



CITY OF COMMERCE
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION

CONDITIONAL USE PERMIT

PROJECT NO. _____

APPLICATION FEE _____

APPLICATION COMPLETENESS: Only applications that include all of the required application requirements will be deemed "complete." Please be advised that additional information may be required to complete your application.

The Department of Community Development retains the right to review documents and determine that they are adequate in their ability to convey the applicant's request to the decision making body. Applicants will be notified, within 30 days of filing the application and paying all required fees, whether or not their application is complete. Only projects with complete applications will be reviewed by the decision making body.

NOTE: The Conditional Use Permit application is also available at the following website address: <http://www.ci.commerce.ca.us/newpages/planningformsapplications.asp>

INSTRUCTIONS TO APPLICANT:

- A. Complete all the items listed below. Please print legibly.
- B. Submit the following (*See also, "required plans for filing"*)
 - 1 completed application
 - 10 copies of Site/Plot Plan on 24"x 36" sheets
 - 1 copy of Floor Plan on a 24"x 36" sheet
 - 1 copy of Elevations on a 24"x 36" sheet
 - 1 reduced copy of Site Plan, Floor Plan, and Elevations on a 8 1/2" x 11" sheet
 - 500 ft Radius Map
 - Property Owners Mailing List
- C. Business/Organization Operations Plan Letter (*sample included*)
- D. Occupant's Permission to Enter and Investigate Site
- E. Environmental Data Form
- F. Affidavit
- G. Application Fee (*See 'Fee Schedule' for application fee*)

APPLICANT: _____

SITE ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NO.: _____ OTHER NO.: _____

APPLICANT'S REPRESENTATIVE: _____

REPRESENTATIVE'S ADDRESS: _____

REPRESENTATIVE'S TELEPHONE NO. _____

LEGAL DESCRIPTION OF PROPERTY:

Legal description: (Continue on separate page, if necessary)

APPLICANT'S REQUEST:

Please describe the proposed use (or development) you intend to make of the above described property:

APPLICANT'S STATEMENT OF FACTS:

According to the Commerce Zoning Ordinance, the Planning Commission must make certain finds before approving a Conditional Use Permit. To assist the Commission in making these findings, the applicant shall answer the following questions as thoroughly as possible:

- 1. Is the proposed location of the conditional use in conformance with purposes and objectives of the zone district in which the site is located? If not, give reasons for the application.**

2. **Is the proposed location of the conditional use in conformance with the Commerce General Plan? Specify.**

3. **Will the proposed Conditional Use Permit be detrimental to the public health, safety or welfare or materially injurious to properties or person?**

4. **Is the use of hazardous materials such as plants, solvents, or explosives contemplated as a part of the proposed operation? If so, please explain in detail.**

5. **Will the traffic generated by the proposed conditional use overload the capacity of the surrounding city street system?**

6. Will the proposed use involve the use of trucks? If so, what type of trucks, and how many will be employed? What is the expected frequency of truck movements? With all, or part of the trucks be owned by the applicant and will they be located on site?

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Date Submitted: _____ Received by: _____

Filing Fee: _____ Receipt No.: _____

AFFIDAVIT

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF COMMERCE)

I, _____, am the owner / owner in escrow, of the property involved in this application. I am being duly sworn, depose and say that I am the applicant in the forgoing application that I have read the forgoing application for a Conditional Use Permit and know the contents thereof. I certify that the forgoing is true and correct to the best of my knowledge and belief.

Date

Owner's signature

Title

Company

Mailing Address

Phone No.

I, _____, being duly sworn, depose and say that I am the applicant in the forgoing application, that I have read the forgoing application for a Conditional Use Permit and know the content thereof. I certify that the forgoing is true and correct to the best of my knowledge and belief.

Date

Owner's signature

Title

Company

Mailing Address

Phone No.

Subscribed and sworn before me this _____ day of _____, 20_____.

