



INTRODUCTION

Certain land use and development proposals require review and approval by the Planning Commission, and/or City Council. The City of Norwalk project entitlement process consists of the Application Phase, and the Public Hearing Phase as outlined below. The filing deadlines for each phase are available on-line or at the Planning Division counter. Planners are also available to help you at the Planning Division counter by appointment, by emailing planning@norwalkca.gov, or by calling (562) 929-5744.

PROCEDURES

Application Phase: City staff reviews an application to ensure that the project is consistent with the Norwalk Municipal Code and all of the required information is provided to evaluate the project. Staff presents a recommendation to the decision making body and prepares recommended conditions of approval. Staff also conducts a preliminary review of the project's impact on the environment and prepares the proper environmental documentation for the project. At the end of this 30-day review period, staff provides written comments, a recommendation, and recommended conditions of approval at the end of this phase, and a determination on whether the application is ready to proceed to the next phase. If the application is complete, you will be provided with a tentative hearing date. After the comments are provided, you have the option to meet with City staff to address issues and discuss conditions of approval.

Public Hearing Phase: Once the Application Phase is complete, staff schedules the application for a hearing before the Planning Commission. Staff also conducts the final environmental review in compliance with the California Environmental Quality Act during this phase. For more complex cases, the environmental documentation must be completed prior to commencing the Public Hearing Phase. All legal noticing is prepared in accordance with State Law. There are very few or no plan changes to the project during this phase. Staff prepares the staff report, and a copy is sent to the applicant five (5) days prior to the public hearing. At the public hearing, the Planning Commission will approve, conditionally approve, or deny the project based upon information presented, staff's recommendation and any public testimony received. It is important that the applicant attend the hearing and be prepared to address any questions from the Planning Commission. Testimony from the public in written form or provided at the hearing will also be considered. The decision of the Planning Commission may be appealed to the City Council within 10 days from the date that notice of the decision is mailed to the applicant.

OFFICE USE

Case Number(s): _____

Application Phase - Comments Due: _____

SUBMITTAL REQUIREMENTS

The following minimum information and materials are required for the processing of Development Applications. All application materials must be submitted in digital format in a portable storage device (i.e. memory stick or CD) and four (4) full sized (24" x 36") sets of plans. Submittal requirements are as follows depending on the type of request. These application requirements shall apply to the following applications:

- Conditional Use Permit _____
- Density Bonus _____
- Development Agreement _____
- General Plan Amendment _____
- Lot Line Adjustment _____
- Lot Merger _____
- Plot Plan _____
- Precise Development Plan _____
- Sign Use Permit _____

- Sexually Oriented Business Permit _____
- Small Cell/Co-Location Permit _____
- Tentative Parcel/Tract Map _____
- Wireless Telecommunications Permit _____
- Zone Change _____
- Zone Variance _____
- Zoning Ordinance Text Amendment _____
- Other _____

If you have obtained this application through our website, please contact a planner at (562) 929-5744 to confirm applicability of the submittal items.

APPLIES TO ALL APPLICATIONS

- 1. DEVELOPMENT APPLICATION FORM – Must include Property Owner signature with *notarized acknowledgement*.
- 2. PRELIMINARY TITLE REPORT - Must be dated within one (1) year. A Grant Deed and most recent year Tax Bill showing ownership may be submitted together instead of a title report.
- 3. [ENVIRONMENTAL/PROJECT INFORMATION FORM](#).
- 4. LETTER OF REQUEST- Describe the project/proposal and reason for the request. For businesses, include operations, number of employees, hours of operation, property tenant list, alcohol requests and any other pertinent information. For residential projects, include number of units, phasing/timing plan and any other pertinent information.
- 5. DIGITAL PHOTOGRAPHS - Include interior and exterior project site photos. Label file names with the direction of the photo and a description (ex. west view of existing parking lot).
- 6. SITE PLAN AND FLOOR PLAN - (See [Sample Required Drawings](#) and [Appendix](#)).

APPLIES TO PROJECTS REQUIRING A PUBLIC HEARING

- 7. PROPERTY OWNERSHIP AND MAILING LABELS - ([See Preparation of Maps and Ownership Lists](#)).

