



## Development Application Instructions

Project Address	Date
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**REQUIRED SUBMITTALS** (Please note that incomplete filing may cause a delay in the processing of your case)

25 copies of plans checked below. Additional copies may be required at a later date. Plans must be to scale and collated into sets, stapled, and folded to 8 ½" x 11" size.

- |                                     |   |  |  |
|-------------------------------------|---|--|--|
| <input type="checkbox"/> Elevations | <input type="checkbox"/> Landscaping Plan | <input type="checkbox"/> Security Plan | <input type="checkbox"/> Tentative Tract Map |
| <input type="checkbox"/> Floor Plan | <input type="checkbox"/> Lighting Plan    | <input type="checkbox"/> Site Plan     | / Parcel Map                                 |

One complete set of the items checked below.

- |   |  |
|---|--|
| <input type="checkbox"/> Colored artist rendering board                     | <input type="checkbox"/> ESA Phase I Soils report                    |
| <input type="checkbox"/> Colors and materials board                         | <input type="checkbox"/> Narrative explanation of proposed project   |
| <input type="checkbox"/> Copy of property deed or copy of lease             | <input type="checkbox"/> Radius Map and Property Owner/Occupant List |
| <input type="checkbox"/> Current tenant information (multi-family projects) | <input type="checkbox"/> Sewer capacity analysis                     |
| <input type="checkbox"/> Development Application                            | <input type="checkbox"/> Site photographs                            |
| <input type="checkbox"/> Environmental Assessment Application               | <input type="checkbox"/> Variance Supplement (if applicable)         |

In addition to entitlement processing fees, the following fees may be required depending on the type of project proposed:

- Park-in-lieu (for multiple-family developments)
- Fiscal Impact Analysis (multi-family developments of 5+ units)
- Public Service Impact
- Parking-in-lieu (commercial and industrial projects)
- City Consultant



## **APPEALS**

Any action of the Commission, unless otherwise provided, may be appealed to the City Council by the applicant or other interested parties. Appeals shall be filed in writing with the City Clerk within seven (7) days of Commission action, except for Parcel Maps and Tentative Tract Maps which must be appealed within ten (10) days of Commission action. The required appeal fee for filing such appeal shall accompany appeal.

## **LANDSCAPE PLANS**

Detailed Landscape plans are required for all new development, except one single-family dwelling on a lot, conditional use permit applications, and projects involving conversion of uses. Plans submitted must be prepared by a State licensed landscape architect.

1. Show plant types, sizes, and planting standards for all landscape areas.
2. See City landscape standards.

## **SITE PLAN**

Site plans must show the following information drawn to scale 1/8"=1 ft and dimensioned:

1. Lot Lines and dimensions.
2. Buildings on abutting properties (outline of building face adjacent to property boundary).
3. Buildings and structures (location, size, building dimensions, height, distance from property line/other buildings, proposed use).
4. Buildings and structures to be demolished.
5. Yards and distance between buildings.
6. Walls and fences (Location, height, and materials).
7. Off-street parking (Location, number of spaces, compact/standard, parking spaces, driveways, and aisles, all dimensioned).
8. Access (Pedestrian, vehicular, service, and points of ingress and egress).
9. Signs (Location, size, and height).
10. Loading (Location, dimensions, number of spaces, and internal circulation).
11. Exterior lighting (Location, general nature, and hooding devices.)
12. Landscape areas (Location, total landscape area).
13. Street dedications and improvements. Such other data as may be required to permit the City to make required findings.



## **TENTATIVE TRACT AND PARCEL MAPS**

All tentative maps must include the following information. Prior to filing a tentative map, map numbers should be obtained from the Los Angeles County Public Works Department Engineer.

1. Map numbers of the proposed division of land or reversion to acreage and a description of the property.
2. Name and address of the subdivider and/or owner.
3. Name and address of the person preparing the map.
4. Approximate acreage of the proposed division of land or reversion to acreage.
5. North arrow.
6. Scale.
7. Date.
8. Boundary lines of each proposed lot/parcel.  
Name, location, and width of the streets within the proposed division of land or reversion to acreage
9. Name, location, and width of adjacent streets.
10. Approximate proposed street grades and direction of slope.
11. Alleys - location and width.
12. Easements – location, dimensions, and purpose.
13. Dimensions of reservations. Existing structures to be removed (dotted line), to remain (solid line) and location of structures to be constructed (solid line “proposed”).
14. Location of existing and proposed public utilities location.
15. Location of existing sewer mains.
16. Location of existing water mains.
17. Location of existing storm drainage culverts and pipes.
18. Location of width and direction of flow of watercourses.
19. Location of railroad rights-of-way.
20. Lot lines and dimensions.
21. Radius of curves.
22. Setback lines.
23. Lands and parks to be dedicated or reserved for public use. Contours of intervals, as prescribed by the City Engineer, or other topographic information as may be necessary to a clear understanding of the drainage involved.
24. Proposed land uses as follows:
  - a. Single Family Residential
  - b. Multiple Family Residential
  - c. Commercial
  - d. Industrial
25. Map name or map number of adjoining divisions or reversions of land.
26. Existing land use of adjacent property.
27. Location of any registered land.