NOTARY PUBLIC
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA

CONDITIONAL USE PERMIT CHECK LIST

ADDRESS: _____ PROJECT NO. _____

Department/Division Approvals Required:

Planning Division
City of Commerce
Hours: 8:00 am to 6:00 pm
2535 Commerce Way
Commerce, CA 90040
(323) 722-4805, ext. 2811

Approved Not Approved No Approval Necessary

Approved w/conditions – Comments:

Signature: X _____
Print Name: _____
Contact No.: _____

Public Works, Engineering
City of Commerce
Hours: 8:00 am to 6:00 pm
2535 Commerce Way
Commerce, CA 90040
(323) 722-4805, ext. 2325 or 2327

Approved Not Approved No Approval Necessary

Approved w/conditions – Comments:

Signature: X _____
Print Name: _____
Contact No.: _____

Code Enforcement Division
City of Commerce
Hours: 8:00 am to 6:00 pm
2535 Commerce Way
Commerce, CA 90040
(323) 722-4805, ext. 2329

Approved Not Approved No Approval Necessary

Approved w/conditions – Comments:

Signature: X _____
Print Name: _____
Contact No.: _____

Community Services/Public Safety
City of Commerce
Hours: 8:00 am to 6:00 pm
2535 Commerce Way
Commerce, CA 90040
(323) 722-4805, ext. 4466

Approved Not Approved No Approval Necessary

Approved w/conditions – Comments:

Signature: X _____
Print Name: _____
Contact No.: _____

CONDITIONAL USE PERMIT CHECK LIST

ADDRESS: _____ **PROJECT NO.** _____

Proof of approval is required from the following outside agencies that are checked:

- Los Angeles County Building & Safety
City of Commerce
Inspector Hours: 8:00 am to 9:30 am
2535 Commerce Way
Commerce, CA 90040
(323) 722-4805, ext. 2290 or 2294

Approved Not Approved No Approval Necessary

Approved w/conditions – Comments:

Signature: X _____
Print Name: _____
Contact No.: _____

- Los Angeles County Fire Department
Fire Prevention Division
Inspector Hours: 8:00 am to 9:30 am
2535 Commerce Way
Commerce, CA 90040
(323) 720-9913

Approved Not Approved No Approval Necessary

Approved w/conditions – Comments:

Signature: X _____
Print Name: _____
Contact No.: _____

- State Dept. of Alcoholic Beverage
Control (ABC)
222 E. Huntington Drive, Suite 114
Monrovia, CA 91016
(626) 256-3241

Approved Not Approved No Approval Necessary

Approved w/conditions – Comments:

Signature: X _____
Print Name: _____
Contact No.: _____

- Los Angeles County Sheriff's
Department
2535 Commerce Way
Commerce, CA 90040
(323) 887-4460

Approved Not Approved No Approval Necessary

Approved w/conditions – Comments:

Signature: X _____
Print Name: _____
Contact No.: _____

S A M P L E
Business/Organization Operations Plan Letter

Big Ben Furniture Company
1000 South Anyplace
Your City, CA 00000
(323) 123-4567

January 1, 2008

To whom it may concern:

The following information is in answer to your request regarding the business operation to be conducted at the above address.

PLEASE ANSWER THE FOLLOWING QUESTIONS.

MUST BE TYPED!

**PROVIDE A DETAILED DESCRIPTION OF THE OPERATION CONDUCTED
IN THE BUILDING AND ON -SITE:**

- Indicate, **IN DETAIL**, the type of business proposed?
- Indicate the types of materials used as well as the types of materials stored on site? Indicate, in detail, how will the material be stored? i.e. racks, freezers, pallets or free standing?
- Maximum height of storage?
- Any chemicals? Explain.
- Will vehicles (trucks) be parked on site? How many? What type of trucks will be used?
- Type of equipment used. (Example: Clothing manufacturing – number of sewing machines, cutting tables, etc.).
- Hours of operation.
- Number of employees.
- Will there be any interior or exterior modifications proposed with the use? If yes, please explain and show on the site plan.

Sincerely,

John Jones
President

Occupant's Permission to Enter and Investigate Site

City of Commerce
Planning Department
2535 Commerce Way
Commerce, CA 90040

I, _____ as _____
(owner or lessee)

and occupant of the property located at _____,

do hereby authorize representatives of the City of Commerce to enter upon the above-mentioned property for inspection purposes and to obtain photographs of the subject property to prepare reports for Public Hearing Case _____.

This authorization terminates upon the final decision on the case, made either by the Planning Commission or City Council of the City of Commerce.

