



**City of La Mirada**  
**Community Development Department**  
**13700 La Mirada Boulevard**  
**La Mirada, CA 90638**  
**(562) 943-0131**

F o r S t a f f U s e		
File Date	_____	<input type="checkbox"/> Fee
Fee Amount	_____	<input type="checkbox"/> Site/Floor/Elevation Plans
Receipt No.	_____	<input type="checkbox"/> Ownership Permission
Case No.	_____	<input type="checkbox"/> Association Approval
By	_____	<input type="checkbox"/> Photographs

**ADMINISTRATIVE ADJUSTMENT APPLICATION**

City of La Mirada Zoning Ordinance Chapter 21.102

<b>G E N E R A L  I N F O</b>	PROJECT LOCATION (Address)	ASSESSOR'S PARCEL NUMBER(S)	ZONING	
	APPLICANT NAME (Please print)	PHONE NUMBER	EMAIL	
	APPLICANT ADDRESS	CITY	STATE	ZIP
	APPLICANT SIGNATURE (Required)	DATE		
	PROPERTY OWNER NAME (Please print)	PHONE NUMBER	EMAIL	
	PROPERTY OWNER ADDRESS	CITY	STATE	ZIP
	PROPERTY OWNER SIGNATURE (Required)	DATE		

<b>P R O J E C T  I N F O R M A T I O N</b>	<b>TYPE OF ADMINISTRATIVE ADJUSTMENT REQUESTED</b>
	<input type="checkbox"/> A no greater than 10% reduction in the <input type="checkbox"/> FRONT, <input type="checkbox"/> SIDE or <input type="checkbox"/> REAR yard setback to construct: _____ Current setback requirement = _____ ft.      Proposed setback = _____ ft.
	<input type="checkbox"/> An increase in the percentage of lot coverage by not more than 10% of the specified percentage. <input type="checkbox"/> Any adjustment in the height of a fence, wall or hedge. <input type="checkbox"/> An adjustment of not more than 10% in the required number of parking or loading spaces. <input type="checkbox"/> A decrease of up to 10% of any required landscaping. <input type="checkbox"/> A decrease of up to 10% of the required distance between buildings. <input type="checkbox"/> Construction of a pylon sign in the C-F zone up to 35 feet in height.
	<b>FURTHER DESCRIPTION</b>
<b>JUSTIFICATION FOR ADMINISTRATIVE ADJUSTMENT</b>	

**CERTIFICATE AND AFFIDAVIT OF APPLICANT:** I certify that all statements made on this application and attached plans are true and complete to the best of my knowledge. I understand that any false statements may result in denial of the requested permit or revocation of any issued permit. I further certify that I am, or have permission by, the property owner to conduct the proposed development applied for herein.

\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE

## **ADMINISTRATIVE ADJUSTMENT INSTRUCTIONS**

An Administrative Adjustment may be considered to vary from the strict application of the development standards described in the City's Zoning Ordinance. Specifically, an Administrative Adjustment provides relief from development standards relating to setbacks, lot coverage, wall/fence height, landscaping, parking, and construction of a pylon in the C-F zone. An Administrative Adjustment provides administrative flexibility in applying the Zoning Ordinance in which there are practical difficulties or unnecessary hardships in the way such strict application of the development standards are applied to your parcel/lot.

An Administrative Adjustment is administrative in nature and requires no public hearing. Administrative action takes three to four weeks after the application is complete. More time may be required if there is an appeal filed. Please complete the Administrative Adjustment Application and submit the application and four (4) sets of plans to the Community Development Department. All plans must be submitted on sheets no less than 11½" x 17" in size. Plans must be legibly drawn in ink, showing dimensions of all structures on the property and the distance of these structures from all property lines.

## **ADMINISTRATIVE ADJUSTMENT REVIEW PROCESS**

1. Discuss the contemplated Administrative Adjustment with staff to determine development standards applicable to the property.
2. Prepare a site plan/floor/elevation plans.
3. Complete an Administrative Adjustment Application.
4. Submit the plans with application to property owner and/or homeowner association for approval and signature.
5. Submit completed application, plans, and fee to the Community Development Department.
6. Staff will visit the property.
7. A letter will be mailed to neighboring property owners giving them 10 days to review the proposed Administrative Adjustment plans and application at City Hall.
8. Upon completion of the 10-day review period, staff will use consider all input from neighboring property owners and consider any adverse impacts on the subject or surrounding properties before rendering a decision.
9. The applicant will be sent a letter of determination.
10. The applicant may appeal staff's decision to the Planning Commission within ten (10) days of the determination.

## **PLANS SHALL INCLUDE THE FOLLOWING**

1. Identification of all property lines and fencing.
2. Full-scaled dimensions of existing structures on the parcel/lot.
3. Exact location and dimensions of all existing and proposed structures on the parcel/lot.
4. Provide color and materials for any proposed fencing or walls.
5. Photographs of the property.