



# Conditional Use Permit Application

## PLANNING DIVISION

13230 PENN STREET

WHITTIER, CALIFORNIA 90602-1772

PHONE (562)567-9320 FAX (562)567-2872

[www.cityofwhittier.org](http://www.cityofwhittier.org)

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**This application is for conditional use permits to be reviewed  
by the Zoning Administrator and Planning Commission**

### FILING INSTRUCTIONS

1. Have Planning Division Staff identify whether the Zoning Administrator or Planning Commission has review authority over the application:

**ZONING ADMINISTRATOR**  
(MINOR CONDITIONAL USE PERMIT)

The Zoning Administrator reviews minor requests such as proposals for second-floor accessory living areas and large family daycares

**PLANNING COMMISSION**  
(REGULAR CONDITIONAL USE PERMIT)

The Planning Commission reviews all other conditional use requests, such as for alcoholic beverage sales, 24-hour operation; churches, etc.

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*

# 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?

Once staff deems your application complete, the application will be scheduled for public hearing before the Planning Commission.\* Your project planner will prepare a staff report, which will be available to you approximately four days prior to the hearing. Ten days prior to the hearing, Planning staff will mail out a public notice to all surrounding property owners within 300 feet of the subject property to inform them of the hearing.

*\*or Zoning Administrator*

## What takes place at the hearing?

At the hearing, the Planning Commission\* will consider the application, including the project plans, exhibits and the staff report. Planning staff will briefly summarize the staff report, after which there will be an opportunity for any interested public to address the Commission.\* There will also be an opportunity for the applicant to address the Commission.\* At the conclusion of the hearing, the Planning Commission\* will take one of three actions: approve the application; continue consideration of the application to a future date; or deny the application.

If the Commission\* approves or denies the application, a 30-day appeal period will commence. During this time, any interested party may appeal the determination of the Planning Commission\* to the City Council. The Commission's\* action is also placed on the City Council consent calendar during the appeal period to advise the Council of the Commission's\* action.

## How long does the review process take?

An application processing flowchart is included on the next page, which outlines the review procedure, and includes approximate time frames for each stage. As a rough guide, plan on three to four months, including the appeal period. The time needed can vary, depending on such factors as staff case load, hearing scheduling constraints and the complexity of the case.

## When does the Planning Commission meet?

The Planning Commission meets the first and third Monday of each month at 7:00 p.m., in the Council Chambers of City Hall, on the second floor. Zoning Administrator hearings are scheduled on a case-by-case basis.

