

LAND USE ENTITLEMENT APPLICATION PROCESS AND INSTRUCTIONS

APPLICATION PROCEDURE

The Application for Land Use Development is a streamlined, single application to cover most development permit needs. The following steps show the procedure for all types of development applications. Please read this form carefully and follow the procedures:

Step 1: Pre-Application Review

A preliminary meeting with Planning Staff is recommended, though not required. The meeting will give you and Staff a chance to review your project and the applicable Zoning standards. It also helps to determine what permits are required and calculate the fees.

Step 2: Application Submittal

Prepare and submit **ALL** required application materials to the Planning Division along with the required fees. You will receive a case number for your project and a receipt for your fee payment. **Five (5) sets of plans** are required for the initial review. Remember that all required forms must be completed and filled out legibly. It should be noted that for larger projects, additional or supplemental fees may be required to cover an expanded environmental review process and other supplemental services and/or analysis.

Step 3: Staff Review of Application for Completeness

Applications will be reviewed within **thirty (30) days**. Staff will examine the application materials, in reviewing your plans, justification statement and other information. Staff will make one or more site visits, and may contact surrounding property owners. Owner's affidavit must be signed by owner or agent assigned responsibility by owner. Staff will notify you in writing that the application is accepted as complete or that it is not complete and additional material and/or information is required. When the packet is complete and a hearing date is set, additional plans including an electronic PDF will be required. After acceptance of the completed application(s), a public hearing with the Planning Commission will be scheduled for the earliest possible meeting. The Planning Commission meets on the 1st and 3rd Tuesdays of each month at 7:00 p.m. Staff will advise you of the hearing date.

Step 4: Staff Review for Environmental Determination

Some zoning and subdivision applications require environmental review. Environmental review shall be completed in compliance with state law before final action is taken on the project. Staff will examine the application materials, in reviewing your plans, justification statement and other information. After the Planning Division has evaluated this information, a determination will be made regarding the appropriate environmental documentation for the project. Staff will notify the applicant if additional information or fees are required.

Step 5: Decision on Request

Most decisions on your request will be made by the Planning Commission. The decision could be approval, approval with conditions, continuation for redesign, or denial. General Plan amendments, zone changes, ordinance amendments, and many major development projects are recommended by the Planning Commission required City Council hearing and approval.

APPEALS

In the event that the applicant or an interested party is dissatisfied with a Planning Commission decision, an appeal may be made to the City Council within fifteen (15) calendar days of the date of notice of decision by staff or adoption of the Planning Commission resolution. Appeals will be heard at a duly notice public hearing.

All CITY COUNCIL DECISIONS ARE FINAL.

**CITY OF SOUTH GATE
SCHEDULE OF FEES
2015-16
DESCRIPTION OF FEE – PLANNING**

ADMINISTRATIVE USE PERMIT	\$2,580
APPEAL - RESIDENTIAL/INSTITUTIONAL PROPERTY	\$345
APPEAL - OTHER	\$2,055
ARCHITECTURAL PLAN RESUBMITTAL REVIEW	Hourly Rate \$225 min.
ARCHITECTURAL REVIEW - RESIDENTIAL CONSTRUCTION	\$234
ARCHITECTURAL REVIEW - COMMERCIAL/INDUSTRIAL CONSTRUCTION	\$490
ART IN PUBLIC PLACES	1% of Construction Value
CONDITIONAL USE PERMIT - SALE OF ALCOHOL	\$4,752
CONDITIONAL USE PERMIT - RECYCLING BUSINESS	\$5,056
CONDITIONAL USE PERMIT - PUBLIC ASSEMBLY PLACES W/O ALCOHOL	\$4,883
CONDITIONAL USE PERMIT - PUBLIC ASSEMBLY PLACES W/ ALCOHOL	\$6,262
CONDITIONAL USE PERMIT - OTHER	\$3,959
CONDITIONAL USE PERMIT AMENDMENT - CHANGE OF OWNERSHIP	\$510
CONDITIONAL USE PERMIT AMENDMENT - OTHER	\$3,359
COPIES OF PLANS - FIRST SHEET	\$20 / Sheet
COPIES OF PLANS - ADDITIONAL SHEET	\$10 / Page
DOCUMENT RETRIEVAL - RESPONSE TO REQUEST	Hourly Rate
ENTERPRISE ZONE HIRING TAX CREDIT APPLICATION	\$75 / Application
ENVIRONMENTAL REVIEW - PRELIMINARY (SF UP TO 4 UNITS)	\$207 + Costs
ENVIRONMENTAL REVIEW - OTHER	\$482 + Costs
EXPEDITING FEE	\$1 Application Fee
EXTENSION (TRACT MAP, PARCEL MAP, CUP, VAR, UUP & GP)	\$276
EXTENSION - SITE PLAN	\$138
GENERAL PLAN AMENDMENT	\$7,158
GENERAL PLAN MAINTENANCE	New Construction Permit + 15%
LIQUIFICATION REPORT	\$104 / Hour
LOT LINE ADJUSTMENT	\$3,697
SIGN PERMIT - PERMANENT (DESIGN REVIEW COMMITTEE)	\$952
SIGN PERMIT - PERMANENT (COUNTER)	\$69
SIGN PERMIT -TEMPORARY <= 90 DAYS	\$62
SIGN PERMIT -TEMPORARY >= 90 DAYS	\$952
SITE PLAN AMENDMENT - PLANNING COMMISSION	\$3,779
SITE PLAN AMENDMENT - ADMINISTRATIVE	\$1,572 + Staff Cost
SITE PLAN REVIEW - <= 1 ACRE	\$4,793
SITE PLAN REVIEW - >= 1 ACRE	Hourly Rate + Exp. - \$2,500 Deposit
SITE PLAN WAIVER	\$2,159
TENTATIVE TRACT MAP - <= 1 ACRE	\$6,297
TENTATIVE TRACT MAP - >= 1 ACRE	Hourly Rate + Exp. - \$2,500 Deposit
TENTATIVE PARCEL MAP	\$4,703
UNCLASSIFIED USE PERMIT - CELL TOWER	\$4,455
UNCLASSIFIED USE PERMIT - OTHER	Hourly Rate + Expenses
UNCLASSIFIED USE PERMIT - AMENDMENT	\$1,703
VARIANCE	\$3,752
ZONE CHANGE	\$5,959
ZONING AMENDMENT	\$5,959
ZONING COMPLIANCE LETTER	\$248 / Hour
ZONING INTERPRETATION	\$1,511
HOURLY RATES FOR OVER THE COUNTER ASSISTANCE:	
DIRECTOR	\$162 / Hour
SENIOR PLANNER	\$135 / Hour
SENIOR TECHNICIAN	\$97 / Hour
TECHNICIAN III	\$68 / Hour
TECHNICIAN II	\$62 / Hour

