



# DISCRETIONARY 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

- Conditional Use Permit**
 **Variance**  
 **Minor Exception**
 **Minor Use Permit**

## 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

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

**APPLICANT REQUEST (PLEASE BE SPECIFIC AND DETAILED)**

Permission to (Attach additional sheets if needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. REQUIRED FINDINGS AND DESCRIPTION**

**CONDITIONAL USE PERMIT**

1. Explain how the Conditional Use Permit is consistent with the General Plan.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Explain that the nature, condition, and development of adjacent uses, buildings, and structures have been considered, and that the proposed conditional use will not adversely affect or be materially detrimental to the adjacent uses, buildings or structures, and will be compatible with the character of the surrounding area.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Explain how the proposed site is adequate in size and shape to accommodate the yards, walls, fences, parking and loading facilities, landscaping, and other land use development features prescribed in the Zoning Code and required by the Planning Commission or City Council in order to integrate the use with existing and planned uses in the vicinity.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## VARIANCE

1. Explain how the Variance is consistent with the Hawaiian Gardens General Plan and other applicable City policies and regulations and that there would be no adverse impacts on the environment.

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2. Explain that there are exceptional or extraordinary circumstances or conditions applicable to the subject property which do not apply generally to other properties in the same zone in which the project is located.

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3. Explain how the granting of the Variance will not constitute a grant of special privilege inconsistent with the limitations on other properties in the same zone with similar constraints.

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4. Explain that the Variance request is made on the basis of a hardship condition and not as a matter of convenience or cost.

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5. Explain that the granting of the Variance will not be detrimental to the public health, safety, or welfare or be materially injurious to the properties or improvements in the vicinity.

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**MINOR USE PERMIT/MINOR EXCEPTION**

1. Explain how the use is consistent with the General Plan.

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2. Explain that the proposed use is not contrary to the objectives of the Zoning Code or to the objectives of the applicable regulations.

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3. Explain that the proposed use will be located, operated, and maintained in a manner consistent with the policies of the General Plan and the provisions of the Zoning Code. **(Minor Use Permit Only)**

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4. Explain that the proposed use will not be detrimental to the property or improvements in the surrounding area or the public health, safety, or general welfare

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**V. DEED**

Are there any deed restrictions governing the use of this property? \_\_\_\_\_ Yes:  No:

If yes, please specify: \_\_\_\_\_

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**VI. 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.**

**VII. APPLICATION SUPPLEMENTS**

Plan Submittal Checklist       Environmental Application       Radius Mailing Packet

**VIII. FEES**

| Application Type        | Full Cost | Resident Cost | Senior Cost |
|-------------------------|-----------|---------------|-------------|
| Conditional Use Permit* | \$2,126   | \$1,595       | \$1,063     |
| Minor Exception*        | \$655     | \$491         | \$328       |
| Minor Use Permit*       | \$655     | \$491         | \$328       |
| Variance*               | \$1,986   | \$1,490       | \$993       |

\* If environmental review is required additional fees may apply



# ENVIRONMENTAL APPLICATION

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## IX. ASSOCIATED APPLICATION(S)

Indicate the application(s) which accompany this form: \_\_\_\_\_

## X. SITE INFORMATION

Project Address: \_\_\_\_\_

Assessor Parcel Number(s) \_\_\_\_\_

Zoning Classification: \_\_\_\_\_ General Plan Designation: \_\_\_\_\_

County Assessor's Information of Project Site:

Book: \_\_\_\_\_ Page: \_\_\_\_\_ Parcel: \_\_\_\_\_

Legal Description of Project Site: \_\_\_\_\_  
\_\_\_\_\_

Lot Size (Parcel Area): Width: \_\_\_\_\_ Length: \_\_\_\_\_ Area: \_\_\_\_\_

Number of Lots: \_\_\_\_\_

Percent Lot Coverage: Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Building Area: Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Number of Units: Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Number of Floors of the Construction: Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Amount of On-Site Parking Provided: Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Proposed Project Scheduling: \_\_\_\_\_  
\_\_\_\_\_