## What about environmental review?

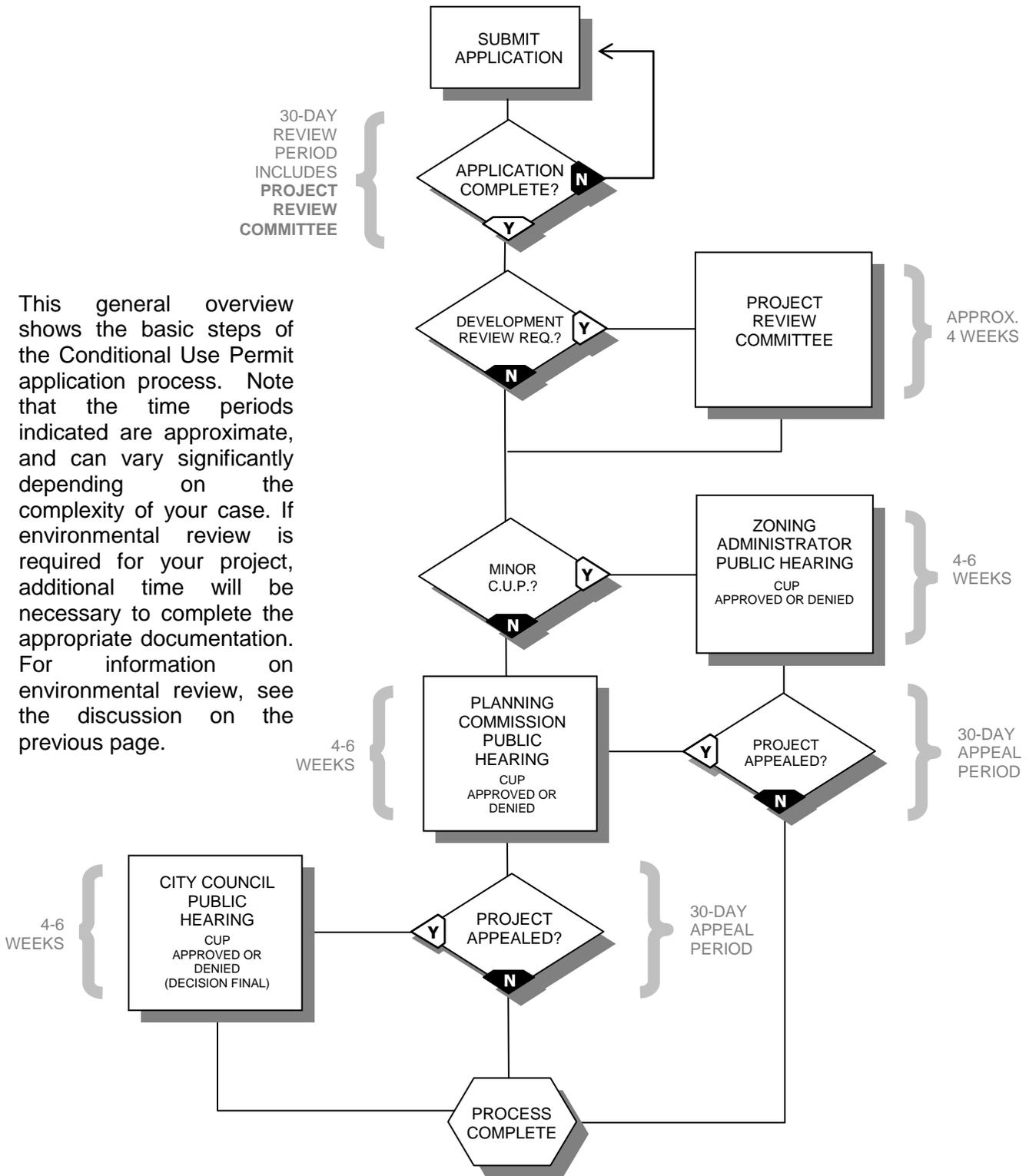
If your project requires environmental review under the California Environmental Quality Act (CEQA) additional time will be required for staff to prepare environmental documents, including an environmental initial study and public notices. The amount of time needed can vary considerably depending on 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.

### On Minimum Requirements

The Planning Commission and Zoning Administrator have the authority to impose requirements above and beyond the minimum requirements of the code if they find that the public health, safety and welfare is served by doing so. These requirements can include parking, setbacks, height, and hours of operation, among others.

## AN OVERVIEW OF THE APPLICATION REVIEW PROCESS

This general overview shows the basic steps of the Conditional Use Permit 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.





# City of Whittier

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### CONDITIONAL USE PERMIT APPLICATION

CASE NO:  C  ZA

ASSOCIATED CASES: \_\_\_\_\_

### 1. PROJECT INFORMATION

PROJECT ADDRESS	ASSESSOR'S PARCEL NUMBER _____ - _____ - _____
LEGAL DESCRIPTION (I.E. LOT AND TRACT NUMBER)	
I/WE THE UNDERSIGNED, REQUEST A CONDITIONAL USE PERMIT FOR THE ABOVE PROPERTY. THE CONDITIONAL USE PERMIT IS TO ALLOW*:	

*\*Note: Complete the Business / Activity Description sheet that follows the signature page of this form*

### 2. APPLICANT INFORMATION\*

*\*If the applicant is not the property owner, the owner must complete the **Owner's Affidavit** in Section 4*

NAME	PHONE
STREET ADDRESS	FAX
CITY, STATE, ZIP	E-MAIL (OPTIONAL)
RELATIONSHIP OF APPLICANT TO PROPOSAL (BUSINESS OWNER, CONSULTANT, ETC.)	

### 3. REQUIRED FINDINGS

State law requires Planning Commissions or Zoning Administrator to make certain findings before granting a conditional use permit. It is the applicant's responsibility to provide evidence to the Planning Commission or Zoning Administrator that these findings can be made. Each of the findings are listed below, with a space for you to provide supporting evidence. The Planning Commission or Zoning Administrator will consider your responses, as well information on your plans, business description, and other sources in determining whether the findings can be made.

