

LAND USE ENTITLEMENT APPLICATION PROCESS

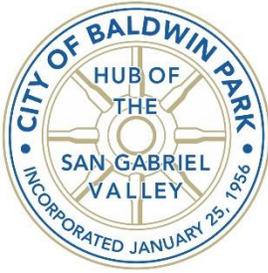
PREPARED BY:

Planning Division
Community Development Department
City of Baldwin Park

April 16, 2025

SUBMITTAL REQUIREMENTS
LAND USE ENTITLEMENT (LUE) APPLICATIONS

	<u>DOCUMENTS</u>	<u>Quantity</u> (All submittal materials shall be submitted electronically)
	Architectural Plans (Site plan, Floor Plan, Elevations)	One (1) PDF Copy
	Ownership Map (Drawn 300' from each property line)	1 PDF Copy
	Property Owner/Occupant List	1 PDF Copy
	Property Owner/Occupant List prepared on gummed labels	3 Physical Sets
	Notarized Affidavit of Accuracy of Property Owners List	1 PDF Copy
	Justification Statement	1 PDF Copy
	Photos of existing site	1 Set
	Notarized Owners Affidavit	1 PDF Copy
	Standard Urban Storm Water Mitigation Plan Evaluation Form	1 PDF Copy
	Completed Application Form	1 PDF Copy
	Application Fee	See fee schedule
	Certification Statement (signature of applicant)	1 PDF Copy
	Environmental Filing Fee – Check made payable to LA County Clerk	\$75.00



CITY OF BALDWIN PARK
PLANNING DIVISION
14403 E. PACIFIC AVENUE
BALDWIN PARK, CA 91706
(626) 813-5261

TYPE OF APPLICATION

- | | |
|---|---|
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Zone Variance |
| <input type="checkbox"/> Zone Change | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Code Amendment | <input type="checkbox"/> Specific Plan |
| <input type="checkbox"/> Development Plan | |
| <input type="checkbox"/> Development Agreement | |

APPLICATION INFORMATION

Name of Applicant(s) _____
 Address _____
 Phone No. _____ Capacity _____
 Owner(s) of Record _____
 Owner's Address _____

PROPERTY INFORMATION

Location _____
 Assessor Parcel Number(s) _____
 Tract and Lot Number(s) _____
 Existing General Plan Designation _____
 Existing Zoning for each Parcel _____
 Existing Land Use _____
 Code Section to be Amended _____
 Purpose of request _____

CERTIFICATION STATEMENT:

I/We understand that the Land Use application for a _____ shall be charged at a deposit of \$ _____ + FBHR of staff time + actual cost of City Attorney if applicable. Should my deposit be depleted at any time prior to the completion of the process, the process will be suspended until additional deposits, the amount of which shall be determined by the City Planner, are made. Failure to provide additional funds within ten (10) days after notification of depletion shall be cause for withdrawal of this application. I also understand that prior to the issuance of any future building permit(s) associated with this application, all fees must be collected and deposit accounts settled. Further I/we acknowledge the filing of this application and certify that all of the above information is true and accurate and that I/we have familiarized myself/ourselves with the relevant provisions of the Baldwin Park Zoning Code.

Signature

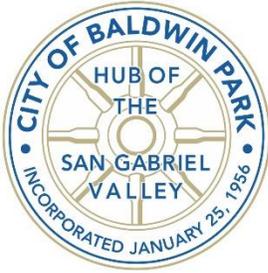
Date

Signature

Date

FOR CITY USE ONLY:

File No: _____ Fee: _____ Received by: _____ Date: _____



OWNER'S AFFIDAVIT

I/We, _____ the undersigned, hereby declare under the penalty of perjury that I/we am/are the owner/s of the property involved in this request and hereby authorize _____ (applicant's name) to file a _____ (CUP, ZV, PR, AZC, AGP, etc.) application on my property located at _____ in the City of Baldwin Park for _____ (type of activity).

