



MAJOR ADMINISTRATIVE MODIFICATION

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. _____

Your project may be subject to the Low Impact Development (LID) and Water Efficiency Landscaping Ordinance (WELO) requirements. To view the criteria please visit the City's website at: www.ArcadiaCA.gov/WELO/LID

*****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 _____

PLEASE ANSWER THE FOLLOWING QUESTIONS (REQUIRED) :

1. Describe why your modification is needed. Cite the specific code language.

2. Arcadia Municipal Code Section 9107.05.050 requires that Modifications be approved only if at least one of the following findings can be made:
- i. The Modification will promote uniformity of development; or
 - ii. The Modification will prevent an unreasonable hardship; or
 - iii. The Modification will secure an appropriate improvement of a lot.

Please fully explain how your request qualifies for a Modification based upon one or more of these findings:

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
- Filing Fee - \$750
- 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.
- Plans/Elevations: **Two (2) full sized plans, two (2) reduced size plans at 11"x17", and a digital copy in PDF format on a CD.** 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.)
- Photos (prints and on CD) of the subject property at a scale large enough to illustrate the subjects under discussion.
- 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 CD or 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.