



DEVELOPMENT APPLICATION

City of Hawaiian Gardens
 Community Development Department
 21815 Pioneer Boulevard, Hawaiian Gardens, CA 90716
 Ph: (562) 420-2641 · Fax: (562) 420-8521
www.hgcity.org

Please complete all the items listed below using type or clear print. Before completing the application, it is recommended that you consult with the Community Development Department office on any weekday during counter hours (M,T,Th,F – 8:00 a.m. to 11:00 a.m.; W-2:00 p.m. to 5:00 p.m.). All materials become part of the public record, so please make copies for your files. **Submit applications during counter hours only.**

I. APPLICATION TYPE

Plot Plan Review Sign Permit Review

II. SITE INFORMATION

Address: _____

Zoning Classification: _____ General Plan Designation: _____

Previous Discretionary Approvals: Yes: No:

If yes, please list: _____

III. CONTACT INFORMATION

Applicant Information:

Applicant Name _____ dba _____
 Applicant Address _____ Apt./ Suite _____
 City _____ State/ ZIP _____
 Applicant Ph. (home) _____ Applicant Ph. (work) _____

Owner Information:

Owner Name _____ dba _____
 Owner Address _____ Apt./ Suite _____
 City _____ State/ ZIP _____
 Owner Ph. (home) _____ Owner Ph. (work) _____

For Staff Use Only

Case #:	CEQA Exempt: Yes <input type="checkbox"/> No <input type="checkbox"/>
Fee Amount:	Fees Paid: Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Filed:	Received by:
Associated Applications:	

APPLICANT REQUEST (PLEASE BE SPECIFIC AND DETAILED)

Permission to (Attached additional sheets if needed): _____

IV. DEED

Are there any deed restrictions governing the use of this property? _____ Yes: No:
If yes, please specify: _____

V. OWNER/APPLICANT DECLARATIONS

The undersigned hereby declares under penalty of perjury that he/she is the legal owner of the property. The undersigned also assumes the responsibility for this application and agrees to enforce and abide by any conditions of approval in the implementation and exercise of the granted entitlement.

DATE _____ OWNER SIGNATURE _____
OWNER NAME (Print) _____

The undersigned hereby declares under penalty of perjury that he/she is the tenant/lessee of the legal owner of the property described above and has the authority to make such application for approval.

DATE _____ APPLICANT SIGNATURE _____
APPLICANT NAME (Print) _____

Note: The applicant/owner will be required to furnish proof of ownership.

VI. APPLICATION SUPPLEMENTS

Plan Submittal Checklist Environmental Application Radius Mailing Packet

VII. FEES

Application Type	Full Cost	Resident Cost	Senior Cost
Plot Plan Reviews under 2,000 sq. ft.	\$371	\$278	\$186
Plot Plan Reviews up to 5,000 sq. ft.	\$567	--	--
Plot Plan Reviews up to 10,000 sq. ft.	\$1,060	--	--
Plot Plan Reviews over 10,000 sq. ft.	Actual Cost	--	--
Sign Permit Review (wall and ground pole)	\$125	--	--



PLAN SUBMITTAL CHECKLIST

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VIII. SUBMITTAL CHECK LIST

Please supply the circled number of sets of the following exhibits:

3 6 8 15 20 Other _____

Note: One 8½" x 11" reduced set of the complete plans is also required.

- Site Plan:** Show a "bird's eye" view of the property, drawn in ink and fully dimensioned. The plan shall include:
 - Show all buildings and buildings within 100' of the property
 - Property lines
 - Easements
 - Parking spaces and drive aisles
 - Landscaping
 - Walls and fences
 - Drainage
 - Existing and proposed public improvements to centerline and curb
 - Pad and finished floor elevations.
 - Include fully tabulated legend to include
 - Lot size
 - Structures
 - Proposed and existing lot coverage
 - Zoning designation
 - Owner and address
 - The plan shall be fully dimensioned and drawn to a standard scale (1:10, 1:20, 1/4" = 1', 1/8" = 1', etc.) with north arrow and graphic scale.

- Floor Plans:** Show the entire floor plan of the building. The plan(s) shall include:
 - The location and size of all important internal features
 - Indicate size of each room in square feet
 - Clearly identify existing and proposed features (walls, windows, doors, etc.)
 - The plan shall be fully dimensioned and drawn to a standard scale (1:10, 1:20, 1/4" = 1', 1/8" = 1', etc.)

- Building Elevations:** Show a two-dimensional side view of all affected sides of the building(s). The plan(s) shall:
 - Specify all design features, colors and materials
 - Clearly show the architectural character of the building
 - Clearly identify what is existing and proposed
 - Be fully dimensioned and drawn to a standard scale at least 1/8" = 1' in size or greater

- Sections: Show cross sections of the site as developed including:
 - View analysis and/or photographic overlays to the specifications of the Community Development Department
 - The plan shall be fully dimensioned and drawn to a standard scale (1:10, 1:20, 1/4" = 1', 1/8" = 1', etc.) in order to show the visual impacts of grading and construction.

