



PALMDALE

a place to call home

APPLICATION FOR CONDITIONAL USE PERMIT PROPOSED USES WITHIN EXISTING BUILDING

Planning Division
38250 Sierra Highway
Palmdale, CA 93550
(661) 267-5200
planningdiv@cityofpalmdale.org

City Use Only	
Case No.:	_____
Date:	_____
Received by:	_____

INSTRUCTIONS TO APPLICANT

The following application form is provided for all applicants requesting approval of a Conditional Use Permit.

The applicant must complete the attached forms as prescribed and submit the following information before the application can be accepted by the Planning Division.

SUBMITTAL CHECKLIST

NOTE: ALL PLANS SHALL BE INDIVIDUALLY FOLDED BY PLAN TYPE BY APPLICANT TO A MAXIMUM 8½" x 11" SIZE. STACK-FOLDED, STAPLED, ROLLED, OR BOUND PLANS WILL NOT BE ACCEPTED. PLANS MAY ALSO BE PROVIDED ON 11" X 17" PAPER.

- _____ The completed application and required submittal items.
- _____ Copy of the Development Advisory Board (DAB) letter (if applicable).
- _____ 2 sets of property owners (including APN) and occupants mailing labels (self-sticking) within 500 feet of the subject property.
- _____ Copy of the mailing list in tabular form containing all the information on the above labels. **See attached requirements.**
- _____ Radius map (**see attached requirements**).
- _____ The original Certified Property Owners List Affidavit.
- _____ The original Public Hearing Sign Removal Authorization.
- _____ The original Letter of Authorization.

_____ Vicinity map at a scale clearly indicating the subject parcel(s) and showing the existing major street patterns, adjoining projects, subdivisions, creeks, railroads and other significant landmarks within a minimum of one mile of the exterior boundaries of the site on 8½" x 11" paper. **Note: Thomas Guide maps are not acceptable.**

_____ Detailed description of existing and/or proposed business operations. Please include the proposed hours of operation.

_____ 15 copies of the Site Plan identifying the location of the proposed use within the shopping center. **See attached requirements.**

_____ Photographs showing all sides of the building.

_____ 10 floor plans clearly demonstrating the display and storage areas of alcohol, tobacco and/or areas utilized for live entertainment/amplified music. Please indicate total square feet.

_____ Detailed security plan. The applicant is encouraged to contact the Public Safety Division at 661/267-5488 for coordination or clarification of any security conditions or concerns regarding the proposed project.

_____ Map demonstrating distance separation to sensitive uses (ie, schools, churches, parks, and other alcohol uses).

_____ Additional submittal requirements may be requested on a case-by-case basis.

_____ **CD with individual PDF files of the submittal requirements. Label PDF files in architectural/engineering format, i.e., Site Plan, North Elevation, Floor Plan, etc.**

Pursuant to the California Environmental Quality Act, the Planning Division will review the project and determine areas of potential environmental impact.

FEE CALCULATIONS*

Base Fee (A): \$ 1,035.00

Notice of Exception: \$ 150.00

City of Palmdale Fish and Game Processing Fee: \$ 25.00

_____ @ \$1.65 / label: _____

of labels

Public Hearing Notice: \$ 300.00

Computer Tracking Fee: \$ 10.00

GIS Fee 5% of (A)Rounded up to nearest dollar: \$ 52.00

TOTAL FEE RECEIVED: _____

*** Additional State and/or County fees may be required at project approval.**

Case No.: _____

CONDITIONAL USE PERMIT APPLICATION FOR USE PERMITS

Type of Use: Alcohol* Tobacco* Tattoo Establishment
Second Hand Merchandise
Other _____

Was a Pre-Application filed? Yes No If yes, reference DAB: _____

REQUEST TO ESTABLISH: _____

Total Sq. Ft. for Requested Use: _____ Shopping Center Name: _____

Project Address: _____

Assessor's Parcel Number(s): _____

Type of ABC License Requested: _____

Existing Zoning: _____

Existing General Plan: _____

APPLICANT:

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone No.: (____) _____ Fax No.: (____) _____
Email Address: _____

CONTACT PERSON:

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone No.: (____) _____ Fax No.: (____) _____
Email Address: _____

***Contact Information:**

State of California
Department of Alcoholic Beverage Control
6150 Van Nuys Blvd., Room 220
Van Nuys, CA 91401
(818) 901-5017
VNY.Direct@abc.ca.gov

State Board of Equalization Office
Van Nuys - (818) 904-2300
www.boe.ca.gov

OWNER AUTHORIZATION LETTER

CASE NUMBER(S): _____

ASSESSOR'S PARCEL NUMBER(S): _____

If the applicant is not the owner of record, then a letter authorizing the applicant to represent the owner(s) must be submitted. Note: All owners must sign as their names appear on the deed to the land.

This letter shall serve to notify and verify that I/we am/are the legal owners of the property described and attached hereto and do hereby authorize the applicant to file and represent my/our interest in the above referenced applications(s). I/we have read this Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in the above referenced application(s) is true and correct.

OWNER(S) OF RECORD (Include extra sheets if necessary):

_____ Printed Name	_____ Signature	_____ Date
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_____ Printed Name	_____ Signature	_____ Date
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I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers herein contained and the information herein submitted, are in all respects true and correct.

APPLICANT / APPLICANT'S REPRESENTATIVE:

_____ Printed Name	_____ Signature	_____ Date
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_____ Address (including City and State)	_____ Telephone
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_____ Printed Name	_____ Signature	_____ Date
-----------------------	--------------------	---------------

_____ Address (including City and State)	_____ Telephone
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SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____,
20____

NOTARY PUBLIC

CITY OF PALMDALE PLANNING DIVISION
PROPERTY OWNERS CERTIFICATION

CASE NUMBER(S): _____

I certify under the penalty of perjury that on the _____ day of _____, 20____, the attached property owners list contains the names and addresses of persons to whom property is assessed as they appear on the latest available equalized assessment roll of the County of Los Angeles within the subject property and for the parcels within 500 feet of the boundary of the subject property.

PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE.

Name: _____

Title: _____

Company: _____

Address: _____

City / State: _____ Phone: () _____

Signature: _____ Date: _____

CITY OF PALMDALE PLANNING DIVISION
PROCEDURES FOR PROJECT SITE SIGN POSTING

In order to increase public awareness of pending development proposals requiring public hearings, the City of Palmdale has included "Project Site Sign Posting" in its public hearing notice procedures. The applicant of a proposed project scheduled for a public hearing before the City Council, Planning Commission, or Planning Manager is required to post a sign with public hearing information, which will be visible to the public right-of-way from the subject site. Late or inaccurate sign posting will cause postponement of the public hearing for the case.

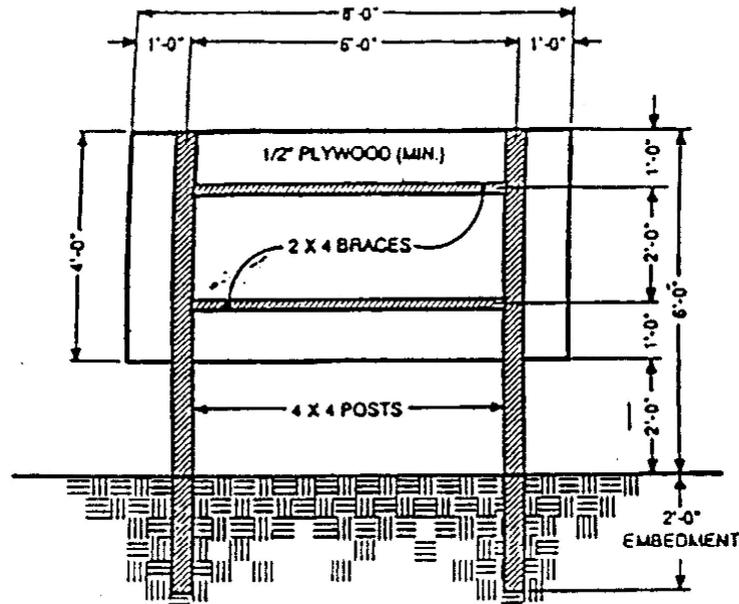
SIGN SPECIFICATIONS:

1. SIZE: Dimensions shall be four (4) feet by eight (8) feet.
2. HEIGHT: Sign shall be six (6) feet in height.
3. MATERIALS: ½ inch plywood (minimum).
Sign shall be constructed with 4" x 4" supporting posts placed at a minimum depth of two (2) feet with 2" x 4" cross supports as shown in the diagram.
4. LOCATION: NOT LESS THAN FIVE (5) feet inside the property line in residential zones, and not less than one (1) foot inside the property line in commercial and industrial zones. Shall be located in the area most visible to the public on the project site.
5. COLOR: Black letters on white background.
6. LETTERING: Shall be block style with 4" major letters and 2" minor letters.
7. LIGHTING: Shall **NOT** be illuminated.
8. Only one sign may be displayed per street frontage of the site. A site which is not visible from an existing street or not adjacent to an existing development **MAY** be exempted from the site plan posting requirement at the discretion of the Planning Manager.
9. Sign shall include **ONLY** the information provided by the assigned planner. If it becomes necessary to revise the information required on the sign, such as a change in the number of lots or square footage of buildings, it shall be the responsibility of the applicant to obtain approval of such revision(s) from the assigned planner.
10. Sites with multiple cases shall combine the information for each case on the sign.

SIGN SCHEDULE:

1. Sign shall be posted no less than ten (10) days prior to the hearing date. It shall be the responsibility of the applicant to contact the Planning Division to obtain the appropriate date and time.

2. Hearing date on the sign shall be changed for Commission items which are continued or are to be heard by the City Council including. Said date shall be changed a minimum of eleven (11) days prior to the hearing.
3. Sign shall be removed within fourteen (14) days following the Planning Commission hearing date or **IMMEDIATELY** following final City Council action. It is recommended that the cost of sign removal be included in a sign contract with the sign company.



<p style="font-size: 1.2em; margin: 0;">NOTICE OF PUBLIC HEARING ON PROPOSED DEVELOPMENT CASE NO. _____</p> <p style="margin: 0;">PROPOSED ON THIS SITE:</p> <p style="margin: 0;">_____</p> <p style="margin: 0;">_____</p>	
<p style="text-align: center; font-weight: bold;">PUBLIC HEARING</p> <p>DATE: _____</p> <p>TIME: _____</p> <p>LOCATION: CITY HALL</p>	<p style="text-align: center; font-weight: bold;">FOR INFORMATION CALL :</p> <p>DEVELOPER</p> <p>_____</p> <p>() _____</p> <p style="font-size: 0.8em; margin-top: 5px;">Planning Division 38250 Sierra Highway (661) 267-5200</p>

MINOR LETTERS

MAJOR LETTERS

CITY OF PALMDALE PLANNING DIVISION
PUBLIC HEARING SIGN REMOVAL AUTHORIZATION

Case Number(s): _____

Assessor's Parcel Number(s): _____

Location (address if available): _____

Approximately _____ Feet N or S of _____
(Circle) (Street Name)

Approximately _____ Feet E or W of _____
(Circle) (Street Name)

By this signature, I acknowledge that I understand the requirements for posting the subject property for public hearing and do agree to pay all costs for the removal and storage of said public hearing sign if it is not removed within 14 days of the final hearing for this/these case(s).

Applicant/Agent: _____ Date: _____

Owner: _____ Date: _____