



**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

**CONDITIONAL USE PERMIT APPLICATION**

<b>GENERAL INFO</b>	LOCATION OF PROJECT (Address)	ASSESSOR'S PARCEL NUMBER (S)	ZONING
	NAME OF PROPOSED PROJECT		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

<b>PROJECT INFO</b>	<b>PROJECT DESCRIPTION</b> (Describe in detail the nature of the business occupation or purpose for which the building, structure, or premises are to be used and what is to be done on or with the property in the way of additional improvements):
	LEGAL DESCRIPTION (From Deed)
	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):

<b>CONDITIONAL USE PERMIT APPLICATION</b>	
<b>C O N D I T I O N A L  U S E  P E R M I T</b>	<p>Written "findings of fact" are required in order for the Planning Division to support the project. Findings are the legal requisites by local decision-makers to show how the decision-making process progressed from the initial facts to the decision.</p> <p>Findings are important. They "bridge the analytical gap between the raw evidence and ultimate decision" (<i>Topanga, supra</i>). If the decision is challenged, a court will examine the evidence supporting the findings to determine whether the hearing body abused its discretion when acting on a conditional use permit. Such an abuse of discretion is to be found when: (1) the agency did not proceed in a manner prescribed by law; (2) the agency's decision is not supported by findings; and (3) the agency's findings are not supported by evidence in the administrative record.</p> <p><i>Please carefully answer all the questions below</i></p>
	<p>The use is necessary or desirable and will be compatible with other uses and with transportation and services facilities in the vicinity because:</p>
	<p>The use would, under all the circumstances of the particular case, not affect adversely the health or safety of persons living or working in the vicinity because:</p>
	<p>The use would not be materially detrimental to the public welfare because:</p>

**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



## **CONDITIONAL USE PERMIT**

### **PURPOSE AND INSTRUCTIONS**

Conditional Use Permits (CUP) are discretionary permits approved or denied by the City's Planning Commission. Decisions are made by the City's Planning Commission after reviewing applications, staff recommendations, and taking testimony from the public during a public hearing in which the applicant or their representative should be in attendance. The Planning Commission meets on the third Thursday of the month.

A CUP is intended for land uses that require special consideration. A CUP can allow a property owner to have a conditioned use in a particular zone. A list of the uses that may be considered by a CUP in a particular zone is located in the City's Zoning Ordinance. The purpose of a CUP is to ensure that the use requested would be compatible with other existing and permitted uses located in the area. Such considerations include, but are not limited to: the area/size needed for the use; unusual traffic, noise, or other potential impacts; location requirements; or effect on property values, health, safety and welfare of adjacent properties.

Please complete the CUP 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 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 CUP 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.
15. Uses operating pursuant to an approved CUP that are abandoned for a period of 180 continuous days shall be automatically subject to permit revocation procedures pursuant to the Zoning Code.

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.