



City of Vernon

BUILDING & PLANNING DIVISION

4305 SANTA FE AVENUE
 VERNON, CALIFORNIA 90058
 PHONE (323)583-8811
www.cityofvernon.org

DEVELOPMENT REVIEW APPLICATION

CASE NO: **DRP** ____ - ____


ASSOCIATED CASES:

1. PROJECT INFORMATION

PROJECT ADDRESS	ASSESSOR'S PARCEL NUMBER ____ - ____ - ____
LEGAL DESCRIPTION (I.E. LOT AND TRACT NUMBER)	
BRIEFLY DESCRIBE THE PROJECT	


2. APPLICANT INFORMATION*

If the applicant is not the property owner, the owner must complete the **Owner's Affidavit in Section 3*

NAME (IF THE APPLICANT IS AN ORGANIZATION, PLEASE INCLUDE A CONTACT PERSON)	PHONE
STREET ADDRESS	FAX
CITY, STATE, ZIP	E-MAIL (OPTIONAL)
RELATIONSHIP OF APPLICANT TO PROJECT (ARCHITECT, CONSULTANT, ETC.)	APPLICANT'S SIGNATURE:  DATE: _____

3. OWNER'S AFFIDAVIT

This affidavit allows the applicant identified in the box above to act in the owner's stead. The Planning Division will assume that the applicant will represent the project at any required public hearings. Although the owner will receive notice of any public hearings, all project correspondence will be sent to the designated project applicant.

I/We, the owner of the subject property, hereby authorize _____ to: APPLICANT'S NAME	
<input type="checkbox"/> Make application for Development Review for the subject property and/or; <input type="checkbox"/> Act for me in my place and stead at any and all meetings connected with this application, and to take such action as deemed advisable in connection with this application.	
Owner's Signature: 	Date: _____
<i>(Owner agreements not acceptable in lieu of signature)</i>	
OWNER'S NAME	PHONE
STREET ADDRESS	FAX
CITY, STATE ZIP	

TO BE COMPLETED BY CITY STAFF

REVIEW LEVEL AUTHORITY:

A B C

SPECIFIC ZONE AREA

ISSUED BY: _____

RECEIVED BY: _____

DATE: _____

FEE: \$ _____ (ACT. PLAN)



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**This application is for all developments to be reviewed by the
Director of Public Works, and/or City Council**

FILING INSTRUCTIONS

1. Determine the level of review your project will require:

<p><input type="checkbox"/> LEVEL A <u>Authority: Director of Public Works</u> PROJECTS: Based on Zoning Please reference the Zones and Overlays information</p>	<p><input type="checkbox"/> LEVEL B <u>Authority: Director of Public Works</u> PROJECTS: Based on Zoning Please reference the Zones and Overlays information</p>	<p><input type="checkbox"/> LEVEL C <u>Authority: City Council</u> PROJECTS: Based on Zoning Please reference the Zones and Overlays information</p>
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2. Complete the application form attached. In addition to the application form, several other items and exhibits must be submitted as part of your application. A checklist of these items, along with supplemental information follows the application form.
3. Submit your complete application package to the Planning Division, at the address shown in the title block above. An overview of the application process is included on the pages that follow. A flowchart is also included showing the general stages through which your application will be evaluated.

***What other City departments
might be involved in my
project?***

*See the Who to Call sheet at
the back of this packet*



Zones and Overlays

The I Zone is the General Industry Zone

The Overlay Zones within the I Zone are

- C-1 - Commercial-1 Overlay Zone
- C-2 - Commercial-2 Overlay Zone
- E - Emergency Shelter Overlay Zone
- H - Housing Overlay Zone
- R - Rendering Overlay Zone
- S - Slaughtering Overlay Zone
- T - Truck and Freight Terminal Overlay Zone

The Mixed-Use Zones are:

- MU-CC - Mixed-Use - City Center
- MU-S - Mixed-Use - Santa Fe South
- MU-N - Mixed-Use - Santa Fe North
- MU-PH - Mixed-Use - Pacific Hampton

Level A Projects:

In the I Zone

- A. Industrial use.
- B. Data centers.
- C. Cold storage warehouses.
- D. Industrial gas manufacturing.
- E. Telecommunications antenna and cell towers.
- F. Existing warehouse on lots encompassing 150,000 square feet or more unless additions, alterations or repairs exceeding 25% of the building square footage occur.
- G. New and existing Warehouse use (other than cold storage warehouses) on lots encompassing less than 150,000 square feet.
- H. Existing wholesale on lots encompassing 150,000 square feet or more unless additions, alterations or repairs exceeding 25% of the building square footage occur.
- I. New and existing Wholesale use on lots encompassing less than 150,000 square feet.
- J. Ancillary Use and Incidental uses in connection with permitted use including offices and showrooms ancillary to the permitted use.

