



CUP \_\_\_\_\_

## CONDITIONAL USE PERMIT APPLICATION

### PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED):

PROJECT ADDRESS \_\_\_\_\_

ZONE CLASSIFICATION \_\_\_\_\_

APPLICANT(S) NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

PROPERTY OWNER(S) NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

**PROPOSED USE:** (State exactly what use is intended for the property. If you are applying for an eating establishment, restaurant or place of assembly, include the seating capacity and hours of operation.)

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\*\*\*PLEASE ANSWER THE QUESTIONS ON PAGE 2\*\*\*

THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT. IN ADDITION, I/WE HEREBY GRANT THE CITY OF ARCADIA PERMISSION TO POST THE ARCHITECTURAL PLANS ASSOCIATED WITH THIS APPLICATION ONLINE.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PROPERTY OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DATE FILED \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_ PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

**PREREQUISITE CONDITIONS:** (The law requires that the conditions set forth below be clearly established before a conditional use permit can be granted.)

**EXPLAIN IN DETAIL WHEREIN YOUR CASE CONFORMS TO THE FOLLOWING FOUR CONDITIONS:**

1. The proposed use is consistent with the General Plan and any applicable specific plan; and is allowed within the applicable zone, subject to the granting of a Conditional Use Permit and complies with all other applicable provisions of this Development Code and the Municipal Code.

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2. The design, location, size, and operating characteristics of the proposed activity will be compatible with the existing and future land uses in the vicinity.

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3. That the site is physically suitable in terms of: a) Its design, location, shape, size, and operating characteristics of the proposed use in order to accommodate the use, site improvements, loading, and parking; b) Streets and highways adequate to accommodate public and emergency vehicle access; c) Public protection services; and d) The provision of utilities (e.g. potable water, schools, solid waste collection and disposal, storm drainage, wastewater collection, treatment, and disposal, etc).

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4. The measure of site suitability shall be required to ensure that the type, density, and intensity of use being proposed will not adversely affect the public convenience, health, interest, safety, or general welfare, constitute a nuisance, or be materially injurious to the improvements, persons, property, or uses in the vicinity and zone in which the proposed is located.

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**NOTE:** The Planning Commission is required by law to make a written finding of facts, based upon the information presented at the time of the public hearing, that beyond a reasonable doubt the five above enumerated conditions apply.

## **FILING REQUIREMENTS**

In order for this application to be processed without delay, the application must include all of the following materials. To ensure that your application package is complete, please check-off the boxes next to the required application materials.

- Completed application form
- An Ownership Disclosure is required if the property is owned by a corporation, partnership, trust, or non-profit. The disclosure must reveal the agent for service of process or an officer of the ownership entity. The disclosure must list the names and addresses of all the owners, and you must attach a copy of the current corporate articles, partnership agreement, trust, or non-profit document, as applicable.
- Environmental Information form (if applicable)
- Statement of Operations
- Filing Fee:

Initial filing fee	\$3,584
Amendment	\$2,373
Extension	\$163
Appeal	\$772
- Plans/Elevations: **Two (2) full sized plans, two (2) reduced size plans at 11"x17", and a digital copy in PDF format on a USB flash drive.** The full-sized plans (site plan, floor plans, elevations, roof plans, and landscaping plan) must be drawn to scale and dimensioned to show the following:
  - a. Scale, north arrow, parkway width, and street address
  - b. Location and size of all proposed structures (new and/or existing). The building and setback areas shall be clearly dimensioned.
  - c. Description of types of materials, colors, treatments, etc.
  - d. Mechanical equipment and easements
  - e. Location and dimension of all landscaped areas and the type of trees and sizes (to remain or proposed to be removed.)
- (If proposing exterior changes) - Materials and colors sample board (8½" x 11") and brochures of the doors, windows, fixtures, and other architectural elements. All proposed exterior colors must be identified with actual color chips with manufacturer and code specifications. Physical samples of roofing, stone or concrete material are typically not required.
- Photos (on a USB flash drive) of the subject property at a scale large enough to illustrate the subjects under discussion.
- A radius map and mailing list:
  - A 300-foot radius map and a mailing list in an Excel format and one set of labels. The mailing list must be in an Excel format and saved on a flash drive. Each lot must be consecutively numbered to correspond to the property owners list, map, and Excel spreadsheet.

