meeting or scheduled a special meeting within 40 days after the conclusion of the public hearing. The decision of the Planning Commission shall be final unless an appeal is filed with the City Clerk.
6. A person dissatisfied with the action of the Planning Commission may file an appeal with the City Clerk within 10 days of notification in writing of the Planning Commission's decision. Such appeal must be filed on the appropriate form and accompanied with a filing fee of **\$2,312.50**.
7. On appeal, the City Council will review the Planning Commission's decision and hear new evidence and testimony, if any. In deciding the appeal, Council may affirm, reverse, or modify any Commission decision.
8. **WAIVER, RELEASE AND INDEMNIFICATION;**

As an additional term or condition of the grant of this Conditional Use Permit, as confirmed by its signature below, the applicant, on behalf of itself and/or any entity which it represents on in which it has an ownership interest (the "interest), to the extent fully allowed by law, waives and releases the City of Paramount and its officers, agents, and employees (the "City") from and against any and all liability related to or arising from the application for a Conditional Use Permit (the "permit"), the issuance of such permit, or the City's enforcement or failure to enforce the conditions of such permit. The undersigned certifies that it and/or any entity in which it has an interest shall not file or cause to be filed any claims or proceedings against the City as a result of this permit application, the issuance of the permit and/or the City's enforcement of or the failure to enforce the conditions of the permit.

In addition, as a condition of applying for and or accepting a permit from the City, the undersigned, on behalf of himself/herself and any entity in which he/she has an interest, shall indemnify, defend and hold harmless the City, from any and all liability, claims, challenges, or demands of any nature brought by a third party (specifically including but not limited to the California Environmental Quality Act) arising out of or any manner related to the issuance of the permit and/or the operation of the project that is the subject of the permit.

Applicant Name – Print and Sign

Date

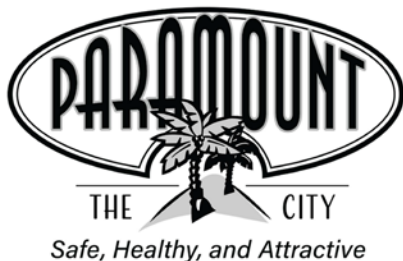


Planning Department
Planning Division
16400 Colorado Ave
Paramount, CA 90723
(562) 220-2036
planning@paramountcity.com

Conditional Use Permit Application Check Sheet

Read questions carefully and fill the forms out completely.

- ☐ **Conditional Use Permit Application (Applicant, Location, Legal, Land Use, Request, Justification)**
- ☐ **Waiver, Release, and Indemnification Signature**
- ☐ **Property Owner Authorization Slip, if applicant is not owner of property**
If the applicant is not the property owner, have the property owner's signature to allow authorization for application.
- ☐ **Affidavit**
The applicant signs the affidavit (with jurat) before a notary public.
- ☐ **Environmental Information Form (3 pages)**
- ☐ **15 Prints of Site Plan/Floor Plan**
Must be reviewed by Planning Division. Prints must be 11 inches by 17 inches.
- ☐ **Provide electronic copy (PDF) of Site Plan/Floor Plan**
- ☐ **500-foot Radius Map**
- ☐ **Mailing Labels for addresses of both Property Owners & Tenants within 500 feet of Project Site (Please provide two sets of labels)**
- ☐ **Certificate of Correctness**
To be completed by preparer of radius map and mailing labels.
Get document signed and acknowledged before a notary public.
- ☐ **Filing fee (\$4,625.00 base fee + cost of environmental review if applicable)**



City of Paramount
16400 Colorado Ave
Paramount, CA 90723
(562) 220-2036

For Planning Department Use:

Date Filed: _____ Fee: \$4,625.00

Case No.(s): _____

Date of Hearing: _____

Planner: _____

Related Items: _____

**CONDITIONAL USE PERMIT
APPLICATION**

APPLICANT

Name of Applicant: _____

Mailing Address: _____

Phone Number of Applicant: _____

Email address of Applicant: _____

Legal Owner of Property
(If different from applicant): _____

Owner's Address: _____

Owner's Phone Number: _____

Name of Business
(If applicable): _____

LOCATION

Subject property is located at _____

Between _____ and _____

LEGAL

Assessor's Parcel No.: _____ Parcel Size: _____ sq. ft.

