



# CITY OF CARSON

## Development Application

### Development Services Group

Planning Division  
701 East Carson Street  
Carson, CA 90745  
(310) 952-1761

<http://ci.carson.ca.us>

## I. APPLICATION PROCEDURE

The Development Application form is a streamlined, single application to cover most development permit needs. The following steps show the procedure for all types of development applications. Included are estimated timelines. Please read this form carefully and follow the suggestions. The Planning Division will not accept incomplete applications.

**Step 1:** Determine what permits are required and calculate the fees. Contact the Planning Division at (310) 952-1761 for assistance. If the property is located in a Redevelopment Project Area, you may also discuss your plans with the Redevelopment Agency staff at (310) 233-4800.

**Step 2:** Prepare and submit ALL required application materials to the Planning Division along with the required fees. Remember that all required forms must be completed and filled out legibly.

**Step 3:** Applications will be reviewed within thirty (30) days. Staff will notify you in writing that the application is accepted as complete or that it is not complete and additional materials and/or information are required.

**Step 4:** Most zoning and subdivision applications require environmental review. Discuss with the Planning Division prior to filing any application. The Environmental Information Form is intended to provide the basic information necessary for the evaluation of your project to determine environmental effects, as required by state law. After this information has been evaluated by the Planning Division, a determination will be made regarding the appropriate environmental documentation for the project. Environmental review shall be completed in compliance with state law before final action can be taken on the project.

**Step 5:** After acceptance of the completed application(s), a public hearing with the Planning Commission, if required, will be scheduled within approximately six (6) to eight (8) weeks. The Planning Commission meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month at 6:30 p.m. Your application will be scheduled for the earliest possible meeting. The Planning Division will advise you of the hearing date.

**Step 6:** If required, the Planning Commission holds a public hearing on your item and makes a decision. General Plan amendments, zone changes, ordinance amendments, and development projects located on organic refuse landfill sites are recommended by the Planning Commission and require City Council hearing and approval. Projects located in Redevelopment Project Areas may require final approval from the Redevelopment Agency.

## II. APPLICATION FEES

<b>Application</b>	<b>Fee</b>	
General Plan Amendment	\$2,500	
Zone Change (map)	\$2,500	
Ordinance Amendment (text)	\$1,500	
Interpretation of Ordinance	\$600	
Specific Plan	\$4,000	and \$100 per acre Plus \$2,500 deposit* for actual cost of review by Los Angeles County, consultants or other professionals retained by city
Tentative Tract or Parcel Map	\$3,000.00	and \$100 per unit or lot Plus \$2,500 deposit* for actual cost of review by Los Angeles County
Final Map	\$200	Plus \$1,500 deposit* for actual cost of review of CC&R's
Parcel Merger	\$800	
Lot Line Adjustment	\$500	
Certificate of Compliance	\$300	
Conditional Use Permit		
a. Shared Parking	\$750	
b. All others	\$1,500	
c. Industrial	\$2,500	
Variance	\$1,000	
Site Plan and Design Review		
a. Conceptual or administrative review	\$70	
b. No Public Hearing	\$350	
c. Concurrent discretionary permit	\$350	
d. Public Hearing – Residential 1-2 units	\$500 \$750	
e. Public Hearing - No other zoning/subdivision permit		
Environmental Assessment	\$500	
Environmental Impact Report	Actual Cost	Plus 10% administrative fee
Relocation Impact Report		
a. Application Processing	\$6,000	and \$100 per unit
b. Extension of Time	\$1,000	and \$100 per unit
c. Modification	\$2,000	and \$100 per unit
Relocation Review for Building/Structure	\$600	
Field Inspection Review	\$70	
Extension of Nonconforming Privilege	\$600	
Development Agreement	\$5000	Plus \$2,500 deposit*for actual cost of review by City Attorney, consultants or other professionals retained by city
Modification to Approved Permit		
a. Major: Public Hearing	Original Fee	Not to exceed \$2,000
b. Minor: No Public Hearing	\$250	
Extension of Time	\$150	
Sign Permit		
a. Individual sign	\$50	
b. Sign Program (min. 5 signs)	\$250	

