



## TO ALL PERSONS APPLYING FOR A CONDITIONAL USE PERMIT

The purpose of a Conditional Use Permit is to insure that the use requested will be compatible with other existing and permitted uses located in the area.

The procedure for the processing of a Conditional Use Permit application is as follows:

1. Submit a complete application to the Community Development Department on the Thursday six weeks before the scheduled Planning and Environment Commission meeting.
2. The Community Development Department secretary will set the date of public hearing before the Commission at a regular meeting and will circulate the required hearing notices.
3. The Planning and Environment Commission either approves with conditions, or denies applicant's application.
4. The Planning and Environment Commission's decision is subject to appeal to the City Council within twenty (20) calendar days.

THE COMMUNITY DEVELOPMENT DEPARTMENT STAFF WILL BE HAPPY TO ASSIST YOU. SHOULD YOU HAVE ANY QUESTIONS CONCERNING YOUR APPLICATION, PLEASE DO NOT HESITATE TO CONTACT THE DEPARTMENT:

**PHONE - (562) 866-9771, EXTENSION 2343**

### SPECIAL NOTES

You are advised **NOT** to obtain any loans or loan commitments on your property, or to clear the land, or do any work whatsoever that is dependent on final approval of your application. Anything you do before final approval **will be at your own risk.**

Do not assume that your case has been finally approved until you are officially notified of such decision in writing by the City.

Final approval requires favorable action by the Planning and Environment Commission. The decision of the Planning and Environment Commission is subject to appeal to or by the City Council. A decision of the Planning and Environment Commission is final only if no appeal is filed within the prescribed appeal period.

Also, bear in mind that final approval alone may not be enough. **READ** the notice of the decision and the **RESOLUTION** of the Planning Environment Commission on which the decision is based.

It is necessary that you comply with **ALL** the conditions as set forth therein before the final approval takes effect.

COMMUNITY DEVELOPMENT DEPARTMENT  
CITY OF LAKEWOOD

Revised 4/10/2012

CITY OF LAKEWOOD

**CONDITIONAL USE PERMIT**

**APPLICATION INSTRUCTIONS**

A COMPLETED APPLICATION MUST INCLUDE:

1. **A FILING FEE OF \$775.00 (FENCES - \$300.00)**

2. **FEE FOR NEGATIVE DECLARATION (IF APPLICABLE) - \$600.00**

A \$75.00 check payable to the Registrar-Recorder/County Clerk for posting on the Notice of Intent

A \$75.00 check payable to the Registrar-Recorder/County Clerk for posting on the Notice of Determination

3. **APPLICATION FORM**

4. **PROPERTY OWNERSHIP LIST**

Prepare a list of names and mailing addresses of ALL property owners within 300 feet of the property under consideration. Include all owners of the property being filed upon and all owners of property within said 300 feet that may lie outside the City of Lakewood boundaries. These names and addresses must be from the latest available County Tax Assessor rolls.

Number each name. This list must be signed. An inaccurate or incomplete list will be cause to remove the case from the agenda or require a rehearing of the case.

5. **MAPS (2)**

Submit one (1) map prepared at a scale no smaller than one inch (1") equals 200 feet, showing all streets, highways, alleys, right-of-ways, and lot cuts. Include tract and lot numbers. All lots and parcels must be completely dimensioned. Dull finish, Osolid bluelines, or black and white prints are required.

A. Prepare and submit one (1) map showing a 300 foot radius around the subject property and **show the property ownership by using the corresponding numbers from the Property Ownership List.** One set of **typed mailing labels** is required showing names and complete mailing addresses, including zip codes, of property owners.

B. Prepare and submit one (1) map showing types of land use and zoning within a 500 foot radius of the subject property.

6. **PLOT PLAN, FLOOR PLAN, ELEVATIONS (10 COPIES EACH)**

Plot plans, floor plans (if required), and elevations (one copy in color) should be drawn to a scale of not less than 1/16" equals one (1) foot. Clearly show all buildings, walls, parking, landscaping and subsurface utilities so located or proposed to be located on the property; the height, size, and shape for each; and distance from all property lines. All plans must be accurately drawn and completely dimensioned. **Required copies must be folded to fit inside a legal size folder. Rolled plans will not be accepted.**