Legal description:

LAND USE

Existing Zoning: _____ General Plan Land Use Designation: _____

Current Land Use: _____

If Vacant, Previous Use: _____

Number of Months Vacant: _____

Omission of or incomplete answers to the questions or requirements below will result in the delay of processing your application. The matters below should not be considered as a limitation upon material to be submitted, and the applicant is encouraged to include all relevant information pertaining to a request, even if not specifically called for in this application form. Remember, you as the applicant know your proposal best, so elaborate when necessary so that the Planning Commission may become fully acquainted with the request. **Include separate pages as needed.**

Proposed Use of Property and Purpose of Application

Describe in detail the nature of the business, occupation or purpose for which the building, structure, improvement, or premises are to be used and what is to be done on or with the property in the way of used and what is to be done on or with the property in the way of additional improvements. For businesses please include: days/hours of operation, number of employees, method of production, and any type of machinery or equipment used.

1. Describe how the proposed use will not adversely affect properties in the surrounding area or the permitted uses thereon.

2. Describe how the proposed use of the site is adequate in size and shape to accommodate said use and all yards, wall, fences, parking and loading facilities, landscaping, and other development features and requirements in order to integrate said use with uses in the surrounding area.

3. Describe how the site is served by streets and highways, which are adequate to carry the quantity and kind of traffic which will be generated by the proposed use.

4. Describe how the use is necessary or desirable for the development of the community and is not detrimental to existing uses or permitted uses in which the use is proposed to be located.

A

**AUTHORIZATION – TOP SECTION OF THIS PAGE TO BE COMPLETED
IF THE APPLICANT IS NOT THE OWNER OF THE SUBJECT PROPERTY**

I/We, _____ owner of the above described real property, authorize
_____ to:

_____ Make an application for a _____
on the property heretofore described and/or

_____ Appear and act for me in my place and stead for the City of Paramount. He or she is
authorized to take such action as he or she deems advisable in connection with said
application.

Property Owner Name – Print and Sign _____

Property Owner's Mailing Address _____

Property Owner's Daytime Telephone No. _____

B

**AFFIDAVIT (bottom section of this page)
TO BE COMPLETED BY THE APPLICANT FOR ALL APPLICATIONS**

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } SS:

I, _____, being duly sworn depose and say
that I am a/an **[select one]** Agent _____ of property in this petition and that the
Lessee _____
Owner _____
Optionee _____
Purchaser _____

forgoing signature, statements, and answers herein contained and the information herewith submitted are
in all respects true and correct to the best of my knowledge and belief. I certify under penalty of perjury
that the foregoing is true and correct.

Notary Instructions:

**Please execute a Jurat and provide
State approved Jurat form. Thank
you.**

Signature

Mailing Address

Phone Number

CITY OF PARAMOUNT

ENVIRONMENTAL INFORMATION FORM

(To Be Completed By Applicant)

Date Filed_____

General Information

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

2. Address of project:_____
Assessor's Block and Lot Number: _____
3. Name, address, telephone number, and email address of person to be contacted concerning this project:

4. Indicate number of the permit application for the project to which this form pertains **[Paramount staff to provide application number]**:

5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state, and federal agencies:

6. Existing zoning district: _____
7. Proposed project for which this form is filed:

Project Description

8. Site size.
9. Square footage.
10. Associated project.
11. Amount of off-street parking provided.
12. Attach plans.
13. Proposed scheduling.

