

***CITY OF LOMITA***

***INSTRUCTIONS & APPLICATION FOR HEARING***

When filing, the applicant must show that the following conditions prevail:

- I. That the variance/conditional use permit is necessary for the preservation of a substantial property right, for example, that there are special circumstances involving his property which do not apply to others similarly located in the area.
- II. That it will not be detrimental to the public welfare or to persons located in the vicinity.

**TO FILE FOR A ZONE VARIANCE/CONDITIONAL USE PERMIT**

1. Submit two copies of a map drawn to scale of one inch to 100 feet, (except for very large areas requiring a map more than nine square feet), showing all streets, highways, alleys, rights-of-way and lot cuts. Include tract and lot numbers. This map should include the applicant's property with dimensions and all surrounding property within a radius of 500 feet from the exterior boundaries. Satisfactory maps for most cases can be purchased at the Department of Public Works, Survey Section, 900 South Fremont Avenue, 4th Floor, Alhambra, CA 91803, (626) 458-5154. Maps may also be purchased from private vendors.
2. Prepare one of the map prints described in item 1 above as a "LAND USE MAP" to show the existing developments on the surrounding properties within a 500 foot radius from the exterior boundaries of the subject property. The attached Figure "A" is an appropriate symbol example.
3. Prepare another of the map prints as an "OWNERSHIP MAP" to show the owner or owners of each lot or parcel land within, or partially within, a 300 foot radius from the exterior boundaries of the subject property. Owners must correspond to those required by item "4" below.
4. Prepare a complete list of names and mailing addresses of all property owners of each parcel within, or partially within a 300 foot radius of the exterior boundaries of the property under consideration. This information must be as it appears on the latest available assessment roll of the Los Angeles County Tax Assessor, 1401 E. Willow Street, Signal Hill, CA 90755, (562) 256-1701. This list shall be certified to be true and correct. An inaccurate or incomplete list would be cause to remove the case from the agenda or require rehearing of the case.
5. Prepare two (2) sets of gummed labels from the list in item "4" above for mailing purposes.

6. Provide twenty-five (25) copies of a plot plan (Floor plans and elevations are required for new construction.) drawn to a required scale and completely dimensioned and **folded** to 8½” by 11”. The plot plan must show the area covered in the legal description as well as all existing and proposed improvements. Instructions for a plot plan are attached. **Please note THE DECISION ON YOUR CASE WILL BE BASED IN PART UPON THE PLOT PLAN.**
7. One copy of the application form must be completed, notarized and signed by the owner of the property in question.
8. The application forms must show the exact legal description of the property involved, no more and no less. This must be secured from the deed, including map book, page, number, etc.
9. State in the application the exact use requested, for example: “Convert single-family residence into a two-family dwelling.”
10. A filing fee of \$500 must accompany the application for a zone variance/conditional use permit. An environmental review fee of \$25 is usually required. Make checks payable to the City of Lomita.
11. YOU OR YOUR REPRESENTATIVE MUST BE PRESENT AT THE PUBLIC HEARING.
12. APPLICATION FORMS AND SUPPLEMENTAL DATA MUST BE COMPLETE IN EVERY DETAIL BEFORE THEY CAN BE ACCEPTED FOR CONSIDERATION.
13. YOU WILL BE NOTIFIED BY MAIL 10 DAYS PRIOR TO THE PUBLIC HEARING ON YOUR CASE.
14. APPLICATIONS MUST BE SUBMITTED AT LEAST 22 WORKING DAYS PRIOR TO THE PLANNING COMMISSION MEETING DURING WHICH THE PUBLIC HEARING ON THE CASE WILL BE HEARD.

## PLOT PLAN INSTRUCTIONS

### **All requested information must be provided or the approval shall be void.**

A. **SCALE** Plans must be drawn to a definite scale and the scale indicated. A scale of one inch equals 10 feet or 1/8 inch equals 1 foot is suggested. Dimensions on the plan must be legible and complete.