7. **PICTURE(S) OF THE SITE AND ANY ADDITIONAL EXHIBITS APPLICANT MAY WISH TO PRESENT.**

8. **WRITTEN AUTHORIZATION FROM THE PROPERTY OWNER IF OTHER THAN APPLICANT.**

9. **PROOF OF OWNERSHIP OF THE PROPERTY (SUCH AS A COPY OF THE DEED OR TITLE REPORT).**

CITY OF LAKEWOOD

**CONDITIONAL USE PERMIT**

1. APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

ZIP CODE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_ MOBILE PHONE \_\_\_\_\_

2. PROPERTY OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

ZIP CODE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

3. ARCHITECT/ENGINEER \_\_\_\_\_

ADDRESS \_\_\_\_\_

ZIP CODE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

4. SITE ADDRESS \_\_\_\_\_

5. ZONING \_\_\_\_\_

6. LEGAL DESCRIPTION \_\_\_\_\_

(Lot and Tract Number)

7. THE ABOVE DESCRIBED PROPERTY WAS ACQUIRED BY APPLICANT/OWNER

\_\_\_\_\_ Date

What original deed restrictions, if any, concerning type of improvements permitted were placed on the property involved? Give date said restrictions expire \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(You may attach a copy of the original printed restrictions in answer to this question after properly underscoring those features governing the type and class of uses permitted thereby.)

8. PROPOSED CONDITIONAL USE PERMIT USE \_\_\_\_\_

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9. NAME OF BUSINESS (if applicable) \_\_\_\_\_

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10. NATURE OF APPLICATION

IF THE APPLICATION IS FOR A BUSINESS, PLEASE PROVIDE THE FOLLOWING INFORMATION WHERE APPLICABLE:

1. Days and hours of operation: \_\_\_\_\_

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2. If the application is for a restaurant/bar business, please provide the maximum number of chairs and/or stools within your business, please include all outdoor patio/deck seating: \_\_\_\_\_

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3. If the application is for a vocational school, please provide the maximum number of students and staff that you will be within the tenant space at any given time: \_\_\_\_\_

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4. If the application is for an indoor commercial recreation use, please provide the maximum number of clients you anticipate to accommodate at any given time: \_\_\_\_\_

IF THE APPLICATION IS FOR RESIDENTIAL PURPOSES PLEASE PROVIDE THE FOLLOWING INFORMATION WHERE APPLICABLE:

1. If the application is for a guest quarters, who is the guest quarters intended for and what will the guest quarters be used for? \_\_\_\_\_

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CITY OF LAKEWOOD

DEPARTMENT OF COMMUNITY DEVELOPMENT

NOTE: The Code requires that the conditions set forth in the following Sections 1, 2, 3, and 4 below **MUST** be established before a Conditional Use Permit can be granted. (Explain in detail wherein your case conforms to the following requirements.)

1. THE SITE FOR THIS PROPOSED USE IS ADEQUATE IN SIZE AND SHAPE -

EXPLAIN

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2. THE SITE HAS SUFFICIENT ACCESS TO STREETS AND HIGHWAYS, AND IS ADEQUATE IN WIDTH AND PAVEMENT TYPE TO CARRY THE QUANTITY AND QUALITY OF TRAFFIC GENERATED BY THE PROPOSED USE – EXPLAIN

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3. THE PROPOSED USE WILL NOT BE MATERIALLY DETRIMENTAL, NOR HAVE AN ADVERSE EFFECT UPON ADJACENT USES, BUILDINGS, OR STRUCTURES - EXPLAIN

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4. THE PROPOSED CONDITIONAL USE WILL NOT BE IN CONFLICT WITH THE GENERAL PLAN OR ANY OF ITS ELEMENTS - EXPLAIN

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FOR OFFICE USE ONLY

This is to certify that the foregoing application form has been inspected by me. It is thorough and complete and conforms with the provisions of the Lakewood Municipal Code.

\_\_\_\_\_ \$ \_\_\_\_\_  
Date Filed Case No. Fee Paid

Date of Hearing \_\_\_\_\_

By \_\_\_\_\_  
Community Development Department

APPLICANT'S AFFIDAVIT

STATE OF CALIFORNIA     )  
CITY OF LAKEWOOD        ) ss.  
COUNTY OF LOS ANGELES )

I am the \_\_\_\_\_  
(state whether owner, lessee, purchaser or agent)

of the property involved in this application. I have familiarized myself with the requirements of the Zoning Ordinance in this matter. The statements and answers are true to my own knowledge and present the argument in behalf of the application, except as to those matters which are therein stated upon my information or belief, and as to those matters I believe to be true.