I do / do not have a dog on the premises.
(circle one)

Signature

Date

To be filled out by occupant (owner or lessee)

ENVIRONMENTAL DATA FORM

The following data is submitted for the City of Commerce's use in the determination of the necessity for a Negative Declaration or an Environmental Impact Report.

SECTION I. GENERAL DATA

- A. Name and Address of the Sponsor of the Project

- B. Name, Address and Telephone of Person to be Contacted

- C. Official Name of Project (if applicable)

- D. Type of Project

- E. Location of Project

- F. Brief Description of Project

- G. Brief Description of the Existing Environmental Conditions in the Area

SECTION II. SPECIFIC DATA

YES NO

- A. Existing Facilities: Projects related to the operation, repair, maintenance or minor alterations of existing structures, facilities, mechanical equipment or topographical features involving negligible or no expansion of uses beyond that previously existing.
1. Will the project involve major interior or exterior alterations? _____
 2. Will the project involve major restoration or rehabilitation of deteriorated or damaged structures, facilities or mechanical equipment? _____
 3. Will the project involve additions to existing structures which increase the floor area to fifty percent or by 5,000 square feet? _____
 4. Will the project result in the removal of any existing trees? _____
 5. Will the project result in substantial air emissions or deterioration of ambient air quality? _____
 6. Will the project result in the creation of objectionable odors? _____
 7. Will the project result in increases in existing noise levels or exposure of people to severe noise levels? _____
 8. Will the project result in changes in absorption rates, drainage patterns or the rate or amount of surface runoff? _____
 9. Does the proposal involve a risk of explosion or the release of hazardous substances? _____
 10. Will the project result in the generation of substantial additional traffic? _____
 11. Will the proposal result in substantial increases in the amount of fuel or energy used? _____
 12. Will the project have an effect upon or result in a need for new or altered governmental services? _____

YES NO

13. Will the project result in the need for new or altered public utility systems? ___ ___
14. Will the proposal result in the creation of or exposure of people to any health hazard or potential health hazard? ___ ___

B. Replacement or Reconstruction. Projects related to replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose as the structure replaced.

1. Is the project designed to replace a commercial or industrial structure with a new structure of substantially larger size? ___ ___
2. Will the project require grading involving substantial removal or importation of earth? ___ ___
3. Will the project require the removal of any trees? ___ ___
4. Will the project result in substantial air emissions or deterioration of ambient air quality? ___ ___
5. Will the project result in the creation of objectionable odors? ___ ___
6. Will the project result in increases in existing noise levels or exposure of people to severe noise levels? ___ ___
7. Will the project result in changes in absorption rates, drainage patterns or the rate or amount of surface runoff? ___ ___
8. Does the proposal involve a risk of explosion or the release of hazardous substances? ___ ___
9. Will the project result in the generation of substantial additional traffic? ___ ___
10. Will the proposal result in substantial increases in the amount of fuel or energy used? ___ ___

YES NO

11. Will the project have an effect upon or result in a need for new or altered governmental services? _____
12. Will the project result in the need for new or altered public utility systems? _____
13. Will the proposal result in the creation of or exposure of people to any health hazard or potential health hazard? _____

C. New Construction. Projects involving construction of new structures on vacant or cleared land. New construction includes conversion of a site from one land use to another, such as from residential to industrial.

1. Will the project involve building three or more single family structures? _____
2. Will the project involve the construction of a motel, apartment or duplex which will contain five or more dwelling units in three or more structures? _____
3. Is the project a store, office, or restaurant or other facility designed for an occupant load of 21 persons or more? _____
4. Will the project involve the removal of any existing residential structures? _____
5. Will the project require grading involving substantial removal or importation of earth? _____
6. Will the project require the removal of any trees? _____
7. Will the project result in substantial air emissions or deterioration of ambient air quality? _____
8. Will the project result in the creation of objectionable odors? _____
9. Will the project result in increases in existing noise levels or exposure of people to severe noise levels? _____
10. Will the project result in changes in

