



Land Use Permit

City of Maywood- Building and Planning Department

The Land Use Permit is for the following case types:

- Extend Non-Conforming Use
- Lot Merger
- Conditional Use Permit (CUP)
- Intensify Non – Conforming Use
- General Plan Amendment
- Lot Line Adjustment
- Density Bonus
- Planned Unit Development (PUD)
- Administrative Permit – Recycling
- Site Plan Review (SPR)
- Tentative Tract/Parcel Map
- Variance
- Zone Change

SUBMITTAL REQUIREMENTS

The following information is required in order to submit a Land Use Permit application. Prior to submitting an application, it is recommended that you speak to a planner about your project. Planners are available Monday through Friday 8:00 a.m. to 10:00 a.m. Maywood City Hall, 4319 Slauson Ave, Maywood, CA 90270. Once submitted, a planner will review your application within 30-days of submittal to determine if the application is complete. A hearing date will be set once it is determined that the application is complete. The Planning Commission meets the third Tuesday of each month at 7:00 p.m.

- Twelve (12) copies of project plans**, which shall be printed on 24"x36" size paper, folded to 8 ½" x 11", and fully dimensioned to Engineer's or Architect's scale. Project plans shall include:
- Site Plan**, which shall include:
 - The location of all existing (to remain) and proposed structures, which are dimensioned and uses labeled.
 - Driveways and walkways
 - Loading spaces.
 - Off Street parking (including table showing parking requirements for all uses on site):
 - Designate handicap parking and the number parking stalls.
 - Dimensions of parking stalls.
 - Curbing and wheel stops.
 - Landscape area and total square footages of landscaping.
 - Adjoining streets & easements on the property.
 - Property lines of the subject property with the lot dimension.
 - Curb line, drive approaches, and improvements within parkway. Dimension the distance between the curb and property line.
 - Trash enclosures & ground mounted equipment.
 - Existing or proposed walls and fences. Include label of wall height and material.
 - Easements on the property.
 - North arrow & scale of drawings.

(Continued next page)



Land Use Permit

City of Maywood- Building and Planning Department

Project Plans (continued)

- **Floor Plan**, which shall include:
 - Show existing and/or proposed individual rooms (include label of use).
 - Room dimensions.
 - Show doors and windows (include any emergency exits).
 - Show layout of room.
 - North arrow & scale of drawings
- **Building Elevations** (if applicable), which shall include:
 - Label type of exterior building materials and colors.
 - Dimensions of windows, trims, eaves, height of building, etc.
 - Label direction of elevation (i.e. north, south, east, west).
 - Scale of drawings
- **Roof Plan** (if applicable), which shall include:
 - Show all future mechanical equipment and screening methods.
 - Height of existing and/or proposed parapet.
 - North arrow & scale of drawings.
- **Landscaping Plan** (if applicable), which shall include:
 - Existing trees to remain.
 - Table showing the quantity and size of all trees and shrubs.
 - Common and botanical names.
 - Total square footage.
 - Irrigation schedule
 - North arrow & scale of drawings.

- **Reduced copy of project plans** — One (1) black and white copy of a full set of project plans that are reduced to 8½"x11"

- **Colored site & elevation plan (if applicable)** — A copy of the site plan & elevation drawings shall be colored and submitted on a CD in either .jpg or .pdf format

- **Color and Materials Sample Board (if applicable)** — One (1) color and material board (maximum size 9" x 12"), which shall include the actual colors and materials to be used for the project. Board shall list the manufactures name, color name, and location.

- **Preliminary Title Report (if applicable)** - The preliminary title report for the property shall be less than one year old

- **Planning Application Form** - The application must be filled out completely and signed by the applicant and the property owner. Please note, the property owner's signature shall be notarized.

- **Supplemental Information Form** - The supplemental information form must be filled out completely and signed by the applicant or the property owner.



