



# MASTER LAND USE APPLICATION

ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT (ECDD) - PLANNING DIVISION



<b>Filing Date</b>	<b>Case No.</b>	<b>CEQA Case No.</b>	<b>General Plan Land Use:</b>	<b>Zoning:</b>
<b>Intake Staff Last Name</b>		<b>Accela No.</b>		

**Do Not Write Above (For Planning Staff Only)**

### 1. Type of Approval Requested

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Design Review                | <input type="checkbox"/> Fence Permit                    | <input type="checkbox"/> Certificate of Compliance |
| <input type="checkbox"/> Large Family Day-Care        | <input type="checkbox"/> Minor Modification              | <input type="checkbox"/> Lot Line Adjustment       |
| <input type="checkbox"/> Planned Assembly Development | <input type="checkbox"/> Sign Permit                     | <input type="checkbox"/> Parcel Map (Final)        |
| <input type="checkbox"/> Sign Adjustment              | <input type="checkbox"/> Over the Counter                | <input type="checkbox"/> Parcel Map (Tentative)    |
| <input type="checkbox"/> Special Use Permit           | <input type="checkbox"/> Plot Plan Review                | <input type="checkbox"/> Tract Map (Final)         |
| <input type="checkbox"/> Site Plan Review             | <input type="checkbox"/> Parking For Major Event Patrons | <input type="checkbox"/> Tract Map (Tentative)     |
| <input type="checkbox"/> Vested Structure             | <input type="checkbox"/> Preliminary Site Plan Review    |  |
| <input type="checkbox"/> Zone Adjustment              | <input type="checkbox"/> Reasonable Accommodation        |  |
| <input type="checkbox"/> Zone Variance                | <input type="checkbox"/> Super Graphic Wall Sign         |  |
|   | <input type="checkbox"/> Temporary Sign Permit           |  |

### 2. Project Location and Site

Street Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Assessor's Identification Number(s) (AIN) \_\_\_\_\_

No. of Units \_\_\_\_\_ No. of Lots \_\_\_\_\_ Lot Area (sq. ft.) \_\_\_\_\_ Project Size (sq. ft.) \_\_\_\_\_

### 3. Project Description

Describe Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Valuation (\*Site Plan Review Only) \_\_\_\_\_

### 4. Applicant/Owner Information

Applicant(s) Name \_\_\_\_\_ Company \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

Property Owner(s) Name (if different from applicant's) \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

Authorized Agent Name \_\_\_\_\_ Company \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_



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## 5. Owner(s) Affidavit

Under the penalty of perjury, I/we attest that I/we am/are the owner(s) of record for the property associated with this application, and I/we authorize this application to be filed. Further, I/we do, by my/our signature(s) on this agreement, absolve the City of Inglewood of all liabilities regarding any deed restrictions that may be applicable to the property described herein. If the request is approved, I/we am/are willing to record a covenant that may restrict the use of my/our property as related to this request. I/we furthermore authorize the authorized agent named in this application to act as my representative.

I/We declare that all encumbrances on the subject property are shown on the submitted site plan (or attached on a separate sheet) and that the purpose of all encumbrances (and ownership of all easements) is stated. In the case of a tentative map, I/we further declare that the property involved in this application is free from all encumbrances that would conflict with the project application; particularly dedications of the right to further subdivide/consolidate to the County of Los Angeles or City of Inglewood.

I/We hereby grant the City admittance to the subject property as necessary for processing of the project application.

I/We declare under penalty of perjury that the foregoing statements and answers herein contained and information herewith submitted are in all respects true and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

**Please Note:** If owner is a corporation, LLC, partnership, or trust, an ownership disclosure must be submitted that reveals the agent for service of process or an officer of the ownership entity. This may be verified by providing a copy of corporate articles, partnership agreement, or trust document, as applicable. In the event that the ownership does not match the City Records a Grant Deed is required to confirm ownership. Ownership on the deed must match exactly with the ownership listed on the application.