### **COLORED ARCHITECTURAL/ARTIST RENDERINGS**

The architectural renderings must accurately depict the proposed development upon completion and provide details sufficient to allow the Planning and Environmental Quality Commission and the City Council to evaluate the aesthetic and architectural appearance of the proposed development and its relationship to adjacent property. Architectural renderings must meet the following requirements:

1. Drawings must be three-dimensional, watercolor or airbrushed. Prisma-colored drawings will not be accepted.
2. One display copy is required, enlarged 30" x 36" (minimum size) and mounted on foam board and 30 8-1/2" x 11" colored photocopies of the rendering
3. The color, design, style, and architectural features depicted must accurately reflect the building(s), landscaping, and other physical features of the project site and adjacent properties.
4. Buildings, landscaping, or other details on adjacent properties must be included and reflect actual conditions at the time the project is being considered.
5. Features depicted on the rendering must be consistent with the proposed site plan, elevations, landscaping, and floor plans.
6. A color board of exterior materials will be required for major renovations and new buildings.

### **ENVIRONMENTAL ASSESSMENT**

Environmental Assessment is performed pursuant to the California Environmental Quality Act and the City of Gardena Municipal Code. The Environmental Assessment application is intended to provide the Environmental Quality Officer with the basic information to determine the appropriate environmental documentation for the project. If it is determined that a project/action will not have a significant adverse impact on the environment, a Negative Declaration will be prepared. If it is determined that a project may/will have a significant impact on the environment, but the impacts could be mitigated, a Mitigated Negative Declaration will be prepared. If the impacts cannot be mitigated, an Environmental Impact Report (EIR) will be prepared. The preparation of the Negative Declaration, Mitigated Negative Declaration, or EIR and/or any required technical studies required to evaluate impacts will be prepared at the applicant's expense. A deposit equal to the estimated cost to prepare such documents or studies shall be made prior to initiating work.



**FEES**

The following fees are assessed with the development application. Contact the Community Development Department for correct fees if filing more than one type of development or application.

Banner Permit	\$44.00
Conditional Use Permit	\$3,109.00
Mergers / Lot Line Adjustment	\$788.00
Parcel Map	\$3,109.00
Site Plan Review	\$3,109.00
Noticing Deposit	\$350.00
Environmental Assessment	\$283.00
Temporary Use Permit	\$536.00
Tract Map	\$3,109.00
Variance	\$3,109.00
Zone Change	\$3,593.00

In addition to the processing fees, the following fees may be required depending on the type of project proposed:

- City Consultant
- Fiscal Impact Analysis (multi-family developments of 5+ units)
- Park-in-Lieu (multi-family developments)
- Parking-in-Lieu (commercial and industrial projects)
- Public Service Impact



Development Application

Project Address
Book/Parcel No.(s) Land Area
Legal Owner Phone No.
Address Email Fax No.
Applicant Name(s) Phone No.
Address Email Fax No.
Applicant's Rep. Name(s) Phone No.
Address Email Fax No.

1. TYPE OF DEVELOPMENT

- Conditional Use Permit Site Plan Review Zone Change
Mergers/Lot Line Adjustment Tract Map
Parcel Map Variance

2. PROJECT DESCRIPTION/REQUEST (Describe on additional sheets and attach to this form)

3. AUTHORIZATION (Names /signatures of all persons having an interest in the property whose consent is required to authorize filing of this application)

Table with 3 columns: Legal Owner Name, Name, Name; Address, Address, Address; Signature, Signature, Signature

4. BURDEN OF PROOF is on the applicant

Community Development Department Staff will assist anyone who desires to file an application with the City. Such assistance, however, must not be interpreted as encouragement to the applicant regarding the outcome.

The Applicant understands also that each matter must be carefully investigated and that after a thorough investigation and analysis of the project has been completed, or the public hearing has been held, Staff's recommendation may be contrary to the original position taken in preliminary discussions.

Staff is not permitted to assist the Applicant or any opponents to an application in preparing arguments for or against the request.

I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me. I further understand and agree that the application shall not be deemed complete until such time that all materials required for application have been submitted in proper and accurate form with the Community Development Department.

Table with 3 columns: Name, Signature, Date

TO BE COMPLETED BY CITY

Table with 3 columns: Date Filed, Case Nos., Categorically Exempt per CEQA; Accepted By, Environmental Assessment No., Section; Receipt No., Zone, GP Designation, Signature; Date