In the MU-CC Zone

- A. Single-Family Dwelling
- B. Multifamily Dwelling (less than 100 units)
- C. Hotel
- D. Residential Care Facilities
- E. Live/Work
- F. Office Manufacturing
- G. Media Production Studios
- H. Offices
- I. Goods Sales
- J. Production Retail
- K. Restaurant
- L. Market
- M. Art Galleries
- N. Personal Services
- O. Fitness and Recreation
- P. Artisan Industrial
- Q. Light Industrial
- R. Community Facilities
- S. Trade School
- T. Religious Use

In the MU-S Zone

- A. Multifamily Dwelling (less than 100 units)
- B. Hotel
- C. Live/Work
- D. Residential Care Facilities
- E. Office Manufacturing
- F. Media Production Studios
- G. Offices
- H. Goods Sales
- I. Production Retail
- J. Restaurant
- K. Market
- L. Art Galleries
- M. Personal Services
- N. Fitness and Recreation
- O. Artisan Industrial
- P. Light Industrial
- Q. Community Facilities
- R. Trade School
- S. Religious Use

In the MU-N Zone

- A. Multifamily Dwelling (less than 100 units)
- B. Live/Work
- C. Residential Care Facilities
- D. Office Manufacturing
- E. Media Production Studios
- F. Offices
- G. Goods Sales
- H. Production Retail
- I. Restaurant
- J. Market
- K. Art Galleries
- L. Personal Services
- M. Fitness and Recreation
- N. Artisan Industrial
- O. Light Industrial
- P. Community Facilities
- Q. Trade School
- R. Religious Use

In the MU-PH Zone

- A. Emergency Shelter
- B. Office Manufacturing
- C. Media Production Studios
- D. Offices
- E. Goods Sales
- F. Production Retail
- G. Restaurant
- H. Art Galleries
- I. Personal Services
- J. Fitness and Recreation
- K. Artisan Industrial
- L. Light Industrial
- M. Community Facilities
- N. Trade School
- O. Religious Use



Zones and Overlays

The I Zone is the General Industry Zone

Level B projects:

In the I Zone

Ancillary Retail Use

In the C-1 Overlay Zone

- A. Commercial or retail uses
- B. Fueling stations
- C. Incidental use, including the right to sell at retail, and ancillary retail use

In the C-2 Overlay Zone

- A. Commercial or retail uses
- B. Fueling stations
- C. Incidental use, including the right to sell at retail, and ancillary retail use
- D. Religious uses

In the T Overlay Zone

- A. Fueling stations

Level C Projects:

In the I Zone

Uses that are not specifically "Permitted uses," and are not specifically prohibited, including without limiting the generality of the foregoing:

- A. Refineries
- B. Generating facilities, power plants, cogeneration facilities
- C. Trash to energy facilities
- D. Petroleum-related uses, petroleum storage facilities
- E. Recycling facilities
- F. Trade schools
- G. Public utilities
- H. Warehouse uses (other than cold storage warehouses) on lots encompassing 150,000 square feet or more and wholesale uses on lots encompassing 150,000 square feet or more are permitted in the I Zone

In The MU-CC Zone

- A. Multifamily Dwelling (100 units or greater)
- B. Nightlife
- C. Big Box Retail
- D. Drive-Through Retail

In The MU-S Zone

- A. Multifamily Dwelling (100 units or greater)
- B. Nightlife
- C. Big Box Retail
- D. Drive-Through Retail

In The MU-N Zone

- A. Multifamily Dwelling (100 units or greater)
- B. Nightlife
- C. Big Box Retail
- D. Drive-Through Retail

In The MU-PH Zone

- A. Goods Sales
- B. Big Box Retail
- C. Drive-Through Retail

In the S Overlay Zone

- A. The slaughtering of animals.

