



**TO ALL PERSONS APPLYING FOR A**  
**VARIANCE**

The purpose of a Variance is to correct inequalities caused by exceptional or extraordinary conditions or characteristics of a property that would result in practical difficulties, unnecessary non-economic hardships, or denial of rights possessed by others because of the strict enforcement of the Code.

The procedure for processing a Variance application is as follows:

1. Submit complete application to the Community Development Department on the Thursday six weeks before the scheduled PEC meeting.
2. Secretary will set the date of public hearing before the Commission at a regular meeting and will circulate the required hearing notices.
3. Staff report, public hearing, testimony, pro/con discussion.
4. The Commission either approves, approves with conditions, or denies applicant's application.
5. The Commission's decision is final and 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 a 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 and 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 2/20/02

**ZONE VARIANCE**

**APPLICATION INSTRUCTIONS**

A COMPLETED APPLICATION MUST INCLUDE:

- 1. **A FILING FEE OF \$975.00**
- 2. **APPLICATION FORM**
- 3. **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.

- 4. **MAPS (2)**

Submit two (2) maps 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. This map should include the property filed on and all surrounding property within 500 feet. All lots and parcels must be completely dimensioned. Dull finish, Ozalid blues, or black and white prints are required.

Prints may be obtained from the Community Development Department of Lakewood City Hall.

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.

5. **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.**

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

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

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

Variance Case No. \_\_\_\_\_

CITY OF LAKEWOOD

**APPLICATION FOR VARIANCE**

TO THE PLANNING ENVIRONMENT COMMISSION, CITY OF LAKEWOOD:

The applicant(s) \_\_\_\_\_

is/are \_\_\_\_\_ of property  
(State whether owner, lessee, purchaser, or agent)

situated at \_\_\_\_\_  
(Street Address)

between \_\_\_\_\_ and \_\_\_\_\_

Legal Description \_\_\_\_\_  
(Lot and Tract Number)

The above described property was acquired by applicant on \_\_\_\_\_  
(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.)

**REQUEST:** The applicant requests that a Variance be granted to develop the above-described property in the following manner:

1. USE OF PROPERTY \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. ZONING \_\_\_\_\_  
(Commercial, Industrial, Residential)

3. NATURE OF VARIANCE REQUESTED \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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FOR OFFICE USE ONLY

DATE FILED \_\_\_\_\_

FEE PAID \$ \_\_\_\_\_

DATE OF HEARING \_\_\_\_\_

RECEIVED BY \_\_\_\_\_  
(Community Development Dept.)

NOTE: The Lakewood Municipal Code requires that the conditions set forth in the following sections **MUST** be established before a Variance can be granted. Respond to each section and explain in detail how your case conforms to the following findings. If any one cannot be found, the application must be denied.

1. That there are exceptional or extraordinary circumstances or conditions applicable to the property, or intended use which do not apply generally to other property or class of use in the same vicinity and zone. (Please explain.)

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2. That such variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and zone but which is denied to the property in question. (Please explain.)

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3. That the granting of such Variance will not be materially detrimental to the public welfare nor injurious to the property or improvements in such vicinity and zone in which the property is located. (Please explain.)

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4. That the proposed Variance will not be in conflict with the General Plan. (Please explain.)

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APPLICANT'S MAILING ADDRESS \_\_\_\_\_

Street Address

\_\_\_\_\_

City

State

Zip Code

TELEPHONE (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Home

Business

USE ADDITIONAL SHEETS TO ANSWER STATEMENT ABOVE, IF NECESSARY.

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><u>LIST OF RADIUS MAP SERVICES</u></b>	
<b>RADIUS MAPS</b> 211 S. State College Boulevard, Suite 515 Anaheim, CA 92806 Toll Free (888) 272-3487	<b>EZ MAPPING SERVICES</b> P.O. Box 661464 Arcadia, CA 91006 (626) 272-7979 <a href="mailto:ezmapping@yahoo.com">ezmapping@yahoo.com</a>
<b>THE MOREY GROUP</b> Lanny Kusaka 6167 Bristol Parkway, Suite 320 Culver City, CA 90230 (310) 337-7290 FAX (310) 337-7294 <a href="mailto:lanny@themoreygroup.com">lanny@themoreygroup.com</a>	<b>T-SQUARE MAPPING SERVICE</b> Yolanda Ruiz-Leon P.O. Box 605 La Canada, CA 91012 (626) 403-1803 FAX (626) 403-2972
<b>A.R.M., INC.</b> Michael Pauls 203 Argonne Avenue, #141 Long Beach, CA 90803 (562) 434-2835 FAX (562) 434-4301	<b>KIMBERLY WENDELL</b> P.O. Box 264 Los Alamitos, CA 90720 (562) 431-9634 FAX (562) 431-6175
<b>AM MAPPING SERVICES</b> Anna M. Smit 8001-B Archibald Ave. P.O. Box 4710 Rancho Cucamonga, CA 91730 (909) 466-7596 FAX (909) 466-7595	<b>SZETO &amp; ASSOCIATES</b> Stan Szeto 2714 Stingle Ave. Rosemead, CA 91770 (626) 512-5050 FAX (323) 838-0515
<b>GC MAPPING SERVICE</b> 711 Mission Street, Suite B South Pasadena, CA 91030 (626) 441-1080 FAX (626) 441-8850 1-800-400-MAPS	<b>ZONING &amp; LAND USE SOLUTIONS</b> 764 Ohio Avenue Long Beach, CA 90804 (562) 841-2188 <a href="mailto:zonesolutions@hotmail.com">zonesolutions@hotmail.com</a>

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.