### ALL-PURPOSE ACKNOWLEDGMENT AND AFFIDAVIT

A notary or public or other officer completing this certificate verifies only the identity of the individual who signed the document to which the certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_

(Insert Name of Notary Public and Title)

Personally appeared \_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person(s) whose names (s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf on which the person(s) acted, executed the instrument.

I certify under the PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal

\_\_\_\_\_ (Seal)

Signature



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## 6. Additional Information/Findings

In order for the City to render a determination on your application, additional information may be required. Consult with Planning Division staff for all required documents.

## 7. Burden of Proof (All discretionary applications)

The employees of the Planning Division are required to give assistance to anyone who desires to utilize remedies afforded by the Inglewood Municipal Code. Such assistance however is not to be interpreted as encouragement to the applicant. In all cases, the burden of proof is upon the applicant to make the findings necessary before substantiating granting approval of the requested action. There is no guarantee, expressed or implied, that any application will be granted by the approving body. Each application will be appropriately investigated and analyzed. After said investigation, or the public hearing has been held, the staff's determination may be different than the position discussed in preliminary meetings. Staff is not permitted to assist the applicant or any opponents to the application in preparing arguments for or against the request.

ATTEST: I (print name) \_\_\_\_\_ have read the foregoing and understand the burden of proof in the matter(s) associated with this application is upon the applicant.

Signature of Applicant: \_\_\_\_\_ Print name: \_\_\_\_\_

Date: \_\_\_\_\_

-----Planning Division Staff Use Below-----

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Related Cases \_\_\_\_\_

Attached: [ ] Response to Findings [ ] Environmental Checklist [ ] Other \_\_\_\_\_

[ ] Business Card [ ] Affordable Housing Intake Form



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## REQUIRED FINDINGS LIST

(Please provide your response on a separate sheet and attach to application)

**Special Use Permit (All except Telecommunication Facilities):**

1. The site for the proposed use is adequate in size and shape to accommodate the use and/or there exists, or there shall exist, adequate facilities and improvements on the site to accommodate the use.
2. The site for the proposed use is served by streets of appropriate width and function to carry the kind of traffic to be generated, and the site has or shall have sufficient on-site parking facilities to comply with the provisions of this Chapter.
3. The site for the proposed use is suitably zoned or otherwise designated for such use and the proposed development or use shall conform with the purpose and intent of the General Plan.
4. The proposed use will not adversely affect neighboring properties, the occupants thereof or the permitted uses thereon, or the general public in terms of noise, litter, traffic, parking availability, health, safety or any other factor causing potential detriment to neighboring properties or property values.

**Special Use Permit (Telecommunication Facilities):**

1. All findings stated above.
2. That the proposed facility will be an enhancement to the City due to its ability to provide additional communication service.
3. That the proposed facility will be camouflaged and aesthetically integrated into the design and landscaping of its site and surrounding land uses.
4. That the proposed facility has been evaluated within the context of the ultimate anticipated network of facilities of both the applicant and other commercial mobile carriers so as to reduce the number of facilities needed to provide expanded service.
5. That the proposed facility has been located and designed for co-location to the maximum extent possible.
6. That the proposed facility will comply with FCC regulations regarding, interference with the reception or transmission of other wireless service signals within the City and surrounding community.
7. That the proposed facility will operate in compliance with all other applicable federal regulations for such facilities, including safety regulations.
8. That the proposed facility is necessary in order to assist in filling a gap in telecommunication service in the community.

**Special Use Permit (Planned Assembly Development)**

1. See Section 12-39.2 of the Inglewood Municipal Code.
2. Encourage and provide for private redevelopment, rehabilitation and conservation of property through the assembly of land into larger and more usable parcels;
3. Achieve flexibility and variety in the physical development pattern of the City;
4. Permit development that may vary from the specific provisions of these zoning regulations but that will also result in comparable or superior residential, commercial and/or industrial developments and environments;



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5. Encourage the provision and better utilization of open space, better separation of pedestrian and vehicular traffic where appropriate, and improved compatibility with surrounding neighborhoods particularly with mixed or different land uses.