APPLIES TO NEW CONSTRUCTION, BUILDING ADDITIONS, AND BUILDING REMODELS

- 8. ELEVATIONS – one (1) color version. (See [Sample Required Drawings](#) and [Appendix](#)).
- 9. RENDERING – one (1) color version. ([See Appendix](#)).
- 10. SECTION PLAN (*for roof-mounted equipment, retaining walls or height variances*).
- 11. ROOF PLAN (*for roof-mounted equipment or height variances only*).
- 12. CONCEPTUAL LANDSCAPE PLAN (*if not included on site plan*) - All new landscape areas over 500 square feet or rehabilitated landscape projects with a landscape area over 2,500 square feet must comply with Norwalk Municipal Code Section 17.03.020, Water Efficient Landscape Ordinance. Complete landscape and irrigation plan will be required after Planning Commission approval,

subject to review fee as shown in Planning Division Fee Receipt. ([See Appendix](#)).

- 13. COLOR & MATERIAL BOARD (for new construction and major remodel) – Submit electronic version of board; physical board upon request.
- 14. SIGN PLAN/MASTER SIGN PROGRAM (*as applicable*) - ([See Appendix](#)).

TENTATIVE TRACT OR PARCEL MAPS

- 15. TENTATIVE TRACT OR PARCEL MAP - ([See Appendix](#)).

OTHER DOCUMENTS OR STUDIES

- 16. Application - Specific Submittal Items (*if applicable*):
 - CONDITIONAL USE PERMIT – Letter of Request
 - Site Plan, Floor Plan and Elevations (See [Sample Required Drawings](#) and [Appendix](#)).
 - DENSITY BONUS APPLICATION – Letter of Request.
 - Applicants requesting a Density Bonus pursuant to Norwalk Municipal Code Section 17.04.235! are required to attend a pre-application conference with the Community Development! Department, Planning Division prior to submitting a Density Bonus Application.
 - DEVELOPMENT AGREEMENT Letter of Request – Include the entity requesting the agreement and! justification for the agreement.
 - GENERAL PLAN AMENDMENT – [Letter of Request](#).
 - LOT LINE ADJUSTMENT OR LOT LINE MERGER – Letter of Request; ([See Appendix](#)).
 - PLOT PLAN – Letter of Request.
 - PUBLIC CONVENIENCE OR NECESSITY – Letter of Request.
 - SEXUALLY ORIENTED BUSINESS PERMIT – [Letter of Request](#).
 - A completed and signed Los Angeles County Sheriff's Department Fingerprint Form (Live! Scan).
 - A color photograph clearly showing the applicant's face.
 - The names of all employees, owners, independent contractors, and other persons who will! perform at the business.
 - A statement signed by the owner, certifying under penalty of perjury that all of the information! submitted in connection with the application is true and correct to the best of the applicant's! information and belief.
 - SIGN USE PERMIT – Letter of Request.
 - Site Plan and Elevations (See [Sample Required Drawings](#) and [Appendix](#)).
 - TENTATIVE TRACT OR PARCEL MAP – Letter of Request.
 - TIME EXTENSION (3rd request only) – Letter of Request.
 - Site Plan, Floor Plan and Elevations (See [Sample Required Drawings](#) and [Appendix](#)).
 - WIRELESS TELECOMMUNICATIONS PERMIT – ([Findings of Fact](#); See [Appendix](#))
 - ZONE CHANGE – [Letter of Request](#)
 - ZONING ORDINANCE TEXT AMENDMENT – [Letter of Request](#) (*description of the amendment and justification; include matrix showing existing text and proposed text*).
 - ZONE VARIANCE – [Letter of Request](#)