c. Temporary Signs (streamers, banners and similar displays)	\$35	
Bond Processing or Release	\$70	
Release of Utilities/Clearance for Occupancy	\$35	Per property or unit
Sidewalk, Parking Lot or Tent Sales	\$50	
Zoning Confirmation Letter/Research		
a. One Hour Research	\$55	
b. Major Research	\$55	Plus \$25.00 per hour
Mailing Labels for Discretionary Permits	\$100	Available for Carson addresses only
Mailing of Planning Commission Agenda	\$50	Agenda without reports
Appeal		
a. Discretionary Permit	½ Original Fee	Not to exceed \$1,000.00
b. All Others	\$300	
Park Dedication Fee		
a. Single Family Detached	\$5,476	
b. Single Family Attached	\$5,405	
c. Multi-Family 2-4 Units	\$5,285	
d. Multi-Family 5+ Units	\$4,672	
e. Mobilehomes	\$2,875	
Landscape and Irrigation Plans		
a. Landscape Plan Check		
1. 2,500 to 7,500 square feet	\$120	
2. 7,501 to 15,000 square feet	\$180	
3. 15,001 to 30,000 square feet	\$360	
4. 30,001 square feet to one acre	\$440	Or full cost of inspection
5. More than one acre	Varies	Full cost of inspection
b. Landscape Permit		
1. 2,500 to 7,500 square feet	\$120	
2. 7,501 to 15,000 square feet	\$180	
3. 15,001 to 30,000 square feet	\$360	
4. 30,001 square feet to one acre	\$440	Or full cost of inspection
5. More than one acre	Varies	Full cost of inspection

\*PLUS SUPPLEMENTAL FEES AND DEPOSITS, AS REQUIRED, WHEN ACTUAL COSTS EXCEED THE AMOUNT OF DEPOSIT

### III. APPEALS

In the event that the applicant or an interested party is dissatisfied with a staff or Planning Commission decision, an appeal may be made to the City Council within fifteen (15) calendar days of the date of notice of decision by staff or adoption of the Planning Commission resolution. Appeals will be heard at a duly noticed public hearing. ALL CITY COUNCIL DECISIONS ARE FINAL.

### IV. APPLICATION MATERIALS REQUIRED

- **Development Application:** Please type or clearly print in ink. Provide all information required on form.

- **Plans:** Each application shall be accompanied by **8 sets** of site plans, floor plans, and elevations for preliminary review. Plans shall be drawn to scale on 24 inch by 36 inch sheets with margins not less than ½ inch. After an application is deemed complete, an additional 25 sets of plans will be required, folded to no larger than 8-1/2 inch by 14 inch. The site plan, floor plan and elevations contain the illustrative components of your proposal. Prior to scheduling a public hearing, please submit an electronic copy of the plans in PDF or JPEG format to the case planner. The plans must include the following data for the subject property and contiguous properties within 50 feet:

**A. Site Plan** (It is strongly recommended that the Site Plan be based on a Site Survey prepared by a Licensed Surveyor)

1. Lot lines and dimensions.
2. A North arrow and scale of plan.
3. All setback lines.
4. Footprint of existing and proposed buildings, structures, fences, walls, walks, landscaping and trash enclosures on site (measured from property line and distances between buildings and structures).
5. Indicate lot size, lot coverage, building area (by floor).
6. Locations, dimensions and descriptions of all parking and loading facilities including parking spaces, access to parking spaces, circulation patterns both on and off the site, docks, ramps, and curb cuts.
7. Indicate all contiguous properties, streets and alleys showing center lines, lane striping, curb lines, street widths, right of way lines, street names, fire hydrants and other street furniture.
8. Indicate uses of adjoining lots and location of building footprints.
9. Indicate all existing and proposed easements.
10. Identify proposed utility locations (i.e. transformers and water mains).
11. Indicate landscape areas including existing trees on the site and parkway.
12. Indicate conceptual grading and drainage, including grading calculations.

**B. Floor Plans**

1. Overall building and individual room dimensions, including square footage calculations.
2. All proposed interior walls and partitions.
3. Room identification.
4. Window and door locations.

**C. Elevations** (photographs may be substituted for elevations on existing buildings except for Site Plan and Design Review process)

1. Show exterior sides of building(s), label according to which direction the building faces (i.e. north face).
2. Indicate exterior wall openings.
3. Show roof pitches.
4. All roof mounted equipment and screening.
5. Exterior materials and finishes.