In the R Overlay Zone

- A. Rendering plants

In the H Overlay Zone

- A. Residential uses, including single-family housing, multifamily housing, supportive housing, transitional housing, and other similar forms of housing

In the T Overlay Zone

- A. Hazardous waste facilities.
- B. Solid waste facilities.
- C. Lots encompassing two acres or more of area may be used for a freight terminal, truck terminal or transportation related use

Application Review Q&A

What happens after the application is submitted?

When you submit your application package, a staff planner will be assigned to your project. The planner will check your application for completeness. State Law allows cities 30 days to review applications for completeness. We will notify you in writing of any outstanding items.

After the application is deemed complete, what is the review procedure, and how long does it take?

Once staff deems your application complete, the application will be scheduled for review before the Project Review Committee. After the Project Review Committee review, the path your case takes depends on the level of review your application requires.

- Level A & B** projects require no public hearing and are at staff level with the Director of Public Works as the Final approval authority.
- Level C** projects require that a public notice be mailed to the owners of surrounding properties within a 300 foot radius, advising them of the project, and of the date and time of the hearing before the City Council. You must submit the names and addresses of surrounding property owners along with your application materials. Staff will prepare the notice and complete the mailing. See the checklist for details. Upon final review, projects are subject to a 30-day appeal period.

An application processing flowchart is included on the next page, which outlines the procedures for the three levels of review, and includes approximate time frames for each stage.

When does the City Council meet?

The City Council meets on the first and third Tuesday of each month at 9:00 a.m. All meetings are held in the Council Chambers at City Hall.

What about environmental review?

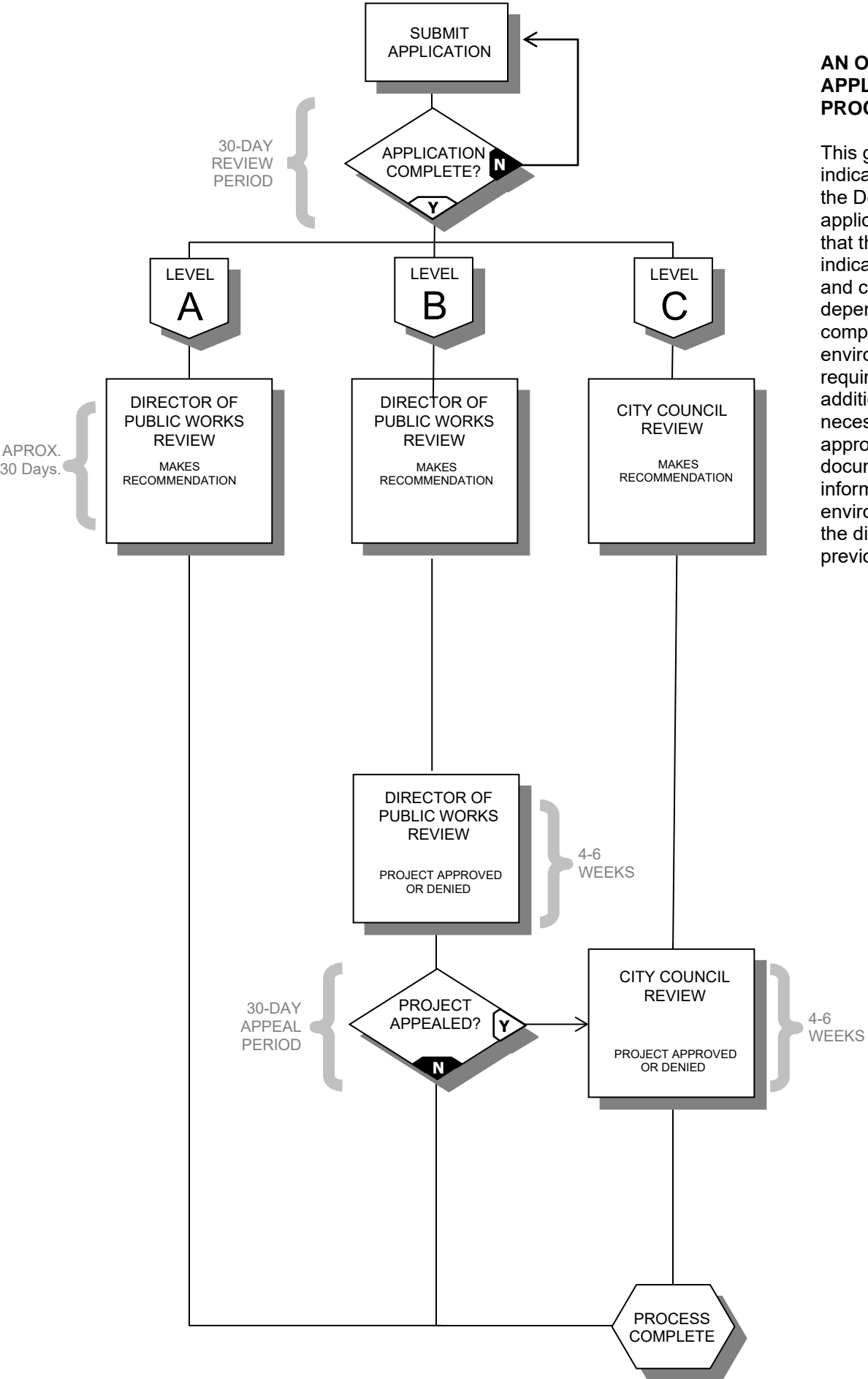
If your project requires environmental review under the California Environmental Quality Act (CEQA) additional time will be required for staff to prepare environmental documents, including an environmental initial study and public notices. The amount of time needed can vary considerably depending on the size and complexity of your project. Your staff planner will advise you if environmental review is required. Details of required submittals are found in the attached checklist.

