

CITY OF REDONDO BEACH
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION

APPLICATION FOR CONDITIONAL USE PERMIT

FEE: \$3,208

1. PURPOSE:

The purpose of the Conditional Use Permit process is to review certain uses possessing unique characteristics to ensure that the establishment or significant alteration of those uses will not adversely affect surrounding uses and properties nor disrupt the orderly development of the community; that the proposed use is in the best interest of the public health, safety, and welfare of the community; and that it is in accordance with the goals and objectives of the City's General Plan.

In order to ascertain whether an intended use is compatible with other existing and permitted uses, the Planning Commission/Harbor Commission must review a complete application. The Commission is wholly dependent on the applicant to provide all information necessary to enable the Commission to reach an informed decision. An application must contain all information, either written or graphic, necessary for the Commission to determine that the proposed project will be consistent with the Redondo Beach General Plan, the Municipal Code, the policies of the Commission, and will be generally compatible with the surrounding area and free from unacceptable adverse impacts. Conversely, a vague, sketchy, incomplete or non-specific application will make it difficult for the Commission to approve the request.

2. INSTRUCTIONS FOR FILING:

a. Application Form

- 1) All information in this application shall be typed or legibly printed.
- 2) Give full and complete answers to all questions.
- 3) If necessary, attach extra sheets to answer questions fully.

b. Application Fee

At the time of filing the application fee is required.

c. Attachments

Twenty-five (25) complete copies and two (2) complete sets of reproducible Conceptual Drawings, as set forth in the attached *Instructions for Graphic Portions*, **must** accompany this application at the time of filing. All plans shall be folded to 8½" X 11" size. An electronic version (PDF) of drawings must accompany the submittal.

3. d. *Low Impact Development (LID)* - IF REQUIRED A copy of the LID approved by the City's Engineering Division must accompany this application at the time of the filing, if the project is considered a "Priority Project" as defined by the City's NPDES Permit. (Attached to this application is a Storm Water Program Planning Checklist, which will determine if the project is a "Priority Project").

3. REPRESENTATION:

THE APPLICANT OR HIS REPRESENTATIVE MUST BE PRESENT AT THE PUBLIC HEARING TO ANSWER ANY QUESTIONS THE PLANNING COMMISSION/HARBOR COMMISSION MAY WISH TO ASK PERTAINING TO THIS REQUEST. FAILURE TO APPEAR AT THE PUBLIC HEARING, UNLESS THE COMMISSION RECEIVES WRITTEN NOTIFICATION FROM THE APPLICANT PRIOR TO SAID HEARING, MAY CONSTITUTE GROUNDS FOR DENIAL OF THE REQUEST.

4. LIMITATIONS:

- a. A Conditional Use Permit shall become null and void unless vested within 36 months after the date of approval.
- b. The applicant must comply with all conditions set forth by the resolution as a result of public hearing by the Planning Commission/Harbor Commission or the City Council. If this is not done, the approval shall be **subject to revocation** pursuant to the provisions of Section 10-2.2506(K) of the Municipal Code.

5. PROCEDURE:

- a. Applications for Conditional Use Permit shall be filed with the Planning Division. Notification of application status (complete or incomplete) will be provided within 30 days of the date of filing. The date of the public hearing will be determined by Planning Division staff after the application status is deemed as complete. Additional time will be required between the application status determination and the date of public hearing where review under the California Environmental Quality Act (CEQA) is required.
- b. Public notification stating the time, place, and nature of the application is posted 10 days prior to the public hearing. Included are newspaper publications, signs posted on the subject property, and letters sent by first class mail to property owners within 300 feet of the subject property.
- c. The Planning Commission's/Harbor Commission's decision on this application shall be final and conclusive unless, within 10 days of the date of said decision, a written appeal requesting a public hearing before the City Council is filed with the City Clerk and all required fees for said appeal are paid in full.

INSTRUCTIONS FOR GRAPHIC PORTIONS OF THE APPLICATION

A. INSTRUCTIONS FOR PREPARATION

(All plans must be drawn to scale and fully dimensioned.)