Anticipated Incremental Development: \_\_\_\_\_

**XI. PROJECT DESCRIPTION**

(Please be specific and detailed, attach additional sheets as necessary)

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**XII. IMPACTS CHECKLIST**

Identify all impacts that are applicable to the project. Provide a description of all items checked yes. (Attach additional sheets as necessary).

| Impact  | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Change in scenic views or vistas from existing residential areas or public lands or roads.                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Change in pattern, scale or character of general area of project.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Significant amounts of solid waste or litter.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Change in dust, ash, smoke, fumes or odors in vicinity.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Change in ocean, bay, lake, stream, or ground water quality or quantity, or alteration of existing drainage patterns.      | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Substantial change in existing noise or vibration levels in the vicinity.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Substantially increase automobile traffic.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Site on filled land or on slope of ten percent (10%) or more.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Relationship to a larger project or series of projects.   | <input type="checkbox"/> | <input type="checkbox"/> |

**CERTIFICATION: I hereby certify that the statements furnished above and in attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.**

**Signature:** \_\_\_\_\_

**Prepared For:** \_\_\_\_\_

**Date Prepared:** \_\_\_\_\_

**XIII. PREVIOUS APPROVALS**

**Previous Discretionary Approvals:** Yes:  No:

If yes, please list: \_\_\_\_\_

List and describe any other related permits and other public approvals, required for this project, including those required by city, regional, state, and federal agencies: \_\_\_\_\_

\_\_\_\_\_

**XIV. CONTACT INFORMATION**

**Applicant Information:**

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

**XV. FEES**

| Application Type   | Full Cost   |
|--|-------------|
| Categorical Exemption  | \$107       |
| Negative Declaration,(1) Prepared in-house, plus other necessary studies and analyses            | \$1,913     |
| Negative Declaration, prepared by consultant including necessary technical studies               | Actual Cost |
| Mitigated Negative Declaration   | Actual Cost |
| Environmental Impact Report  | Actual Cost |
| Fish and Game Filing Fee: Negative Declaration (ND) and Mitigated Negative Declaration (MND) (2) | \$1,876.75  |
| Fish and Game Filing Fee: Environmental Impact Report (EIR) (2)                                  | \$2,606.75  |

(1) Additional fees or costs may apply.

(2) As amended by the Department of Fish and Game.

**For Staff Use Only**

|  |   |
|--|---|
| <b>Case #:</b>   | <b>Received by:</b>   |
| <b>Fee Amount:</b>   | <b>Fees Paid:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>          |
| <b>Date Filed:</b>   | <b>Affidavit Received:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <b>CEQA Exempt:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> | <b>Exemption Class</b>  |
| <b>Environmental Determination</b>   | <b>EIR / MND / ND No.</b>   |
| <b>Determination Complete</b>  | <b>Env. Advertised</b>  |
| <b>Planning Commission Date</b>  | <b>Resolution No.</b>   |
| <b>City Council Date</b>   | <b>Resolution No.</b>   |





# RADIUS MAILING PACKET

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](http://www.hgcity.org)

For discretionary applications such as Conditional Use Permits, Variances, etc. it is required to notify the public of these actions. The following items must be submitted in order to properly notify the public:

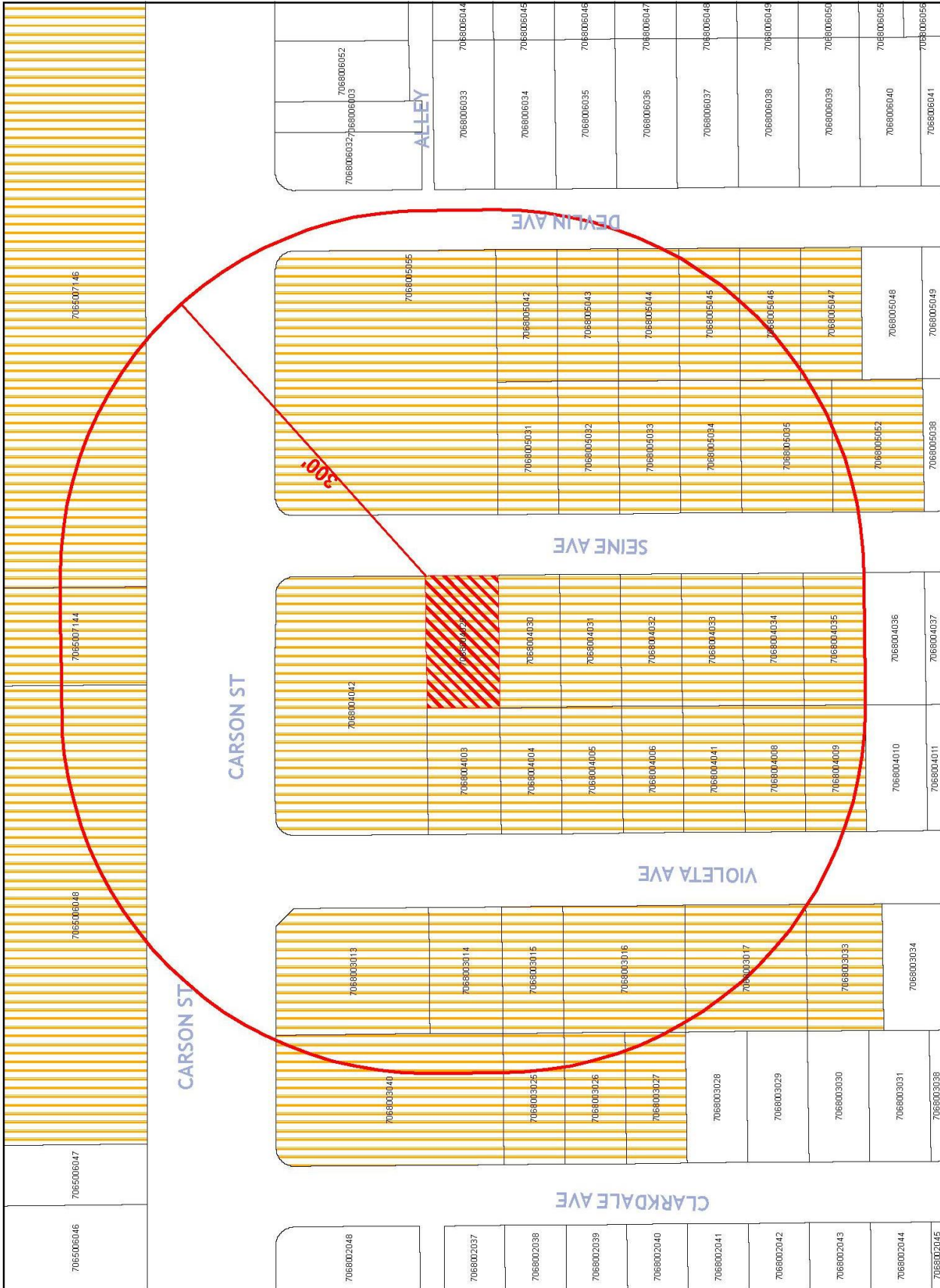
- **MAILING LIST:** Two sets of adhesive labels, plus one typed listing containing all properties located within 300-hundred feet of the property to be developed. The list will contain property owners name, address, City, State and Zip and property assessors parcel number.
- **RADIUS MAP:** A map shall be provided showing the 300-foot boundary, as measured from the external boundaries of the subject property, and all parcels that fall within the boundary. The map must be cross-referenced to the mailing list.
- **AFFIDAVIT:** Signed affidavit certifying that the mailing list is an accurate and true record of the names and addresses of all property owners, as determined by the most recent assessor rolls of Los Angeles County, who own land within a 300-foot radius of the external boundaries of the subject property.

All materials become part of the public record, so please make copies for your files. Samples of the items listed above are provided on the subsequent pages of this packet along with a list of companies/persons who are capable of preparing the noticing packets.