- The site is adequate in size, shape and topography for the proposed use, as evidenced by:

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- The site proposed for the use has sufficient access to streets which are adequate, in both width and pavement type, to carry the quantity and quality of traffic generated by the proposed use because:

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**Conditional Use Permit**  
**Business / Operational Description**

PLANNING DIVISION  
13230 PENN STREET  
WHITTIER, CALIFORNIA 90602-1772  
PHONE (562)567-9320 FAX (562)567-2872

Please provide a comprehensive description of your proposed business or operation below. Spaces for basic information are provided, however, please use the large space below to provide other details which describe other relevant aspects of your operation.

PROJECT ADDRESS	APPLICANT'S NAME
TYPE OF OPERATION	
HOURS OF OPERATION (WEEKDAY / WEEKEND)	NUMBER OF PERSONS EMPLOYED, AND MAXIMUM NUMBER ON SITE
NUMBER AND TYPE OF VEHICLES USED IN THE OPERATION, AND WHERE STORED	
PROVIDE A FULL DESCRIPTION OF THE PROPOSED OPERATION:	



## Conditional Use Permit

# Application Checklist

### PLANNING DIVISION

13230 PENN STREET  
WHITTIER, CALIFORNIA 90602-1772  
PHONE (562) 567-9320 FAX (562) 567-2872

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
- Plans must be designed to preserve existing parkway trees. Parkway trees may only be removed in cases of disease or hazardous circumstances. For information, contact the Park Department at (562) 567-9420

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

1. 11 full-size plan sets (11" x 17" min., 24" x 36" max.)
2. 1 reduced-size plan set (8½" x 11" or 8½" x 14")
3. *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:

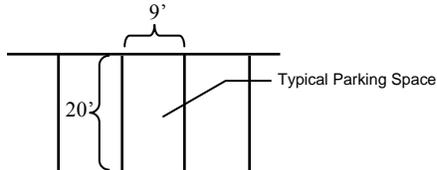
- A. Architect's name and contact information
- B. Project address
- C. North arrow (orient to top of sheet if possible)
- D. Graphic and fractional scales
- E. Date of drawings (including subsequent revisions)
- F. Property line dimensions
- G. Location and names of adjacent streets
- H. Public improvements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

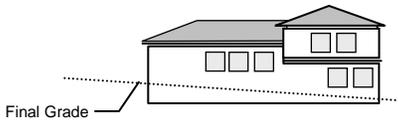


**Lot coverage** is the square footage of all overhead structures on the site divided by the total lot area ◀

**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

Project Tabulations, including:

#### **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 Landscape Plan**

*Show the location, types and container sizes of all proposed plant materials, including trees, shrubs and groundcover. Also show existing trees to be removed, and indicate type and trunk diameter.*

#### **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.*

\_\_\_ **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 **\$2,182\***

*\*Planning Staff may hire an outside consultant to complete this study, in which case a deposit equal to 120% of the consultant's budget estimate will be required.*

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

**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.

**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 owners labels.

\_\_\_ **G. Vicinity Map and Property Owners List**

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

\_\_\_ **H. Business / Operational Description**

As noted on the application form, a complete business /operational description is required. Please complete the form titled "Business / Operational Description," which follows the signature page of the application form.

\_\_\_ **I. Filing Fee**

The filing fees for a Conditional Use Permit is \$3,377.

The filing fees for a **Minor** Conditional Use Permit Modification are as follows:

Residential	\$1,151
Commercial	\$1,439

The filing fee helps defray the City's cost to review the application, and is non-refundable, even if the application is denied.