Some background on environmental review

A state law known as the California Environmental Quality Act requires that all but minor development projects undergo a rigorous environmental review. The Environmental Initial Study discussed above is an outgrowth of this legislation, and provides a consistent framework in which to analyze impacts such as traffic generation, noise, air quality, odor, and aesthetics.

AN OVERVIEW OF THE APPLICATION REVIEW PROCESS

This general overview indicates the basic steps of the Development Review application process. Note that the time periods indicated are approximate, and can vary significantly depending on the complexity of your case. If environmental review is required for your project, additional time will be necessary to complete the appropriate documentation. For information on environmental review, see the discussion on the previous page.





Development Review

Application Checklist

BUILDING & PLANNING DIVISION

4305 SANTA FE AVENUE
VERNON, CALIFORNIA 90058
PHONE (323) 583-8811

All applications require the items below. Additional items depending on the type of proposal. Some checklist items are further explained in the sidebar to the left. The sidebar also includes other notes and tips to ensure your application is as complete as possible.

IMPORTANT NOTES

- All required items must be included or accounted for when you submit your application
- Incomplete submittals will delay the review process

Applicant vs. Owner ◀

If you are not the owner of the property, be sure to complete the Owners Affidavit section of the application

Paper size vs. drawing size ◀

Please keep the drawings size proportionate to the paper size (i.e. do not submit 8" x 10" drawings on 24" x 36" sheets)

What is a site plan? ◀

A site plan is a scaled drawing showing the subject property from a bird's eye view. A sample site plan is included in this packet.

To the right is a list of all the elements you will need to include on your plan. In addition to this information, other exhibits, such as topographic maps and detail sheets may be required. Call the Planning Department if you're not sure if all these items are required.

As noted above, existing parkway trees must be preserved in place, unless a waiver from the Park Department is secured.

— **A. Application Form**

Fill out completely

— **B. Site Photographs**

Provide 4" x 6" minimum-size color photographs showing all sides of the property. Also include adjacent properties, and if required, the entire streetscape. Do not mount the photographs.

— **C. Architectural Drawings**

Site Elevation Floor Roof Electronic File

Landscape plans, as follows (drawing and lettering must be clear and readable):

PLANS MUST BE FOLDED AND NO LARGER THAN 8 1/2 x 11

1. 11 full-size plan sets (11" x 17" min., 24" x 36" max.)
2. 1 reduced-size plan set (8 1/2" x 11" or 8 1/2" x 14")
3. 1 Electronic File (flash drive, CD, etc)
4. *1 full-size, mounted set of elevations, colored* ◀

If in italics, the item is required only if there will be new construction

Site Plan must include:

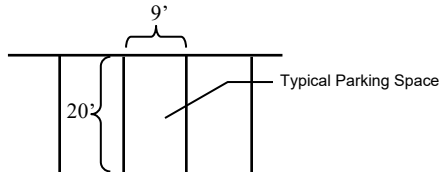
- A. Architect's name and contact information
- B. Project address
- C. North arrow (orient to top of sheet if possible)
- D. Graphic and fractional scales
- E. Date of drawings (including subsequent revisions)
- F. Property line dimensions
- G. Location and names of adjacent streets
- H. Public improvements within the parkway
- I. Structure location(s), dimensions and floor areas
- J. Setback dimensions, dimensioned driveway widths (include curb cuts)
- K. Parking configuration
- L. Curbs, sidewalks and walkways (if applicable, after dedication)
- M. Walls and fences, existing and proposed (include height)
- N. Ground-mounted equipment and screening
- O. Exterior lighting
- P. Signs
- Q. Required setbacks for the zone

Parking space tabulation ◀

Within the parking area layout, include the number of parking spaces in each parking row

Uniform parking space size ◀

Indicate on the plan the typical parking spaces size (i.e. 9' x 20'). This is often done by dimensioning one of the parking spaces and labeling it "typical parking space"

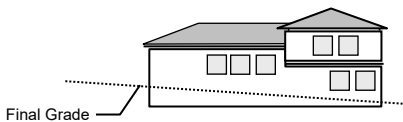


Lot coverage is the square footage of all overhead structures on the site divided by the total lot area ◀

Floor area ratio is the square footage of all *livable* floor area (including second stories) divided by the lot size ◀

What are elevations? ◀

Elevations are dimensioned drawings of the structure as a person standing in front of it would see it. Elevations must accurately represent the final building product.



What is the purpose of a conceptual landscape plan? ◀

This plan is a site plan that gives a clear impression of how the landscaping for the development will look. If your project is commercial or industrial in nature, your staff planner will advise you on whether the **City of Whittier Landscape Guidelines** apply. These guidelines discuss the conceptual landscape plan in detail, and contain specific landscape

Non-Residential:

- Net lot area
- Number of proposed structures on site and gross floor area
- Number of stories for each structure
- Parking spaces required, existing and proposed
- Area of landscaping (call out separately for parking area)
- Legal description

Residential:

- Net lot area
- Number of units and stories proposed
- Area for each unit, and number of bedrooms
- Number of parking spaces covered and uncovered—proposed, existing and required
- Area of private and common open spaces
- Legal description
- Lot coverage

Floor Plan must include:

- A. All Floors
- B. Room type and dimensions
- C. Balconies and decks, dimensioned
- D. Window size and type
- E. Door locations

Elevation Drawings must include:

- A. Dimensioned drawings of all relevant elevations
- B. Sections through areas of grade differentials
- C. Dimensioned building height
- D. Proposed signs (wall, projecting and freestanding)
- E. All architectural details intended for final construction, including wall-mounted lighting
- F. Front elevations of immediately adjacent structures
- G. Landscaping with approximately three years of growth
- H. Must be drawn to show final grading
- I. Roof pitch

Roof Plan must include:

- A. Location of HVAC units, if placed on the roof
- B. Screening of HVAC and other roof-top equipment

Conceptual Grading/Drainage Plan:

- A. Show contours
- B. Flow lines
- C. Slope in percentage
- D. Include approximately 25' of site topography

Conceptual Landscape Plan:

- A. Plant material with common and botanical names
- B. Sizes
- C. Quantity or spacing
- D. Irrigation plans are not require at this stage

Landscape Plan:

Show the following for all proposed plant materials, including trees, shrubs and groundcover:

- E. Location
- F. Size
- G. Container size
- H. Existing trees that will be removed and indicate type and trunk diameter (DBH)

___ **D. Colors and Materials Board**

Submit one foam core or similar type board no larger than 18" x 24" with samples or accurate photographic representation of all proposed exterior materials and colors. On the board, include the project address and the designer's name and phone number. Identify the manufacturer and the item specification number of each sample.

Property radius map information

Submit a map at a scale of 1" = 200' or 1" = 100', showing all of the lots within **300 feet** of the boundaries of the subject property. Number each of the lots consecutively and assign the number on each lot to the corresponding entry on the property owner's list (do not use assessor's parcel numbers for this purpose.) The attached sample map provides further instruction.

