

Development Review Applicant's Guide

PURPOSE

The Development Review process was designed to promote the orderly development of the City and to guide the direction of building development, according to the Paramount Zoning Ordinance. Through the architectural review process, the Development Review Board acts to conserve property values, promote sustainability and livability, and preserve the character of the area and the character of buildings already erected in the area.

FINDINGS

The Development Review Board must make the following findings of fact, prior to approval of an application:

(a) That the development will not be detrimental to the character of the zone in which it is proposed to construct the building, the particular suitability of the zone for particular uses and the character of buildings already erected in the district and will conserve property values and promote the direction of building development according to the Paramount Zoning Ordinance.

(b) That the application for the building permit indicates the manner in which adjacent structures are protected against noise, vibration, and other factors which tend to make the environment less desirable, and are reasonably efficient and satisfactory.

(c) That the exterior architectural appeal, design and functional plan of the proposed structure will, when erected, not be either so at variance with the exterior architectural appeal, design and functional plan of the structures already constructed or in the course of construction in the zone in questions and the immediate neighborhood of the proposed site as to cause a substantial depreciation of property values in the neighborhood, so far as:

1. Setbacks;
2. Building height;
3. Vehicular parking, and vehicular and pedestrian ingress and egress;
4. Location of services;
5. Walls;
6. Landscaping; or
7. Gross floor area

(d) That the proposed development indicates adequate consideration for the other existing or contemplated uses of land in the general area and an orderly development of the same.

Process For Filing Development Review Application

1. Contact the Planning Division of the Planning Department for development standards, zoning, general plan designation, scheduling, application forms, or other information.
2. Submit preliminary plot plan and elevation for review by city staff of zoning standards and an overall site evaluation at least one (1) week prior to application deadline. More advance review is recommended to ensure sufficient time to make any required changes.
3. Revise and finalize plans based on preliminary review for submittal of project – refer to application for submittal details.
4. The owner or owner's representative shall submit an application, filing fee, and other required data to the Planning Department. The filing fee is **\$3,755.00**.
5. After all forms are submitted, the Chair of the Development Review Board will schedule the matter before the Board. 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.
6. A staff report, evaluating the proposal, will be prepared for the Development Review Board. A copy of this report will be mailed to the applicant prior to the Board meeting.
7. 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.
8. The Development Review Board 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 decision of the Development Review Board shall be final unless an appeal is filed.
9. A person dissatisfied with the action of the Development Review Board may file an appeal with the City Clerk within 10 days of notification in writing of the Development Review Board's decision. Such appeal must be filed on the appropriate form and accompanied with a filing fee of \$1,877.50.
10. On appeal, the City Council will review the Development Review Board's decision and hear new evidence and testimony, if any. The decision of the City Council shall be final.

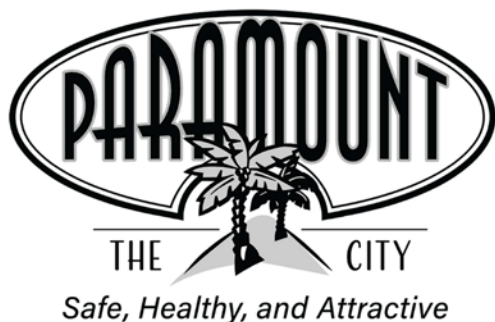
11. WAIVER, RELEASE AND INDEMNIFICATION;

As an additional term or condition of the grant of this Development Review Application, as confirmed by 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 Development Review (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

Development Review Application Check Sheet

Read questions carefully and fill the forms out completely.