**LAND USE ENTITLEMENT (LUE) APPLICATION
SUBMITTAL REQUIREMENTS**

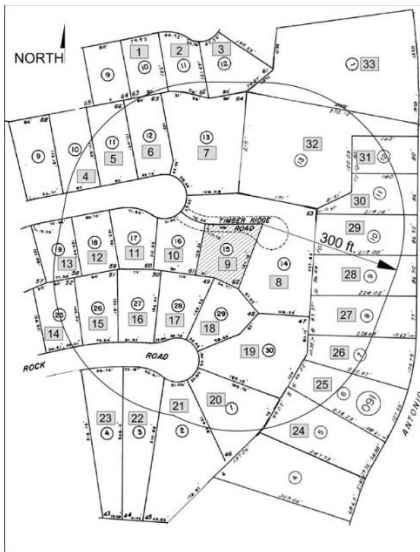
DOCUMENTS		# OF COPIES
Site Plan (Folded on 24" X 36" sheet)	Stapled, Folded, Collated	5 Copies
Floor Plans (Folded on 24" X 36" sheet)	Stapled, Folded, Collated	5 Copies
Elevations (Folded on 24" X 36" sheet)	Stapled, Folded, Collated	5 Copies
Reduction of Site Plan & Elevations (8 ½" X 11" size)		1 Copy
Colors and Materials*		1 Copy
Ownership Map (Drawn 1,000' from each property line)		1 Copy
Property Owner/Occupant List		1 Copy
Property Owner/Occupant List prepared on gummed labels		3 Sets
Notarized Affidavit of Accuracy of Property Owners List		1 Copy
Justification Statement		1 Copy
Photos of existing site		1 Set
Notarized Owners Affidavit		1 Copy
Completed Application Form		1 Copy
Application Fee		Set Fee
Environmental Assessment Form*		1 Copy
Environmental Review Fee*		Set Fee
Environmental Filing Fee – Check made payable to LA County Clerk		\$75.00
Additional Submittal Items*		-

*As determined on a case-by-case basis

RADIUS MAP / PROPERTY OWNER/ OCCUPANT LIST

California state law requires that property owners within 300-feet of a proposed land use application (zone variance, conditional use permit, etc.) be notified about the application prior to the public hearing date. The City of Baldwin Park complies with this law by requiring that an Ownership Map and a Property Owners List be submitted with the formal application.

The Radius Map



The **Radius Map** may be a cop of the City Atlas Map, scale 1' = 20', and it may be obtained from the Planning Division. All properties within a 1,000-foot radius from the proposed project site property line boundaries must be included in the radius. To accurately draw the ownership map, draw a radius line of 1,000-feet (equivalent to 1 ½- inch on the Atlas Map) from all outside property lines. Please number the parcels on the **Radius Map** to correspond with the numbers on the Property Owners List.

The **Property Owner/Occupant List** includes all property owners' names and addresses within the 1,000-foot radius of the proposed project site included on the Ownership Map and occupant addresses. Three (3) sets of gummed labels shall be submitted including a label for the applicant and the owner of the property being filed upon. Please number each label consecutively to accurately correspond to the numbered properties on the Ownership Map. The names and addresses of the property owners may be found at the Los Angeles County Assessor's office.

Assessor's Office

1190 Durfee Avenue
El Monte, CA 91733
(626)258-6001

Office Hours: Monday – Friday
8:00 a.m. – 5:00 p.m.