- Site Plan, Floor Plan and Elevations (See [Sample Required Drawings](#) and [Appendix](#)).
- 17. ECONOMIC STUDY – (Applies to Zone Changes in conjunction to General Plan Amendment).
- 18. PARKING STUDY – Prior to the preparation of a parking study, the City’s Traffic Engineer must prepare a scope of work for the study. The applicant must hire a traffic engineer consultant to prepare the study in accordance with the scope of work prepared by the City’s Traffic Engineer. A peer review by the City’s Traffic Engineer will be required for all parking studies.
- 19. PARKING MANAGEMENT PLAN - Prior to the preparation of a parking management, the City’s Traffic Engineer must prepare a scope of work for the study. The applicant must hire a traffic engineer consultant to prepare the study in accordance with the scope of work prepared by the City’s Traffic Engineer. A peer review by the City’s Traffic Engineer will be required for all parking management plans.
- 20. SHARED PARKING AGREEMENT LETTER OF REQUEST - Include the entity requesting the agreement and justification for the agreement.
- 21. SPECIMEN TREE REMOVAL PLAN (if applicable) - Must include location of specimen trees to be removed, reason for removal and the replacement trees.
- 22. CONSULTANT SERVICES (if applicable) - You may be required to authorize the use of a third-party consultant for a parking study, architectural review or environmental studies. A planner will inform you when they review this application if this will be required.
 - ARCHITECTURAL REVIEW.
 - ENVIRONMENTAL STUDIES.
 - ENVIRONMENTAL SITE ASSESSMENT - PHASE 1 AND 2.
 - NOISE STUDY.
 - PARKING STUDY/MANAGEMENT PLAN.
 - WIRELESS TELECOMMUNICATIONS PEER REVIEW.

BUILDING & SAFETY PLANS – Contact the Building & Safety Division at (562) 929-5733 regarding the applicability of the following requirements prior to Planning Division submittal.

- 23. [FIRE FLOW AVAILABILITY FORM 195](#) (if applicable).
- 24. [FIRE FLOW AVAILABILITY FORM 196](#) (if applicable).

ENGINEERING STUDIES/ PLANS – Contact the Public Services Department, Engineering Division at (562) 929-5723 regarding the applicability of the following requirements prior to Planning Division submittal. A separate deposit account with required deposit amount will be required to be established through the Public Services Department. If you are using your own consultant to prepare the studies, such studies may require the City’s consultants to conduct a peer review. In this case, you will be responsible for all costs associated with such peer review.

- 25. GEOTECHNICAL REPORT (if applicable).
- 26. HYDROLOGY AND HYRAULIC CALCULATIONS (if applicable).
- 27. PRELIMINARY DRAINAGE REPORT (if applicable).
- 28. SEWER STUDY (if applicable).
- 29. PRELIMINARY WATER QUALITY MANAGEMENT PLAN (if applicable).
- 30. TRAFFIC STUDY (if applicable).
- 31. PRELIMINARY GRADING PLAN (if applicable).

DEVELOPMENT APPLICATION FORM

PROJECT INFORMATION

Project Name

Project Nos.

Project Address or Location

Assessor's Parcel Number(s)

Project Description

Current Land Use

APPLICATION TYPE – Check all permits being requested:

- | | | |
|---|--|---|
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Plot Plan | <input type="checkbox"/> Wireless Telecommunications Permit |
| <input type="checkbox"/> Density Bonus | <input type="checkbox"/> Precise Development Plan | <input type="checkbox"/> Zone Change |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Sexually Oriented Business Permit | <input type="checkbox"/> Zone Variance |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Sign Use Permit | <input type="checkbox"/> Zoning Ordinance Text Amendment |
| <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Small Cell/Co-Location Permit | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Lot Merger | <input type="checkbox"/> Tentative Parcel/Tract Map | |

APPLICANT INFORMATION (the individual or entity financially responsible for the project)

Applicant Name

Company Name

Phone No.

E-mail Address

Address

City

Zip Code

I have read and understand the obligations regarding the filing and processing of the attached application. Further, the information submitted as part of this application, including maps, plans, drawings, statements and answers contained herein, are in all respects true and correct. The applicant is the person financially responsible for the payment of fees associated with this request.

Signature: _____

Date: _____

AGENT INFORMATION (if applicable)

Agent Name

Company Name

Phone No.

E-mail Address

Address

City

Zip Code

PROPERTY OWNER INFORMATION

Property Owner

Company Name

Phone No.

E-mail Address

Address

City

Zip Code

*I am the owner of record, or his/her authorized representative, of the property which is the subject of this application. I approve of the action requested. **ATTACH A NOTARIZED ACKNOWLEDGEMENT.***

(CHECK HERE IF APPLICABLE) I ALSO HEREBY AUTHORIZE THE ABOVE APPLICANT AND AGENT TO ACT ON MY BEHALF IN SUBMITTING THIS APPLICATION.

Signature: _____

Date: _____