

SUBDIVISION 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

- | | |
|--|---|
| <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Tentative Parcel Map |
| <input type="checkbox"/> Tentative Tract Map | <input type="checkbox"/> Final Parcel Map |
| <input type="checkbox"/> Final Tract Map | |

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) _____	_____

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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:	

IV. APPLICANT REQUEST (PLEASE BE SPECIFIC AND DETAILED)

Permission to (e.g. subdivide one parcel into 4 parcels, Attach additional sheets if needed): _____

V. REQUIRED FINDINGS AND DESCRIPTION

Demonstrate compliance with Section 66410, et. Seq., of the Government Code (Subdivision Map Act). Attach additional sheets if needed.

VI. SUBDIVISION INFORMATION

Tract No.: _____ No. Lots Existing: _____ No. Lots Proposed: _____

Size of entire parcel: _____

Number of structures existing on parcel: _____ Are they to be removed? Yes No

Legal description of land being divided: _____

Engineer/Licensed Surveyor Name: _____

Address: _____ Suite: _____

City: _____ State: _____ ZIP: _____

Phone: _____ License No.: _____

VII. DEED

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

If yes, please specify: _____

VIII. 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.

IX. APPLICATION SUPPLEMENTS

- Plan Submittal Checklist Environmental Application Radius Mailing Packet

X. FEES

Application Type	Planning Fee
Lot Line Adjustment*	\$1,397
Tentative Parcel Map*	\$3,288
Tentative Tract Map*	\$3,288
Final Parcel Map*	\$1,963
Final Tract Map*	\$1,963

*Subdivision Map Act and LA County Public Works fees also apply

Note: Contact the City of Hawaiian Gardens Engineering Department for the Engineering Subdivision Processing and Plan Check Fees.

XI. CONTENTS REQUIRED ON TENTATIVE SUBDIVISION MAP

The map shall be prepared by or under the direction of a properly registered civil engineer or licensed land surveyor. Map scale shall be no less than 1" = 100'. Tentative tract maps and tentative parcel maps shall include the following information:

1. The tract or parcel map number, name, or designation.
2. Sufficient legal description of the land as to define the boundaries of the proposed tract or minor subdivision.
3. Name and address of subdivider, owner, and of registered civil engineer or licensed surveyor, as applicable.
4. The locations, names, and complete dimensions of all adjoining highways, streets, or ways.

5. The complete dimensions and approximate grades of all highways, streets, and ways within such proposed subdivision.
6. The complete dimensions and approximate locations of all existing or proposed easements, right of ways, whether public or private, or roads, drainage, sewers, or public utility purposes.
7. Show all utilities on the property and adjoining streets.
8. Approximate radius of all curves.
9. The approximate lot layout and the approximate dimensions of each lot.
10. Approximate locations of all areas subject to inundation or storm water overflow and the locations, width, and directions of flow of all watercourses.
11. Source of water supply.
12. Proposed method of sewage disposal, if any. Also show location of existing sewage disposal components, including house laterals with distance to old and new lot lines.
13. Use of property proposed.
14. Proposed public areas, if any.
15. Approximate contours where topography controls the street layout. In addition, a 200-foot radius map of the site shall be provided showing topographic contours.
16. Indicate date, north point, and scale.
17. Number for each lot.
18. Approximate location of each area covered by trees with a statement of the nature of the cover and the kind and approximate location of all trees standing within the boundaries of proposed public rights-of-way.
19. Approximate location and outline to scale of each building or structure which is not to be moved in the development of the subdivision. Distances of each building or structure to old and new lot lines shall also be shown.
20. Each street shown by its actual street name or by temporary name or letter for purpose of identification until the proper name of such street is determined.
21. Proposed and/or existing zoning of each lot shown on the tentative tract or parcel map.
22. Provide sewer study to show available downstream capacity or show downstream improvements.

If it is impossible or impractical to place upon the tentative tract or tentative parcel map any matter hereinabove in this section required, such matter or information shall be furnished in a written statement which shall be submitted with such map.



ENVIRONMENTAL APPLICATION

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XII. ASSOCIATED APPLICATION(S)

Indicate the application(s) which accompany this form: _____

XIII. 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: _____

XIV. PROJECT DESCRIPTION

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

XV. 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: _____

XVI. 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: _____

XVII. CONTACT INFORMATION

Applicant Information:

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

XVIII. 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

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



RADIUS MAILING PACKET

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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:

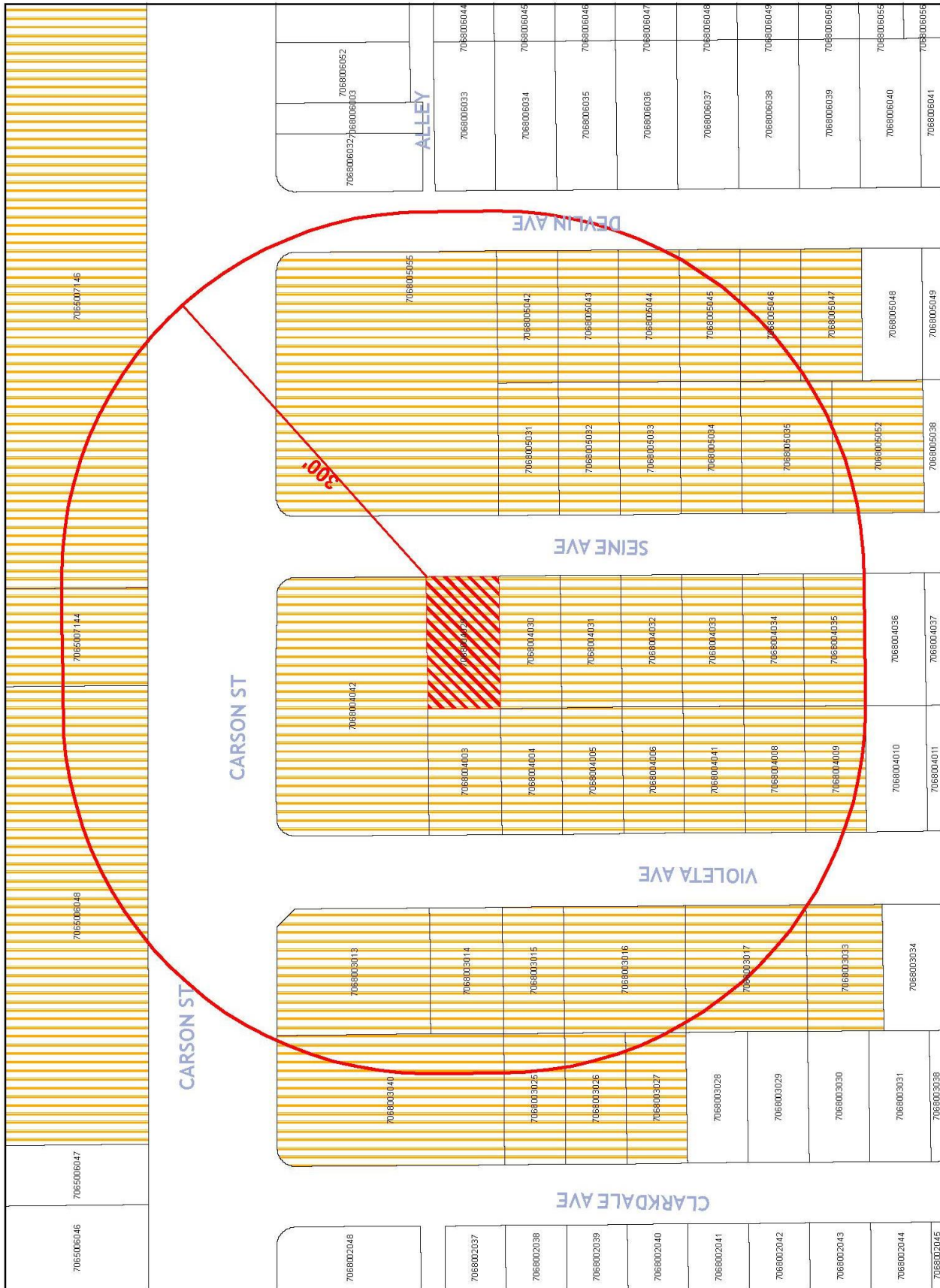
- **MAILING LIST:** Two sets of adhesive labels, plus one typed listing containing all properties located within 300-hundred feet of the property to be developed. The list will contain property owners name, address, City, State and Zip and property assessors parcel number.
- **RADIUS MAP:** A map shall 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.

XIX. SAMPLE MAILING LABELS

Label to be left Blank	Label to be left Blank	Label to be left Blank
Name Street Address City, State, & Zip Code, Assesors Parcel Number	Name Street Address City, State, & Zip Code, Assesors Parcel Number	Name Street Address City, State, & Zip Code, Assesors Parcel Number
Name Street Address City, State, & Zip Code, Assesors Parcel Number	Name Street Address City, State, & Zip Code, Assesors Parcel Number	Name Street Address City, State, & Zip Code, Assesors Parcel Number
Name Street Address City, State, & Zip Code, Assesors Parcel Number	Name Street Address City, State, & Zip Code, Assesors Parcel Number	Name Street Address City, State, & Zip Code, Assesors Parcel Number
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Name Street Address City, State, & Zip Code, Assesors Parcel Number	Name Street Address City, State, & Zip Code, Assesors Parcel Number	Name Street Address City, State, & Zip Code, Assesors Parcel Number

XX. 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

XXI. MAILING LIST PROVIDERS

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.

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

Foothill Project Management
117 ½ 28th 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

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

Susan Case Inc – Radius mps
917 Glenneyre St. #7
Laguna Beach, CA 92651
(949) 494-6105
orders@susancaseinc.com
www.susancaseinc.com

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

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

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

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



PLAN SUBMITTAL CHECKLIST

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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, ¼" = 1', ⅛" = 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, ¼" = 1', ⅛" = 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 ⅛" = 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.