The spreadsheet must identify the following fields: 1) Assessor's Parcel Number; 2) Property Owner's Name; 3) Mailing Address; 4) City, State, and Zip Code. Each column heading must be in the same order as listed above.

*The names and addresses of current property owners may be obtained at the Los Angeles County Assessor's office.*

*Alternatively, applicants may retain the services of a mapping consultant to generate the radius map, labels, and electronic address list on an Excel spreadsheet on their behalf. A list of local mapping consultants may be obtained at the Planning Services offices.*

- A separate label sheet, providing 3 labels each for the property owner, applicant, architect, contractor, and anyone else with an interest in the project that is to be contacted/copied with any relevant correspondence.

**AFFIDAVIT**

STATE OF CALIFORNIA  
CITY OF ARCADIA  
COUNTY OF LOS ANGELES

I, \_\_\_\_\_ hereby certify that the  
(print name)

attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available equalized assessment roll of the County of Los Angeles, within the area described on the attached application and for the required distance of notification from the exterior boundaries of the property described on the attached application. I also certify that the subject site described on the attached application contains no illegal lot splits or other divisions of land not specifically authorized by the City of Arcadia.

I certify under penalty of perjury that the foregoing is true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ENVIRONMENTAL INFORMATION FORM

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Date Filed: \_\_\_\_\_

Filing Fee: \$75

### **General Information**

1. Name and address of developer or project sponsor:

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2. Address of project (Location):

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3. Name, address and telephone number of person to be contacted concerning this project:

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4. 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:

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5. Zoning:

6. General Plan Designation:

### **Project Description**

7. Proposed use of site (project description):

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8. Site Size: \_\_\_\_\_ Sq. Ft. / \_\_\_\_\_ Acre(s)

9. Square footage per building:

10. Number of floors of construction:

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11. Amount of off-street parking provided:

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12. Proposed scheduling of project:

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13. Associated projects:

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14. Anticipated incremental development:

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15. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household sizes expected:

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16. If commercial, indicate the type, i.e. neighborhood, city or regionally oriented, square footage of sales area, and loading facilities, hours of operation:

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17. If industrial, indicate type, estimated employment per shift, and loading facilities:

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18. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project:

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19. If the project involves a variance, conditional use permit or zoning application, state this and indicate clearly why the application is required:

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

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**YES** **NO**

- 21. Change in existing features of any hills, or substantial alteration of ground contours.
- 22. Change in scenic views or vistas from existing residential areas or public lands or roads.
- 23. Change in pattern, scale, or character of general area of project.
- 24. Significant amounts of solid waste or litter.
- 25. Change in dust, ash, smoke, fumes, or odors in vicinity.
- 26. Change in ground water quality or quantity, or alteration of existing drainage patterns.
- 27. Substantial change in existing noise or vibration levels in the vicinity.
- 28. Is site on filled land or on any slopes of 10 percent or more?
- 29. Use or disposal of potentially hazardous materials, such as toxic substances, flammable or explosives
- 30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.)
- 31. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.)
- 32. Relationship to a larger project or series of projects
- 33. Has a prior environmental impact report been prepared for a program, plan, policy, or ordinance consistent with this project?
- 34. If you answered YES to question no. 33, may this project cause significant effects on the environment that were not examined in the prior EIR?

**Environmental Setting**

- 35. Describe (on a separate sheet) the project site as it exists before the project, including information on topography, soil stability, plants, and animals, any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. (Snapshots or Polaroid photos will be accepted).
- 36. Describe (on a separate sheet) the surrounding properties, including information on plants, animals, any cultural, historical, or scenic aspects. Indicate the type of land uses (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-backs, rear yards, etc.). Attach photographs of the vicinity. (Snapshots or Polaroid photos will be accepted).

**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 \_\_\_\_\_

\_\_\_\_\_  
(Signature)

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For