Land Use Permit

City of Maywood- Building and Planning Department

Fee Schedule Environmental Filing Fees

1. Application/Service Fees:

- Conditional Use Permit..... \$411.00
- Extend Non-conforming use \$411.00
- Intensify Non-conforming use..... \$411.00
- Variance.....\$411.00
- Lot Merger.....\$206.00
PLUS ENGINEERING CONSULTANT'S COST
(Min. deposit of \$250.00)
- Lot Line Adjustment.....\$206.00
PLUS ENGINEERING CONSULTANT'S COST
(Min. deposit of \$250.00)
- Administrative Permit for Recycling Facility..... \$154.00
- General Plan Amendment..... \$1,644.00
- Planned Unit Development..... \$1,510.00
- Density Bonus Application..... \$79.00
- Zone Change..... \$598.00
- Tentative Tract/Parcel Map.....\$2,012.00
PLUS ENGINEERING CONSULTANT'S COST
(Min. deposit of \$250.00)
- Site Plan/Plot Plan Review-Administrative Approval..... \$23.00
- Site Plan/Plot Plan Review-Discretionary Approval..... \$785.00

TOTAL APPLICATION/SERVICE FEE(S): \$ _____

2. **Noticing Fee (mailing and/or publishing notices) \$ 804.00**

3. **Environmental Review Fees (CEQA Compliance):**

Preliminary Environmental Review **\$224.00**

- Categorical/Statutory CEQA Exempt; **or**
- Negative/Mitigated Declaration (ND/NMD) \$688.00
PLUS ENVIRONMENTAL CONSULTANT'S COST..... (Min. deposit of \$1,500.00)
- Environmental Impact Report (EIR)..... \$688.00
PLUS ENVIRONMENTAL CONSULTANT'S COST (Min. deposit of \$1,500.00)

TOTAL FEES: (APPLICATION/SERVICE + NOTICING + ENVIRONMENTAL REVIEW): \$ _____

(Continued next page)



Land Use Permit

City of Maywood- Building and Planning Department

4. **Filing Fees:** (\$75.00 per applicable notice)
Department of Fish and Game, CEQA Document Fees:

- Notice of Exemption: \$ _____, or
- Notice of Intent/Preparation: \$ _____, and
- Notice of Determination \$ _____

If Applicable:

- Negative Declaration (ND) \$2,210.25
- Mitigated Negative Declaration (MND) \$2,210.25
- Environmental Impact Report (EIR) \$3,070.00
- Environmental Document pursuant to a Certified Regulatory Program (CRP) \$ 1,046.50

Los Angeles County Processing/Notice Filing Fee
Make check payable to the **Los Angeles County Clerk**

TOTAL DOCUMENT FEES: \$ _____

FOR APPLICATION / SERVICE: _____

Make check payable to:
CITY OF MAYWOOD in the amount of \$ _____

FOR LOS ANGELES COUNTY FILING FEES

Make check payable to:
LOS ANGELES COUNTY CLERK in the amount of \$ _____

FOR THE DEPARTMENT OF FISH AND GAME CEQA DOCUMENTS FEE

Make check payable to:
LOS ANGELES COUNTY CLERK in the amount of \$ _____



Land Use Permit

City of Maywood- Building and Planning Department

Case No: _____

A Planning Application Requested:

- | | |
|---|--|
| <input type="checkbox"/> Extend Non-Conforming Use Code | <input type="checkbox"/> Lot Merger |
| <input type="checkbox"/> Amendment | <input type="checkbox"/> Site Plan/Plot Plan Review |
| <input type="checkbox"/> Conditional Use Permit (CUP) | <input type="checkbox"/> <u>Administrative</u> <input type="checkbox"/> <u>Discretionary</u> |
| <input type="checkbox"/> Intensify Non-Conforming Use | <input type="checkbox"/> Tentative Tract/Parcel Map |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Zone Change |
| <input type="checkbox"/> Planned Unit Development (PUD) | <input type="checkbox"/> Other _____ |

B Project Information:

Property Address _____ Assessor Identification Number(s) _____

Request: _____

C Applicant Information:

Name _____

Business Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

I declare under the penalty of perjury that to the best of my knowledge that the information provided on this application is true and correct.

