

**CONDITIONAL USE PERMIT OR
REVISION TO EXISTING CONDITIONAL USE PERMIT**

The Conditional Use Permit (CUP) procedure provides for uses that are:

- Necessary or desirable for the development of the community or region but cannot readily be classified as permitted uses in individual districts by reason of uniqueness of size, scope, or possible effect on public facilities or surrounding uses; or
- Appropriate as accessories to the development of neighborhoods or the community; or
- Appropriate uses in the districts in which they are listed as permitted subject to a conditional use permit, but requiring specific consideration of the proposed use or development.

Furthermore, any proposed change which substantially intensifies occupancy or land coverage on a site may require a revision to an existing conditional use permit.

In completing the CUP application, you should take particular care in answering the “Burden of Proof” statements (attached). The “Burden of Proof” statements refer to the four findings which the Planning Commission has to make in order to grant a CUP. It is very important that these questions be answered thoroughly and accurately. By so doing, you will enable the Staff and Planning Commission to better assess the merits of your proposal. If you have any questions about the “Burden of Proof” statements, please contact one of our staff planners.

Also, please make certain to complete and submit the attached Environmental Information and Checklist Form. The Checklist will be used by staff to determine whether the proposed project warrants an exemption from the California Environmental Quality Act (CEQA). If not exempt, a formal Environmental Assessment application (\$5,594 for an Initial Study/Negative Declaration or \$5,642 + Trust Deposit for an EIR) will be required.

* IMPORTANT *

- When you are ready to file your application, make certain the entire application is completed and that you have all the required materials. OTHERWISE, THE APPLICATION CANNOT BE ACCEPTED FOR FILING.
- Notice: CC&R’s are private restrictions or agreements. Therefore the City is not responsible for a property owner’s compliance with any CC&R’s that may govern their property and the City does not enforce private CC&R’s. The City recommends that property owners review their title report to see if any CC&R’s govern their property and if so, consult such CC&R’s prior to submittal of their application. Additionally, property owners should review their title report for any other private property restrictions (Deed Restriction, Private Easement, etc.) that may govern their property.

Required Submittal Materials:

_____ Residential Planning Application, completed and signed by the property owner

_____ Burden of Proof Statements

_____ Environmental Information and Checklist Form

_____ Three (3) copies of site plan (minimum scale: $\frac{1}{4}'' = 1'$) indicating:

- Accurate lot dimensions, all property lines, and all easements on the lot.
- The adjacent street right-of-way and the access driveway of the lot (length and width specified).
- Topography of the lot indicated by either elevation call-outs or topographic contours.
- The location and dimensions of all existing and proposed structures (delineated existing and proposed).
- The distance from all existing and proposed structures to the property lines.
- If applicable, the location of the Coastal Setback line.
- For hillside development, indicate areas of slopes exceeding a 35% gradient.

_____ Three (3) copies of elevations, including section drawings, indicating:

- The maximum height of the proposed structure, measured from the highest point of existing grade covered by the structure to the ridge, of the structure (including any roof tiles, roof shingles or other proposed roof material).
- The maximum height of the proposed structure, measured from the finished grade adjacent to the lowest foundation to the ridge.

_____ Three (3) copies of floor plans

_____ If applicable, a parking plan indicating layout and landscaping.

All plans must be assembled in complete sets and folded no larger than 9½" x 14". If so desired by the applicant, only one copy of the site plan, elevation drawing and floor plan may be submitted as part of the initial application package. Once it is determined by the Director that the submitted plans contain all the necessary information described in this application, then the appropriate number of plans (3 copies) will be requested from the applicant. Three (3) reduced copies (no larger than 11" by 17") of all regular sized plans must also be submitted (Note: For applications that are to be reviewed by the Planning Commission, once the application has been deemed complete, you will be required to submit an electronic version of the plans).

_____ Two (2) copies of a "vicinity map", prepared to scale, which shows all neighboring properties within a **500' radius** of the subject property (applicant). The "Vicinity Map" must be prepared exactly as described in the attached instruction sheet.

_____ Two (2) sets of self-adhesive mailing labels and one (1) photocopy of the labels which list the property owner of every parcel which falls within a **500' radius** of the subject property (applicant). The name and address of every property owner (including applicant) and the local Homeowners' Association, if any, must be typed on 8½" by 11" sheets of self-adhesive labels. The mailing labels must be keyed to the corresponding

lots, as shown on the vicinity map described above. The property owner's mailing list must be prepared exactly as described in the attached instruction sheet.

