

CONDITIONAL USE PERMIT INSTRUCTIONS AND CHECKLIST

The following information shall be submitted with the Conditional Use Permit Application:

- Application fee of **\$2,875.00**, County Clerk filing fee of **\$75.00**, plus Fish & Game Section 713 fee of **\$2,044.00 (total \$4,994.00)**. In addition applicant is responsible for cost to retain a consultant to prepare the environmental document, if required.
- Environmental Information Form
- A vicinity map (radius map) containing the following information:
 - Vicinity Map showing all properties within a 300-foot radius of the outside boundaries of the subject property (See attached sample).
 - Complete property owner's address list from the latest available Los Angeles County Tax Assessor's Roll for all properties within a 300-foot radius of the project boundaries on mailing labels.
 - Complete tenant's address list for all properties within a 300-foot radius of the project boundaries in mailing labels.
 - Property Owner's list statement completed by the person(s) who prepared said list stating that the list has been compiled from information obtained from the latest available Los Angeles county Tax Assessment Roll. This statement must be notarized.
- Traffic Report** - showing ON and OFF site traffic routing including the number of vehicles, type of vehicles (truck or automobile), and arrival and departure times.
- Operations Report** - a detailed report describing all operations that will take place on the site including, but not limited to, operating hours, number of employees, number of shifts and hours, materials used in production and/or stored at the site, amount of material received and processed each day and any other details related to the operations, and any impacts that may be caused to adjoining properties including but not limited to noise, vibration and odors.
- Hazardous Materials Report** - showing all hazardous materials being used, stored, produced or processed at the site. If hazardous materials are transported to the facility, indicate the quantities of each material, where they will be stored, how and what they will be transported in, and traffic flow patterns through the City and on the site. The report shall include how the materials will be handled or processed at the site and an emergency plan in case of accidental spillage on- or off-site.

- Development/Plot Plan** - showing all existing and/or proposed improvements on the property including the following:
 - Site address, north arrow and scale (no less than 1" = 40').
 - Overall dimensions of the entire property. Including total square footage of each use including, but not limited to, industrial, warehousing, and office uses.
 - Location, by dimension, and proper labeling of all:
 - Buildings and structures (existing and proposed).
 - Provided automobile parking, truck parking, and truck loading spaces as well as their relative required maneuvering areas.
 - Required automobile parking, truck parking, and truck loading spaces and truck maneuvering areas.
 - Driveways, alleys, and access ways including driveway entrances (including the driveway width) to and from public streets.
 - Site drainage. Proposed drainage patterns and proposed changes in drainage.
 - Existing and proposed utility services.
 - Existing or proposed public or private easements.
 - Floor plans showing:
 - The proposed location of all heavy machinery used in manufacturing (i.e. punch presses, drop hammers, riveters, automatic screw machines, etc.) and any proposed mooring or foundations; and
 - The areas proposed for storage, use, processing of explosive, toxic, infectious, or hazardous materials and the facilities proposed to protect them.



For Official Use Only
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CONDITIONAL USE PERMIT APPLICATION

PLEASE PRINT OR TYPE

SECTION 1 – Project Information.

Project Title: _____

Project Site Address: _____

Assessor Parcel Number (APN): _____ Zoning Designation: _____

Purpose of Conditional Use Permit Application: _____

SECTION 2 – Applicant Information. I hereby certify that all the information contained herein and in the accompanying exhibits are true and correct to the best of my knowledge and belief.

Applicant: *(Applicant shall either be the Property Owner or Owner's Representative)*

Applicant Name: _____
 Sole Proprietor Partnership Corporation

Contact Name: _____

Contact Address: _____ City: _____ Zip Code: _____

Phone: _____ Fax: _____ E-mail: _____

(Two officer's signatures are required for Corporation and Limited Liability Companies (LLC))

Print Name: _____ Title: _____ Date: _____

Signature (*Applicant signatures must be notarized*): _____

Print Name: _____ Title: _____ Date: _____

Signature (*Applicant signatures must be notarized*): _____

SECTION 3 – Contact Information (*if different from applicant*).

Name: _____ Company Name: _____

Address: _____ City: _____ Zip Code: _____

Phone: _____ Fax: _____

Relation to Applicant: Engineer Architect Attorney Realtor Representative

SECTION 4 – Property Owner Information. I am the property owner of record, of the property, which is the subject of this application. I have reviewed this application and authorize/approve of the action requested.

Property Owner Name: _____
 Sole Proprietor Partnership Corporation

Address: _____ City: _____ Zip Code: _____

Phone: _____ Fax: _____

YES, I hereby certify that the above named applicant is authorized to act as the property owner representative for this conditional use permit application.

NO, I DON'T certify that the above named applicant is authorized to act as the property owner representative for this conditional use permit application.