- | | <u>YES</u> | <u>NO</u> |
|---------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| absorption rates, drainage patterns,
or the rate or amount of surface
runoff? | _____ | _____ |
| 11. Does the proposal involve a risk of
explosion or the release of hazardous
substances? | _____ | _____ |
| 12. Will the project result in the genera-
tion of substantial additional traffic? | _____ | _____ |
| 13. Will the proposal result in substantial
increases in the amount of energy or
fuel used? | _____ | _____ |
| 14. Will the project have an effect upon
or result in a need for new or altered
governmental services? | _____ | _____ |
| 15. Will the project result in the need for
new or altered public utility systems? | _____ | _____ |
| 16. Will the proposal result in the creation
or exposure of people to any health
hazard or potential health hazard? | _____ | _____ |

D. Alterations in Land Use

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|
| 1. Will the project involve major lot
line adjustments, side-yard and
set-back variances which will create
a new parcel or a change in land use
or intensity? | _____ | _____ |
| 2. Will the project require the issuance
of a major encroachment permit? | _____ | _____ |

E. Compatibility with Planning and Zoning

- | | | |
|------------------------------------------------------------------------------------|-------|-------|
| 1. Will the project require a change in
the zoning map and/or zoning ordinance? | _____ | _____ |
| 2. Will the project require a change in
the General Plan or any specific plan? | _____ | _____ |

SECTION III. MITIGATING MEASURES

Please discuss any measure which can eliminate or reduce to insignificant levels any significant adverse effects of the proposed project as indicated by yes answers in Section II. (Use additional sheets if necessary).

SECTION IV. STATEMENT OF NO SIGNIFICANT ENVIRONMENTAL EFFECTS

If you have answered yes to any question in Section II but feel that the project will have no significantly adverse environmental effect or that such effect or effects can be mitigated or eliminated, indicate your reasons below. (Use additional sheets if necessary).

I certify that the answers to the questions contained in this Environmental Data Form are true and correct to the best of my knowledge.

(Date)

(Signature)

c3/varinfo

APPLICATION REQUIREMENTS

ZONE CHANGES & GENERAL PLAN AMENDMENTS:

Submit copies of the site plan (plot plan) showing the proposed use of the property and the zoning of surrounding properties. Other information may be required as to the proposed physical development of the site.

SUBDIVISION (Tracts, Parcels, Reversions, Mergers):

The Tentative Map shall be minimum size of 18" by 20" and shall contain all of the following

1. Legal description, lot lines, north arrow.
2. Name, address and telephone number of subdivider and engineer.
3. Locations and existing width of all streets.
4. Elevations and contours.
5. All easements, public and private.
6. Approximate layout of proposed subdivisions or mergers.
7. Existing structures and uses on the property.
8. Proposed structures to be constructed.
9. Key map showing the location of the site in relation to the surrounding area.
10. Existing land area and land area after subdivision.

Upon acceptance of your application by the City of Commerce, the City will forward copies to all necessary County Departments for review and comments. The Planning Division will schedule the matter for a Planning Commission hearing upon receiving County Departments review and comments. You will be notified of the date, time and place of the said hearing.

After your application has been approved by the Planning Commission, the Commerce Municipal Code requires that a FINAL PARCEL MAP be submitted to the City Engineer within one (1) year from the date of approval for purpose of recordation. The final map must reflect all modifications and conditions imposed by the Commission, and shall be prepared in accordance with standard specified in Section 18.01.010 of the Commerce Municipal Code.

LOT LINE ADJUSTMENTS:

Hire a licensed surveyor or registered engineer to prepare a Record of Survey indicating the old title (legal description), the new and the adjustment. Make an appointment with the City Planner for approval subsequent to review.

PLOT PLANS:

- For RESIDENTIAL PROJECTS:
Submit large-scale site plan (plot plan) showing parking spaces, open spaces and landscaping. Also submit floor plans and all architectural elevations. Include on the plans any relevant dimensions. All plans shall be drawn on a 24" by 36" sheet.
- For COMMERICAL OR INDUSTRIAL PROJECTS:
Submit large-scale site plan (plot plan), floor plans (all levels) and all architectural elevations of the proposed buildings. Show location and dimensions of parking area, ingress / egress, landscaping signs and walkways. Show existing and proposed grades and elevations or a contour map where these areas are to be altered. All plans shall be drawn on a 24" by 36" sheet.

CONDITIONAL USE PERMITS:

Submit copies of the site plan (plot plan) of proposed building or rental space. Plans should show location and dimensions of parking areas, landscaping, driveway, walls, signs and lighting. Submit copies of the floor plan showing proposed layout and use of interior building space. All plans shall be drawn on a 24" by 36" sheet.

