



**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"/> Application Fee
Fee Amount	_____	<input type="checkbox"/> Environmental Fee
Receipt No.	_____	<input type="checkbox"/> Dept of Fish and Game Fee
Case No.	_____	<input type="checkbox"/> Site/Floor/Elevation Plans
By:	_____	<input type="checkbox"/> Radius Map
		<input type="checkbox"/> Mailing Labels
		<input type="checkbox"/> Environmental Info Form
		<input type="checkbox"/> Title Report
		<input type="checkbox"/> Owner's Affidavit

CERTIFICATE OF COMPATIBILITY / DEVELOPMENT REVIEW APPLICATION

GENERAL INFO	LOCATION OF PROJECT (Address)	ASSESSOR'S PARCEL NUMBER(S)	TYPE OF APPLICATION (CofC or DR)
	NAME OF PROPOSED PROJECT	ZONING	GENERAL PLAN DESIGNATION
	APPLICANT NAME (Please print)	BUSINESS PHONE	CELL PHONE
	APPLICANT ADDRESS	CITY	STATE ZIP
	APPLICANT SIGNATURE (Required)	EMAIL	
	APPLICANT REPRESENTATIVE (Please print)	BUSINESS PHONE	CELL PHONE
	APPLICANT REPRESENTATIVE ADDRESS	CITY	STATE ZIP
	APPLICANT REPRESENTATIVE SIGNATURE (Required)	EMAIL	
	PROPERTY OWNER NAME (Please print)	PHONE	EMAIL
	PROPERTY OWNER ADDRESS	CITY	STATE ZIP

PROJECT INFO	PROJECT DESCRIPTION (Describe in detail the nature of the Project and what is to be done on or with the property in the way of improvements):
	DOES THE PROPERTY HAVE ANY DEED RESTRICTIONS, RECORDED EASEMENTS, AND/OR RECORDED ACCESS AGREEMENTS AFFECTING THE USE THEREOF, IF SO DESCRIBE (attach additional sheets if necessary):
	DESCRIBE ANY ADDITIONAL APPROVALS TO BE OBTAINED (State in detail what other approvals are necessary-Parcel Maps, Building Permits, other Agency approvals)

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

OWNERS AFFIDAVIT

I, (We), _____ being duly sworn, depose and say that I am (we are) the owner(s) of all the property involved and that this application has been prepared in compliance with the requirements printed herein, or that this application is being filed by me (us) with the full knowledge and consent of the above property owner(s), I (we) further certify, under penalty of perjury, that the foregoing statements and information presented herein are in all respects true and correct to the best of my (our) knowledge and belief.

O W N E R S	SIGNATURE OF PROPERTY OWNER 1	SIGNATURE OF PROPERTY OWNER 2
	PRINTED NAME OF PROPERTY OWNER 1	PRINTED NAME OF PROPERTY OWNER 2
	ADDRESS	ADDRESS
	CITY STATE ZIP CODE	CITY STATE ZIP CODE
	PHONE NUMBER	PHONE NUMBER

ALL SIGNATURES ON THIS PAGE MUST BE ACKNOWLEDGED BEFORE A NOTARY PUBLIC

STATE OF CALIFORNIA)
County of) ss.
)

On _____, before me, _____, personally
Date Here Insert Name and Title of the Officer

Appeared _____,
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 PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

CERTIFICATE OF COMPATIBILITY / DESIGN REVIEW

PURPOSE AND INSTRUCTIONS

A Certificate of Compatibility (CofC) is a discretionary entitlement that allows the City's Planning Commission to review new commercial and industrial structures as well as the expansion of existing commercial and industrial structures, for design and site compatibility with adjacent structures within the subject site area.

The Imperial Highway Specific Plan Design Review (DR) process is intended to ensure that projects incorporate the land use ideals and design principles that will promote economic development and beautification of the Imperial Highway corridor. Projects submitted for Design Review must demonstrate that the project meets site, design, and other development parameters that engender lively, coordinated and attractive development.

Please complete the CofC / DR application and submit the plans to the Community Development Department. All plans must be submitted on sheets 24"X36", including an electronic copy. 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.