___ **E. Environmental Assessment Form**

Complete this form if necessary

___ **F. Environmental Fees**

Remit the following fees, if required:

- Environmental Initial Study (EIS) and Negative Declaration (ND) fee of **\$2,401***

**Planning Staff may hire an outside consultant to complete this study, in which case a deposit equal to 125% of the consultant's budget estimate will be required.*

- One check for \$75 made out to the Los Angeles County Recorder**

___ **G. Vicinity Map and Property Owners List**

See information, left (Use **Avery 5160 or equivalent labels**)

___ **H. L.A. County Plan Check Submittal Form (See Attached)**

___ **I. Project Level Requirements**

The following items must be submitted depending on whether your project level is A, B, or C:

- Project Fees**

For project fees, refer to the Planning Division Services Fees

- Levels B and C**

➤ A property radius map, and the names and addresses of the surrounding property owners, as follow:

- The two properties on either side
- Five properties to the rear

Property Owners List From the latest equalized assessment roll of the County Assessor, compile a typewritten list of the names and mailing addresses of the owners of all lots or parcels within 300 feet of the boundary of the subject property as shown on the vicinity map. Using **Avery 5160 or equivalent labels**, arrange the entries so they are numbered consecutively, corresponding with the numbers of the lots on the vicinity map. The property owners list should include address labels for the applicant, owner, and anyone associated with the project who may require a public hearing notice. **(Note: Zip Codes must be included.)**

Physical Property Address

In addition to the Property owner list above, compile a list of the physical property addresses within the same 300-foot boundary used for the property owner's list. The list should include all tenants for an address for both commercial (suites) and residential (apartments) uses. Provide labels utilizing the same criteria as for the property owner's labels.

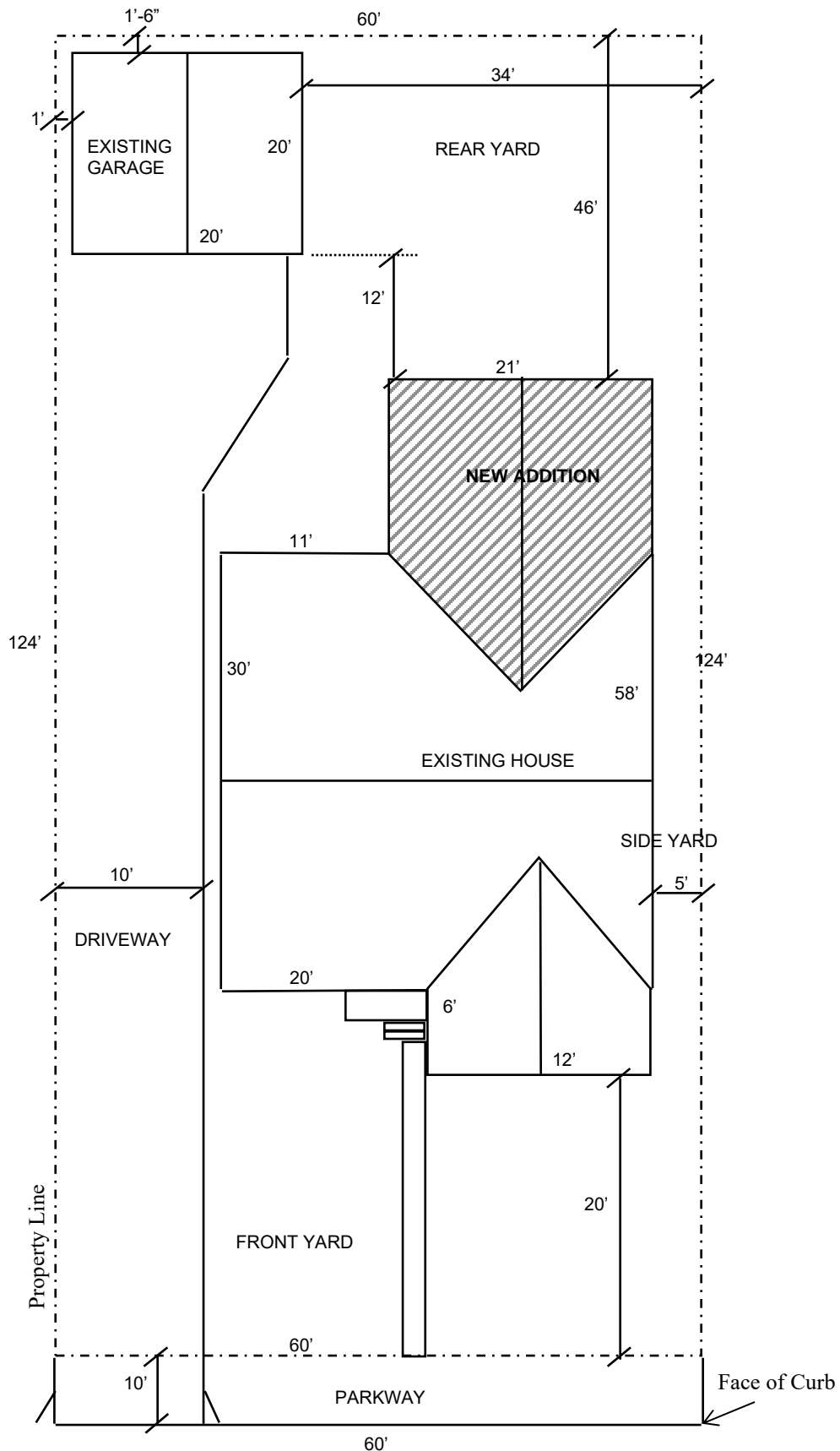
* Many companies provide this service for a reasonable cost. The Planning Division can provide you with a list of some firms which produce radius maps and ownership lists.