- ☐ **Development Review Application (Applicant, Location, Legal, Land Use)**
- ☐ **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.
- ☐ **Residential Design Supplement Form, if applicable (Pages 1-5)**
- ☐ **Commercial/Industrial Design Supplement Form, if applicable (Page 6-7)**
- ☐ **13 Prints of Site Plan/Floor Plan**
Must be reviewed by Planning Department, prints must be 11 inches by 17 inches.
- ☐ **Provide Color Drawings**
 - ☐ One (1) color rendering of elevations or perspective drawings
 - ☐ One (1) color site plan
- ☐ **Provide electronic copy (PDF) of Site Plan, Floor Plan, & Color Drawings**
- ☐ **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 (\$3,755.00 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: \$3,755.00

Case No.(s): _____

Date of Hearing: _____

By: _____

Related Items: _____

**DEVELOPMENT REVIEW
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: _____

Owner's Email Address: _____

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: _____

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

RESIDENTIAL DESIGN SUPPLEMENT

Proposed Project/Development/Use of Property:

1. **SIZE OF UNITS** (number of bedrooms and gross square feet):

	<u>Number</u>	<u>Sq. Ft.</u>	<u>Type of Unit (single family, condo & apartment)</u>
0 Bedroom (studio)	_____	_____	_____
1 Bedroom	_____	_____	_____
2 Bedroom	_____	_____	_____
3 Bedroom	_____	_____	_____
4 Bedroom	_____	_____	_____
5 Bedroom	_____	_____	_____

Total number of units: _____ Proposed density (units/acre): _____

2. **FLOOR AREA:**

Existing floor area (if applicable): _____

Proposed additional floor area: _____

Total proposed floor area: _____

3. **PARKING**

Off-street parking spaces:

Guest parking (if applicable):

	<u>Number</u>		<u>Number</u>
Covered	_____	Covered	_____
Open	_____	Open	_____
Total No. Spaces	_____	Total No. of Guest Parking Spaces	_____
Number of Compact	_____		

PARKING (cont.)

Type of covered parking provided: _____

Is carport/garage opening screened from view of residents, freeways, and other streets? _____

If yes, how? _____

Are open parking spaces screened from view of residents, freeways, and other streets? _____

If yes, how? _____

Specify number & location of spaces provided for recreational vehicles owned by the residents:

4. AMENITIES

a. Laundry facilities: YES NO

Number of Washers: _____ Location: _____

Number of Dryers: _____ Location: _____

Special features: _____

b. Locked storage facilities: YES NO

Dishwasher Refrigerator Other

Garbage Disposal Range and oven

c. Major Appliances:

Dishwasher Refrigerator Other

Garbage Disposal Range and oven

RESIDENTIAL DESIGN SUPPLEMENT
PAGE 3

PARKING (cont.)

d. Private Patios: YES NO

Size _____ Number _____

Method assuring maximum privacy: _____

e. Security devices:

Doors

Windows

Sliding Doors

Type _____

Recreational facilities: YES NO

Location _____

Equipment Provided _____

EXTERIOR FEATURES:

5. Describe the exterior building treatment(s) to be used, including color schemes, textures, materials, & their relationships.

RESIDENTIAL DESIGN SUPPLEMENT
PAGE 4

6. Describe the proposed roof type, design and material. Please indicate method of concealing roof structures, such as air conditioning units, heating units, etc., from view.

7. What kind of walls are provided around the development and/or the individual parcels? Specify height and materials to be used.

8. Describe how windows, balconies and other openings are located and designed to assure privacy for adjoining properties and reduce the undesirable effects of any major streets and/or freeways that are nearby.

9. How are refuse storage areas in the project to be screened from view of the residents, streets, freeways, and adjacent properties?

10. Describe the landscaping scheme and materials to be used in your project. Include information about the species, maturity, and location of the vegetation to be used. Describe the proposed watering system to be used for the landscaped areas.

RESIDENTIAL DESIGN SUPPLEMENT
PAGE 5

INTERIOR FEATURES

BATHROOMS

Number provided _____ per 1 bedroom unit
_____ per 2 bedroom unit
_____ per 3 bedroom unit
_____ per 4 bedroom unit
_____ per 5 or more bedrooms

Type of floor covering _____

Material to be used for countertops, sinks, showers, and/or bath tubs:

KITCHEN

Type of floor covering _____

Material to be used for countertops, sinks, and cupboards:

1. What, if any, water conserving devices are to be used in the bathroom and/or kitchen?

2. Specify the type, location and amount of insulation and soundproofing to be provided in each unit.

3. What type of heating system do you propose to use? Why was this type of system chosen?

4. If provided, what type of air-conditioning system is to be used for each unit? Why was this type of system chosen?

If commercial, industrial or other type of use, please complete the following:

1. Proposed land use:_____

2. Floor Area/Building Height

Existing floor area (if applicable):_____

Proposed additional floor area:_____

Total proposed floor area:_____

Building height (to roof peak):_____

3. Off-street Parking Spaces

Number of onsite parking spaces proposed:_____

4. Proposed landscaped areas:

	<u>Length</u>	<u>Width</u>	<u>Area</u>
Area A	_____	_____	_____
Area B	_____	_____	_____
Area C	_____	_____	_____

5. Hours of operation:_____

Estimated number of employees per shift _____

Estimated number of customers (per day) _____

Estimated range of services area (miles) _____

6. Proposed materials and colors to be used on exterior of building:

7. Proposed material and type of roof:

8. Proposed materials and colors to be used for fences:

9. Describe how the proposed development will be compatible with the character of the zone in which it is to be located. Explain how the development is suitable to the uses and character of buildings within the area and how this project will conserve property values and promote development according to the zoning plan or General Plan.

10. Describe how adjacent structures are protected against noise, vibration, and other factors which tend to make the environment less desirable.

11. Describe the exterior architectural appeal, design and functional plan of the development. Explain how the proposed development is consistent with existing structures or structures under construction within the zone as far as (1) setbacks, (2) building heights, (3) vehicular parking and vehicular and pedestrian ingress and egress, (4) location of services, (5) walls, (6) landscaping, or (7) gross floor area.

12. Describe how the project provides for orderly development of the land and adequately considers the other existing or contemplated uses of land in the general area.

13. Describe how the project promotes sustainability.

SUBMITTALS

The applicant shall file, as a part of this application:

SITE PLAN (PLOT PLAN) – Thirteen prints (11" x 17"), one set drawn to an appropriate scale, and one copy in electronic (PDF) format 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, fences, and walls (including trash/recycle enclosures) 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 Disabilities 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, telephone number, and email address of the proposed property owner and 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).

FLOOR PLAN – Thirteen prints (11" x 17"), one set drawn to an appropriate scale, and one copy in electronic (PDF) format showing the following information:

A detailed **floor plan** shall also be required. Such floor plan shall indicate the division and use of space within all existing and/or proposed buildings and building additions and the location of loading doors and facilities. *Floor plans may be combined with the plot plan and submitted as a single map.*

Thirteen prints (11" x 17") of architectural plans and one set to scale showing the following:

- A. **ELEVATIONS.** All architectural of each building and a composite elevation from street if multiple buildings are proposed (incorporate the profile of landscaping and buildings adjacent to such elevations)

SUBMITTALS

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- B. **ROOF PLAN.** Show the direction of slope of roof elements and location of mechanical equipment, ducts and vents.
- C. **LIGHTING.** The lighting to be applied to the exterior wall surfaces or to be used for walkways, drives and parking lots, and the light cast by the building's interior, its signs, etc., which are visible from adjacent or neighboring properties.
- D. **DECORATIVE FEATURES.** All artwork, sculpture, fountains, and other ornamental or decorative features visible from surrounding properties.
- E. All provisions for and design of the following appurtenances if visible from the exterior:
- | | |
|--|---|
| Utility lines, meters, boxes | Sun shades, awnings, louvers |
| Refuse/recyclables, storage and pickup areas | Downspouts |
| Stairs, ramps, fences, walls | Mechanical equipment visible from the exterior. |
| Flues, chimneys, exhaust fans | Loading docks, carports |
| Penthouses | Antennas |
| Balconies | |

COLOR DRAWINGS – one color rendering of elevations or perspective drawings and one color site plan in electronic (PDF) format.

MATERIALS – One color and material palette indicating the kinds and finishes of all the exterior materials (including roof and walls) and color samples of paint or manufactured products to be applied on the exterior (including fascia and trim) of the proposed structure. Provide copy in electronic (PDF) format.



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

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

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

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

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.]***