Owner's Signature

Date

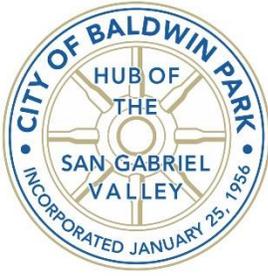
Owners's Name (Printed)

Owner's Address

On _____ before me _____, personally appeared _____ 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 signatures 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 that laws of the State of California that the foregoing is true and correct

Notary Public



AFFIDAVIT OF ACCURACY OF PROPERTY OWNER/OCCUPANT LIST

I/We, _____
(Print or type names in full)

Hereby certify that the above list contains the correct names and addresses of all owners and occupants of property within an area described in this petition and for a distance of 300 feet adjacent to this same area, and such names and addresses are taken from the last adopted Los Angeles County Assessor Tax Roll.

Applicant Signature

Date

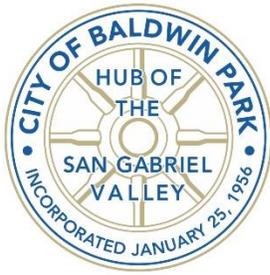
Applicant's Name (Printed)

Applicant's Address

On _____ before me _____, personally appeared _____ 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 signatures on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

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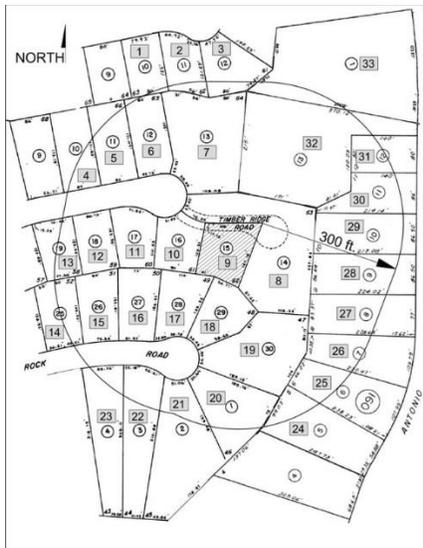
Notary Public



RADIUS MAP/ PROPERTY OWNER/OCCUPANT LIST

California state law requires that property owners within 300-feet of a proposed land use application (zone variance, conditional use permit, etc.) be notified about the application prior to the public hearing date. The City of Baldwin Park complies with this law by requiring that an Ownership Map and a Property Owners List be submitted with the formal application.

The Radius Map



The **Radius Map** may be a cop of the City Atlas Map, scale 1' = 20', and it may be obtained from the Planning Division. All properties within a 300-foot radius from the proposed project site property line boundaries must be included in the radius. To accurately draw the ownership map, draw a radius line of 300-feet (equivalent to 1 ½- inch on the Atlas Map) from all outside property lines. Please number the parcels on the **Radius Map** to correspond with the numbers on the Property Owners List.

The **Property Owner/Occupant List** includes all property owners' names and addresses within the 300-foot radius of the proposed project site included on the Ownership Map. Two (2) sets of gummed labels shall be submitted including a label for the applicant and the owner of the property being filed upon. Please number each label consecutively to accurately correspond to the numbered properties on the Ownership Map. The names and addresses of the property owners may be found at the Los Angeles County Assessor's office.

Assessor's Office

1190 Durfee Avenue
El Monte, CA 91733
(626)258-6001

Office Hours: Monday – Friday
8:00 a.m. – 5:00 p.m.

NOTE: **SPECIAL HELP** is available from the Planning Division if any doubts arise about any portion of this application. Planning staff will be happy to answer any questions you may have at (626) 813-5261.

Si necesitan traducción en español, favor de llamar al (626)813-5261.

LAND USE APPLICATION(S) JUSTIFICATION STATEMENTS

A written statement must accompany all applications. It needs to identify the reasons for the request and describe how the conditions of criteria listed below can be met. The relevant sections of the City's Zoning Ordinance are identified and should be consulted when preparing the justification statement.