Environmental Information Form
Page 2

14. Anticipated incremental development.
15. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
16. If commercial, indicate the type, whether neighborhood, city, or regionally oriented, square footage of sales area, and loading facilities.
17. If industrial, indicate type, estimated employment per shift, and loading facilities.
18. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
19. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

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

	<u>Yes</u>	<u>No</u>
20. Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours.	___	___
21. Change in scenic views or vistas from existing residential areas or public lands or roads.	___	___
22. Change in pattern, scale, or character of general area of project.	___	___
23. Significant amounts of solid waste or litter.	___	___
24. Change in dust, ash, smoke, fumes, or odors in vicinity.	___	___
25. Change in ocean, bay, lake, stream, or groundwater quality or quantity, or alteration of existing drainage patterns.	___	___
26. Substantial change in existing noise or vibration levels in the vicinity.	___	___
27. Site on filled land or on slope of 10 percent or more.	___	___
28. Use of disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives.	___	___
29. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).	___	___
30. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).	___	___
31. Relationship to a larger project or series of projects.	___	___

Environmental Setting

32. Describe the project site 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.
33. 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.

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

Applicant Signature

Title

SUBMITTALS

The applicant shall file as a part of this application:

1. **13 prints (11" x 17") of a site plan (plot plan), one set drawn to an appropriate scale, showing the following information:**
 - A. The exterior boundaries of the subject property indicating easements, dimensions, and lot size.
 - B. The name and width of the adjoining public and/or private street(s) providing access and/or frontage to the subject property.
 - C. The location, size, height, and type of all structures, including signs, walls, and fences and the location, size, and dimensions of all yards, setbacks, and all spaces between structures.
 - D. The location, size, and type of all doors and windows.
 - E. The location, dimensions, and method of improvement of all driveways, parking areas, walkways, and means of access, ingress, and egress.
 - F. The location, dimensions, and layout of all parking areas. Identify all Americans with Disability Act (ADA)-compliant parking stalls.
 - G. The location, dimensions, and method of improvement of all property to be dedicated to the public or to public utilities.
 - H. The name, mailing address, phone number, and email address of the proposed property owner and the person and/or firm preparing the building plans (plot plans, floor plans, and elevations).
 - I. The scale to which the plot plan has been drawn and the north point (where possible the plot plan should be drawn with north oriented toward the top of the plan).
2. **13 prints (11" x 17") of a detailed floor plan shall also be required.** Such floor plans shall indicate the division and use of space within all existing and/or proposed buildings and building additions and the location doors and facilities. Floor plans may be combined with the plot plan and submitted as a single map.
3. **Provide one electronic (PDF) copy of the plans.**



APPLICANT NOTICE REQUIREMENTS FOR PUBLIC HEARINGS

Applicants applying for discretionary permits requiring public hearings need to provide mailing labels for property owners and tenants within a 500-foot radius of the subject property. This includes applications for General Plan Amendments, Conditional Use Permits, Zone Variances, Zone Changes, Tentative Tract/Parcel Maps, Condominium Conversions, Unclassified Use Permits, and Zoning Ordinance Text Amendments.

Mailing labels and maps must be submitted to the Planning Department when this application is filed.

Listed below are businesses, which can provide you with mailing labels for property owners and tenants within a 500-foot radius of the project site. This list contains the names of businesses we are aware of, and is not meant to be inclusive or complete, or imply a recommendation of these providers. You may use any other business which provides the same service.