(Two officer's signatures are required for Corporation and Limited Liability Companies (LLC))

Print Name: _____ Title: _____ Date: _____

Signature (*Applicant signatures must be notarized*): _____

Print Name: _____ Title: _____ Date: _____

Signature (*Applicant signatures must be notarized*): _____

PROJECT DESCRIPTION
(Attach additional sheets as necessary)

1. Site size (Lot size). _____

2. Square footage of building(s) on the premises (including any covered structures or canopies). _____

3. Number of floors of construction. _____

4. Amount of off-street parking and loading provided:
 - a. Number of automobile parking spaces _____
 - b. Number of truck parking spaces _____
 - c. Number of truck loading spaces _____

5. Proposed scheduling. _____

6. Associated projects (additional projects). _____

7. Anticipated incremental development (additional phases). _____

8. If **retail** or **commercial**, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities (on attached sheet). _____

9. If **industrial**, indicate type, estimated employment per shift, and loading facilities (on attached sheet). _____

BURDEN OF PROOF

The applicant is required to establish the following before submitting a Conditional Use Permit application: *(Attach additional sheets if necessary.)*

A) The site for the proposed use is adequate in size, shape and topography, including drainage and landscaping.

B) The proposed use will not have an adverse effect upon adjacent or abutting properties in terms of traffic, parking noise, odors, and dust, smoke, light or glare, or risk of fire, infection or explosion.

C) The proposed use will be compatible with the permitted uses of surrounding and adjacent properties.

D) The site has sufficient access to streets and highways, which are adequate in width and pavement type to carry the quantity of traffic generated by the proposed use, and that the routes which vehicles will have to follow to reach the site are adequate in width and pavement type to carry the volume of traffic generated by the proposed use.

E) The site has adequate off-street parking and loading facilities.

F) The use, as to location, operation and design, is consistent with the general plan, any applicable specific plan and the zoning regulations of the City of Vernon and all applicable County, State and federal law, rules and regulations.

Signed _____
(Applicant)

PROPERTY OWNERS LIST STATEMENT

The undersigned has duly prepared the attached “**Property Owners List**”. The list includes all of the names, and respective addresses, of persons being owners of property any part of which is within 300 feet of the outer boundaries of the subject property. This information is to be obtained from the latest available Los Angeles County Tax Assessment Roll.

This list was prepared on _____ from the Tax Roll
maintained at _____
(Name and Location of office)

It is understood that the accuracy and completeness of this list is the responsibility of the applicant.

Signed: _____
(Person who prepared list)

On this _____ day of _____ 20____, before me the undersigned, a Notary Public in and for said County and State personally appeared _____ known to me, or proven to me to be the person that executed the within instrument.

WITNESS my hand and official seal

Notary Public in and for said County and State
My commission expires: _____

Signed: _____
(Applicant)

ENVIRONMENTAL INFORMATION FORM

Date Filed: _____

General Information:

1. Name and address of developer or project sponsor: _____

2. Address of project (location): _____

Assessor's Block and Lot Number (APN#): _____

3. Name, address, and telephone number of person to be contacted concerning this project: _____

4. Indicate number of the permit application for the project to which this form pertains: _____

5. 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: _____

6. Existing zoning district: _____

7. Proposed use of site (Project for which this form is filed): _____

Project Description:

8. Site Size (Lot Size): _____

9. Square footage of Building(s): _____

10. Number of floors of construction: _____

11. Amount of off-street parking provided: _____

12. Attach plans: _____

13. Proposed scheduling: _____

14. Associated projects: _____

15. Anticipated incremental development: _____

16. If **retail** or **commercial**, indicate the type, whether neighboring, city or regionally oriented, square footage of sales area, and loading facilities. _____

17. If **industrial**, indicate type, estimated employment per shift, and loading facilities. _____

18. If the project involves a variance, conditional use permit application, state this and indicate clearly why the application is required. _____

Environmental Impacts:

Are any of the following items applicable to the project or its effects? Discuss below all items checked "yes" (attach additional sheets as necessary).

YES NO

- 19. Change in pattern, scale or character of general area of project.
- 20. Significant amounts of solid waste or litter.
- 21. Change in dust, ash, smoke, fumes or odors in vicinity.
- 22. Substantial change in existing noise or vibration levels in the vicinity.
- 23. Site on filled land or on slope of 10% percent or more.
- 24. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.
- 25. Substantial change in demand for municipal services (police, fire, water, sewage, etc.)
- 26. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)
- 27. Relationship to a larger project or series of projects.

Environmental Setting:

28. *On an attached sheet*, describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historic or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be acceptable.

29. *On an attached sheet*, describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be acceptable.

Certification:

I hereby certify that the statements furnished above and in the 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)

Date