CONDITIONAL USE PERMIT

The Planning Commission may impose conditions and/or require guarantees for the conditional use permit to ensure compliance and to prevent adverse or detrimental impacts to the surrounding neighborhood. Conditional use permits shall be granted when the Planning Commission determines that the proposed use or activity complies with all of the following findings.

Explain:

- A. **Conditionally Permitted.** The use is conditionally permitted within the subject zone and complies with the intent of all applicable provisions of this chapter.
- B. **Zone integrity and character.** The use will not impair the integrity and character of the zone in which it is to be located.
- C. **Site Suitability.** The subject site is physically suitable for the type of land use being proposed.
- D. **Existing compatibility.** The use is compatible with any land use presently on the subject property.
- E. **Future compatibility.** The use is compatible with existing and future land uses within the zone and the general area in which the proposed use is to be located.
- F. **Utilities and services.** Adequate provisions for water, sewer, and public utilities and services are available to ensure that the use will not be detrimental to public health and safety.
- G. **Public Access.** Adequate provisions for public access are available to serve the use.
- H. **General Plan consistency.** The use is consistent with the General Plan.
- I. **Safety and welfare.** The use will not be detrimental to the public interest, health, safety, convenience, or welfare.

ZONE VARIANCE Describe how:

1. There are exceptional or extraordinary circumstances or conditions applicable to the property involved, or to the intended use of such property which do not generally apply to other properties in the same zone.
2. Such variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property similarly situated, but which is denied by the property in question.
3. The granting of the variance will not be materially detrimental to the public welfare or injurious to the adjacent properties.
4. The granting of the variance will not adversely affect the General Plan of the City of Baldwin Park

ADMINISTRATIVE ADJUSTMENT (SECTION 153.680)

Identify why:

1. The adjustment will not interfere with the purpose and intent of the regulations from the zone in which the property is located.
2. The approval or conditional approval of the adjustment will not be injurious to adjacent properties.
3. The approval or conditional approval will promote the general welfare, and not adversely affect the General Plan of the City of Baldwin Park.
4. The construction and/or development benefiting from approval or conditional approval of the adjustment has been reviewed by the City's Design Review Committee, and moreover, that the proposed construction and/or development evidences a superior design solution which enhances the visual quality, use and function of the site and surrounding areas.
5. There are special circumstances which reduce parking demand associated with the operation of a use which justify a deviation in the minimum required number of parking stalls.

ZONE CHANGE (SECTION 153.630)

Discuss how the change conforms with the City's General Plan and is warranted based on consideration of:

1. In what ways will the use(s) permitted by the zone change benefit the adjoining neighborhood and the City of Baldwin Park?
2. Is the property involved in this proposed change more suitable for the purposes permitted by the present zone change or by the zone requested? Why? (Explain in full detail).
3. Would the use permitted by the proposed zone be detrimental to surrounding property in any way? (Explain reasons supporting your answer).
4. List any deed restriction(s) which affect development of the property. Give the expiration date.

SPECIFIC PLAN

Explain how:

1. There are unique circumstances with the area which justify the need for a specific plan.
2. This property is the logical place for the uses contemplated by the specific plan.
3. The proposed Specific Plan will not adversely affect the General Plan of the City.
4. List any deed restrictions which affect development of the property. Give the expiration date.

SIGN PROGRAM

Explain How:

1. The comprehensive sign program complies with the purpose of the subchapter 153.170, and the Baldwin Park Design Guidelines.
2. Proposed signs enhance the overall development and are in harmony with other signs included in the plan, with the structures they identify and the surrounding development.
3. The comprehensive sign program contains provisions to accommodate future revisions that may be required because of changes in use or tenants.
4. The comprehensive sign program complies with the standards of this subchapter except that flexibility is allowed with regard to sign area, number, location, and or height to the extent that the signs proposed under the comprehensive sign program will enhance the overall development, achieve superior quality design and will more fully accomplish the purpose of subchapter 153.170 of the City's Municipal Code.