- a. A site plan, floor plan, and elevations of the project drawn to scale and dimensioned, graphically representing the proposed development or changes in existing conditions contemplated by the applicant, **must be submitted with the application at the time of filing**. Otherwise, the application will not be accepted until such time as the site plan, floor plan, and elevation plans are completed and provided.
- b. **Size:** 8½" X 11 up to 18" X 24". Larger sizes must be approved by the Planning Division.
- c. **Scale:** Preferably at least 1/8" =1'. Larger scales up to 1/4"=1' may be used to show development on small lots. Scale used must be sufficiently large to be clearly legible and show project details.
- d. **Contents:**
 - 1) North arrow.
 - 2) Title block (showing the address of subject property, name and address of person who prepared the map, scale of map, and date).
 - 3) All boundary lines of subject property fully dimensioned, showing the name and location of abutting streets.
 - 4) Existing topography and proposed grading.
 - 5) Existing trees with a trunk diameter of six inches (6") or greater.
 - 6) All buildings and structures, and the uses within each room.
 - 7) Improvements in the public right of way, including location of sidewalk, parkway, curb, gutter, street width to centerline, and dedications.
 - 8) Exterior lighting.
 - 9) Easements.
 - 10) Off-street parking areas, including the stall striping, aisles, and driveways.
 - 11) Setbacks and spaces between buildings.
 - 12) Walls, fences, landscaping and their location, height, and materials.
 - 13) Landscaping areas.
 - 14) Trash and recycling facilities.
 - 15) The architectural elevations of all sides of all structures depicting design, color, materials, textures, ornaments, or other architectural features.
 - 16) The location, dimensions, and design of all signs.
 - 17) A section of the building as it relates to the existing topography and proposed grading where the slope of the site is greater than four (4) feet.
 - 18) Such other data as may be required to demonstrate that the project meets the criteria of Section 10-2.2506(B) of Chapter 2, Title 10 of the Redondo Beach Municipal Code.

B. OTHER EXHIBITS:

Additional graphic materials to illustrate the project are always helpful to the Planning Commission and Harbor Commission, and are suggested as exhibits to accompany this application. Typical exhibits are: photographs, renderings, color and materials board, and models. An electronic version (PDF) of drawings must accompany the submittal.

CITY OF REDONDO BEACH
PLANNING DIVISION

APPLICATION NO.

DATE REVIEWED:

APPLICATION FOR CONDITIONAL USE PERMIT

Application is hereby made to the City of Redondo Beach, for Conditional Use Permit, pursuant to Section 10-2.2506 or Section 10-5.2506 of Title 10 of the Redondo Beach Municipal Code.

PART I - GENERAL INFORMATION

A	APPLICANT INFORMATION		
	STREET ADDRESS OF PROPERTY:		
	EXACT LEGAL DESCRIPTION OF THE PROPERTY:		ZONING:
	LOT:	BLOCK:	TRACT:
	FLOOR AREA RATIO (EQUAL TO GROSS FLOOR AREA DIVIDED BY SITE SIZE)		
	SITE SIZE (SQ. FT.):	GROSS FLOOR AREA (SQ. FT.)	FLOOR AREA RATIO:
	RECORDED OWNER'S NAME:	AUTHORIZED AGENT'S NAME & EMAIL:	
	MAILING ADDRESS:	MAILING ADDRESS:	
	TELEPHONE:	TELEPHONE:	
	APPLICANT'S NAME:	PROJECT ARCHITECT/FIRM/PRINCIPAL:	
MAILING ADDRESS:	MAILING ADDRESS:		
TELEPHONE:	TELEPHONE:	LICENSE NO.	
B	REQUEST		
	The applicant requests a Conditional Use Permit to use the above described property for the following purposes:		

C **SHOWINGS:** Explain how the project is consistent with the criteria in Section 10-2.2506(B) of the Zoning Ordinance.

1. Describe existing site improvements and their present use. If vacant, please specify.



2. Describe the site in terms of its ability to accommodate the proposed use and conform to the development standards of the Zoning Ordinance (i.e., setbacks, parking, landscaping, etc.)



3. Describe the site in terms of its access to public rights-of-way. Give street names, widths, and flow characteristics.



	<p>4. Describe the expected impact of the proposed use on adjoining uses and activities and on future development of the neighborhood.</p>
	<p>5. Describe how the proposed use is consistent with the intent and purpose of the Redondo Beach General Plan.</p>

D	It is desirable, but not required, to have the signatures of owners of property in the immediate area affected, certifying that they have no objection to the establishment of the use as applied for in this request for a Conditional Use Permit. Use reverse side of this sheet if more space is needed.				
	NAME	ADDRESS	LOT	BLOCK	TRACT

OWNER'S AFFIDAVIT

Project address: _____

Project description: _____

I (We) _____, being duly sworn, depose and say I am (we are) the owner(s) of all or part of the property involved and that this application has been prepared in compliance with the requirements printed herein. I (we) further certify, under penalty of perjury that the foregoing statements and information presented herein are in all respects true and correct to the best of my (our) knowledge and belief.

Signature(s): _____

Address: _____

Phone No. (Res.) _____

(Bus.) _____

Subscribed and sworn to (or affirmed) before me this ____ day of _____, 20____

by _____, proved to me on the basis of satisfactory

evidence to be the person(s) who appeared before me.

FILING CLERK OR NOTARY PUBLIC

State of California)
County of Los Angeles) ss

Seal