- **Conceptual Landscaping Plans:** The conceptual landscaping plans are required whenever the landscaping is being provided as a necessary screening or aesthetic component for the proposed development. Details of the necessary information are identified on a separate attachment entitled: "Conceptual Landscaping Plan Requirements". If required, submit 7 sets of conceptual landscaping plans with this application. Additional copies may be required after application is deemed complete.
- **Color Elevations:** Required for all Site Plan and Design Review applications and must realistically portray the finished product. The color elevations must be color copied and reduced to 11 inch by 17 inch. All color detailing and accenting must be called out on the elevations. Be sure to call out all materials to be used (i.e. stucco color and texture, painted wood accents, tile)

- **Color/Materials Board:** Required for all Site Plan and Design Review applications to specify colors and materials. Include manufacturer name, catalog reference, and specific product name. All stucco materials must indicate finish to be applied to the stucco.
- **Comprehensive Sign Program:** Required for all Site Plan and Design Review applications whenever five or more permanent signs are proposed for a development or two or more businesses occupy a single building or single site. Include plan showing location of sign areas, size, height, colors, materials and other design features. Freestanding signs must be compatible with the project's architecture through the use of similar shapes, colors and materials. The proposed sign program criteria shall be sufficiently comprehensive and flexible to accommodate changes in the building tenants and their sign needs.
- **Photograph Location Map and Photographs:** Provide a picture key indicating from which direction and from what position the photographs were taken. Label photographs for easy identification according to which direction the building faces (i.e. north face, south face, etc.) Submit one set of prints.
- **Owners/Tenants List and Labels:** Applicants are required to pay the \$100 fee for preparation of the mailing labels and radius map furnished by the City. It is the applicant's responsibility to furnish the mailing labels and radius map for properties outside of the City. For those properties outside of the City, prepare and submit two sets of the Ownership Map and a typewritten list of names and addresses on 8½" by 11" gummed labels. The names and addresses must correspond to the properties shown on the Ownership Map.
  - 300' radius for Site Plan and Design Review, Relocation Review, and Subdivisions
  - 500' radius for all other application types

The names and addresses must be prepared from the latest available assessment roll of the Los Angeles County Assessor's Office, 24330 Narbonne Avenue, Lomita, CA 90717, or 550 West Temple Street, Los Angeles, CA 90012. If any portion of a mobile home park, trailer park or condominium falls within the limits of the prescribed radius, include all addresses of the subject property. Labels may be addressed as "Occupant" for mobile home and trailer park tenants. Also include labels for the applicant, owner, and representatives.

- **Title Report:** A full title report is needed in order to verify the property description and any easements and restrictions.
- **Environmental Information Form:** A separate Environmental Information Form and filing fee must be submitted with the application fee for those zoning and subdivision applications determined to require environmental review.

The City conducts three levels of environmental review: Categorical Exemptions, Negative Declarations, and Environmental Impact Reports. The vast majority of projects which require environmental review are processed as Categorical Exemptions or Negative Declarations. CE's and ND's are relatively simple environmental review procedures and rarely result in any project delays.

In circumstances where major development is proposed an Environmental Impact Report may be required. EIR's are prepared by the City and require detailed project analysis, public hearings, and certification by the Planning Commission.

**Standard Urban Storm Water Mitigation Plan (SUSMP):** Requires projects to be designed to treat or retain on site the first 3/4" of rain that falls in a 24-hour period.

- **Subdivision Information:** An application for a subdivision requires the submittal of a grading and drainage plan, soils report, and sewer study, which must be prepared by a registered civil engineer. The Owner's Statement must be completed by the property owner. The Planning Division will not accept applications unless these items are provided.

CITY OF CARSON OWNER'S STATEMENT

SUBDIVISIONS

(For parcel and tract maps only)

DATE _____	TENTATIVE MAP NO. _____
ZONING-PRESENT: _____	PROPOSED: _____
MAP BOOK #: _____	PAGE #: _____
ACRES: _____	LOTS-EXISTING: _____
	PROPOSED: _____

LEGAL DESCRIPTION (ALL OWNERSHIP COMPRISING THE PROPOSED LOTS.) (USE EXTRA SHEETS IF NECESSARY.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DOMESTIC WATER SOURCE: \_\_\_\_\_ COMPANY: \_\_\_\_\_

METHOD OF SEWAGE DISPOSAL: \_\_\_\_\_

SANITATION DISTRICT: \_\_\_\_\_

GRADING OF LOTS BY APPLICANT? YES \_\_\_ NO \_\_\_ (SHOW NECESSARY GRADING DESIGN ON TENTATIVE MAP.)