Applicant's Signature _____ Date _____

(Continued on next page)



Land Use Permit

City of Maywood- Building and Planning Department

Owner Information

Name _____		
Business Name _____		
Mailing Address _____		
City	State	Zip Code
Fax		Phone
Email _____		

I declare under the penalty of perjury that to the best of my knowledge that the information provided on this application is true and correct. I further hereby authorize the applicant listed in Section C of this application to submit the application and to be my representative on matters regarding the project described herein.

Date	Property Owner Signature (Notarization required)
STATE OF CALIFORNIA)) COUNTY OF _____)	On _____ before me, Date
Notary Seal	Name and Title of the Officer
	personally appeared _____ Name(s) of Signer(s)
	who 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), or the entity upon behalf of which the person(s) acted, executed the instrument.
	I certify under PENALTY OF PEJURY under the laws of the State of California that the foregoing paragraph is true and correct.
	WITNESS my hand and official seal.
	Signature of Notary Public

OFFICE USE ONLY

Date Filed: _____ Zoning: _____

Received By: _____ General Plan: _____ Fee Total: _____

Assigned to: _____ CEQA: _____



Land Use Permit

City of Maywood- Building and Planning Department

General Information

Property Address: _____ Case No: _____

Assessor's Parcel Number (APN): _____

Property Size: _____ Width: _____ Length: _____

Describe property as it currently exists (including any buildings and plants): _____

Building Size: _____

Size of use: _____

Number of floors of construction: _____

Number of parking spaces on property:

Types of use:

Residential Commercial Industrial Institutional

Number of anticipated employees:

Number of units: _____

Does the use include the following?

<i>The sale food of beverages (not including alcohol)?</i> <i>If yes, then square footage of customer area _____</i>	__ Yes __ No
<i>The sale of alcohol?</i> <i>If yes, ABC License type _____</i>	__ Yes __ No
<i>Live entertainment</i> <i>If yes, the type (check all that apply):</i>	__ Yes __ No
<i>Proposed hours of live entertainment: _____</i> <i>Square footage of stage _____</i> <i>Square footage of dance floor _____</i>	
<i>The purchase or sale of previously owned merchandise?</i>	__ Yes __ No
<i>The sale or repair of motor vehicles?</i>	__ Yes __ No
<i>Storage or display of merchandise outside?</i>	__ Yes __ No



Land Use Permit

City of Maywood- Building and Planning Department

Environmental Information

Describe how any new construction will blend into the existing neighborhood: _____

Will the use involve the use or transportation of hazardous material such as toxic substances, flammables, corrosives, or explosives? ___ Yes ___ No

If yes, describe:

Will the use involve the use of equipment that creates noise and/or vibration? ___ Yes ___ No

If yes, describe:

Describe the surrounding properties (including uses, buildings, and plants): _____

If the project is being developed in relationship to a larger project or a series of projects, describe the larger project:

Certification

I hereby certify that the statements furnished on this supplemental information form (including any attached exhibits) present the most current information, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief:

Applicant or property owner signature

Date



Land Use Permit

City of Maywood- Building and Planning Department

PUBLIC NOTICE RADIUS MAP GUIDELINES

The radius map, ownership list and mailing labels are for the purpose of providing public notice of a proposed project to properties within a 300 foot radius from the subject property.

When submitting an application for a **Conditional Use Permit, Development Permit, Variance, and/or Tentative Parcel Map**, the applicant must include a radius map, mailing labels, and a list of all the property owners within a 300 foot radius from the subject property as required by **State Law and the Maywood Municipal Code**. The guidelines for preparation of these items are as follows:

- A) An original and one (1) copy of a Radius Map (300 foot radius from property), showing all the ownership lines. The map must also contain a key to an ownership list (see attached example). The ownership information can be obtained from the County Assessor's Office.