SAMPLE SITE PLAN

The Site Plan submitted for your home improvement project should show the following:

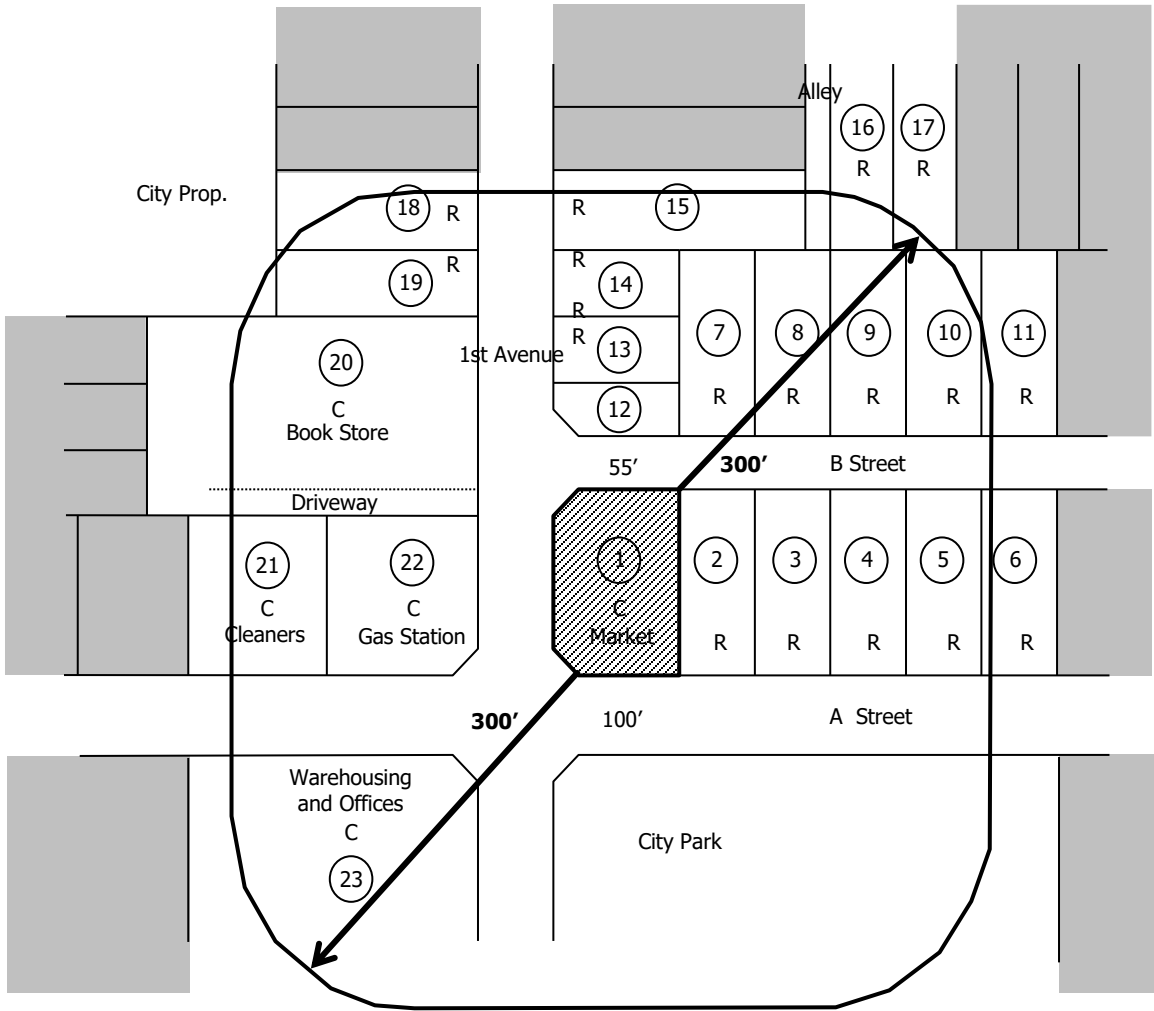
1. Location and dimensions of the lot lines
2. Location and size of all existing and proposed structures including front, side and rear setback dimensions, as well as structure dimensions
3. Location and width of driveway
4. The Site Plan should be drawn to scale and show a north arrow
5. The street address and name should be clearly indicated
6. The parkway width should be clearly indicated, and all public utilities should be shown
7. A floor plan and elevations may be required
8. All mechanical equipment (i.e. a/c units, water softeners, etc.) should be clearly indicated
9. Other information may be required as deemed necessary by the Planning Division
10. For additional information concerning the preparation of a Site Plan or requirements, or City Zoning Laws, please contact the Planning Division at (562)464-3380.



