



TO ALL PERSONS APPLYING FOR A
VARIANCE

The purpose of a Variance is to correct inequalities caused by exceptional or extraordinary conditions or characteristics of a property that would result in practical difficulties, unnecessary non-economic hardships, or denial of rights possessed by others because of the strict enforcement of the Code.

The procedure for processing a Variance application is as follows:

1. Submit complete application to the Community Development Department on the Thursday six weeks before the scheduled PEC meeting.
2. Secretary will set the date of public hearing before the Commission at a regular meeting and will circulate the required hearing notices.
3. The meeting includes presentation of a staff report, a public hearing, testimony, and discussion why the variance should or should not be granted.
4. The Commission either approves, approves with conditions, or denies the application.
5. The Commission's decision is final and is subject to appeal to the City Council within twenty (20) calendar days.

THE COMMUNITY DEVELOPMENT DEPARTMENT STAFF WILL BE HAPPY TO ASSIST YOU. SHOULD YOU HAVE ANY QUESTIONS CONCERNING YOUR APPLICATION, PLEASE DO NOT HESITATE TO CONTACT THE DEPARTMENT:

PHONE - (562) 866-9771, EXTENSION 2341

SPECIAL NOTES

You are advised **NOT** to obtain any loans or loan commitments on your property, or to clear the land, or do any work whatsoever that is dependent on final approval of your application. Anything you do before final approval **will be at your own risk**. Do not assume that your case has been finally approved until you are officially notified of such a decision in writing by the City.

Final approval requires favorable action by the Planning and Environment Commission. The decision of the Planning and Environment Commission is subject to appeal to or by the City Council. A decision of the Planning and Environment Commission is final only if no appeal is filed within the prescribed appeal period. Also, bear in mind that final approval alone may not be enough. **READ** the notice of the decision and the **RESOLUTION** of the Planning and Environment Commission on which the decision is based. It is necessary that you comply with **ALL** the conditions as set forth therein before the final approval takes effect.

ZONE VARIANCE APPLICATION INSTRUCTIONS

A COMPLETED APPLICATION MUST INCLUDE:

1. **A FILING FEE OF \$975.00**

2. **APPLICATION FORM**

3. **PROPERTY OWNERSHIP LIST**

Prepare a list of names and mailing addresses of ALL property owners within 300 feet of the property under consideration. Include all owners of the property being filed upon and all owners of property within said 300 feet that may lie outside the City of Lakewood boundaries. These names and addresses must be from the latest available County Tax Assessor rolls. Number each name. This list must be signed. An inaccurate or incomplete list will be cause to remove the case from the agenda or require a rehearing of the case.

4. **MAPS (2)**

Submit one (1) each of the following maps prepared at a scale no smaller than one inch (1") equals 200 feet, showing all streets, highways, alleys, right-of-ways, and lot cuts. Include tract and lot numbers. All lots and parcels must be completely dimensioned. Dull finish, Osalid bluelines, or black and white prints are required.

A. Prepare and submit one (1) map showing a 300 foot radius around the subject property and **show the property ownership by using the corresponding numbers from the Property Ownership List**. One set of **typed mailing labels** is required showing names and complete mailing addresses, including zip codes, of property owners.

B. Prepare and submit one (1) map showing types of land use and zoning within a 500 foot radius of the subject property.

5. **PLOT PLAN, FLOOR PLAN, ELEVATIONS (10 COPIES EACH)**

Plot plans, floor plans (if required), and elevations (one copy in color) should be drawn to a scale of not less than 1/16" equals one (1) foot. Clearly show all buildings, walls, parking, landscaping and subsurface utilities so located or proposed to be located on the property; the height, size, and shape for each; and distance from all property lines. All plans must be accurately drawn and completely dimensioned. **Required copies must be folded to fit inside a legal size folder. Rolled plans will not be accepted.**

6. **PICTURE(S) OF THE SITE AND ANY ADDITIONAL EXHIBITS APPLICANT MAY WISH TO PRESENT.**

7. **WRITTEN AUTHORIZATION FROM THE PROPERTY OWNER IF OTHER THAN APPLICANT.**

8. **PROOF OF OWNERSHIP OF THE PROPERTY (SUCH AS A COPY OF THE DEED OR TITLE REPORT).**

CITY OF LAKEWOOD

APPLICATION FOR VARIANCE

1. APPLICANT _____

ADDRESS _____

ZIP CODE _____ TELEPHONE _____

E-MAIL _____ MOBILE PHONE _____

2. PROPERTY OWNER _____

ADDRESS _____

ZIP CODE _____ TELEPHONE _____

E-MAIL _____ MOBILE PHONE _____

3. ARCHITECT/ENGINEER _____

ADDRESS _____

ZIP CODE _____ TELEPHONE _____

E-MAIL _____ MOBILE PHONE _____

4. SITE ADDRESS _____

5. ZONING _____

TO THE PLANNING ENVIRONMENT COMMISSION, CITY OF LAKEWOOD:

The applicant(s) _____

is/are _____ of property
(State whether owner, lessee, purchaser, or agent)

situated at _____
(Street Address)

Legal Description _____
(Lot and Tract Number)

The above described property was acquired by applicant on (Date) _____
What original deed restrictions, if any, concerning type of improvements permitted were placed on
the property involved? Give date said restrictions expire: _____

(You may attach a copy of the original printed restrictions in answer to this question after properly
underscoring those features governing the type and class of uses permitted thereby.)

REQUEST: The applicant requests that a Variance be granted to develop the above-described property in the following manner:

1. USE OF PROPERTY _____

2. NATURE OF VARIANCE REQUESTED _____

NOTE: The Lakewood Municipal Code requires that the conditions set forth in the following sections **MUST** be established before a Variance can be granted. Respond to each section and explain in detail how your case conforms to the following findings. If any one cannot be found, the application must be denied.