_____ Filing Fee:

- New CUP \$7,222 + Data Processing Fee \$4 = **\$7,226**
- New CUP for Commercial Antenna \$2,622 + Data Processing Fee \$4 = **\$2,626**
- Revision to a CUP \$4,730 + Data Processing Fee \$4 = **\$4,734**
- In addition to the above Filing Fee, an **\$18** Historic Data Entry Fee (one time per property) may be assessed if applicable.

_____ A completed copy of the "Storm Water Planning Program Priority Project Checklist" form. If necessary, a Standard Urban Stormwater Mitigation Plan (SUSMP) and/or a Site Specific Stormwater Mitigation Plan (SSSMP), along with associated Maintenance Agreements, Transfer Forms and Trust Deposit (amount to be determined by Staff) shall also be completed. Prior to preparing a SUSMP or SSSMP, please consult with the Planning Division Staff.

Processing

Once the application has been deemed complete by formal notification, staff will evaluate your project in preparation for a public hearing before the Planning Commission. Please note that the City may require further information in order to clarify, amplify, correct, or otherwise supplement existing data. It is strongly suggested that you supply any requested information in a timely manner in order to avoid any delay in the processing of your application.

Typical processing time for a Conditional Use Permit is anywhere from 3 to 6 months, from the date of submittal to the date a decision is made. You will be notified of the date of the public hearing on your project once the application is deemed complete. Staff will prepare a report and make a recommendation to the Commission. It is important that you plan to attend the hearing so that you may answer any questions the Planning Commission may raise.

(More detailed information regarding Conditional Use Permits is contained in Chapter 17.60 of the City's Development Code).

BURDEN OF PROOF STATEMENTS

1. Explain how the site for the proposed use is adequate in size and shape to accommodate the use.

2. Explain how the site for the proposed use relates to streets and highways properly designed to carry the type and quantity of traffic generated by the subject use.

3. Explain how the proposed use at this specific location will have no significant adverse effect on adjacent properties or the permitted use thereof.

4. Explain how the proposed use is not contrary to the General Plan.

Attach additional sheets if necessary

**City of Rancho Palos Verdes
ENVIRONMENTAL INFORMATION FORM**



(To be completed by City Staff)

Date Filed: _____ Case No. _____

(To be completed by applicant)

General Information

APPLICANT/CONTRACTOR

LANDOWNER

Name

Name

Address

Address

City/State/Zip

City/State/Zip

() _____
Home Phone Work Phone

() _____
Home Phone Work Phone

Project/Site Information

Address of project: _____

Assessor's Parcel Number: _____

Existing General Plan Designation: _____ Existing Zoning: _____

List and Describe any other related permits and other public approvals required for this project, including those required by City, Regional, State, and Federal agencies:

Project Description

Proposed use of the property (please provide a detailed description):

Site Size: _____ Project Square Footage: _____

Number of floors of construction: _____ Amount of off-street parking provided: _____

Proposed Phasing: _____

Anticipated Incremental Development: _____

If this is a residential project, please indicate the number of units, schedule of unit sizes, range of sale prices or rents, and household sizes expected:

If this is a commercial project, please indicate the type of project, whether neighborhood, city or regionally oriented, square foot of sales area, and loading facilities.

If this is an industrial project, please indicate the type of project, estimated employment per shift, and loading facilities:

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If this is an institutional project, please indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project:

If the project involves a City discretionary permit (such as Variance, Conditional Use Permit, or Zone Change application, etc.) please indicate why these applications are required:

Are any of the following items applicable to the project or its effects? (for any items checked yes, please describe why on separate sheet of paper)

- | <u>YES</u> | <u>NO</u> | |
|------------|-----------|--|
| _____ | _____ | 1. Change in existing feature of any bays, tidelands, beaches, hills, or substantially alter ground contours. |
| _____ | _____ | 2. Change in scenic views or vistas from existing residential areas, or public lands or roads |
| _____ | _____ | 3. Change in pattern, scale, or character of general area of project. |
| _____ | _____ | 4. Produce significant amounts of solid waste or litter. |
| _____ | _____ | 5. Change in dust, ash, smoke, fumes, or odors in vicinity. |
| _____ | _____ | 6. Change in ocean, bay, lake, stream, ground water quality or quantity, or alteration of existing drainage patterns |
| _____ | _____ | 7. Substantially change in existing noise or vibration levels in the vicinity. |
| _____ | _____ | 8. Site is on filled land or on slope of 10% or more. |
| _____ | _____ | 9. Use or dispose of potentially hazardous materials, such as toxic substances, flammables, or explosives. |