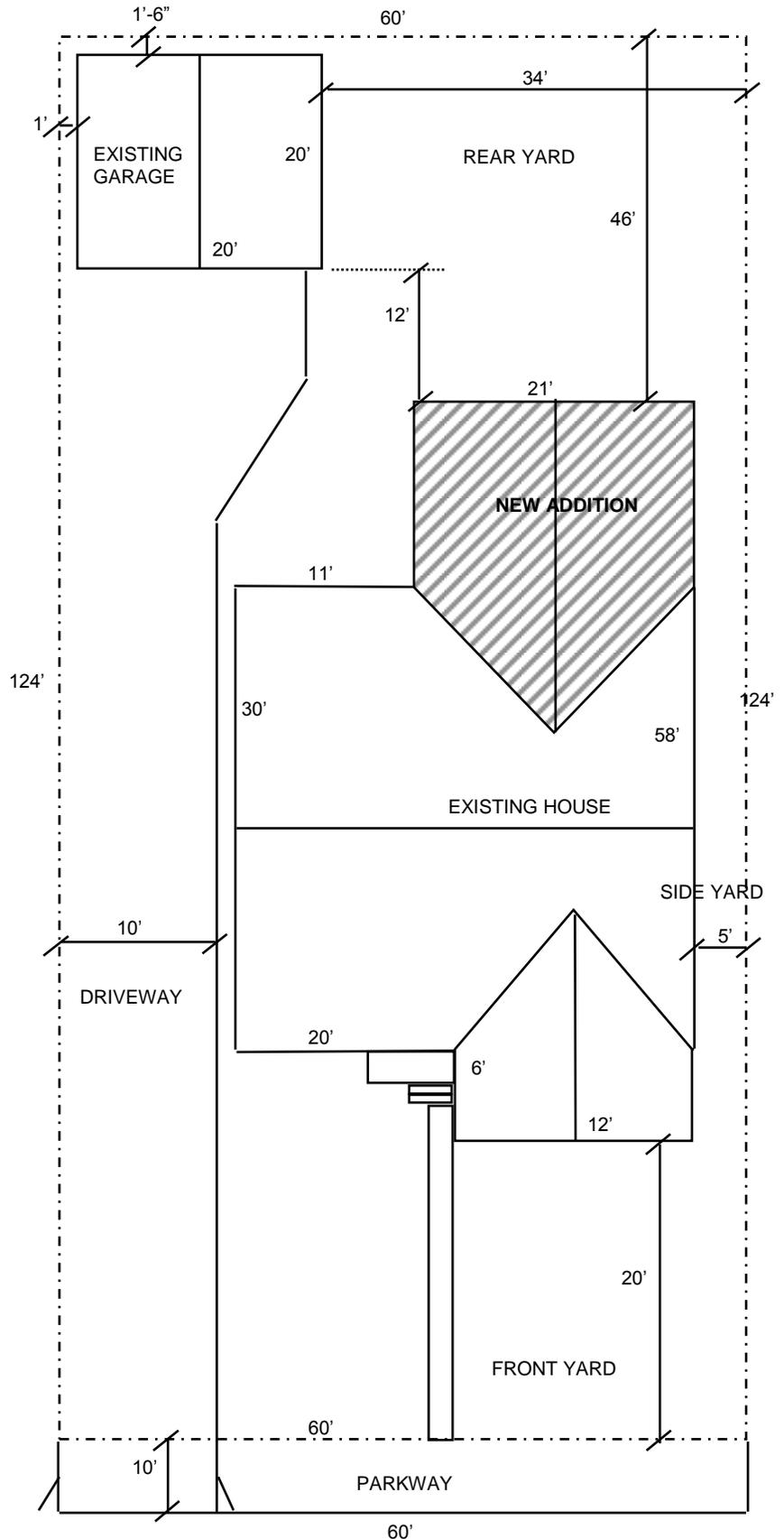
} Many companies provide this service for a reasonable cost. The Planning Division can provide you with a list of some firms which produce radius maps and ownership lists.



