



**COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION**  
12700 NORWALK BOULEVARD  
NORWALK, CA 90651-1030  
(562) 929-5744 Voice

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## **DIRECTOR APPROVAL REQUEST SUBMITTAL REQUIREMENTS**

### **INTRODUCTION**

The purpose of this administrative permit is to provide for Community Development Director review of minor applications to ensure that they meet the intent of the Zoning Code and General Plan. These are permits that do not require review by the Planning Commission or other hearing body. Since all projects are unique, additional information may be deemed necessary depending on the project's location, size, complexity and surrounding environment. Project review will consist of a conceptual review and not subject to a precise development review. If you have questions regarding the applicability of any of these submittal requirements or if additional information will be required for your particular project, contact the Planning Division at (562) 929-5744 for clarification.

### **SUBMITTAL REQUIREMENTS**

The request for a Director Approval shall be in writing and include the following:

- Director Approval Request Application.
- Provide a digital copy of the fully dimensioned plans (Site, Floor, Landscape, Signs) and color elevations in PDF format on a flash drive or CD (if applicable).
- Narrative describing proposed use, specific request and how the proposal improves the project design and/or neighborhood.
- Provide radius map and two (2) sets of adhesive mailing labels of all the legal property owners within five hundred feet (500') of the exterior boundaries (property lines) of the subject property/properties involved.
- Include a zoning conformance matrix on the cover sheet of the site plan. The matrix shall include proposed deviations, waivers or requests of the NMC regarding setbacks, building height, parking, landscaping, etc.

The following sample chart should serve as a guideline to help you develop your matrix. Do not produce this exact chart on your plans as you need to develop your own matrix using the appropriate code sections applicable to your specific project.

SUBJECT	CODE SECTION	REQUIRED	PROPOSED
Parking	17.03.040.	Deviation of 20% Commercial Centers > 30,000 sf: 1 space/250 sf 15,000 sf = 60 spaces	55 spaces
Artificial Turf	17.03.010.H.	Max. 70% of landscaped area Landscaped area = 500 sf 70% = 350 sf	350 sf
Setbacks	17.04.140	Min. 10' Deviation of 10% = 1'	9' setback
Signs	17.03, Article III Signs	Deviation of 20% Max. 20% of building face Building face: 136 sf x .2 = 27.2 sf	Sign area = 32.64 sf

## **APPLICATION PROCESS**

### **Step 1. Information Gathering and Prescreening**

If your project requires Director Approval, you must submit a Director Approval Request Application and submittal requirements listed in this document to the Community Development Department Planning Division, prior to initiating the Building Plan Check Process. Planning Division staff is available to prescreen your application and may be contacted via email [planning@norwalkca.gov](mailto:planning@norwalkca.gov), by phone (562) 929-5744 or in-person by appointment only.

### **Step 2: Application Review and Public Notification**

The initial review of the application requires ten (10) business days and starts when the Planning Division receives a complete application containing the information stated above. Upon submitting a complete application and after the initial review, staff will mail a notification to all property owners within a 500-foot radius of the subject parcel, notify the Planning Commission, and will provide a 10-day comment period for the pending application. The notification is intended to inform members of the nearby community about the proposed project and obtain feedback in the event of potential impacts because of the proposed project.

### **Step 3: Director's Decision and Terms**

Following the 10-day review and comment period, the Director will consider any comments received and make a decision on the pending application. Staff will send a Notice of Action letter approving, conditionally approving or denying the project. The applicant will have an opportunity to appeal the Director's decision to the Planning Commission. The ten (10) calendar day appeal period begins on

the date of the Notice of Action. The Notice of Action will include the deadline to file an appeal with the Community Development Department, Planning Division. To file an appeal, the applicant must submit a written request to the Planning Division and pay a fee per the adopted fee resolution. Once the appeal period ends and if no appeals are filed, the Director's decision is final.

The following terms apply to Director Approval Requests:

A. Expiration: The Director's Approval shall become null and void (1) year after date of approval, unless exercised.

B. Extensions: The Director's Approval may be extended up to one (1) year if the applicant demonstrates that no circumstances relevant to the approval of the waiver, including other development in the neighborhood, have changed from the time of approval. To initiate an extension, applicant must submit a written request to the Planning Division prior to expiration date and pay a fee per the adopted fee resolution.