- _____ 10. Substantially change the demand for municipal services (i.e. police, fire, water, sewage, etc.).
- _____ 11. Substantially increase fossil fuel consumption (i.e. electricity, oil, natural gas, etc.).
- _____ 12. Relationship to a larger project or a series of projects.

Environmental Setting

On a separate page, please describe the project site, as it exists before the project. Please include information on topography, soil stability, plants and animals, and any cultural, historical, or scenic aspects. Additionally, please describe any existing structures on the site, and the use of said structures. Please attach photographs of the site and the structures (snapshots or polaroid photos will be accepted)

On a separate page, please describe the surrounding properties. Please include information on plants and animals, and any cultural, historical, or scenic aspects. Please indicate the type of land use (residential, commercial, etc.), intensity of the land use (single-family, multi-family, shops, department stores, etc.) and the scale of development (height, frontage, setbacks, etc.). Please attach photographs of the vicinity (snapshots or polaroid photos will be accepted)

Evaluation of Environmental Impacts: Please complete the attached Exhibit "A"

Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statement, and information presented are true and correct to the best of my knowledge and belief.

Signature

Print Name

For

Date

HAZARDOUS WASTE & SUBSTANCE STATEMENT (REQUIRED FOR ALL PROJECTS)

Pursuant to California Government Code Section 65962.5(f), before a city can accept as complete an application for any development project which will be used by any person, the applicant shall consult the lists sent to the appropriate city or county and shall submit a signed statement to the city indicating whether the project and any alternatives located on a site that is included on any of the lists compiled and shall specify any list.

The California Environmental Protection Agency (Cal/EPA) has compiled lists of Hazardous Waste and Substances Sites for the entire State of California, which identifies the following site in Rancho Palos Verdes (as of 8/28/2017):

- AAA No. 55 (Area North of PVDS, North of Crestmont Ln and South of Prickly Pear Trail)
- Pointe Vicente (PVDS and Hawthorne Blvd.) -Ladera Linda Site (32201 Forrestal Dr.)
- Green Hills Memorial Park (27501 Western Ave.)
- Rancho Cleaners (28374 S. Western Ave.)
- Point Vicente (Palos Verdes Dr. and Hawthorne Blvd.)

I have consulted the most current lists compiled pursuant to Section 65962.5 of the Government Code and hereby certify that the development project and any alternatives proposed in this application are not contained on these lists.

Property Owner Signature: _____

**ENVIRONMENTAL INFORMATION FORM
EXHIBIT "A"**

Evaluation of Environmental Impacts: Please check of level of impact for each question. In comment box, please provide reasons and supporting evidence for the section (attach additional pages if necessary).

Issues and Supporting Information Sources	Sources	Potentially Significant Issues	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
1. LAND USE AND PLANNING. Would the proposal:					
a) Conflict with any applicable land use plan, policy, or regulation including, but not limited to the general plan, specific plan, local coastal plan, or zoning ordinance?					
b) Conflict with applicable environmental plans or policies adopted by agencies with jurisdiction over the project?					
c) Be incompatible with existing land use in the vicinity?					
d) Conflict with any applicable habitat conservation plan or natural community conservation plan?					
e) Disrupt or divide the physical arrangement of an established community (including a low-income or minority community)?					
Comments:					
2. POPULATION AND HOUSING. Would the proposal:					
a) Cumulatively exceed official regional or local population projections?					
b) Induce substantial growth in an area either directly or indirectly (e.g. through projects in an undeveloped area or major infrastructure)?					
c) Displace existing housing, especially affordable housing?					

Issues and Supporting Information Sources	Sources	Potentially Significant Issues	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
d) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?					
Comments:					
3. GEOLOGY AND SOILS. Would the proposal:					
a) Expose people or structure to potential substantial adverse effects, including the risk of loss, injury, or death involving:					
i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault?					
ii) Strong seismic ground shaking?					
iii) Seismic-related ground failure, including liquefaction?					
iv) Landslides?					
b) Result in substantial soil erosion or the loss of topsoil?					
c) Be located on a geological unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on or off site landslide, lateral spreading, subsidence, liquefaction or collapse?					
d) Be located on expansive soil, as defined in the Uniform Building Code, thus creating substantial risks to life or property?					