**XVI. SAMPLE MAILING LABELS**

| Label to be left Blank   | Label to be left Blank   | Label to be left Blank   |
|--|--|--|
| Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number | Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number | Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number |
| Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number | Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number | Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number |
| Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number | Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number | Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number |
| Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number | Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number | Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number |
| Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number | Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number | Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number |
| Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number | Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number | Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number |
| Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number | Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number | Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number |
| Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number | Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number | Name<br>Street Address<br>City, State, & Zip Code, Assesors<br>Parcel Number |

**XVII. SAMPLE RADIUS MAP**



**Sample 300' Radius Map**

**CERTIFIED PROPERTY OWNERS' LIST**

**AFFIDAVIT**

I, \_\_\_\_\_, hereby certify that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County within the area described and for a distance of three hundred (300) feet from the exterior boundaries of property legally described as:

Date: \_\_\_\_\_

(Signed) \_\_\_\_\_

State of California

County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(Seal)

Signature \_\_\_\_\_

Signature of Notary Public

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**XVIII. MAILING LIST PROVIDERS**

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The following companies/persons have the capability of providing mailing list, as required by this application. This list is provided for your convenience. The City of Hawaiian Gardens does not endorse any of the following companies/persons.

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**Affordable Radius Maps, Inc.**  
203 Argonne Ave. #141  
Long Beach, CA 90803  
(562) 434-2835  
Fax (562) 434-4301

**Am Mapping Services**  
8001 – B Archibald Ave.  
PO Box 4710  
Rancho Cucamonga, CA 91703  
(909) 466-7596

**California Licenses & Permit**  
5430 Bellingham Ave. #201  
North Hollywood, CA 91607  
(818) 503-1418  
Fax (818) 508-7106

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**Foothill Project Management**  
117 ½ 28<sup>th</sup> Street  
Newport Beach, CA 92660  
(714) 673-3565

**GC Mapping Service**  
711 Mission Street, Suite B  
South Pasadena, CA 91030  
(626) 441-1080  
Fax (626) 441-8850  
(800) 400-MAPS

**Hoover Architectural Group**  
800 E. Wardlow Road, Suite E  
Long Beach, CA 90807  
(562) 595-8701

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**Kimberly Wendell**  
PO Box 264  
Los Alamitos, CA 90720  
(562) 431-9634  
Fax: (562) 431-6175

**LA Mapping Service**  
8062 Whitmore Street  
Rosemead, CA 91770  
(626) 280-8382  
(213) 371-7203

**More Service – Sue Moreno**  
12106 Lambert Ave.  
El Monte, CA 91732  
(626) 350-5944

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**Permits Licenses & Zoning Co**  
email: ZoneandPlan@aol  
(562) 623-1773

**Quality Maps**  
263 W. Olive Avenue, #161  
Burbank, CA 91502  
(949) 929-3808

**Susan Case Inc –  
Radius Maps & Lists**  
917 Glenneyre St #7  
Laguna Beach CA 92651  
p/ (949) 494-6105  
f/ (949) 494-7418  
[www.susancaseinc.com](http://www.susancaseinc.com)  
[orders@susancaseinc.com](mailto:orders@susancaseinc.com)

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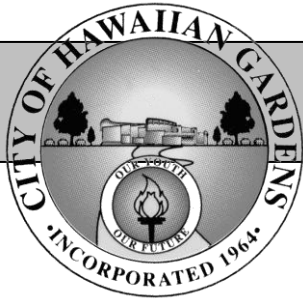
**Radius Maps**  
211 S. State College Blvd  
Suite 515  
Anaheim, CA 92806  
(888) 272-3487

**Szeto & Assoc.**  
2714 Single Ave  
Rosemead, CA 91770  
(626) 512-5050

**T-Square Mapping Service**  
Darla A. Hammond  
PO Box 605  
La Canada, CA 91012  
(626) 403-1803  
(213) 255-9805  
Fax(626) 403-2972

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**Zoning & Land Use Solution**  
1201 Belmont Ave.  
Long Beach, CA 90804  
(562) 673-8442



# PLAN SUBMITTAL CHECKLIST

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](http://www.hgcity.org)

## I. 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,  $\frac{1}{4}'' = 1'$ ,  $\frac{1}{8}'' = 1'$ , 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.



## II. 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.

## III. 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.