

SUBMITTAL REQUIREMENTS

The following specific information and material must be submitted with the application. Please check the applicable boxes to denote completion status. Note: All items submitted are open to public examination.

Yes No N/A

- A. Current Title Report (Prepared within six (6) months of application submittal).
- B. Mailing Labels and Radius Map
- The mailing labels and list shall include addresses of all Residential and Commercial Property Owners, and Commercial Tenants of the properties within 1000 feet from the subject property boundaries as shown on the County Assessor's latest available assessment roll.
 - Three (3) separate lists of mailing addresses and Assessor Parcel Numbers shall be prepared and certified.
 - Two (2) of the lists shall be provided in the form of self-adhesive mailing labels. THESE LABELS MUST CONTAIN THE PHRASE "OR OCCUPANT,"
 - Payment for postage is required for the mailing.
 - The list shall be certified and notarized on an affidavit form.
- C. Project Plans
- Four (4) full-size hardcopy sets of detailed plans.
 - i. All plans shall be drawn on uniform size sheets no greater than 30" x 42".
 - ii. All plans shall be drawn to a scale not smaller than 1" = 30'. Scale shall be indicated on the plans and the plans shall include a north arrow.
 - iii. All plans shall be stapled together along the left margin, into sets, and shall be folded to approximately an 8 1/2" x 11" size.
 - iv. All plans must be clear, legible, and scaled accurately.
 - One (1) set of 8 1/2" x 11" or 11" x 17" reductions.
 - Two (2) thumb drives, each containing a complete digital copy of all plans.
- D. Site Plan (fully dimensioned), that includes the following elements:
- Name and address of Applicant, Architect, Engineer and/or licensed Land Surveyor.
 - Calculations of site area (total net acreage), site coverage by structures, gross building area, parking required and provided.
 - Property lines and lot dimensions.
 - Pedestrian and vehicular ingress and egress points.
 - Off-street parking and loading areas showing location, number and typical dimension of spaces.
 - Internal circulation patterns and drive aisles.
 - Distance between buildings and/or structures.
 - Building setbacks (front, rear and sides).
 - A vicinity map showing the nearest cross streets, zoning designations, and existing land uses of surrounding properties.
 - Site zoning and General Plan designation.
 - All existing and proposed street locations.
 - Date of preparation and revisions.
- E. A floorplan with dimensions and labels denoting the use(s) of different spaces
- F. Completed Fact Sheet
- G. Property Owner's Certification and Agent Form, denoting owner authorization of the application
- H. Any additional information that may be required by the Development Services Department to support the proposed application request.

Note: In accordance with the Permit Streamlining Act, an agency must determine if an application for a development project is complete within thirty (30) days or notify the applicant that the application is incomplete. Once the application is determined to be complete, the lead agency must then determine within thirty (30) days whether an environmental impact report (EIR) or negative declaration is required for the project, or whether the project is exempt from the California Environmental Quality Act.

FINDINGS FOR A CONDITIONAL USE PERMIT (CUP)

The Los Alamitos Municipal Code requires that the Planning Commission must be able to make each of the following findings from before granting a Conditional Use Permit (LAMC Section 17.32.070):

Yes No

- The proposed use is consistent with the General Plan and any applicable specific plan;
- The proposed use is allowed within the applicable zone and complies with all other applicable provisions of this Zoning Code and the Municipal Code;
- The design, location, size, and operating characteristics of the proposed activity will be compatible with the existing and future land uses in the vicinity;
- The site is physically suitable in terms of:
 - Its design, location, shape, size, and operating characteristics of the proposed use to accommodate the use, and all fences, landscaping, loading, parking, spaces, walls, yards, and other features required to adjust the use with the land and uses in the neighborhood;
 - Streets and highways adequate in width and pavement type to accommodate public and emergency vehicle (e.g., fire and medical) access;
 - Public protection services (e.g., fire protection, police protection, etc.);
 - The provision of utilities (e.g., potable water, schools, solid waste collection and disposal, storm drainage, wastewater collection, treatment, and disposal, etc.); and,
- The measure of site suitability shall be required to ensure that the type, density, and intensity of use being proposed will not adversely affect the public convenience, health, interest, safety, or general welfare, constitute a nuisance, or be materially injurious to the improvements, persons, property, or uses in the vicinity and zone in which the property is located.

APPLICANT CERTIFICATION

I hereby acknowledge that this application will not be considered complete until I have submitted all required documentation and have been notified in writing from the Development Services Department, within thirty (30) days of submission, that the application is complete, in accordance with the Permit Streamlining Act. Once the application is determined to be complete, the Development Services Department must then determine within thirty (30) days whether an environmental impact report (EIR) or negative declaration is required for the project, or whether the project is exempt from the California Environmental Quality Act.

I hereby certify that all information contained in this application, including all plans and materials required by the City's application submission requirements, is, to the best of my knowledge, true and correct. FALSE OR MISLEADING INFORMATION GIVEN IN THIS APPLICATION SHALL BE GROUNDS FOR DENYING APPLICATION. I hereby grant the City authority to enter onto the property to conduct site inspections and to post required public notices.

Date:

Signature:

For



CITY OF LOS ALAMITOS
LAND USE APPLICATION FACT SHEET
 Development Services Department
 3191 Katella Ave., Los Alamitos, CA 90720-5600
 Phone: (562) 431-3538

FOR OFFICE USE ONLY

Application Number: _____

Date Received: _____

1. Address: _____
2. Assessor's Parcel Number (APN): _____
3. Previous Or Concurrent Application(s) Relating To This Property:

4. Site Land Use Summary Table:

Existing Use	
Proposed Use	
General Plan Designation	
Zoning District	

5. Surrounding Land Use (type of business or type of residential):

To the North	
To the South	
To the East	
To the West	

6. Surrounding Zoning District Designation (from "Municipal Code," Title 17, found on City of Los Alamitos Website):

To the North	
To the South	
To the East	
To the West	

7. Development Standards Summary Table (Required amounts can be found in "Municipal Code," Title 17, available on City of Los Alamitos Website; for assistance, please consult with a Planner at the Development Services Department):

	Required	Proposed
Lot Area		
Building Square Footage		
Parking Spaces on Property		
Building Setbacks		
<ul style="list-style-type: none"> • Front • Side • Rear 		



CITY OF LOS ALAMITOS

PROPERTY OWNER CERTIFICATION AND AGENT FORM

Development Services Department
3191 Katella Ave., Los Alamitos, CA 90720-5600
Phone: (562) 431-3538

I hereby certify that I(we) am(are) the legal owner(s) of record of the property at _____
Los Alamitos, California 90720, which is the subject of this application (Orange County APN No. _____). I (We)
understand that false or otherwise incorrect information shall be grounds for denial of the application or revocation of an
approved application.

Please Check One

- I, as property owner, will be the applicant
- The following person(s) is(are) authorized to act on my(our) behalf:

Applicant Name , Title, Company
Address
Telephone
E-Mail

Property Owner Name , Title, Company
Address
Telephone
E-Mail

Applicant deposes and says that they are the petitioner for a *Conditional Use Permit* in this petition: that they have familiarized their self with relevant provisions of the Zoning Ordinance and General Plan; that they have read the foregoing petition and know the content thereof to be true to their own knowledge, except as the matters therein state on information or belief and that as to those matters and things they believe them to be true.

Signature of Applicant

Date

Signature of Property Owner

Date