Issues and Supporting Information Sources	Sources	Potentially Significant Issues	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
e) Have soils incapable or adequately supporting the use of septic tanks or alternative wastewater disposal systems, where sewers are not available for the disposal of wastewater?					
Comments:					
4. HYDROLOGY AND WATER QUALITY. Would the proposal:					
a) Violate any water quality standard or wastewater discharge requirements?					
b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater?					
c) Substantially alter the existing drainage pattern of the site or areas, including through the alteration of the course of a stream or river, in a manner, which would result in substantial erosion or siltation on or off site?					
d) Substantially alter the existing drainage pattern of the site or areas including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner that would result in flooding on or off site?					
e) Create or contribute runoff water which would exceed the capacity of existing or planned storm water drainage systems or provide substantial additional sources of polluted runoff?					
f) Otherwise substantially degrade water quality?					

Issues and Supporting Information Sources	Sources	Potentially Significant Issues	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
g) Place housing within a 100-year flood hazard area, as mapped on a Federal Flood Hazard Boundary or Flood Insurance Rate map or other flood hazard delineation map?					
h) Place within a 100-year flood hazard area, structures which would impede or redirect flood flows?					
i) Expose people or structures to a significant risk of loss, injury, or death involving flooding, including flooding as a result of the failure of a levee or dam?					
j) Expose people or property to inundation by seiche, tsunami, or mudflow?					
k) Have construction impact on storm water runoff?					
l) Have post construction activity impact on storm water runoff?					
Comments:					
5. AIR QUALITY. Would the proposal:					
a) Violate any air quality standard or contribute to an existing or projected air quality violation?					
b) Expose sensitive receptors to substantial pollutant concentrations?					
c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions that exceed quantitative thresholds for ozone precursors)?					
d) Create objectionable odors affecting a substantial number of people?					

Issues and Supporting Information Sources	Sources	Potentially Significant Issues	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
e) Conflict with or obstruct the implementation of any applicable air quality plan?					
Comments:					
6. TRANSPORTATION/CIRCULATION. Would the proposal:					
a) Cause an increase in traffic that is substantial in relation to the existing traffic load and capacity of the street system?					
b) Exceed either individually or cumulatively, a level of service standard established by the county congestion management agency for designated roads or highways?					
c) Result in inadequate emergency access or inadequate access to nearby uses?					
d) Result in insufficient parking capacity on-site or off-site?					
e) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?					
f) Conflicts with adopted policies, plans, or programs supporting alternative transportation (e.g. bus turnouts, bicycle racks)?					
g) Substantially increase hazards due to a design feature (e.g. sharp curves or dangerous intersections) or incompatible uses (e.g. farm equipment)?					
Comments:					

Issues and Supporting Information Sources	Sources	Potentially Significant Issues	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
7. BIOLOGICAL RESOURCES. Would the proposal result in:					
a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of fish and Game or US Fish and Wildlife Service?					
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or US Fish and Wildlife Service?					
c) Have a substantial adverse effect on federally protected wetlands, as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc...), through direct removal, filling, hydrological interruption, or other means?					
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites					
e) Conflict with any local polices or ordinances protecting biological resources, such as tree preservation policy or ordinance?					
f) Conflict with the provisions of an adopted Habitat Conservation Plan or Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?					
Comments:					

Issues and Supporting Information Sources	Sources	Potentially Significant Issues	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
8. ENERGY AND MINERAL RESOURCES. Would the proposal:					
a) Conflict with adopted energy conservation plans?					
b) Use non-renewable resources in a wasteful and inefficient manner?					
c) Result in the loss of availability of a known mineral resource that would be of future value to the region and the residents of the State?					
c) Result in the loss of availability of a locally important mineral resource recovery site delineated on a local General Plan, Specific Plan, or other land use plan?					
Comments:					
9. HAZARDS AND HAZARDOUS MATERIAL. Would the proposal involve:					
a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous material?					
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?					
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of and existing or proposed school?					
d) Be located on a site, which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would create a significant hazard to the public or the environment?					