## 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.



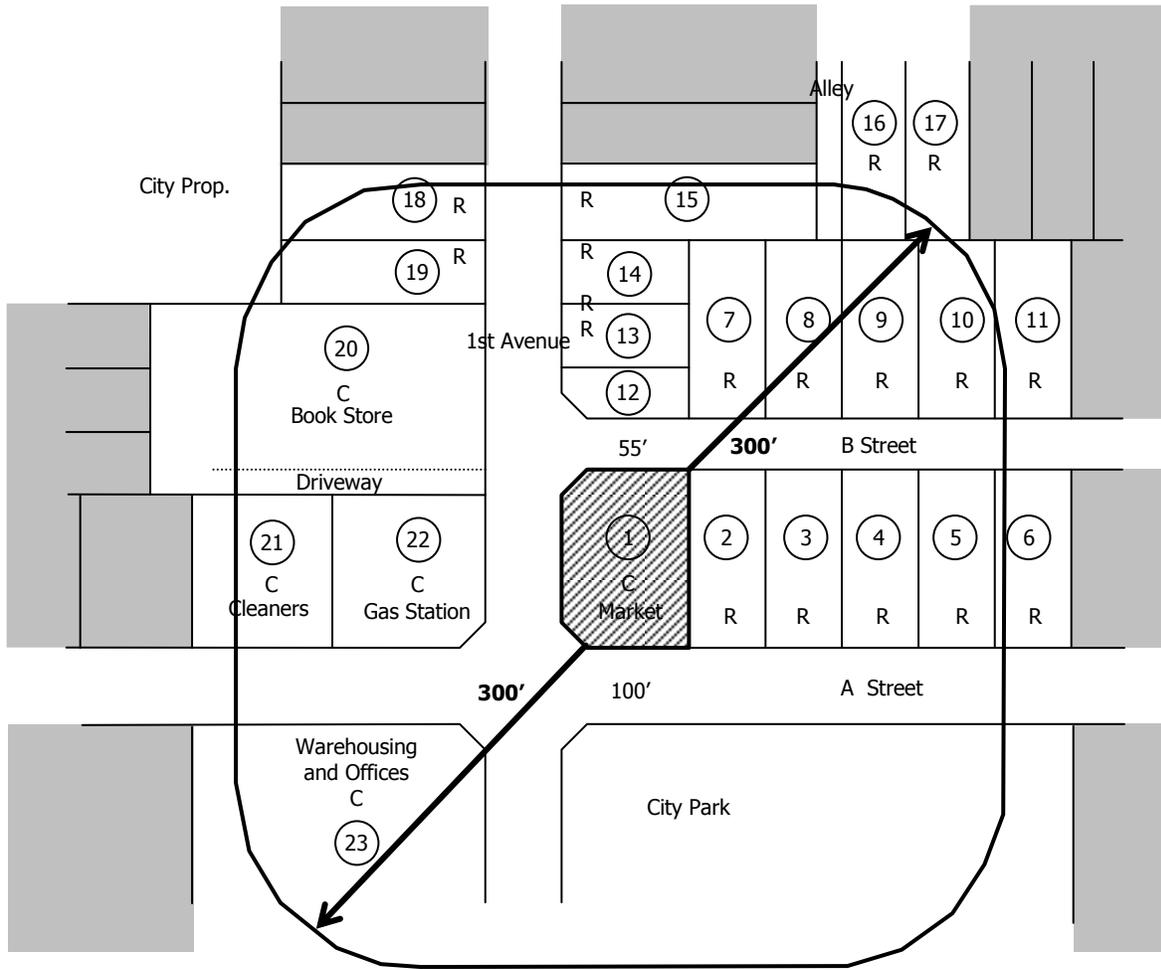
STREET NAME AND ADDRESS

Scale: 1/8 in. = 1 Foot



N O R T H

# 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**  
 PROPERTY OWNER LIST INDEX NO.  
 SUBJECT PROPERTY  
 RESIDENTIAL  
 COMMERCIAL

 3  
 COMMERCIAL  
 R  
 C



## 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

## WHO TO CALL

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

- Public Works Department (First Floor) (562) 567-9500
- Park Department (Basement) (562) 567-9420
- Community Development (Second Floor) (562) 567-9320
  - Planning Division
  - Building Division
  - Redevelopment and Housing Division
- Police Department (Police Station) (562) 567-9200

All are open from 8:00 a.m. to 5:00 p.m., Monday through Friday, with the exception of the Building and Planning Division, which are open from 8:00 a.m. to 3:00 p.m., Monday through Friday, and are located within City Hall. The general areas of responsibilities for each of these departments and divisions are:

### Community Development Department (562) 567-9320

#### 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

#### Redevelopment and Housing Division

- Home improvement loans
- 1<sup>st</sup> time home buyers program
- Rental rehab loan program
- Minor home improvement grants
- Administers three redevelopment project areas

### Public Works Department (562) 567-9500

- Reviews grading and drainage plans
- Issues grading permits
- Evaluates soils reports
- Maintains public right of way and street width information, including dedications
- Analyses traffic reports
- Reviews curb, gutter and sidewalk permits
- Reviews sidewalk and driveway permits
- Manages refuse collection
- Maintains sewer and water information

### Park Department (562) 567-9420

- Reviews landscape and irrigation plans
- Provides information on appropriate plant selection
- Reviews conformance of plans to water conservation ordinances
- Conducts on-site landscape and irrigation inspections
- Responds to issues concerning parkway trees.

### Police Department (562) 567-9200

Reviews plans for security and public safety issues

**Our web site: [www.cityofwhittier.org](http://www.cityofwhittier.org)**

