



# 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](http://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 – 8:00 AM to 11:00 AM; W – 2:00 PM to 5:00 PM). 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
  Design Review  
 Landscape 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 \_\_\_\_\_  
 Phone (home) \_\_\_\_\_ Phone (cell) \_\_\_\_\_  
 Email Address \_\_\_\_\_

### Owner Information:

Owner Name \_\_\_\_\_ dba \_\_\_\_\_  
 Owner Address \_\_\_\_\_ Apt./ Suite \_\_\_\_\_  
 City \_\_\_\_\_ State/ ZIP \_\_\_\_\_  
 Phone (home) \_\_\_\_\_ Phone (cell) \_\_\_\_\_  
 Email Address \_\_\_\_\_

### 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:	

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

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

**V. DEED**

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

**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  Landscape Documentation Package  
 Environmental Application  Radius Mailing Packet

**VIII. 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	--	--
Landscape Reviews up to 1,000 sq. ft.	\$247	\$185	\$124
Landscape Reviews up to 3,000 sq. ft.	\$493	--	--
Landscape Reviews over 3,000 sq. ft.	\$987	--	--
Design Review to Planning Commission	\$771	\$578	\$385
Sign Permit Review (wall and ground pole)	\$125	--	--



# PLAN SUBMITTAL CHECKLIST

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## IX. 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:**
  - Determine the Model Water Efficiency Landscape Ordinance (MWELo) requirement from the attached chart, and provide the appropriate documents for the Landscape Documentation Package.
  - 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.

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## **X. 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.
  
- Model Water Efficient Landscape Ordinance (MWELO) Requirement:
  - Use the attached MWELO Overview and chart to determine the requirement for the proposed landscape project.
  - Indicate the requirement and attach the appropriate documents from the Landscape Documentation Package:
    - Exempt
    - Prescriptive Compliance Option
    - Submit full Landscape Documentation Package

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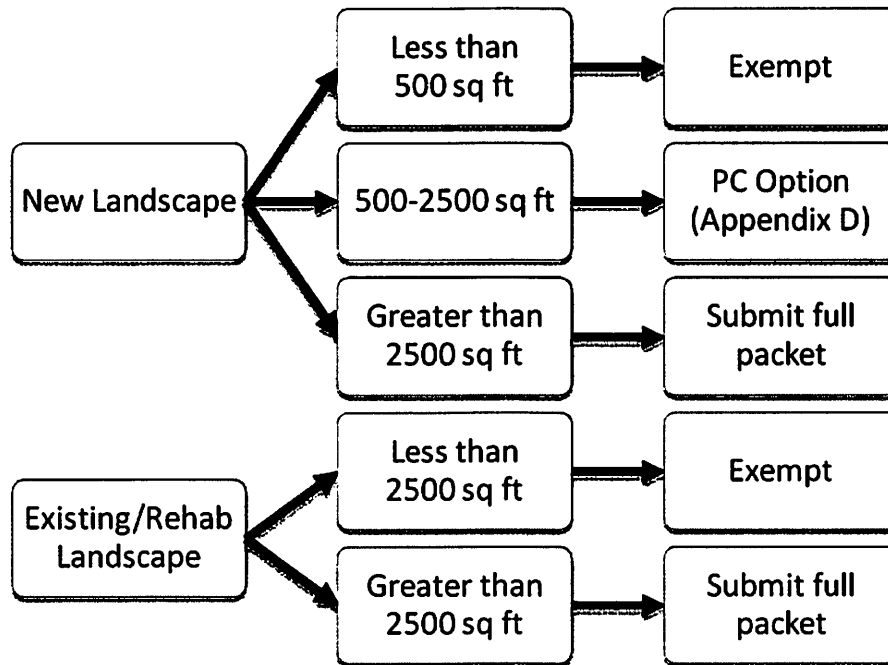
## **XI. OTHER REQUIREMENTS:**

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.

**XII. MODEL WATER EFFICIENT LANDSCAPE ORDINANCE (MWELo) OVERVIEW:**

- Any **new** residential, commercial, industrial, or institutional project that requires a permit, plan check, or design review, where the aggregate size of the landscape is **greater than 500 sq. ft.**, is subject to California’s Model Water Efficient Landscape Ordinance, or herein referred to as MWELo.
  - New landscapes **between 500 sq. ft. and 2500 sq. ft.** can comply using the Prescriptive Compliance Option, or the traditional MWELo approach.
  - New landscapes less than 500 sq. ft are exempt.
- Any **existing or rehabilitated** landscape project requiring a building or landscape permit, plan check, or design review, where the aggregate size of the landscape area is **greater than 2500 sq. ft.**, is also subject to MWELo.
  - Existing/rehabilitated landscapes less than 2500 sq. ft. are exempt.
- All project applicants shall complete and submit a **Landscape Documentation Package**, including:
  - Landscape Design Plan, with General Project Information
  - Irrigation Design Plan
  - Soil Management Report
  - Water Efficient Landscape Worksheet, Appendix B (waived with Appendix D)
  - Certification of Completion, Appendix C
  - Prescriptive Compliance Option checklist, Appendix D (if applicable)

Use the chart below to determine the appropriate course of action for your landscape project:





## 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.

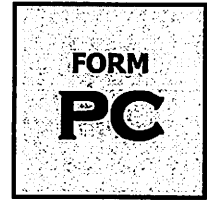
CAREBA Design	(562) 992-4031
Draftech Design	(562) 928-5016
Velcor Drafting & Design	(310) 806-8785
Frank Garcia	(562) 676-2999
Kenneth D. Arnold & Associates	(562) 944-3696
Marco Garcia	(562) 774-5706
G.P. Fox Drafting	(562) 928-4567
Rubens Calderon & Associates	(323) 256-0409
Rabbani & Associates Inc.	(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.