STEPS TO REVIEW

1. Review the La Mirada Zoning Ordinance or the Imperial Highway Specific Plan as it relates to the subject property.
2. Discuss your proposal with the Community Development Department.
3. Obtain a fee schedule, application, instructions and environmental information form.
4. Hold a pre-application meeting with staff to ensure that applications/drawings are sufficient and self-explanatory wherein you will submit completed applications, required drawings and fees.
5. The application will be reviewed to determine completeness and to determine if supplemental reports may be required such as traffic studies, grading reports or hydrology studies. Application forms and supplemental data must be completed in detail before they may be considered.
6. A staff report to the Planning Commission will be prepared including a recommendation. The Project is presented for Planning Commission consideration typically three (3) months after application submission.
7. A public hearing date will be scheduled before the Planning Commission.
8. Staff will post, advertise and distribute the public hearing notice as required by law.
9. Staff will send notice to applicant advising of date and time of the public hearing enclosing a copy of staff report and conditions.
10. Applicant or representative should be present at the public hearing.
11. The Planning Commission approves, approves with conditions, or denies applicant's application.
12. There is a 10-day (business days) appeal period for the action to take effect.
13. Within 5 days of the action, City staff shall file a Notice of Determination (NOD) with the County Clerk's office, if required. Applicant should be aware that a check for the most current LA County posting fee plus the current Department of Fish and Game Fee will be required within one (1) day of CofC approval.
14. Any permit or approval not exercised within one year from the date of final approval, or as specified within the Project's Planning Commission Resolution, shall expire and become null and void, unless other provisions establish a different time limit.

Anything completed prior to final approval will be at your own risk. Do not assume that your case has been finally approved until the City officially notifies you of such a decision in writing. Final approval requires favorable action by the Planning Commission and expiration of the appeal period without an appeal being filed. Upon the filing of an Appeal, the final approval shall be subject to City Council action.

FORMAL SUBMITTAL REQUIREMENTS

1. Submit complete Application and Environmental Information Form with appropriate fees.
2. Submit site plans, floor plans and elevations showing all dimensions and locations of all proposed and/or existing structures and improvements, parking area, signs, landscaping, walls, open spaces, etc. Plans shall properly demonstrate the location of all property lines, the full dimensions of buildings on site, including fully dimensioned floor plans, the exact location and dimensions of all existing and proposed signs for the business/center and the lineal feet of building frontage. Additionally, architectural drawings, interior layout, and appropriate sketches showing the design and character of the improvements may be required.

The following quantity and sizes are required:

- Submit 16 copies (24"X36") of the site, floor and elevation plans drawn to scale. Copies shall be in color if the plans contain any color such as photographs, colored elevations, colored renderings, or any representations that utilize color.
 - Submit 5 color copies (11"X17") of the plans folded in half.
 - Submit a high-resolution digital copy of the plans in pdf format.
 - If the decision of the Planning Commission is appealed, an additional 15 full size copies of the plans may be required.
3. The following are the requirements for the Radius Map, Land Use Map and Ownership Maps along with mailing Labels prepared by a radius mapping company:
 - Submit two copies of a map drawn to a scale of one inch to 100 feet, showing a radius line, all streets, highways, alleys, rights-of-way and lot cuts. Include tract, lot numbers and street addresses. This map should include the subject property and all surrounding properties within a radius of 300 feet from the exterior boundaries of the subject property. All properties should be numbered to correspond with the required property owner list.
 - Submit a numbered complete list of names and mailing addresses of all property owners within or partially within a 300-foot radius of the exterior boundaries of the subject property. This list must be prepared from the latest available assessment roll of the Los Angeles County Assessor.
 - Submit Two (2) numbered sets of typed address labels for each property owner within or partially within the 300-foot radius.
 - Submit Radius Map and Ownership List Certification. The ownership list shall be certified to be true, correct and complete and the Certificant's signature shall be notarized. An inaccurate or incorrect list will be cause for withholding the case from hearing.
 4. Owner's Affidavit.
 5. A complete legal description from a recorded deed or deeds is required.
 6. Title Report.