NOTE: SPECIAL HELP is available from the Planning Division if any doubts arise about any portion of this application. Planning staff will be happy to answer any questions you may have at (323) 563-9514. Hablamos español.

RADIUS MAP / PROPERTY OWNER / OCCUPANT LIST

The references below are only an aid to provide you with information about available services. *This listing does not constitute an endorsement or recommendation by the City of South Gate. Updated in 2019.*

<p>Atlas Radius Maps Dana Molino PO Box 18612 Anaheim CA 92817 Cell: 714-906-3168 email: atlasradmaps@gmail.com web page: www.atlasradiusmaps.com</p>	<p>Radius Maps 4 Less Vincent Acuna 11808 Letini Dr. Rancho Cucamonga, CA 91701 (909)997-9357</p>	<p>Advanced Listing Services, Inc. P.O. Box 2593 Dana Point, CA 92624 (949)361-3921</p>
<p>Affordable Radius Maps Michael Pauls 203 Argonne Avenue, Suite 141 Long Beach, CA 90803 (562) 434-2835</p>	<p>Su Susan W. Case 917 Glenneyre Street, Suite. 7 Laguna Beach, CA 92651 (949) 494-6105 (949) 494-7418 FAX</p>	<p>City Radius Maps – Robert Simpson 300 E Bonita Ave., #3641 San Dimas, CA 91773 (818) 850-3382</p>
<p>Datapro Michael Higgerson 10001 Laurie Avenue Bakersfield, CA 93312 (800) 568-7104</p>	<p>Sue Moreno 12106 Lambert Avenue El Monte, CA 91732 (626) 350-5944</p>	
<p>G.C. Mapping Service Gil Castro 3055 W. Valley Blvd. Alhambra, CA 92803 (626) 441-1080</p>	<p>Radius Map and Listing Service Kimberly Wendell P.O. Box 264 Los Alamitos, CA 90720 (562) 431-9634</p>	
<p>LA Mapping Service Robert Castro 71 Deer Creek Road Pomona, CA 91766 (909) 595-0903 (626) 280-8382 (cell)</p>	<p>Szeto & Associates Stan Szeto 879 W. Ashiya Road Montebello, CA 90640 (626) 512-5050</p>	
<p>AM Mapping Service, Anna Smit 7211 Haven Ave., Suite E, #375 Alta Loma, CA 91701 (909) 466-7596 (626)403-1803</p>	<p>Radius Maps Adriana Gutierrez-Guemez 1004 West Covina Parkway #209 West Covina, CA 91790 (626) 618-3218</p>	
<p>NotificationMaps.com Karen 668 N. Coast Hwy. #401 Laguna Beach, CA 92651 1-866-PLANCOM (752-6266)</p>	<p>N.P.S. & Associates 396 W. Avenue 44 Los Angeles, CA 90065 (323)801-6393 (323)227-5463 Fax</p>	



8650 California Avenue
South Gate, Ca 90280
Phone: (323) 563-9526

LAND USE ENTITLEMENT (LUE) APPLICATION

- Conditional Use Permit
 - _____
Type
- Density Bonus Program
- General Plan Amendment
- Specific Plan
- Tentative Tract/Parcel Map
- Variance
- Zone Change

For Office Use Only
Date Received: _____
Received By: _____
Case Number: _____
Receipt No. _____

PROJECT INFORMATION			
Project Address:			
Project Description:			
Assessor's Parcel Number(s):		Existing Zoning:	
Legal Description:			

PROPERTY OWNER INFORMATION			
Name of Owner:			
Mailing Address:			
City, State, Zip:			
Telephone:		Email:	

AUTHORIZED AGENT INFORMATION (This is the person who will be contacted regarding this application. This person will be named the applicant in all documents related to this application.)			
Name of Agent:			
Mailing Address:			
City, State, Zip:			
Telephone:		Email:	

I/We declared under the penalty of perjury that the information provided on this application is true and accurate and that I/we have familiarized myself/ourselves with the relevant provisions of the South Gate Zoning Code.

Signature

Date

Owner's Affidavit

I, (We), _____, hereby declare, under the penalty of perjury, that I (we) am (are) the owner(s) of the property involved in this request located at _____, and identified as APN _____, or if the owner is a corporation or other entity, that I (we) am (are) duly authorized to execute this affidavit on behalf of said corporation or entity. I (we) further declares that the foregoing statements and the information submitted herewith are true and correct.

Signature: _____

Mailing Address: _____

Phone: _____

Signature: _____

Mailing Address: _____

Phone: _____

California All-Purpose Acknowledgment

State of California)
County of Los Angeles) ss.

On _____ before me, _____,
personally appeared _____,

who proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledgement 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 entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PREJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

NOTE: This application must be signed by the property owner or authorized agent. If by authorized agent, a letter of authorization from the property owner must be filed with this application. An invalid signature would invalidate the requested procedure. If more than one person is involved in the ownership of the property being developed a separate page must be attached to this application which lists the names, addresses and notarized signatures of all persons having an interest in the ownership of the property.