



Land Use Permit Application Checklist

The Land Use Permit is for the following case types:

- Adult Use Permit (ADULT)
 - Code Amendment (CA)
 - Code Amendment Initiation (CAI)
 - Conditional Use Permit (CUP)
 - General Plan Amendment (GPA)
 - General Plan Amendment Initiation (GPAI)
 - Planned Unit Development (PUD)
 - Secondary Driveway for RV Storage (SDRV)
 - Site Plan Review (SPR)
 - Special Event (SE)
 - Variance (VAR)
 - Zone Change (ZC)
-

SUBMITTAL REQUIREMENTS

The following information is required in order to submit a Land Use 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 1st 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. A hearing date will be set once it is determined that the application is complete. The Planning Commission meets the first and third Wednesdays of each month.

- **Seventeen (17) copies of project plans**, which shall be printed on 24"x36" size paper, folded, and fully dimensioned to Engineer's or Architect's scale. All plans shall be professionally drawn and 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 (i.e. street lights, fire hydrants, bus stops, storm drains, etc.) Dimension the distance between the curb and property line.
 - Trash enclosures & ground mounted equipment (i.e. HVAC, etc.)
 - Electrical transformers
 - Existing or proposed walls and fences. Include label of wall height and material
 - Easements on the property
 - North arrow & scale of drawings
 - Proposed location of public art or notation that in-lieu fee to be paid

(continued next page)

City of Downey - Community Development Department - Planning Division

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



Land Use Permit

Application Checklist (*continued*)

- Project Plans (*continued*)**
 - 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 (i.e. equipment, furniture, etc.)
 - North arrow & scale of drawings
 - 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 (this may be done with a cross-section)
 - Height of existing and/or proposed parapet
 - North arrow & scale of drawings
 - Landscaping Plan** (if applicable), which shall include:
 - Existing trees to remain
 - Location of all new landscaping
 - Location of check valves, backflow preventers, Fire Department connections, and post indicator valves
 - Table showing the quantity and size of all trees and shrubs
 - Common and botanical names
 - Total square footage
 - North arrow & scale of drawings
 - Photometric Plan** (if applicable), which shall include:
 - Location of all exterior lights on the property
 - Table of the type, style, height, and lumens of each light
 - Measurement of light across the site in foot-candles
 - Table showing maximum, minimum, and average foot-candles for the site
 - North arrow & scale of drawings
 - Conceptual L.I.D. Plan** (if applicable), which shall include:
 - Type proposed stormwater infiltration system.
 - Location of stormwater infiltration system.
 - Estimated system size needed to meet the requirements of the City's low impact development ordinance.
 - North arrow & scale of drawings
- Digital Plans** — In addition to the hardcopies of plans noted above, the following shall be submitted digitally:
 - One set of the above listed plans in .pdf format
 - Three dimensional color rendering of the proposed project in .jpg format. Rendering should be from street view and shall be taken at eye level. Be sure that rendering matches architecture and proposed landscaping.
 - Colored site plan in .jpg format. Site plan should clearly distinguish buildings, landscaping, and parking areas.

(*continued next page*)



Land Use Permit

Application Checklist (*continued*)

- Color and Materials Sample Board (if applicable)** — One (1) color and material board (maximum size 9" x 12"), which shall include the actual colors and materials to be used for the project. Board shall list the manufactures name, color name, and location.
- Preliminary Title Report (if applicable)** - The preliminary title report for the property shall be less than one year old
- 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: _____



Land Use Permit Application

City of Downey - Community Development Department - Planning Division

A Planning Application Requested:

- | | |
|---|---|
| <input type="checkbox"/> Adult Use Permit (ADULT) | <input type="checkbox"/> Secondary Driveway for RV Storage (SDRV) |
| <input type="checkbox"/> Code Amendment (CA) | <input type="checkbox"/> Site Plan Review (SPR) |
| <input type="checkbox"/> Code Amendment Initiation (CAI) | <input type="checkbox"/> Special Event (SE) |
| <input type="checkbox"/> Conditional Use Permit (CUP) | <input type="checkbox"/> Variance (VAR) |
| <input type="checkbox"/> General Plan Amendment (GPA) | <input type="checkbox"/> Zone Change (ZC) |
| <input type="checkbox"/> General Plan Amendment Initiation (GPAI) | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Planned Unit Development (PUD) | |

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 _____



Land Use 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)*

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

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.

Signature of Notary Public



Supplemental Information Form

City of Downey - Community Development Department - Planning Division

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

If yes, then square footage of customer area _____ Number of seats _____

The sale of alcohol? Yes No

If yes, ABC License Type _____

Live entertainment? Yes No

If yes, the type (*check all that apply*): Bands or Musicians Dancing DJ Karaoke

Proposed hours of live entertainment: _____

Square footage of stage _____ Square footage of dance floor _____

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

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.

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 Development 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 _____