1. That there are exceptional or extraordinary circumstances or conditions applicable to the property, or intended use which do not apply generally to other property or class of use in the same vicinity and zone. (Please explain.)

2. That such variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and zone but which is denied to the property in question. (Please explain.)

3. That the granting of such Variance will not be materially detrimental to the public welfare nor injurious to the property or improvements in such vicinity and zone in which the property is located. (Please explain.)

4. That the proposed Variance will not be in conflict with the General Plan. (Please explain.)

USE ADDITIONAL SHEETS TO ANSWER STATEMENT ABOVE, IF NECESSARY.

APPLICANT'S AFFIDAVIT

STATE OF CALIFORNIA)
CITY OF LAKEWOOD) ss.
COUNTY OF LOS ANGELES)

I am the _____
(State whether owner, lessee, purchaser or agent)

of the property involved in this application. I have familiarized myself with the requirements of the Zoning Ordinance in this matter. The statements and answers are true to my own knowledge and present the argument in behalf of the application, except as to those matters which are therein stated upon my information or belief, and as to those matters I believe to be true.

I certify and declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, at _____

Corporate Name (if any)

Signature

Phone No. _____

CERTIFIED PROPERTY OWNER'S LIST

(CCP 2015.5)

City of Lakewood

Case No. _____

The following is a list taken from the latest available Los Angeles County Assessment roll, of all persons to whom all property is assessed for a distance of 300 feet from the exterior boundaries of the subject property, described as _____

Lot and Tract No.

Address

NAME

STREET ADDRESS

CITY

I hereby certify (or declare) under penalty of perjury that the foregoing is true and correct.

Date

Signature

FOR OFFICE USE ONLY

DATE FILED _____

FEE PAID \$ _____

DATE OF _____

RECEIVED BY _____

(Community Development Dept.)

<i>List of Radius Map Services</i>	
N.P.S. + Associates, Nick Vasuthasawat, President 396 W. Avenue 44 Los Angeles, CA 90065 Telephone: (323) 801-6393 Fax: (323) 227-5463 E-mail: nicksplanningservices@gmail.com Website: www.npsassociates.com	Radius Maps Company 211 S. State College Boulevard Anaheim, CA 92806 Cell: (714) 323-6031 Office: (888) 272-3487 E-mail: radiusmaps@gmail.com Website: www.RadiusMapsCompany.com
AM Mapping Services Anna M. Smit Telephone: (909) 466-7596 Telephone: (626) 403-1803 E-mail: ammappingserv@aol.com	Advanced Listing Services Inc. Denise Kaspar Telephone: (949) 361-3921 E-mail: Denise@Advancedlisting.com Website: http://www.advancedlisting.com
GC Mapping Service, Inc. 3055 West Valley Boulevard Alhambra, CA 91803 Telephone: (626) 441-1080 Fax: (626) 441-8850 E-mail: gcmapping@radiusmaps.com	Joe Moreno and Sue Moreno 12106 Lambert Avenue El Monte, CA 91732 Telephone: (626) 350-5944 Fax: (626) 350-1532 E-mail: moreservices@sbcglobal.net
Susan Case Inc - Radius Maps & Lists 917 Glenneyre Street, #7 Laguna Beach, CA 92651 Telephone: (949) 494-6105 E-mail: orders@susancaseinc.com Website: www.susancaseinc.com	Michael Pauls Associates 203 Argonne Avenue, #141 Long Beach, CA 90803 Telephone: (562) 434-2835 Fax: (562) 434-4301 E-mail: michael@michaelpaulsassociates.com
TMG Solutions, Inc. 19401 S. Vermont Avenue, Suite B 201 H Torrance, CA 90502 Telephone: (310) 532-0446 E-mail: lanny@tmgsolutions.net	Ownership Listing Service Cathy McDermott Telephone: (951) 699-8064 Fax: (951) 699-8064 E-mail: ownershiplistingservice@hotmail.com
Donna's Radius Maps, Donna Scales 684 S. Gentry Lane Anaheim, CA 92807 Telephone: (714) 921-2921 Mobile: (714) 458-4758 E-mail: ddradiusmaps@sbcglobal.net	Atlas Radius Maps, Dana Molino P.O Box 18612 Anaheim, CA 92817 Mobile: (714) 906-3168 E-mail: atlasradmaps@gmail.com Website: www.atlasradiusmaps.com
Express Notice and Mail, LLC 17595 Harvard Avenue, Suite C209 Irvine, CA 92614 Telephone: (714) 551-9814 E-mail: sales@ExpressNoticeAndMail.com Website: www.ExpressNoticeAndMail.com	Szeto & Associates Stan Szeto Telephone: (626) 512-5050 Fax: (323) 838-0515 E-mail: stanleyszeto@sbcglobal.net
Ownership Listings & Radius Maps Telephone: (949) 542-MAPS (6277) E-mail: info@ownershiplistingservice.com	DataPro, Michael Higerson Telephone: (800) 568-7104 E-mail: datapromapping@gmail.com
City Radius Maps 300 E. Bonita Avenue, #3641 San Dimas, CA 91773 Telephone: (818) 850-3382 E-mail: robert@cityradiusmaps.com	NotificationMaps.com 668 N Coast Hwy #401 Laguna Beach, CA 92651 (866) 752-6266 E-mail: sales@notificationmaps.com

This list is provided as reference only for your convenience. The businesses on the list are not arranged in any particular order. The City does not provide recommendations for any company. You are not restricted to using only the companies on this list. You are not required to hire a company to prepare the property owner list. You may prepare the labels yourself by acquiring the required maps at the public counter and gathering the property owner information at the Los Angeles County Tax Assessor's Office.