



# ADMINISTRATIVE APPLICATION

Community Development Department  
Planning Division

**Project Address** \_\_\_\_\_

## Request

- |  |  |
|--|--|
| <input type="checkbox"/> Administrative Use Permit<br>(Alcohol, Setbacks or Drive-Through) | <input type="checkbox"/> Minor Modification            |
| <input type="checkbox"/> Design Review   | <input type="checkbox"/> Signage / Master Sign Program |
| <input type="checkbox"/> Extension of Time   | <input type="checkbox"/> Site Plan Review              |
| <input type="checkbox"/> Lot Merger / Lot Line Adjustment                                  | <input type="checkbox"/> Temporary Use Permit          |
| <input type="checkbox"/> Other _____   | <input type="checkbox"/> Wireless Telecommunications   |

## Applicant

Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

## Property Owner

Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

## Property Description

Zoning: \_\_\_\_\_ General Plan Designation: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_

**Project Proposal** Include all demolition, construction proposed, and intended uses:  
(additional info needed for TUP).

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If applicant will be represented by someone else, a notarized Letter of Authorization (LOA) must be submitted separately. The LOA must include the applicant or owner's signature, as well as a statement authorizing the representative to represent them in all matters pertaining to the application. The LOA must also include complete contract information for the representative.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Submittal Checklist

Req'd	Rec'd	Submittal Materials	Required Copies
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application	1 (e-copy)
<input type="checkbox"/>	<input type="checkbox"/>	Narrative of Development Proposal	1 (e-copy)
<input type="checkbox"/>	<input type="checkbox"/>	Detailed Operations Statement	1 (e-copy)
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Info Form	1 (e-copy)
<input type="checkbox"/>	<input type="checkbox"/>	Site Plans/Elevations/Floor Plans	1 (e-copy)
<input type="checkbox"/>	<input type="checkbox"/>	Site Plans/Elevations/Floor Plans colored	1 (e-copy)
<input type="checkbox"/>	<input type="checkbox"/>	One \$75 Check to LA County Recorder (no date for Neg Dec)	1
<input type="checkbox"/>	<input type="checkbox"/>	Grading Plan	1 (e-copy)
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Landscape Plan	1 (e-copy)

## PROPERTY OWNER'S ACKNOWLEDGMENT

I/We \_\_\_\_\_ am/are the owner(s) of property involved in this application. The statements, answers and information contained in this/these application(s) checked are true and correct to the best of my/our knowledge. I/We agree to any and all improvements as may be required.

Property Owner's Signature: \_\_\_\_\_

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

**Do Not Write Below This Line**

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Case Number
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Initials \_\_\_\_\_

Date Stamp