

CONDITIONAL USE PERMIT / MINOR CONDITIONAL USE PERMIT FILING INSTRUCTIONS AND CHECKLIST

The following information shall be submitted with the Conditional Use Permit / Minor Conditional Use Permit Application:

- Application fee of ~~\$16,628.00~~, County Clerk filing fee of ~~\$75.00~~, plus Fish & Game Section 713 fee of ~~\$2,216.25~~ (**Total \$18,919.25**). In addition applicant is responsible for cost to retain a consultant to prepare the environmental document, if required.
- Environmental Information Form
- A vicinity map (Radius Map) containing the following information:
 - Vicinity Map showing all properties within a 300-foot radius of the outside boundaries of the subject property (See attached sample).
 - Complete property owner's address list from the latest available Los Angeles County Tax Assessor's Roll for all properties within a 300-foot radius of the project boundaries on mailing labels.
 - Complete tenant's address list for all properties within a 300-foot radius of the project boundaries in mailing labels.
 - Property Owner's list statement completed by the person(s) who prepared said list stating that the list has been compiled from information obtained from the latest available Los Angeles county Tax Assessment Roll. This statement must be notarized.
- Traffic Report** - showing ON and OFF site traffic routing including the number of vehicles, type of vehicles (truck or automobile), and arrival and departure times.
- Operations Report** - a detailed report describing all operations that will take place on the site including, but not limited to, operating hours, number of employees, number of shifts and hours, materials used in production and/or stored at the site, amount of material received and processed each day and any other details related to the operations, and any impacts that may be caused to adjoining properties including but not limited to noise, vibration and odors.
- Hazardous Materials Report** - showing all hazardous materials being used, stored, produced or processed at the site. If hazardous materials are transported to the facility, indicate the quantities of each material, where they will be stored, how and what they will be transported in, and traffic flow patterns through the City and on the site. The report shall include how the materials will be handled or processed at the site and an emergency plan in case of accidental spillage on- or off-site.

- Development/Plot Plan** - showing all existing and/or proposed improvements on the property including the following:
 - Site address, north arrow and scale (no less than 1" = 40').
 - Overall dimensions of the entire property. Including total square footage of each use including, but not limited to, industrial, warehousing, and office uses.
 - Location, by dimension, and proper labeling of all:
 - Buildings and structures (existing and proposed).
 - Provided automobile parking, truck parking, and truck loading spaces as well as their relative required maneuvering areas.
 - Required automobile parking, truck parking, and truck loading spaces and truck maneuvering areas.
 - Driveways, alleys, and access ways including driveway entrances (including the driveway width) to and from public streets.
 - Site drainage. Proposed drainage patterns and proposed changes in drainage.
 - Existing and proposed utility services.
 - Existing or proposed public or private easements.
 - Floor plans showing:
 - The proposed location of all heavy machinery used in manufacturing (i.e. punch presses, drop hammers, riveters, automatic screw machines, etc.) and any proposed mooring or foundations; and
 - The areas proposed for storage, use, processing of explosive, toxic, infectious, or hazardous materials and the facilities proposed to protect them.