VARIANCES:

Submit copies of the site plan (plot plan) of proposed building or rental space. Plans should show location and dimensions of parking areas, landscaping, driveways, walls, signs and lighting. Projections of staircase, balconies, bay windows, eaves, wing walls, chimneys and other building elements shall be shown with dimensions if applicable to Variance. All plans shall be drawn on a 24" by 36" sheet.

MODIFICATION OF STANDARDS:

Submit copies of site plan (plot plan) and floor plan of size adequate to show all necessary information. Submit copies of the architectural elevations of the proposed buildings or building additions.

REDUCTION:

Submit an 8 1/2" by 11" site / plot plan on plain white paper, required for the purpose of reproducing copies for the public hearing staff report. Submit one reduction for each sheet of drawing (i.e. three sheets require three reductions).

TRAFFIC IMPACT REPORT:

The Director of Community Development shall determine if a proposed project will require a traffic impact study.

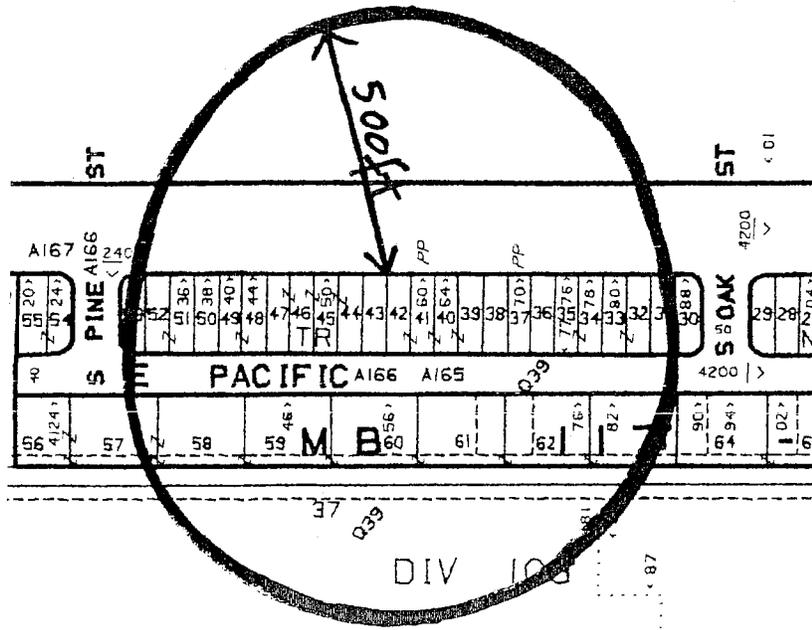
LANDSCAPE PLANS:

The applicant shall submit a set of landscape plans to the Planning Division for review by the City of Commerce Park Superintendent.

SAMPLE RADIUS MAP / PUBLIC NOTICING INFORMATION:

The City of Commerce requires a base map showing the affected property owners within a 500-foot radius of the subject property for Conditional Use Permits and Variance applications.

Use of hazardous materials, handling of solid waste, alcohol sales and services requires a 1,000-foot radius base map.



PROCEDURES FOR COMPILING PUBLIC NOTICE MAILING LIST:

1. Section 19.39.140 **NOTICING** of Commerce Municipal Code requires that for applications involving actions where a public hearing is required, a list of names and addresses of all owners of surrounding properties shall be submitted by the applicant at the time the application is submitted.

The list shall cover properties within 500 feet of the exterior boundaries of the subject property and shall be accompanied by an affidavit certifying that the list is true and correct as taken no longer than 90 days before the date of application from the most recent assessment roll of the Los Angeles County Assessor's Roll.

Applications that involve the use of hazardous materials, the handling of solid waste, and alcohol sales and services are required to send notices to property owners within 1,000 feet of the subject property.