GENERAL PLAN AMENDMENT, ZONING CODE AMENDMENT, DEVELOPMENT PLAN.

Please provide a written description of the proposed code or general plan amendment setting forth reasons warranting this change.



Standard Urban Storm Water Mitigation Plan Evaluation Form

1. City Agency	City of Baldwin Park, Public Works Dept.
2. Project Name	
3. Name/Title of Project Evaluator	
4. Date of Evaluation	
5. Name of Project Applicant	
6. Approximate Project Start Date	
7. Project Location	
8. Will original line and grade disturbed?	
9. Will original purpose of the project be maintained?	
10. What was the previous use?	
10. What water body will the project drain?	
11. Is the project located in or adjacent to an Env. Sensitive Area (ESA)?	
12. If project is located in or adjacent to an ESA? Describe what environmental characteristic makes it an ESA and where it is located relative to the project.	
13. Will a parking area be added that is 25-spaces or more or <u>greater than 5,000 square feet</u> and that will not change original line and grade?	

I. Determining Qualifying Projects Subject to SUSMP Requirements

Generally, SUSMP-applicable projects are those that are listed under one of the designated categories. To determine if the proposed project is subject to SUSMP and Low Impact Development (LID) requirements, complete the following evaluation based on your understanding of it. Type or write "x" for applicable project categories.

Subject Project Categories	
1. 10-plus Home Subdivision: Any subdivision developed for 10 or more single-family or multi-family dwelling units.	
2. Industrial/Commercial Development: Any commercial development that creates at least 10,000 s.f. of impermeable area.	
3. Restaurant: A stand-alone facility that sells prepared foods and drinks for consumption, including stationary lunch counters and refreshment stands selling prepared foods and drinks for immediate consumption 5,000 S.F. or more of surface area.	
4. Automotive Repair Shop: Any facility 5,000 S.F. or more of surface area that is typed by any of the following Standard Industrial Classification (SIC) codes: 5013, 5014, 5541, 7352-7534.	
5. Retail Gasoline Outlet: Any facility 5,000 S.F. or more of surface area engaged in selling gasoline and lubricating oils.	
6. Single-family Hillside Residence: Any hillside single-family new development located in an area with <i>known erosive soil conditions</i> , where grading is contemplated on any natural slope that is 25% or greater.	

<p>7. Parking Lot: Any impervious land area or facility used for the temporary parking or storage of motor vehicles used personally for business or for commerce with a lot size of 5,000 s. f. or more, or with 25 or more parking spaces.</p>	
<p>8. New Development/Redevelopment: All development equal to 1 acre or greater of disturbed area and adding more than 10,000 S.F. of impervious surface area. One Acre projects require SWPPP and a WDID number from the LACRWQCB.</p>	
<p>9. Projects: Any project with 2,500 S.F. or more of impervious area that are located in, adjacent to, or draining to designated Environmentally Sensitive Areas (ESA).</p>	
<p>10. Street Construction: Any project with 10,000 S.F. or more of impervious surface area.</p>	
<p>11. Industrial Storm water General Permit from LACRWQCB: provide a copy of NOI/WDID or a non-exposure certification for Standard Industrial Code (SICs) below prior to business license issuance</p> <ul style="list-style-type: none"> • Manufacturing SICs 2,000 – 3,999 and 4,221- 4,225 • Oil and Gas SICs 1,000-1,499 • Recycling Facilities SICs 5015-5093 • Transportation Facilities SICs 4000 4599 (except 4221-4225) and 5171 	
<ul style="list-style-type: none"> • If "no," to all of the above, the project IS NOT SUBJECT TO STANDARD URBAN STORM WATER MITIGATION MEASURES. No further evaluation is necessary. However, if "yes," to the any of the above, the project is subject to SUSMP requirements. 	