Issues and Supporting Information Sources	Sources	Potentially Significant Issues	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?					
f) For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?					
g) Impair implementation of, or physically interfere with, an adopted emergency response plan or emergency evacuation plan?					
h) Expose people or structures to a significant risk of loss, injury, or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?					
Comments:					
10. NOISE. Would the proposal result in:					
a) Exposure of persons to or generation of noise levels in excess of standards established in the local General Plan or noise ordinance, or applicable standards of other agencies?					
b) Exposure of persons to or generation of excessive groundbourne vibration or groundbourne noise levels?					
c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?					
d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?					

Issues and Supporting Information Sources	Sources	Potentially Significant Issues	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or a public use airport, would the project expose people residing or working in the project area to excessive noise levels?					
f) For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?					
Comments:					
11. PUBLIC SERVICES.					
a) Would the project result in substantial adverse physical impacts associated with the provisions of new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the following public services:					
i) Fire protection?					
ii) Police protection?					
iii) Schools?					
iv) Parks?					
v) Other public facilities?					
Comments:					
12. UTILITIES AND SERVICE SYSTEMS. Would the project:					
a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?					

Issues and Supporting Information Sources	Sources	Potentially Significant Issues	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?					
c) Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?					
d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?					
e) Result in a determination by the wastewater treatment provider, which serves or may serve the project, that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?					
f) Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?					
g) Comply with federal, state, and local statutes and regulations related to solid waste?					
Comments:					
13. AESTHETICS. Would the proposal:					
a) Have a substantial effect on a scenic vista?					
b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historical buildings, within a state scenic highways?					

Issues and Supporting Information Sources	Sources	Potentially Significant Issues	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
c) Substantially degrade the existing visual character or quality of the site and its surroundings?					
d) Create a new source of substantial light or glare, which would adversely affect day or nighttime views in the area?					
Comments:					
14. CULTURAL RESOURCES. Would the proposal:					
a) Cause a substantial adverse change in the significance of a historical resource as defined in §15064.5 of the State CEQA Guidelines?					
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to §15064.5 of the State CEQA Guidelines?					
c) Directly or indirectly destroy a unique paleontological resource or site or unique geological feature?					
e) Disturbed any human remains, including those interred outside of formal cemeteries?					
Comments:					

Issues and Supporting Information Sources	Sources	Potentially Significant Issues	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
15. RECREATION.					
a) Would the project increase the use of neighborhood and regional parks or other recreational facilities, such that substantial physical deterioration of the facility would occur or be accelerated?					
b) Does the project include recreational facilities or require the construction or expansion of recreational facilities, which might have an adverse physical effect on the environment?					
Comments:					
16. AGRICULTURE RESOURCES: Would the project:					
a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resource Agency, to non-agricultural use?					
b) Conflict with existing zoning for agricultural use, or a Williamson Act contract?					
c) Involve other changes in the existing environment that, due to their location or nature, could result in conversion of Farmland, to a non-agricultural use?					
Comments:					

Environmental Information Form
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17. MANDATORY FINDINGS OF SIGNIFICANCE.					
a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?					
Comments:					
b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of the past projects, the effects of other current projects, and the effects of probable future projects)?					
Comments:					
c) Does the project have environmental effects, which will cause substantial adverse effects on human beings, either directly or indirectly?					
Comments:					



Environmental Information Form
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18. SOURCE REFERENCES	
1	
2	
3	
4	
5	
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7	

w:/forms/Environmental Information Form

CITY OF RANCHO PALOS VERDES

INSTRUCTIONS FOR PREPARING A VICINITY MAP AND PROPERTY OWNERS LIST

In order to satisfy public noticing requirements, certain planning applications require the submittal of a vicinity map and accompanying property owners list. The size of the vicinity map varies by application and may involve either adjacent properties, a 100' radius, or a 500' radius. Please check on the application form you are submitting for the vicinity map size you must submit.

With the exception of "Adjacent Properties" maps, a vicinity map and property owners list must be prepared by a Title Company or other professional mailing list preparation service. The mailing labels must be certified as accurate by the agent preparing the mailing list. Attached is a list of firms that provide services in preparation of vicinity maps and certified mailing labels. This is not intended to be an exhaustive list and the cost of the services provided will vary.

If you have any questions regarding properties of the vicinity map or property owners list, as described below, please contact a planner at (310) 544-5228.