2. List number of affected properties, including the subject property, in an orderly fashion on the map.
3. Match each parcel on the radius map to those in the Assessor's map book. Use book, page and parcel (see below):

5335	016	017
Map Book	Page	Parcel

4. Include all other persons to be notified, such as engineers, architects, or owners representatives (include yourself).
5. **TYPE ALL NAMES AND ADDRESSES ON ADHESIVE ADDRESS LABELS. (TWO SETS)**
6. The accuracy of the property owner's list is the responsibility of the applicant. **IMPROPERLY PREPARED DOCUMENTS MAY DELAY THE APPLICATION OR BE CAUSE FOR DENIAL.**
7. **RETURN** the radius map, mailing list, and property owners list affidavit, with the other application materials.

RADIUS MAP SERVICES

NAME & ADDRESS

PHONE NUMBER

AFFORDABLE RADIUS MAPS, INC.

MICHAEL PAULS

203 Argonne Avenue, Suite 141
Long Beach, CA 90803

(562) 434-2835

ANGELES PLANNING GROUP

225 S. Lake Avenue, Suite 300
Pasadena, CA 91101

(323) 351-3961

A.R.M MAPPING SERVICE

203 Argonne Avenue
Long Beach, CA 90803

(562) 434-2835

Fax: (562) 434-4301

KIMBERLY WENDELL RADIUS MAP & LISTING SERVICE

P.O. Box 264
Los Alamitos, CA 90720

(562) 431-9634

MORE SERVICES

SUE MORENO

12189 Fine View Street
El Monte, CA 91733

(626) 350-5944

RADIUS MAPS

(888) 272-3487

THE URAN DESIGN CENTER

SANDRA J. GUNN

-117-1/2 28TH Street
Newport Beach, CA 92660
-42-274 Omar Place
Palm Desert, CA 92211

(714) 434-9228

(800) 651-6277

T- SQUARE MAPPING SERVICES

P.O. Box 605
La Canada, CA 91012

(626) 403-1803

(213) 255-9805

Fax: (818) 403-2972

CITY OF COMMERCE
COMMUNITY DEVELOPMENT DEPARTMENT
FEE SCHEDULE

(RESOLUTION NO. 09-4)
(EFFECTIVE 02-03-09)

General Plan Amendment	\$1,000
Zone Change	\$1,000
Zoning Ordinance Amendment	\$1,000
Zoning Clearance Fee	\$100
SUBDIVISIONS	
Parcel Map (4 or less lots)	\$2,000
Tract Map (5 or more lots)	\$2,000
Lot Line Adjustment	\$750-Commercial \$500-Residential
Lot Combination	\$0
SITE PLAN REVIEW	
Non-residential	\$750
Residential	\$250
CONDITIONAL USE PERMIT	
ABC and Temporary Trailer	\$1000
CONDITIONAL USE PERMIT MODIFICATION	
	\$1000
VARIANCE	
Non-residential	\$1000
Residential	\$500
Additional Variances	\$100
MODIFICATION OF STANDARDS	
Non-residential	\$250
Residential	\$150
HOME OCCUPATION PERMIT	
	\$100
SIGN PERMIT FEE	
	\$25-Temporary Sign \$50-Sign Permit
TEMPORARY USE PERMIT	
	\$75
SPECIAL USE PERMIT	
	\$75
TIME EXTENSIONS	
	\$200
APPEALS OF PLANNING COMMISSION DECISION	
Non-residential	Cost of Application
Residential	Cost of Application
STREET OR ALLEY VACATION	
	\$1000
RELOCATION OF STRUCTURE	
	\$500
ENVIRONMENTAL REVIEW	
EIR Review	If Services Agreement is required, Consultant's Cost Plus 20%. If not,

CITY OF COMMERCE
 COMMUNITY DEVELOPMENT DEPARTMENT

FEE SCHEDULE

	\$750
Categorical Exemption	\$250
Negative Declaration	If Services Agreement is required, Consultant's Cost Plus 20%. If not, \$500
Mitigated Negative Declaration	If Services Agreement is required, Consultant's Cost Plus 20%. If not, \$500
ZONING VERIFICATION LETTER	\$100 (per parcel)
ZONING MAPS (Small)	\$5
ZONING MAPS (Large)	\$25

EFFECTIVE 02-03-09

NOTICE OF DETERMINATION (DFG-DEPARTMENT OF FISH AND GAME)
 (STATE MANDATE)

ENVIRONMENTAL IMPACT REPORT (prepared)	\$850
(Document Handling Fee)	\$25
Negative Declaration (prepared)	\$1250
(Document Handling Fee)	\$25