STREET NAME AND ADDRESS
Scale: 1/8 in. = 1 Foot



SAMPLE PROPERTY OWNER RADIUS MAP



The Planning Division maintains a list of companies that develop property owner radius maps and address labels for a fee.

LEGEND

- 3 PROPERTY OWNER LIST INDEX NO.
- SUBJECT PROPERTY
- R RESIDENTIAL
- C COMMERCIAL



Instructions and Information

- Use 8 1/2" x 11" or 14" inch paper and a scale of 1":100' or 1":200'
- Draw a radius extending 300 feet from the boundaries of the subject property. The radius line must account for the shape of the property
- Indicate the land uses on each lot within the radius
- Number each lot within the radius. These numbers must correspond with the property owner address list. Do not use Assessor Parcel Numbers for this purpose however provide Assessor's Parcel Number separately in upper left of mailing label

WHO TO CALL

Most building projects require interaction with other City departments in addition to the Building and Planning Division for approvals or technical information. The departments and divisions most often involved in reviews or consultation include:

- Vernon Public Utilities (323) 583-8811 x 851
- Public Works
 - Building and Planning Division (323) 583-8811 x 284
 - Engineering Division (323) 583-8811 x 818

All are open from 7:00 a.m. to 5:30 p.m., Monday through Thursday, and are located within City Hall. The general areas of responsibilities for each of these departments and divisions are:

Building and Planning Division

Building Division

- Administer the Uniform Building Code(UBC)
- Answers construction questions
- Reviews construction drawings
- Issues building, plumbing and electrical permits
- Conducts site inspections

Planning Division

- Answer planning, zoning and design related questions
- Review discretionary applications for current development
- CEQA compliance
- Create, amend and implement General Plan, Specific Plan and Zoning Code

Engineering Division

- Reviews grading and drainage plans including LID
- Issues grading permits
- Evaluates soils reports
- Maintains public right of way and street width information, including dedications
- Analyzes traffic reports
- Reviews curb, gutter and sidewalk permits
- Reviews sidewalk and driveway permits
- Frontage improvement plans
- Maintains sewer and water information

Police Department

(323) 583-8811 x 115

Reviews plans for security and public safety issues

Our web site: www.cityofvernon.org

**COUNTY OF LOS ANGELES FIRE DEPARTMENT
FIRE PREVENTION DIVISION
5823 RICKENBACKER RD. COMMERCE, CA 90040-3027**

Received By: _____

Date: _____

ENGINEERING SECTION

PHONE: (323) 890-4125 FAX: (323) 890-4129

Plan Reviewers Phone/Counter Hrs. 7:30 AM to 10:30 AM Monday through Friday

LA COUNTY PLAN CHECK SUBMITTAL FORM

GENERAL PROJECT INFORMATION

Assessor's Parcel Number (Mandatory): _____

Project Address: _____

City or Area: _____

Name of Contact: _____

Phone Number of Contact: _____

****PLAN REVIEWER WILL PHONE CONTACT WHEN PLANS HAVE BEEN COMPLETED****

BILLING INFORMATION

Full Name: _____ Telephone #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____