



# Administrative Permit Application Checklist

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The Land Use Permit is for the following case types:

- Minor Conditional Use Permit (MCUP)
  - Minor Modification (MOD)
  - Minor Site Plan Review (MSPR)
  - Second Unit Development (SUD)
  - Temporary Use of Land Permit (TUP)
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## SUBMITTAL REQUIREMENTS

The following information is required in order to submit a Administrative Permit application. Prior to submitting an application, it is recommended that you speak to a planner about your project. Planners are available Monday through Friday 7:30 a.m. to 5:30 p.m. at the Planning Counter, City Hall 1<sup>st</sup> Floor, 11111 Brookshire Ave, Downey, CA 90241. Once submitted, a planner will review your application within 30-days of submittal to determine if the application is complete.

- **Ten (10) copies of project plans (MCUP only require four (4) copies of project plans),** which shall be printed on 24"x36" size paper, folded, and fully dimensioned to Engineer's or Architect's scale. Project plans shall include:
  - **Site Plan,** which shall include:
    - The location of all existing (to remain) and proposed structures, which are dimensioned and uses labeled.
    - Driveways and walkways
    - Loading spaces.
    - Off Street Parking (including table showing parking requirements for all uses on site):
      - Designate handicap parking and the number parking stalls.
      - Dimensions of parking stalls.
      - Curbing and wheel stops.
    - Landscape area and total square footages of landscaping.
    - Adjoining streets & easements on the property.
    - Property lines of the subject property with the lot dimension.
    - Curblines, drive approaches, and improvements within parkway. Dimension the distance between the curb and property line.
    - Trash enclosures & ground mounted equipment.
    - Existing or proposed walls and fences. Include label of wall height and material.
    - Easements on the property.
    - North arrow & scale of drawings.
  - **Floor Plan,** which shall include:
    - Show existing and/or proposed individual rooms (include label of use).
    - Room dimensions.
    - Show doors and windows (include any emergency exits).
    - Show layout of room.
    - North arrow & scale of drawings

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City of Downey - Community Development Department - Planning Division

11111 Brookshire Ave , Downey, CA 90241 - Phone (562) 904-7154 - Fax (562) 622-4816



# Administrative Permit

## Application Checklist (*continued*)

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- Project Plans (*continued*)**
  - Building Elevations** (if applicable), which shall include:
    - Label type of exterior building materials and colors.
    - Dimensions of windows, trims, eaves, height of building, etc.
    - Label direction of elevation (i.e. north, south, east, west).
    - Scale of drawings
  - Roof Plan** (if applicable), which shall include:
    - Show all future mechanical equipment and screening methods.
    - Height of existing and/or proposed parapet.
    - North arrow & scale of drawings.
  - Landscaping Plan** (if applicable), which shall include:
    - Existing trees to remain.
    - Table showing the quantity and size of all trees and shrubs.
    - Common and botanical names.
    - Total square footage.
    - Irrigation schedule
    - North arrow & scale of drawings.
- Reduced copy of project plans** — One (1) black and white copy of a full set of project plans that are reduced to 8½"x11"
- Planning Application Form** - The application must be filled out completely and signed by the applicant and the property owner. Please note, the property owner's signature shall be notarized.
- Supplemental Information Form** - The supplemental information form must be filled out completely and signed by the applicant or the property owner.
- Art in Public Places Acknowledgement Form** - The Art in Public Places Acknowledgement must be signed by the applicant or the property owner.

Case No: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Administrative Permit Application

City of Downey - Community Development Department - Planning Division

## **A** Planning Application Requested:

- Minor Conditional Use Permit (MCUP)
- Minor Modification (MOD)
- Minor Site Plan Review (MSPR)

- Second Unit Development (SUD)
- Temporary Use of Land (TUP)
- Other \_\_\_\_\_

## **B** Project Information:

Property Address \_\_\_\_\_

Assessor Identification Number(s) \_\_\_\_\_

Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **C** Applicant Information:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

*I declare under the penalty of perjury that to the best of my knowledge that the information provided on this application is true and correct.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



# Administrative Permit Application *(continued)*

City of Downey - Community Development Department - Planning Division

## **D** Owner Information:

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

*I declare under the penalty of perjury that to the best of my knowledge that the information provided on this application is true and correct. I further hereby authorize the applicant listed in Section C of this application to submit the application and to be my representative on matters regarding the project described herein.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature **(notarization required)**