B. **LAYOUT**

1. The proposed and existing buildings, structures and driveways must be shown and identified; show their exact location by means of dimensions from street, lot and parcel lines. Show all existing obstructions located on the site and in the public right-of-way, e.g., trees, garages, playhouses, utility poles, drainage catch basins, fire hydrants, meter boxes, sidewalks, etc. Show the location and width of the adjacent sidewalks, and the location and width of existing and proposed driveways and curb cuts.

2. Show the entire ownership; and where more than one ownership is involved, show the full extent of the additional ownerships. An Owner's Authorization may be required. The name, address and phone number of the applicant shall appear on the face of the plan.

3. A short description of the request shall appear on the face of the plot plan.

4. The plan should be oriented on the paper so that North is at the top of the sheet.

5. Dimensions on the plan must be legible and accurate.

6. Do not use the edge of the paper for property lines. A 4"x 6" area on the face of the plan must be used.

7. It is recommended that photographs of the site be submitted.

C. **SIGN PLANS** In addition to the above,

1. Plans must show fully dimensioned front view and elevation of the sign(s).

2. The exact location of the proposed sign(s) must be indicated on the plan.

3. Show all other existing signs which are to remain on the site, including wall signs, temporary signs, roof and projecting signs, monument signs and pole signs. Indicate if sign will be illuminated.

4. Building elevation with dimensions of all sides and square footage.

5. Dimensions of the parcel (length and width).

6. Material to be used and proposed color of sign(s).

IT IS THE APPLICANT'S RESPONSIBILITY TO OBTAIN PERMITS FROM THE LOS ANGELES COUNTY DEPARTMENT OF BUILDING AND SAFETY.

**CITY OF LOMITA**

*REQUEST FOR HEARING*

\_\_\_\_\_ CASE NO. \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_  
(Person, Firm or Corporation)

ADDRESS OF APPLICANT \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER OF APPLICANT \_\_\_\_\_

USE APPLIED FOR \_\_\_\_\_  
(Describe in detail the nature of the business, occupation or purpose for which the building, structure,  
improvement or premises are to be used and what is to be done on or with the property in the way of additional improvements)

LEGAL DESCRIPTION OF PROPERTY (From Deed) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SITUATED AT \_\_\_\_\_  
(Street address or distance from nearest cross street)

BETWEEN \_\_\_\_\_ AND \_\_\_\_\_  
(Street) (Street)

IN ZONE \_\_\_\_\_  
(Land Use, not postal zone)

NOTE: See instructions as to the preparation of maps, plans, sketches or other data or information pertinent to this particular request.



# OWNER'S AFFIDAVIT

COUNTY OF LOS ANGELES  
STATE OF CALIFORNIA

I, (We), \_\_\_\_\_, being duly sworn depose and say that I (we) am (are) the owner(s) of property involved in this request and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief.

Signed \_\_\_\_\_

\_\_\_\_\_  
(Mailing Address)  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

*Petitioner not to write in this space*

Filed \_\_\_\_\_, \_\_\_\_\_

Fee \$ \_\_\_\_\_

Receipt No. \_\_\_\_\_

By: \_\_\_\_\_







**CITY OF LOMITA  
OWNER'S AUTHORIZATION**

I (we) hereby certify, under penalty of perjury, that (I am) (we are) the owner(s) of the property located at \_\_\_\_\_

Legally described as:

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

For which (I am) (We are) requesting SITE PLAN/ ZONE CHANGE/ CONDITIONAL USE PERMIT/ ZONE VARIANCE/ TRACT MAP/ PARCEL MAP/ LOT LINE ADJUSTMENT/ LOT MERGER/ OTHER \_\_\_\_\_

review and consideration through the City of Lomita. (I have) (we have) authorized the following to act as (my) (our) representative during this process:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

Signature:

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Representative/Agent

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
city/state/zip

\_\_\_\_\_  
city/state/zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

CITY HALL OFFICES- P.O. Box 339- 24300 Narbonne Avenue, Lomita, California 90717 310) 325-7110- FAX 310) 325-4024- Email: [cityhall@lomita.com](mailto:cityhall@lomita.com)