- Parking & Circulation Plan: Show a site plan with the following information:
 - All parking spaces
 - Loading spaces and areas
 - Drive aisles and turning radii fully dimensioned
 - All streets within 200' of the property line
 - Locations of gates and utility cabinets
 - Deceleration lanes
 - Decorative paving (if proposed)
 - Driveway slope profile
 - Materials proposed
 - Identify locations of concrete ribbon gutters
 - A tabulation of the type (regular, compact, angled, handicapped, etc.) and number of spaces required and proposed
 - Identify space sizes and include a typical detail of the parking spaces

- Concept Landscape Plan:
 - This plan to be drawn by a qualified preparer. Show all proposed plant materials, common and botanical names including varieties, quantities, spacing, and sizes. Paved areas to be clearly illustrated. Property and right-of-way lines to be clearly marked. All landscaped areas are to be automatically irrigated. Larger projects may require a plant list including plant descriptions and photographic examples.

- Signs:
 - Provide separate elevations and site plans for all signs existing and proposed for the property. Plans shall be fully dimensioned and drawn to scale. All colors, materials, typefaces, illumination, structural engineering specifications, and dimensions shall be included.

- Utility Site Plan:
 - Comprehensive site plan prepared to specifications of the Community Development Department, showing all utilities, and right-of-way improvements existing and proposed; sewer and water services and connections; water and sewer lines; fire service calculations; utility meters, lines, sizes, cable television connection, and other service information.

- Tentative Parcel Map/Tract Map:
 - Maps shall be prepared to the specifications of the Hawaiian Gardens Municipal Code and the Subdivision Map Act.

- Grading Plan:
 - Concept plan identifying all areas of cut and fill, elevations data, and tabulated to show the amount of earth to be moved, cut, and filled.



Lighting Plan:

- Note the manufacturer, model name/number and style of the proposed lighting fixture, color and exterior finish, and height. Identify the type of lamp proposed (i.e., high pressure sodium, etc.) proposed watts, lumens emitted from the lamp at the fixture and foot candle rating on the ground from on fixture to another. Depending on the project, a photometric analysis may also be required.

IX. ADDITIONAL EXHIBITS

Please supply one copy of the following exhibits:

- Vicinity and Land Use Map:
 - Prepare a map at a scale of 1' = 100' showing all zoning within 300-feet of the property. Use standard land use colors and include a list of adjacent uses by address and occupant names.

- Color and Materials Board:
 - Provide a minimum 8½" x 11" illustration board containing samples of all exterior finishes and materials, including color, number, and manufacturer. The board shall be keyed to the elevations drawings.

- Color Rendering:
 - Provide detailed color elevation(s) of the proposed project.

- Photographic Survey:
 - Photos of the site and surrounding area from various perspectives mounted on white poster board and labeled.

- Mailing List:
 - Two sets of adhesive labels, plus one typed listing containing all properties located within 300-hundred feet of the property to be developed. The list will contain property owners name, address, City, State and Zip and property assessors parcel number. A map shall be provided showing properties within 300-feet of the property to be developed, with properties within 300-feet cross-referenced to the mailing list. Note that the preparer must sign an affidavit. (See Radius Mailing Handout for more detail)

- Environmental Application:
 - Complete the Environmental Application. Please note that larger projects, if not exempt from the requirements of the California Environmental Quality Act, may require detailed studies to determine potential environmental impacts. Should additional studies be required, the applicant shall provide the proper documents for review by the city or the city may choose to prepare, or have prepared, the documents at the cost of the applicant.

X. OTHER REQUIREMENTS:

Each exhibit should contain a large, neatly lettered title block containing: title of exhibit, case number, legend, address and phone number, north arrow and graphic scale.



Local Architects/Designers List

The following list is a few local architects and designers. Please note that the City of Hawaiian Gardens **does not** endorse or recommend any of the following. They are provided herein only for your convenience.

CAREBA Design	(562) 992-4031
Draftech Design	(562) 928-5016
Velcor Drafting & Design	(310) 806-8785
Frank Garcia	(562) 676-2999
Nazario Morales	(323) 321-9074
Kenneth D. Arnold & Associates	(562) 944-3696
Marco Garcia	(562) 774-5706
G.P. Fox Drafting	(562) 928-4567
Rubens Calderon & Associates	(323) 256-0409
Rabbani & Associates Inc.	(818) 609-8480
Frances Fonez	(818) 903-9010
Oportodesign - Alicia Oporto	(213) 925-2640
Adame Drafting & Design S.	(310) 464-7214
Alberto Alago (Site Plans)	(323) 346-9026



The City recommends that regardless of your project and the scope of work, ask each candidate for the project to provide references and proof of all required licensing and insurance. Ask to see a portfolio of work and examine the work carefully. Depending on the discipline, a contract may be used. If so, make sure that the scope of work is clearly defined, with all payment terms and warranties stipulated.