



ADMINISTRATIVE APPLICATION

Community Development Department
Planning Division

Project Address _____

Request

- | | |
|--|--|
| <input type="checkbox"/> Administrative Use Permit
(Alcohol, Setbacks or Drive-Through) | <input type="checkbox"/> Minor Modification |
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Signage / Master Sign Program |
| <input type="checkbox"/> Extension of Time | <input type="checkbox"/> Site Plan Review |
| <input type="checkbox"/> Lot Merger / Lot Line Adjustment | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Wireless Telecommunications |

Applicant

Name: _____

Address: _____

Phone #: _____ Email: _____

Property Owner

Name: _____

Address: _____

Phone #: _____ Email: _____

Property Description

Zoning: _____ General Plan Designation: _____ Lot Size: _____

Existing Land Use: _____

Project Proposal Include all demolition, construction proposed, and intended uses:
(additional info needed for TUP).

If applicant will be represented by someone else, a notarized Letter of Authorization (LOA) must be submitted separately. The LOA must include the applicant or owner's signature, as well as a statement authorizing the representative to represent them in all matters pertaining to the application. The LOA must also include complete contract information for the representative.

Applicant's Signature: _____ Date: _____

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Submittal Checklist

Req'd	Rec'd	Submittal Materials	Required Copies
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application	1 (e-copy)
<input type="checkbox"/>	<input type="checkbox"/>	Narrative of Development Proposal	1 (e-copy)
<input type="checkbox"/>	<input type="checkbox"/>	Detailed Operations Statement	1 (e-copy)
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Info Form	1 (e-copy)
<input type="checkbox"/>	<input type="checkbox"/>	Site Plans/Elevations/Floor Plans	1 (e-copy)
<input type="checkbox"/>	<input type="checkbox"/>	Site Plans/Elevations/Floor Plans colored	1 (e-copy)
<input type="checkbox"/>	<input type="checkbox"/>	One \$75 Check to LA County Recorder (no date for Neg Dec)	1
<input type="checkbox"/>	<input type="checkbox"/>	Grading Plan	1 (e-copy)
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Landscape Plan	1 (e-copy)

PROPERTY OWNER'S ACKNOWLEDGMENT

I/We _____ am/are the owner(s) of property involved in this application. The statements, answers and information contained in this/these application(s) checked are true and correct to the best of my/our knowledge. I/We agree to any and all improvements as may be required.

Property Owner's Signature: _____

Date: _____

Do Not Write Below This Line

Case Number

Initials _____

Date Stamp