C. Findings: The Director shall make one (1) or more of the following findings upon the issuance of an administrative approval:

1. The administrative approval is consistent with the purposes and intent of the Zoning Code.
2. The same or similar result cannot be achieved by using provisions in the Zoning Code that do not require the administrative approval.
3. The administrative approval will not produce a result that is out of character or detrimental to the public health, safety and welfare or adversely affect property values or the present or future development of surrounding area.
4. The administrative approval is directly related to and further mitigates impacts caused by a public acquisition.
5. The administrative approval would bring the property closer to overall conformance with the purposes and intent of the Zoning Code.
6. The administrative approval would not substantially depreciate property values in the vicinity or interfere with the use or enjoyment of property in the surrounding vicinity.
7. The administrative approval is needed for safety reasons, or to comply with other applicable codes, laws, ordinances, rules and regulations.
8. The administrative approval will enhance architectural compatibility between the proposed structure and existing structures in the surrounding area.

#### **Step 4: Building Plan Check Process**

Once you have obtained Director Approval, you may initiate the Building Plan Check process by submitting construction plans to the Building & Safety Division. The construction plans must include the Notice of Action letter embedded within the plans. Building & Safety Division staff can be contacted via email [building@norwalkca.gov](mailto:building@norwalkca.gov), by phone (562) 929-5733 or in-person by appointment only.



DAR No: \_\_\_\_\_  
Date: \_\_\_\_\_

## DIRECTOR APPROVAL REQUEST APPLICATION

### PROJECT INFORMATION

Address

Assessor's Parcel Number(s)

Project Description

### PROPERTY OWNER(S) INFORMATION

### APPLICANT

Name

Name

Company/Business

Company/Business

Address

Address

City/State/Zip

City/State/Zip

( )

( )

Phone Number

Phone Number

Email

Email

The Director may administratively approve the following types of approvals (check all that apply):

**Land uses:**

- Temporary uses, pursuant to Section 17.04.199
- On-sale alcohol sales within bona fide restaurants as defined in Section 17.04.140
- Alcohol beverage manufacturing, with or without a tasting room
- Drive-through or drive-up establishments, pursuant to the standards contained in Section 17.04.105
- Animal clinics or hospitals, pursuant to the standards contained in Section 17.04.175
- Animal care
- Commercial parking facility
- Remote parking facility
- Mobile food trucks, pursuant to the standards contained in Section 17.04.198
- Shooting range
- Unclassified uses, pursuant to Section 17.02.204

**Minor developments:**

- Building additions up to thirty percent (30%) of the existing building's gross floor area on properties zoned for nonresidential uses
- Facade improvements on properties zoned for nonresidential uses
- Modifications to approved master sign programs
- Artificial turf in any zone, pursuant to the standards contained in Section 17.03.010.H
- New single-family residences on substandard lots
- Modifications/reconfigurations to parking layouts, pursuant to the standards contained in Section 17.30.050

**Adjustments and/or waivers:**

- Setbacks: Deviation up to ten percent (10%) for required setbacks and existing non-conforming setbacks in any zone, if such deviation is deemed to be in the best interest of the site plan design and alternative landscaping is provided elsewhere within the development
- Building height: Deviation up to ten percent (10%) for building heights in any zone
- Deviations from standards for drive-through or drive-up establishments
- Deviation from height requirements for walls, fences, and hedges in any zone, pursuant to Section 17.03.300

**Off-street parking requirements:**

- Deviation of up to twenty percent (20%) from the required number of parking spaces as set forth in Section 17.03.040
- Determination of number of required loading spaces, pursuant to Section 17.03.030

**Signs:**

- Deviation of up to twenty percent (20%) of allowable sign area, as set forth in Title 17, Chapter 17.03, Article III Signs
- Additional signs beyond those allowed in Title 17, Chapter 17.03, Article III Signs

**Landscape:**

- Deviation of up to twenty (20%) of required landscaping, as set forth in Section 17.03.010

**Design Standards:**

- Deviation of design standards in any zone.

## Property Owner Authorization for Applicant

**NOTE:** An application may be filed only by the owner\* of the property or by a person authorized by the owner to represent them.

- I have the authority to file this application on behalf of the owner as authorized by the owner's notarized consent signature below.
- I am the owner of the property.

I/We, \_\_\_\_\_, being duly sworn do depose and say that I/we am/are the owner(s) or applicants herein named and that the foregoing statement and answers herein contained, and the information herein submitted are in all respects true and correct to the best of my/our knowledge and belief.

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<b>Signature</b>	<b>Name (Please print)</b>	<b>Date</b>
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**CONSENT BY OWNER(S)** (If Applicant is other than owner, owner(s)\* must sign consent to filing.)

I/We, \_\_\_\_\_, am/are the owner(s) of the subject property and consent to the filing of this application and hereby authorize city representative(s) to enter upon my property for the purpose of examining and inspecting the property in preparation of any reports and/or environmental review for the processing of the application(s) being filed and consent to the filing of this application.

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<b>Signature</b>	<b>Name (Please print)</b>	<b>Date</b>
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<b>Signature</b>	<b>Name (Please print)</b>	<b>Date</b>
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