Susan W. Case
Ownership Listing Service
917 Glenneyre St., Suite 7
Laguna Beach, CA 92651
(949) 494-6105
www.susancase.com
orders@susancaseinc.com

Catherine McDermott
Ownership Listing Service
P.O Box 890684
Temecula, Ca 92589-0684
(951) 699-8064
ownershislistingservice@hotmail.com

Hoover Architectural Group
Rex A. Hoover, AIA
6458 East Surrey Drive
Long Beach, CA 90815
(562) 595-8770
(909) 466-7595 Fax
rhoover@hoover-architect-group.com

A M Mapping Service
Anna M. Smit
8001-B Archibald Ave., #4710
Rancho Cucamonga, CA 91730
(909) 466-7596
(626) 403-1803

NotificationMaps.com
668 N Coast Hwy # 401
Laguna Beach, CA 92651
(866) 752-6266
sales@notificationmaps.com

L.A. Mapping Service
781 Pinefalls Avenue
Diamond Bar, CA 91789
info@lamappingservice.com
lamappingservice.com

Radius Map Service
Mark Jaworski
3837 E. 7th Street
Long Beach, CA 90804
(562) 673-1753

Donna's Radius Maps
684 S. Gentry Lane
Anaheim, CA 92807
(714) 921-2921
ddradiusmaps@sbcglobal.net

City Radius Maps
Robert Simpson
300 East Bonita #3641
San Dimas, CA 91773
(818) 850-3382
robert@cityradiusmaps.com
cityradiusmaps.com

Atlas Radius Maps
Dana Molino
PO Box 18612
Anaheim CA 92817
Cell: 714-906-3168
atlasradmaps@gmail.com
www.atlasradiusmaps.com

GIS and Cartography
Stanley Szeto
879 W. Ashiya Road
Montebello, CA 90640
(626) 512-5050
szetostanley@sbcglobal.net

N.P.S + ASSOCIATES
396 W. AVENUE 44
LOS ANGELES, CA 90065
(323) 801-6393
npsassociates.com
contact.npsassociates@gmail.com

Express Notice and Mail
17595 Harvard Suite C 209
Irvine, CA 92614
(714) 551-9814
ExpressNoticeandMail.com
sales@expressnoticeandmail.com

More Services
Joe Moreno
12106 Lambert Avenue
El Monte, CA 91732
Cell: (626) 350-5944
moreservices@sbcglobal.net
moreservicesmapping.com

Along with the mailing labels, you must provide a notarized certification of corrections signed by the person who prepared the radius and labels. A sample certification is attached. Please provide two sets of labels.

CERTIFICATION OF CORRECTNESS

The attached list represents the names and addresses of all property owners and tenants located within 500 feet of the exterior boundaries of the property located at _____, Paramount, California. This information was obtained from the latest Los Angeles County Assessment Rolls.

Signature of Preparer

Printed Name of Preparer

State of California }
County of Los Angeles } ss.

On _____ before me, _____,

Notary Public, personally appeared _____, 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).

WITNESS my hand and official seal.

Notary Public

IMPORTANT NOTICE

THIS APPLICATION IS SUBJECT TO ENVIRONMENTAL REVIEW PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA). TO COMPLY WITH THIS LAW, WE ARE REQUIRED TO POST DOCUMENTS WITH THE OFFICE OF THE LOS ANGELES COUNTY RECORDER. AS OF JANUARY 1, 1991, THE COUNTY HAS REQUIRED A FEE FOR THIS SERVICE.

THIS APPLICATION IS SUBJECT TO PUBLIC NOTICING REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE 65091, WHICH INCLUDES PUBLIC NOTIFICATION IN A LOCAL NEWSPAPER OF GENERAL CIRCULATION.

YOUR APPLICATION INCLUDES THE FOLLOWING FEES FOR A TOTAL OF \$350.00 ABOVE THE BASE CITY FILING FEE:

- **A \$75.00 FEE TO POST THE REQUIRED DOCUMENTS WITH THE COUNTY OF LOS ANGELES.**
- **A \$275.00 FEE TO PUBLISH A PUBLIC HEARING NOTICE IN A LOCAL NEWSPAPER OF GENERAL CIRCULATION *[NOTE: IF A PROJECT INCLUDES MORE THAN ONE APPLICATION WITH PUBLIC HEARINGS, ONLY ONE APPLICATION REQUIRES THE \$275.00 FEE.]***