<u>RECORD OWNER (S)</u>	<u>SUBDIVIDER</u>	<u>APPLICANT'S AGENT</u> (ENGINEER, LICENSED SURVEYOR, OTHER)
NAME _____	NAME _____	NAME _____
ADDRESS _____	ADDRESS _____	ADDRESS _____
CITY _____	CITY _____	CITY _____
ZIP _____	ZIP _____	ZIP _____
PHONE _____	PHONE _____	PHONE _____

(ATTACH SEPARATE SHEET IF NECESSARY, INCLUDING THE NAMES AND ADDRESSES OF MEMBERS OF PARTNERSHIPS, JOINT VENTURES, AND OFFICERS AND/OR DIRECTORS OF CORPORATIONS.)

CONSENT: I consent to the submission of the tentative map accompanying this statement.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

(ALL RECORD OWNERS)

CERTIFICATION: I hereby certify that the above information is correct to the best of my knowledge.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
(APPLICANT'S AGENT)



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### I. Property Information

Address  
and/or APN: \_\_\_\_\_  
Existing Use: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_

### II. Proposed Project

Describe Project and Potential Use (Attach additional sheets if necessary): \_\_\_\_\_

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

Is the Project in a Redevelopment Project Area?  Yes  No If so, which? \_\_\_\_\_

### III. Applicant Information

#### Main Contact Person (Applicant/Representative):

Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Phone Number: (Day) \_\_\_\_\_ (Mobile) \_\_\_\_\_  
Fax Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

#### City Staff Use Only

Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_ Case Planner: \_\_\_\_\_  
Case No(s): \_\_\_\_\_ Related Case No(s): \_\_\_\_\_  
Counter Map:  Database:

<b>Property Owner:</b>	
Address:	
City/State/Zip Code:	
Phone Number: (Day)	(Mobile)
Fax Number:	E-Mail Address:
<b>Architect/Contractor:</b>	
Address:	
City/State/Zip Code:	
Phone Number: (Day)	(Mobile)
Fax Number:	E-Mail Address:
<b>Engineer/Licensed Surveyor:</b>	
Address:	
City/State/Zip Code:	
Phone Number: (Day)	(Mobile)
Fax Number:	E-Mail Address:

**IV. Type of Application**

(Check all boxes that apply)

- |                                                                    |                                                       |                                                      |
|--------------------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Certificate of Compliance                 | <input type="checkbox"/> Interpretation               | <input type="checkbox"/> Specific Plan               |
| <input type="checkbox"/> Conditional Use Permit*                   | <input type="checkbox"/> Landscape Permit (> 2500 SF) | <input type="checkbox"/> Tentative Tract/Parcel Map* |
| <input type="checkbox"/> Conditional Use Permit for Shared Parking | <input type="checkbox"/> Lot Line Adjustment          | <input type="checkbox"/> Zone Change*                |
| <input type="checkbox"/> Development Agreement                     | <input type="checkbox"/> Modification of Permit       | <input type="checkbox"/> Zoning Ordinance Amendment  |
| <input type="checkbox"/> Environmental Assessment                  | <input type="checkbox"/> Ordinance Amendment          | <input type="checkbox"/> Variance*                   |
| <input type="checkbox"/> EIR                                       | <input type="checkbox"/> Parcel Merger                | <input type="checkbox"/> Appeal of P.C. Decision     |
| <input type="checkbox"/> Extension of Nonconforming Privilege*     | <input type="checkbox"/> Relocation Impact Report     | <input type="checkbox"/> Appeal of Staff Decision    |
| <input type="checkbox"/> Extension of Time                         | <input type="checkbox"/> Relocation Review            | <input type="checkbox"/> <b>Other:</b> _____         |
| <input type="checkbox"/> General Plan Amendment                    | <input type="checkbox"/> Sign Program*                |                                                      |
|                                                                    | <input type="checkbox"/> Site Plan and Design Review* |                                                      |
- \* Additional materials required

**V. Owner Signatures and Certification**

As the Property Owner, I grant my consent to have the Applicant, listed above, to take responsibility in processing the proposed project described above. This application and all the required materials are certified to be true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
**Owner(s) Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Owner(s) (Please print)**