VICINITY MAP

The purpose of the vicinity map is to clearly show all properties within the required radius of the subject lot (applicant). The vicinity map must clearly show the required radius line, dimensioned and drawn from the exterior boundaries of the subject lot, as shown below. All neighboring properties (including lots outside R.P.V. city limits) which fall completely within, partially within or are just touched by the radius line, must be consecutively numbered and the names and the addresses of the owners provided to the City as described below. Please devise your own consecutive numbering system on the map and ignore the lot number, Assessors number, or any other number already found on the lots on the vicinity maps. An "adjacent properties" vicinity map does not involve a set radius but rather needs to identify all properties behind, beside, and in front of the proposed project site, as shown below. The city's planning staff can provide the base map for preparing the vicinity map for a nominal charge. Applicants may also prepare their own maps, at a clearly marked scale of not less than 1" = 200'.

PROPERTY OWNERS MAILING LIST

The property owner of every parcel (even if vacant, rented or government owned), which falls completely or partially within the required radius on the vicinity map must be identified, placed on a mailing list and submitted to the City. The name and address of every property owner along with the assigned lot identification number, which corresponds to the vicinity map, must be neatly typed on 8 1/2" x 11 sheets of Xerox or Avery self-adhesive labels, as shown below. Two (2) sets of self-adhesive labels and a Xerox copy of the list must be provided to the City with your subject application. These labels will be used by the City to mail notice of your subject application to neighboring property owners. The property owners list must be obtained from the most current L.A. County Tax Assessor's roll. The City does not provide this service. The Assessor's office located at 500 W. Temple Street, Room 205, Los Angeles, CA 90012. Office hours are 8:00 am to 4:30 pm Monday-Friday. The telephone number is (213) 974-3441.

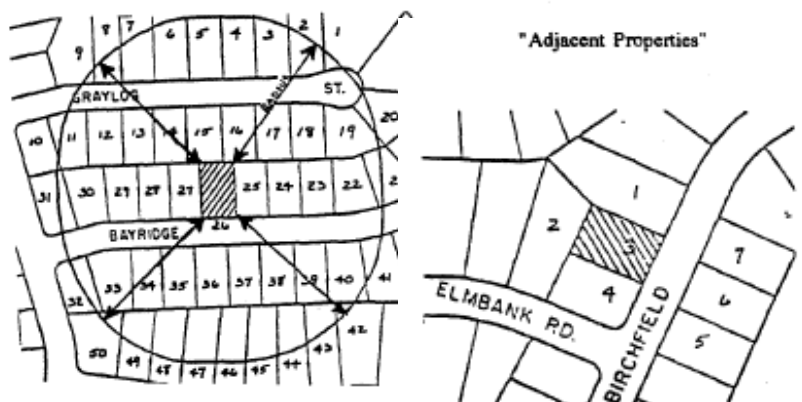
SAMPLE MAILING LABELS

Assigned Lot I.D. Number
Property Owner Name
Address
City, State, Zip Code

1
Harold Jackson
773 Graylog
RPV, CA 90275

2
Malcolm Hill
4117 Greenwood Meadow
Torrance, CA 90503

SAMPLE VICINITY MAPS



CERTIFICATION OF PROPERTY OWNERS' MAILING LIST

Application(s) _____

Applicant Name _____

Subject Property Address _____

Notice Radius Required _____

Number of property owners to be notified _____

I certify that the property owners' mailing list submitted with the application(s) listed above includes all of the persons listed on the latest adopted LA County Tax Roll as the legal owners (and if applicable occupants) of all parcels of land within _____ feet of the subject property noted above. I certify that the property owners' mailing list has been prepared in accordance with the City of Rancho Palos Verdes Development Code and "Vicinity Map Instructions Sheet." I also understand that if more than 20% of the notices are returned by the post office after mailing due to incorrect address information, or if the address information is not complete, that I will have to submit a new property owners' list that has been prepared and certified as accurate by a Title Company or other professional mailing list preparation service, and the project notice will have to be re-mailed.

Property Owner (Applicant) Signature

Date

Name (Please Print)

***Map Makers and Ownership Listing Services
that may prepare radius maps and mailing lists***

G.C. Mapping
711 Mission St., Suite D
So. Pasadena, CA 91030
(626) 441-1080
Attn: Gilbert Castro

JPL Zoning Services, Inc.
6263 Van Nuys Blvd.
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