I certify and declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, at \_\_\_\_\_

\_\_\_\_\_  
Corporate Name (if any)

\_\_\_\_\_  
Signature

Phone No. \_\_\_\_\_





<b>LIST OF RADIUS MAP SERVICES</b>	
<p>KIMBERLY WENDELL P.O. Box 264 Los Alamitos, CA 90720 PH: (562) 431-9634 <a href="mailto:kimwendell@socal.rr.com">kimwendell@socal.rr.com</a></p>	<p>RADIUS MAPS Gary Perkins 211 S. State College Boulevard, Suite 515 Anaheim, CA 92806 PH (888) 272-3487</p>
<p>AM MAPPING SERVICES Anna M. Smit PH: (909) 466-7596 <a href="mailto:ammappingserv@aol.com">ammappingserv@aol.com</a></p>	<p>RADIAL MAPS Alex Rocco PH: (714) 642-8943 <a href="mailto:alex@radialmaps.com">alex@radialmaps.com</a></p>
<p>GC MAPPING SERVICE 3055 West Valley Boulevard Alhambra, CA 91803 PH: (626) 441-1080, 1-800-400-MAPS FAX (626) 441-8850</p>	<p>Joe Moreno and Sue Moreno 12106 Lambert Avenue El Monte, CA 91732 PH: (626) 350-5944 / FAX: (626) 350-1532 <a href="mailto:moreservices@sbcglobal.net">moreservices@sbcglobal.net</a></p>
<p>TMG Solutions, Inc. 6733 Sepulveda Boulevard, #265 Los Angeles, CA 90045 (310) 337-7290 <a href="mailto:lanny@tmgolutions.net">lanny@tmgolutions.net</a></p>	<p>A.R.M., INC. Michael Pauls 203 Argonne Avenue, #141 Long Beach, CA 90803 PH: (562) 434-2835 / FAX: (562) 434-4301</p>
<p>Ownership Listings &amp; Radius Maps PH: (949) 542 MAPS (6277) <a href="mailto:info@ownershiplistingservice.com">info@ownershiplistingservice.com</a></p>	<p>ALL ABOUT STUDENT WORKING ENTERPRISES Long Beach, CA PH: (310) 639-4434</p>
<p>Advanced Listing Services, Inc. PH: (949) 361-3921 <a href="mailto:Denise@Advancedlisting.com">Denise@Advancedlisting.com</a> <a href="http://www.advancedlisting.com">www.advancedlisting.com</a></p>	<p>SZETO &amp; ASSOCIATES Stan Szeto PH: (626) 512-5050 FAX: (323) 838-0515</p>
<p>Susan Case Inc-Radius Maps &amp; Lists 917 Glenneyre St. #7 Laguna Beach, CA 92651 PH: (949) 494-6105 <a href="mailto:orders@susancaseinc.com">orders@susancaseinc.com</a> <a href="http://www.susancaseinc.com">www.susancaseinc.com</a></p>	<p>N.P.S. + Associates Nick Vasuthasawat, President 396 W. Avenue 44 Los Angeles, CA 90065 PH: (323) 801-6393 / FAX: (323) 227-5463 Web: <a href="http://www.nicksplanningservices.webs.com">http://www.nicksplanningservices.webs.com</a> Blog: <a href="http://nicksplanningservices.blogspot.com">http://nicksplanningservices.blogspot.com</a> Email: <a href="mailto:nicksplanningservices@gmail.com">nicksplanningservices@gmail.com</a></p>
<p>ZONING &amp; LAND USE SOLUTIONS PH: (562) 841-2188</p>	<p>T-SQUARE MAPPING SERVICE PH: (626) 403-1803</p>
<p>Donna's Radius Maps Donna Scales and Dana Scales-Molino 684 S. Gentry Lane Anaheim, CA 92807 PH: (714) 921-2921 (714) 458-4758 (Cell) Email: <a href="mailto:ddradiusmaps@sbcglobal.net">ddradiusmaps@sbcglobal.net</a></p>	<p>Advanced Listing Services Inc. (949) 361-3921  Email: <a href="mailto:Denise@Advancedlisting.com">Denise@Advancedlisting.com</a></p>

Please note that this list is provided as a reference only. The companies listed have requested to be included in this list. The City does not recommend any particular company. You may develop the property owner list and labels yourself by acquiring the required maps at the public counter and gathering the property owner information at the County Assessors Office.