Los Angeles County
Assessor's Office
Signal Hill
1401 E. Willow Street
Signal Hill, CA 90755
(562)256-1701

Los Angeles County
Assessor's Office
County Hall of Administration
Room 205
500 West Temple Street
Los Angeles, CA 90012
(213)974-3211

- B) One (1) ownership list from the latest Assessor's records, of properties within a 300 foot radius from the subject property. On the map, each property within the 300 foot radius must be referenced to the ownership list by number. (See attached example)
- C) Two (2) sets of addressed, self-adhesive, gummed labels. Use Avery Mailing Labels No. AVY 5162, AVY 5351 or AVY 5375 (1" x 3" in size, see attached example).
- D) Sign and date the attached affidavit (see Attachment B), verifying that the information on the radius map ownership is accurate.



Land Use Permit

City of Maywood- Building and Planning Department

AFFIDAVIT

I, _____, hereby certify that on the ____ day of _____, 20____,

I prepared an ownership list and radius map, including properties entirely within or partially within 300 feet on the most exterior boundaries of the property being considered in the above referenced case known as (address)

The name and addresses listed were taken from the latest records of the Los Angeles County Assessor. Such names are recorded in the records of the County Assessor as being the present owner or owners of both the property involved in said case and of property in the immediate vicinity thereto.

I certify that said ownership list and radius map are correct and accurate to the best of my knowledge. I also acknowledge that any errors in this information will constitute an incomplete application and may invalidate its approval.

Signature of Applicant

Date



Land Use Permit

City of Maywood- Building and Planning Department

NAMES AND ADDRESS OF PROPERTY OWNERS
Within 300 feet of Property at

(project address)
ASSESSOR'S MAP _____ BLOCK _____ PARCEL _____

Ref. NO.	ASSESSOR PAGE/PARCEL NO.	NAME	ADDRESS

(Use additional sheets if needed.)

I certify that the above information is from the latest Assessor's Records.

