

CITY OF COMMERCE  
COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION

**VARIANCE**  
PROJECT NO. \_\_\_\_\_

APPLICATION FEE \_\_\_\_\_

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**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 Variance application is also available at the following website address:  
<http://www.ci.commerce.ca.us/newpages/planningformsapplications.asp>

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**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*)

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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)*

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**APPLICANT'S REQUEST:**

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

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**APPLICANT'S STATEMENT OF FACTS:**

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

- 1. Do special conditions and circumstances exist which are peculiar to the land, structures, or building involved and which are not generally applicable to other lands, structures, or buildings in the same vicinity and zone? If so, what are these special conditions and circumstances?**

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2. **Would a literal interpretation of the provisions of this ordinance deprive the applicant of rights commonly enjoyed by other properties in the same vicinity and zone?**

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3. **If special conditions and circumstances exist, do they result from the actions of the applicant or from the property itself?**

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4. **By granting the variance requested, will the applicant gain any special privilege that is denied by the Zoning Ordinance to other lands, structures, or buildings in the same vicinity and zone in which the property is located?**

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5. **Will the requested variance further the goals and objectives of the Commerce General Plan?**

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**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 Variance 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 Variance 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

# VARIANCE CHECK LIST

ADDRESS: \_\_\_\_\_ PERMIT 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.: \_\_\_\_\_

- 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.: \_\_\_\_\_

- OTHER:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved     Not Approved     No Approval Necessary

Approved w/conditions – Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Signature: X \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

# VARIANCE 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

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> No Approval Necessary  <input type="checkbox"/> Approved w/conditions – Comments: _____ _____ _____  Signature: X _____ Print Name: _____ Contact No.: _____
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- 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

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> No Approval Necessary  <input type="checkbox"/> Approved w/conditions – Comments: _____ _____ _____  Signature: X _____ Print Name: _____ Contact No.: _____
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- Los Angeles County Sheriff's  
Department  
2535 Commerce Way  
Commerce, CA 90040  
(323) 887-4460

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> No Approval Necessary  <input type="checkbox"/> Approved w/conditions – Comments: _____ _____ _____  Signature: X _____ Print Name: _____ Contact No.: _____
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- OTHER:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> No Approval Necessary  <input type="checkbox"/> Approved w/conditions – Comments: _____ _____ _____  Signature: X _____ Print Name: _____ Contact No.: _____
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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)**





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?    \_\_\_    \_\_\_



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

D. Alterations in Land Use

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

E. Compatibility with Planning and Zoning

- |  |       |       |
|--|-------|-------|
| 1. Will the project require a change in<br>the zoning map and/or zoning ordinance? | _____ | _____ |
| 2. Will the project require a change in<br>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)

cd/warinfo



# APPLICATION REQUIREMENTS

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## **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.

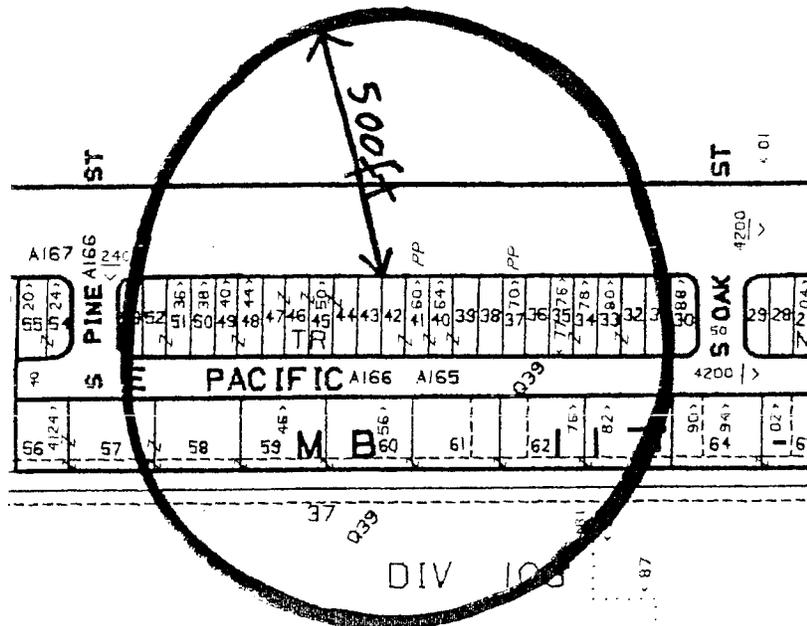
**LANDSCAPE PLANS:**

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.



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**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 28<sup>TH</sup> 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
<b>SUBDIVISIONS</b>	
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
<b>SITE PLAN REVIEW</b>	
Non-residential	\$750
Residential	\$250
<b>CONDITIONAL USE PERMIT</b>	
ABC and Temporary Trailer	\$1000
<b>CONDITIONAL USE PERMIT MODIFICATION</b>	
	\$1000
<b>VARIANCE</b>	
Non-residential	\$1000
Residential	\$500
Additional Variances	\$100
<b>MODIFICATION OF STANDARDS</b>	
Non-residential	\$250
Residential	\$150
<b>HOME OCCUPATION PERMIT</b>	
	\$100
<b>SIGN PERMIT FEE</b>	
	\$25-Temporary Sign \$50-Sign Permit
<b>TEMPORARY USE PERMIT</b>	
	\$75
<b>SPECIAL USE PERMIT</b>	
	\$75
<b>TIME EXTENSIONS</b>	
	\$200
<b>APPEALS OF PLANNING COMMISSION DECISION</b>	
Non-residential	Cost of Application
Residential	Cost of Application
<b>STREET OR ALLEY VACATION</b>	
	\$1000
<b>RELOCATION OF STRUCTURE</b>	
	\$500
<b>ENVIRONMENTAL REVIEW</b>	
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
<b>ZONING VERIFICATION LETTER</b>	\$100 (per parcel)
<b>ZONING MAPS (Small)</b>	\$5
<b>ZONING MAPS (Large)</b>	\$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