# STORMWATER PLANNING PROGRAM LID PLAN CHECKLIST



Project Name	Owner Name	Developer Name
Project Address	Owner Address	Developer Address
Plan Check #	Owner Phone	Developer Phone

## TYPE OF PROJECT

Does the proposed project fall into one of the following categories? Please check Yes/No	YES	NO
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### PRIORITY PROJECTS

1. Development* of a new project equal to 1 acre or greater of disturbed area and adding more than 10,000 square feet of impervious* surface area*	<input type="checkbox"/>	<input type="checkbox"/>
2. Development* of a new industrial park with 10,000 square feet or more of surface area*	<input type="checkbox"/>	<input type="checkbox"/>
3. Development* of a new commercial mall with 10,000 square feet or more surface area*	<input type="checkbox"/>	<input type="checkbox"/>
4. Development* of a new retail gasoline outlet with 5,000 square feet or more of surface area*	<input type="checkbox"/>	<input type="checkbox"/>
5. Development* of a new restaurant (SIC 5812) with 5,000 square feet or more of surface area*	<input type="checkbox"/>	<input type="checkbox"/>
6. Development* of a new parking lot with either 5,000 ft <sup>2</sup> or more of impervious* surface area* or with 25 or more parking spaces	<input type="checkbox"/>	<input type="checkbox"/>
7. Development* of a new automotive service facility (SIC 5013, 5014, 5511, 5541, 7532-7534 and 7536-7539) with 5,000 square feet or more of surface area*	<input type="checkbox"/>	<input type="checkbox"/>
8. Projects located in or directly adjacent to, or discharging directly to a Significant Ecological Area (SEA)*, where the development will: a. Discharge stormwater runoff that is likely to impact a sensitive biological species or habitat; and b. Create 2,500 square feet or more of impervious surface area*	<input type="checkbox"/>	<input type="checkbox"/>
9. Redevelopment* of 5,000 square feet or more in one of the categories listed above	<input type="checkbox"/>	<input type="checkbox"/>
10. Redevelopment* of 10,000 square feet or more to a Single Family Home, without a change in landuse.	<input type="checkbox"/>	<input type="checkbox"/>

If any of the boxes 1-10 are checked YES, this project will require the preparation of a Low Impact Development (LID) \* Plan with a Maintenance Agreement\*

### SPECIAL PROVISION PROJECTS

11. Green street* project	<input type="checkbox"/>	<input type="checkbox"/>
12. Single family hillside* home	<input type="checkbox"/>	<input type="checkbox"/>

If any of the boxes 11-12 are checked YES, this project will require the preparation of a plan with special provisions associated with the type of development.

\* Defined on back.

\_\_\_\_\_ Applicant Name

\_\_\_\_\_ Applicant Signature

\_\_\_\_\_ Applicant Title

\_\_\_\_\_ Date



## DEFINITIONS:

**LID:** Low Impact Development (LID) is a stormwater management strategy that emphasizes conservation and the use of existing natural site features integrated with stormwater controls to more closely mimic natural hydrologic patterns in residential, commercial, and industrial settings.

**Development:** Development includes any construction or demolition activity, clearing, grading, grubbing, or excavation or any other activity that results in land disturbance.

**Impervious:** Surfaces that do not allow stormwater runoff to percolate into the ground. Typical impervious surfaces include: concrete, asphalt, roofing materials, etc.

**Hillside:** A property where the slope is 25% or greater and where grading contemplates cut or fill slopes. Single family hillside homes will require a less extensive plan. During the construction of a single-family hillside home, the following measures are implemented:

- a. Conserve natural areas
- b. Protect slopes and channels
- c. Provide storm drain system stenciling and signage
- d. Divert roof runoff to vegetated areas before discharge unless the diversion would result in slope instability
- e. Direct surface flow to vegetated areas before discharge unless the diversion would result in slope instability.

**Green Streets:** Any street and road construction of 10,000 square feet or more of impervious surface area. Street and road construction applies to standalone streets, roads, highways, and freeway projects, and also applies to streets within larger projects. These sites are required to develop a Green Streets Plan with the following provisions:

- a. Follow an approved green streets manual to the maximum extent practicable. Stormwater mitigation measures must be in compliance with the approved green streets manual requirements.

**Redevelopment:** Land-disturbing activities that result in the creation, addition, or replacement of impervious surface area on an already developed site.

Redevelopment does not include routine maintenance activities that are conducted to maintain the original line and grade, hydraulic capacity, or original purpose of facility, nor does it include modifications to existing single family structures, or emergency construction activities required to immediately protect public health and safety.

**Significant Ecological Area:** An area in which plant or animal life or their habitats are either rare or especially valuable because of their special nature or role in an ecosystem and would be disturbed or degraded by human activities and developments. Also, an area designated by the City as approved by the Regional Water Quality Control Board.

**Maintenance Agreement and Transfer:** All developments subject to LID requirements must provide verification of maintenance provisions for Structural and Treatment Control BMPs. Verification at a minimum shall include:

- Recorded maintenance covenant; and
- The developer's and/or owner's signed statement accepting responsibility for maintenance until the responsibility is legally transferred; and
- A signed statement from the public entity assuming responsibility for Structural or Treatment Control BMP maintenance and conduct a maintenance inspection at least once a year.

**BMP:** Best Management Practices (BMPs) are practices or physical devices or systems designed to prevent or reduce pollutant loading from stormwater or non-stormwater discharges to receiving waters, or designed to reduce the volume of stormwater or non-stormwater discharged to the receiving water.

**Surface Area:** The surface area is the total footprint of an area. Not to include the cumulative area above or below the ground surface.