Signature of Applicant

Date



Land Use Permit

City of Maywood- Building and Planning Department

EXAMPLE OF RADIUS MAP LABEL

5136-041-020
Current Resident
1234 Atlantic Blvd
Maywood, CA 90270

5136-041-021
Current Resident
1243 Atlantic Blvd
Maywood, CA 90270

5136-041-022
Current Resident
1234 Alamo Ave
Maywood, CA 90270

5136-041-023
Current Resident
5678 Alamo Ave
Maywood, CA 90270

5136-041-024
Current Resident
9012 Alamo Ave
Maywood, CA 90270

5136-041-025
Current Resident
5678 Gifford Ave
Maywood, CA 90270

5136-041-031
Current Resident
1234 Gifford Ave
Maywood, CA 90270

5136-041-030
Current Resident
0123 Maywood Ave
Maywood, CA 90270

5136-041-029
Current Resident
4321 Maywood Ave
Maywood, CA 90270

5136-041-028
Current Resident
2134 Maywood Ave
Maywood, CA 90270

5136-041-027
Current Resident
1234 Pine Ave
Maywood, CA 90270

5136-041-026
Current Resident
4567 Pine Ave
Maywood, C 90270

5136-041-032
Current Resident
5432 Slauson Ave
Maywood, CA 90270

5136-041-033
Current Resident
9876 Slauson Ave
Maywood, CA 90270

5136-041-034
Current Resident
6789 Slauson Ave
Maywood, CA 90270

5136-041-035
Current Resident
1234 Slauson Ave
Maywood, CA 90270

5136-041-036
Current Resident
4321 56th St
Maywood, CA 90270

LABEL

ASSESSORS PARCEL NO.
OWNER'S NAME
MAILING ADDRESS
CITY, STATE ZIP CODE

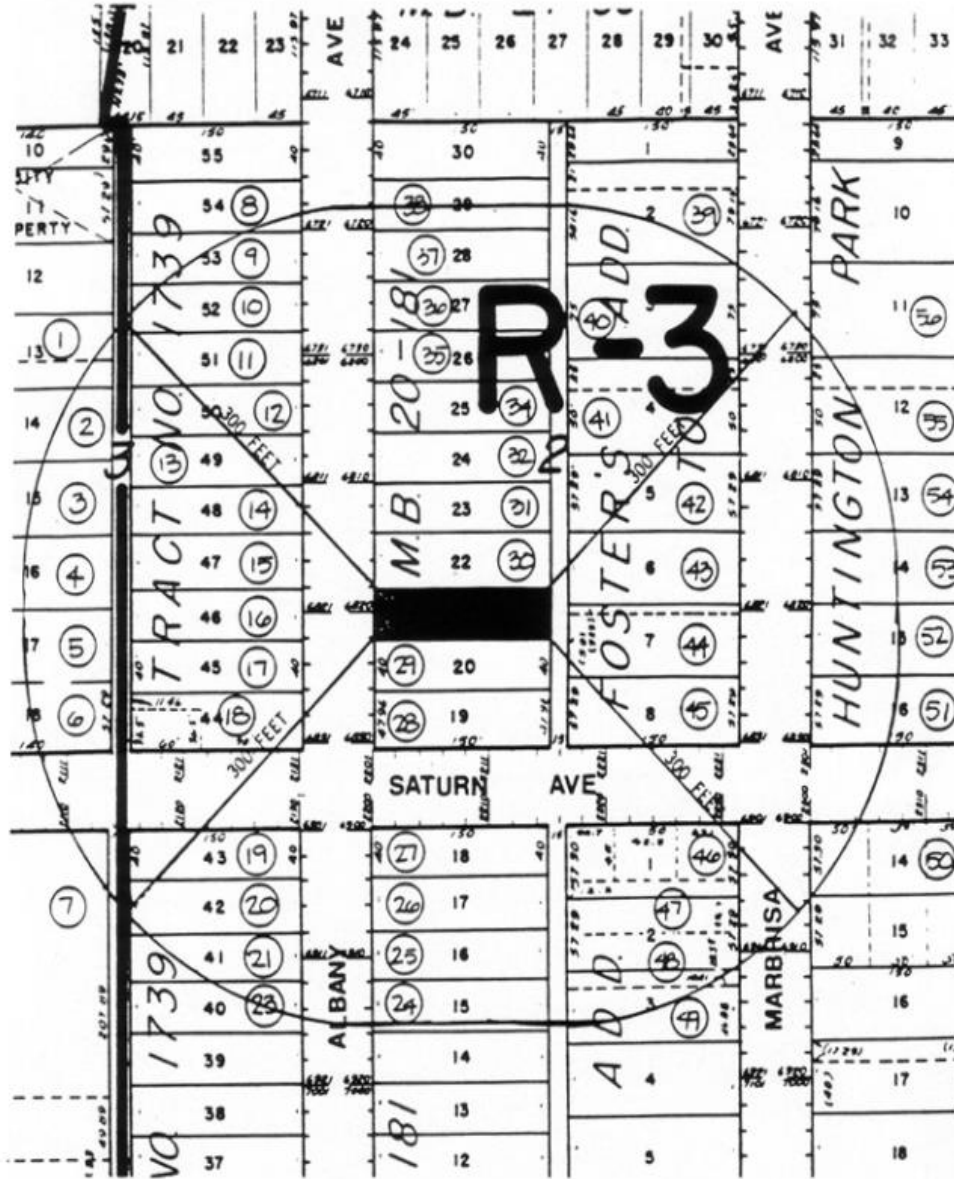
ACTUAL SIZE



Land Use Permit

City of Maywood- Building and Planning Department

EXAMPLE OF RADIUS MAP







CASE NUMBER :

DATE :

SCALE : 1" - 100'-0"

LEGEND

-  LOT LINE
-  DEED OR OWNERSHIP LINE
-  OWNERSHIP LISTING NUMBER (REFERENCE NUMBER)
-  COUNTY ASSESSORS NUMBER