**Zone Change:**

1. A change of zone classification, or a change to the text of this Chapter, will be consistent with the land use designation and any other applicable designations of the general plan.
2. A change of zone classification will be appropriate for the subject property in terms of the adequacy of the site to accommodate land uses permitted by the proposed zone.
3. A change of zone classification will not constitute the granting of a special privilege to the property owner inconsistent with the current or designated uses or limitations of other properties in the vicinity.
4. A change to the text of this Chapter will not constitute the establishment of unique standards, offering special privilege to a particular individual or group of individuals, that is inconsistent with the general intent of the provisions of this Chapter or that may be detrimental to the general welfare of the community.

**Variance:**

1. That there are exceptional or extraordinary circumstances or conditions applicable to the property involved, including but not limited to size, shape, topography, or surroundings, that do not apply generally to other property or uses in the same zone and vicinity; and
2. That the strict application of the zoning provisions of this Chapter would result in practical difficulties or unnecessary hardships inconsistent with the general purpose and intent thereof (the costs of providing required improvements or of correcting violations shall not constitute such hardship); and
3. That the granting of such variance will not be materially detrimental to the public health, welfare or safety or injurious to the property or improvements in such zone and vicinity in which the property of the applicant is located; and
4. That the granting of such variance will not conflict with the provisions of the comprehensive general plan.

**Adjustment:**

1. That application for the adjustment is necessary due to special circumstances or conditions pertaining to the property or to the use thereon; and
2. That the proposed adjustment is necessary in order that the applicant may not be unreasonably deprived of the proper use or enjoyment of the applicant's property; and
3. That the proposed adjustment would not be detrimental to the neighborhood in which the property is located; and
4. That the proposed adjustment is consistent with the legislative intent of the zoning and development standards of this Chapter that pertain to the subject property.



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## Environmental Information and Checklist Form

### General Information

1. Name and address of developer or project sponsor: \_\_\_\_\_
2. Street Address of Project \_\_\_\_\_ Zip Code \_\_\_\_\_  
Assessor's Identification Number(s) (AIN) \_\_\_\_\_
3. Name, address, and telephone number of person to be contacted concerning this project:  
\_\_\_\_\_
4. 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: \_\_\_\_\_
5. Existing zoning: \_\_\_\_\_
6. Proposed use of site: \_\_\_\_\_
7. Site size. \_\_\_\_\_
8. Square footage of structures.       No Change    Existing \_\_\_\_\_ Proposed \_\_\_\_\_
9. Number of floors of construction.       No Change    Existing \_\_\_\_\_ Proposed \_\_\_\_\_
10. Amount of off-street parking provided.       No Change    Existing \_\_\_\_\_ Proposed \_\_\_\_\_

### Project description, including but not limited to the following: (Attach separate sheets as necessary)

11. Proposed project scheduling.
12. Associated projects.
13. Anticipated incremental development or future development phases.
14. If residential, including the number of existing units, number of proposed units, unit sizes, range of sale prices or rents, and household size expected.
15. If commercial, indicate the type, whether neighborhood, city, or regionally oriented, square footage of sales area, and loading facilities.
16. If industrial, indicate type, estimated employment per shift, and loading facilities.
17. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
18. If the project involves a Zone Adjustment, Variance, Special Use Permit or rezoning application, please indicate clearly why the application is required.



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## Environmental Information and Checklist Form (cont'd)

Please read and answer the following questions and discuss all items checked yes (attach additional sheets as necessary).

	Yes	No
19. Change in existing features of any hills or substantial alterations of ground contours.	_____	_____
20. Change in scenic views or vistas from existing residential or public lands or roads.	_____	_____
21. Change in pattern, scale, or character of the general area of the project.	_____	_____
22. Significant amounts of solid waste or litter.	_____	_____
23. Change in dust, ash, smoke, fumes, or odors in the vicinity.	_____	_____
24. Change in groundwater quality or quantity, or alteration of existing drainage patterns.	_____	_____
25. Substantial change in existing noise or vibration levels in the vicinity.	_____	_____
26. Site on filled land or on a slope of 10 percent or more.	_____	_____
27. Use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives.	_____	_____
28. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).	_____	_____
29. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).	_____	_____
30. Subject property located on or within 100 feet of a fault line according to the Earthquake Fault Zones Map maintained by the California Department of Conservation and available through the Building Division.	_____	_____
31. Project is one phase or part of a larger planned project or series of projects.	_____	_____

### Environmental Setting

(On a separate sheet please provide the following information and photographs)

32. Describe the project site as it exists before the project, including information on topography, soil stability, plants, and any cultural, historical, or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site.