STATE OF CALIFORNIA )

COUNTY OF \_\_\_\_\_ )

On \_\_\_\_\_ before me,  
Date

\_\_\_\_\_  
Name and Title of the Officer

personally appeared \_\_\_\_\_  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Seal

\_\_\_\_\_  
Signature of Notary Public

### **OFFICE USE ONLY**

Date filed: \_\_\_\_\_ Zoning: \_\_\_\_\_

Received by: \_\_\_\_\_ General Plan: \_\_\_\_\_ Fee: \_\_\_\_\_

Assigned to: \_\_\_\_\_ CEQA: \_\_\_\_\_



# Supplemental Information Form

City of Downey - Community Development Department - Planning Division

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## **General Information**

Property Address: \_\_\_\_\_ Case No: \_\_\_\_\_

Property Size: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_

Describe property as it currently exists (including any buildings and plants): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Project Information**

Building Size: \_\_\_\_\_ Size of Use: \_\_\_\_\_

Number of floors of construction: \_\_\_\_\_ Number of parking spaces on property: \_\_\_\_\_

Type of use:  Residential  Commercial  Industrial  Institutional

Number of units: \_\_\_\_\_ Number of anticipated employees: \_\_\_\_\_

Hours of operation: \_\_\_\_\_

Does the use include:

The sale food of beverages (not including alcohol)?  Yes  No

The sale of alcohol?  Yes  No

Live entertainment?  Yes  No

The purchase or sale of previously owned merchandise?  Yes  No

The sale or repair of motor vehicles?  Yes  No

Storage or display of merchandise outside?  Yes  No

(continued next page)



# Supplemental Information Form *(continued)*

City of Downey - Community Development Department - Planning Division

## **Environmental Information**

Describe how any new construction will blend into the existing neighborhood: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will the use involve the use or transportation of hazardous material such as toxic substances, flammables, corrosives, or explosives?:  Yes  No If yes, describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Will the use involve the use of equipment that creates noise and/or vibration?:  Yes  No If yes, describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the surrounding properties (including uses, buildings, and plants): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the project is being developed in relationship to a larger project or a series of projects, describe the larger project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Certification**

I hereby certify that the statements furnished on this supplemental information form (including any attached exhibits) present the most current information, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief:

\_\_\_\_\_  
Applicant or property owner signature

\_\_\_\_\_  
Date



# Art in Public Place Notification Form

City of Downey - Community Development Department - Planning Division

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## **Goal:**

The goal of Downey's Art in Public Places Program is to provide permanent, outdoor artworks that are easily accessible to the general public throughout the City. The Art in Public Places Program is designed to offer a wide range of artistic styles, themes, and media, all of outstanding quality. The unique variety of artistic styles is chosen to provoke discussion and encourage comment. Art in Public Places is dependent on public-private cooperation between the City, artists, and the developer. All sculptures are privately owned, and are designed to enhance property values, encourage pride in ownership, and add value to the community. (ref. Ord. 05-1182)

## **Public Art Requirement:**

Any person constructing or reconstructing a commercial/industrial building with a building valuation of \$500,000 or greater, or a residential project consisting of more than four (4) units with a building valuation of \$500,000 or greater, within the City shall be assessed a fee for acquisition of artwork based on the total building valuation. Where the installation of art is impractical or inaccessible, the developer will contribute the assessed fees to the Art in Public Places Fund. Art purchased from the fund will be installed within the City at the discretion of the City Council based on the recommendation of the Art in Public Places Advisory Committee.

The fee shall be one percent (1%) of the building valuation as computed using the latest building valuation data as established by the City of Downey Building Official. The maximum fee per project will be set at one hundred fifty thousand dollars (\$150,000.00)."

## **Notification:**

This NOTIFICATION is intended to inform you that should your project meet the specified criteria above, an estimated 1% art allocation will be assessed for the Art in Public Places program. Please contact the City's Community Services Department, to receive full program details including the Art in Public Places Policy Manual and Application.

## **Certification:**

I have received this "Art in Public Places" notice and am herewith aware of the potential impacts on my building budget. The property I am currently considering for development is located at:

\_\_\_\_\_  
Property address

\_\_\_\_\_  
Applicant or property owner signature

\_\_\_\_\_  
Date