33. Describe the surrounding properties, including information on plants and any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercial, etc.), the intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.). Attach photographs of the vicinity.

### 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, statements, and information presented are true and correct to the best of my knowledge and belief.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_



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## AFFORDABLE HOUSING INTAKE FORM

The following is additional required information for affordable housing applications:

1. Residential units are (Check one):  For Sale  For Rent

2. Total number of Units: \_\_\_\_\_

3. Number of Affordable Units: \_\_\_\_\_

4. Number of Market Rate Units: \_\_\_\_\_

5. Level of affordability:

Extremely low Income No. of units \_\_\_\_\_

Very low Income No. of units \_\_\_\_\_

Low Income No. of units \_\_\_\_\_

Moderate Income No. of units \_\_\_\_\_

6. Code Incentives requested:

Reduce required private open space area to sixty square feet per unit.

Increase allowable height by five percent (5%) with a maximum fifteen percent (15%) increase allowed and no restriction on the number of stories.

Reduce required side yard setback by ten percent (10%) with a maximum thirty percent (30%) decrease allowed (minimum three-foot side yard required or other minimum specified by zone).

Allow ancillary mixed-use zoning on a residentially zoned site (commercial must be compatible with surroundings).

Allow tandem parking for parking spaces assigned to specific dwelling units.

Reduce parking requirements.

Other or greater incentives not above (respond to No. 7 below).

7. Provide an explanation why "Other" Code incentive(s) are necessary to facilitate the Affordable Housing project. (Attach additional sheets if needed)

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

8. Will you be soliciting housing funds from the City? No \_\_\_\_\_ Yes \_\_\_\_\_ (If yes, please contact):

Roberto Chavez  
Housing Department Manager  
Phone: 310-412-5221  
rchavez@cityofinglewood.org





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## Parking For Major Event Patrons Application

Applications for Major Event Patrons may be accepted for review if a site meets all of the following requirements:

1. *There is a non-residential use*
2. *located along major arterials as defined by the Inglewood General Plan;*
  - Arbor Vitae Street
  - Centinela Avenue
  - Century Boulevard
  - Crenshaw Boulevard
  - Florence Avenue
  - Hawthorne Boulevard
  - Imperial Highway
  - La Brea Avenue
  - La Cienega Boulevard
  - Manchester Boulevard
  - Prairie Avenue
3. *A minimum of ten parking spaces will be provided*
4. *Compliance with at least one of the following:*
  - *The normal business activities, for which the parking lot is required, shall have ceased at least one hour before the major sports or entertainment event commences*
  - *The parking spaces to be utilized for major event parking are available in excess of code requirements for the subject site of the business*
  - *Approval of a special use permit to allow shared parking for major event attendees subject to A parking utilization study, prepared and certified by a licensed civil engineer, that demonstrates the availability of a minimum of ten parking spaces for major event attendees shall be submitted to the Planning Division as proof that a parking analysis that complies with the Code provisions has been prepared.*

### 1. Property Location

Street Address \_\_\_\_\_

Assessor's Identification Number(s) (AIN) \_\_\_\_\_

### 2. Owner Information

Name \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

### 3. Applicant Information

Name \_\_\_\_\_ Company \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ Email: \_\_\_\_\_



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#### 4. Required Information *(Please attach separate sheets as necessary)*

Number of Parking Spaces proposed for Major Event Patrons: \_\_\_\_\_

Hours of operation for proposed parking: \_\_\_\_\_

List Of Active Businesses on Site	Hours of Operation

Site Plan scaled and dimensioned: