

PLANNING AND LAND USE COMMITTEE
Thursday October 26, 2023 at 6:30 pm
555 W. Redondo Beach Blvd.-Room 185, Gardena, CA 90248

Keith Pitts, Chair
Rosalie Preston, Vice Chair
Majenni Nixon, Secretary

Committee Members
Craig Kusunoki
Arvie Powell
Janeshia Robinson

Micah Silver
Angela Springs
Luetta Watson

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte nosotros al (310) 768-3853 o por correo electrónico hgnnc@sbcglobal.net para avisar al Concejo Vecinal.

Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the Board.

AGENDA

- 1) Welcome/call to order/roll call (quorum is 5 members)
- 2) General public comment on non-agenda items that are within the Neighborhood Council's subject matter jurisdiction. Each speaker will be allowed 2 minutes per speaker
- 3) Approval of minutes from September 28, 2023, meeting **Vote**
- 4) Presentation by Felix Ponce on continued use of auto repair and smog check shop in residential zone R4-1, 11000 S. Figueroa Street, ZA-2023-5293-ZV; ENV-2023-5294-CE in District 6, with possible recommendation to the HGNNC Board **Vote**
- 5) Approval of HGNNC comment letter on new zoning proposals for the Harbor Gateway Community Plan update, for recommendation to the HGNNC Board **Vote**
- 6) Reports on other planning and land use issues
 - a) Re-opening of Arco gas station, 854 W. El Segundo Blvd.
 - b) Oil drilling issues and complaint contact numbers for stakeholders
 - c) LA Regional Water Quality Control Board presentation now set for January 23
 - d) Other planning and land use issues
- 7) Setting meeting date for November

8) Announcements

Adjournment

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

Public Posting of Agendas -

Neighborhood Council agendas are posted for public review as follows:

- 135th Street School, 801 W. 135th Street, Gardena, CA 90247
- www.harborgatewaynorth.org
- You can also receive our agendas via email by subscribing to L.A. City's [Early Notification System \(ENS\)](#)

Notice to Paid Representatives -

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Public Access of Records -

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at Harbor Gateway North Neighborhood Council office 205, 555 W. Redondo Beach Blvd., at our website: www.harborgatewaynorth.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact our Secretary at (310) 768-3853 or email at: hgnc@sbcglobal.net

Reconsideration and Grievance Process -

For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website www.harborgatewaynorth.org

Miguel Vazquez – Chairperson
Joan Jacobs - Vice Chairperson
Rosalie Preston - Secretary
Keith Pitts - Treasurer
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Nita Stonehocker - District 2 Representative
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Marvin Bell - District 6 Representative
Barbara Tyson-Frazier - District 7 Rep
Oscar Ruiz - District 8 Representative
Frankie Mays –Community Org. Rep
Jackie Jackson -Youth Advocate
Elijah Thomas - Youth Representative
Will Yates – Outreach/Communications Rep
Craig Kusunoki - At-Large Representative

HARBOR GATEWAY NORTH NEIGHBORHOOD COUNCIL

P.O. Box 3723, Gardena, CA 90247 (310) 768-3853 telephone
www.harborgatewaynorth.org HGNNC@sbcglobal.net

November 16, 2023

Christopher Piña, City Planner
Department of City Planning
200 N. Spring Street - Room 667
Los Angeles, CA 90012

Re: Harbor LA Community Plans Update – ENV-2019-3379-EIR

Dear Mr. Piña:

On November 14, 2023, our Board voted x-x-x to make the following comments of support for goals and policies of the updated Harbor Gateway Community Plan. The proposed new zoning will help implement these goals and policies of the Plan.

Since the beginning of the Harbor Gateway Community Plan update process, our Neighborhood Council has maintained certain goals for the update, which have been reflected in our previous comment letters. These include the preservation of our existing low-scale neighborhoods (including the R2-1 zoned blocks), the protection and restoration of historic cultural resources, neighborhoods and landmarks (including Athens on the Hill, the block of Orchard Avenue between Alondra Boulevard and Gardena Boulevard, Gardena Blvd. from the 110 freeway to Vermont Avenue, and the Merit Tract), an increase in park facilities and open space, the creation of community centers and gathering spaces, and the change in zoning from industrial to hybrid industrial where industrially zoned parcels are located near residential and other sensitive uses.

In the last several years we have also supported the State and City efforts to consider the special needs of our community as it relates to environmental justice and note with approval Chapter 3 and its many environmental justice-related proposals for planning and land use.

We have also expressed concerns with the impact of many of the businesses which conduct auto repair in the commercial zones on the nearby residential uses and the current appearance of those businesses and note the proposals to address those concerns.

These are some of the proposals in the Preliminary Draft of the Community Plan from June 2023 which we concur with as they support our original goals for the update:

Explore the application of Character Districts to support efforts to conserve architecturally distinctive residential neighborhoods such as Athens on the Hill and the Chacksfield-Merit Tract. LU 6.1

Retain, support, and reinforce the various historic and architectural elements of Athens on the Hill, including the development patterns, tree canopies, and the landscaped medians along Athens Boulevard and Laconia Boulevard. LU 6.2

Support and strengthen the historic and cultural legacy of African-American residents of Athens on the Hill. LU 6.3

Maintain and strengthen the integrity of post-war architectural styles such as Traditional Ranch and distinguished Japanese-style landscaping in areas such as the Chacksfield Tract Survey LA Planning District. LU 6.4

Explore the application of character districts to support efforts to conserve architecturally distinctive residential neighborhoods such as Athens on the Hill, and the Chacksfield-Merit Tract. LU 6.1

Support the restoration of the historic homes on Orchard Avenue (between Alondra Boulevard And Gardena Boulevard) in a manner that preserves the craftsman and cottage architectural elements and integrity of existing structures. LU 6.5

Support the rehabilitation and reuse of buildings and materials with architectural character, such as existing early 20th Century brick commercial buildings, especially along Gardena Boulevard. LU 6.7

Encourage and promote the utilization of incentive programs, such as the City Mills Act, Historical Property Contract Program, the Federal Historic Rehabilitation Tax Credit, and California Historical Building Code for owners of historic properties to conserve the integrity of historic-cultural resources. LU 5.1

Support efforts to preserve the potential historic resources in Harbor Gateway identified through SurveyLA and future comprehensive historic survey efforts. LU 5.4

Encourage the restoration and adaptive reuse of distinctive residential architecture dating from the first half of the 20th century. LU 5.5

Seek a high degree of architectural compatibility and landscaping for new infill development to protect the character and scale of existing residential neighborhoods. LU 16.1

Protect existing lower density residential neighborhoods from new construction that is out-of-scale by introducing frontage standards and building envelope requirements that achieve compatibility with the existing built form. LU 16.2

Support the contextual rear infill of new additions and accessory structures in established neighborhoods that contribute to the overall existing development patterns and property values, and do not disrupt the integrity of the historic or building era they represent. LU 16.4

Encourage neighborhood-oriented shopping and services to be developed within walking distance to residential areas. LU 7.5

Support an adequate level of neighborhood commercial services (e.g., grocery stores, sit-down restaurants, and fitness facilities) by prioritizing and increasing ground floor commercial uses over residential-only development in Community Center, Neighborhood Center, Villages and the Regional Center designations. LU 8.2

Support improvements to existing buildings along commercial and mixed-use corridors through targeted programs, such as façade improvement programs. LU 17.2

Encourage the design of commercial development, including infill development, redevelopment, rehabilitation, and reuse efforts, to produce a high-quality built environment that is compatible with adjacent development, and reflects the community's unique historic, cultural and architectural context and overall enhances community identity. LU 18.1

Promote new development with ground floor transparency and entries along the sidewalk to sustain street level interest and enhance pedestrian activity and safety. LU 18.9

Encourage urban design techniques, such as appropriate building orientation and scale, transitional building heights, landscaping, buffering and increased setbacks in the development of commercial properties to improve land use compatibility with adjacent uses and to enhance the physical environment. LU 19.2

Encourage overall site improvements as part of expansions and modifications of existing auto-related facilities, including improved landscaping, buffering and architectural character in order to minimize environmental impacts. LU 19.4

Support the screening of open storage, recycling centers and auto uses, and limit visibility of automobile parts storage and other related products from public view. LU 19.5

Encourage paved areas such as driveways, walkways, and outdoor spaces to be designed with permeable surfaces in order to increase infiltration and reduce runoff. LU 20.5

Encourage mixed-use districts near transit and at other key nodes that combine a variety of uses to achieve a community where people can shop, live, and work, and enjoy access to healthy open spaces with reduced reliance on the automobile. LU 9.1

Promote a broad range of uses and streetscape improvements, including an urban tree canopy, that support and enhance El Segundo Boulevard, Rosecrans Boulevard, Redondo Beach Boulevard, Gardena Boulevard, Figueroa Street, and Vermont Avenue. LU 7.7

Incentivize safe, job-rich industries that provide new employment opportunities for the residents of the community, while discouraging businesses that do not generate significant employment opportunities. LU 13.3

Create light industrial and hybrid industrial areas that foster clean and emerging industries that are compatible with adjacent residential areas. LU 14.1

Advance Environmental Justice goals to reduce pollution from freeways, oil drilling, industrial waste recycling, and other industrial sources within our Harbor Gateway North community. Ensure that existing oil well sites located in residential areas have well-maintained and landscaped front yard setbacks, be enclosed by perimeter fencing (except for the front yard portions) and have well-maintained oil equipment at all times. LU 3.2

Promote public health and environmental sustainability outcomes that reduce greenhouse gas emissions, expand access to green and healthy spaces, improve air quality and encourage physical activity, and provide all residents with the opportunity to access good jobs. Promote new development that integrates sustainable design, green building practices, technologies, green roofs, tree planting, low Volatile Organic Compound (VOC) materials and other features that minimize impacts on the environment, including the reduction of heat island effect and greenhouse gases. EJ 3.1

Encourage the creation of landscaped corridors and enhancements through the planting of street trees along commercial corridor segments and through median plantings. EJ 3.2

Encourage the sensible use of native and drought-tolerant plants and permeable surfaces in all new development. EJ 3.3

Encourage green, sustainable industries that bolster the economic base and provide high-skill and high-wage job opportunities for local residents. EJ 4.1

Support the transition of industrial land uses from heavier industrial uses to lighter industrial uses, in close proximity to residential neighborhoods to minimize the negative environmental and visual impacts to the community. EJ 5.1

Minimize residential-industrial land use incompatibilities and discourage the introduction of heavy industrial uses adjacent to residential neighborhoods. EJ 5.2

Prevent the enlargement of nonconforming, incompatible commercial and industrial uses within residential uses and support their removal on a scheduled basis. EJ 5.4

Support the creation of green buffers next to freeways to help reduce the amount of particulate matter (PM_{2.5}) spillover into residential areas. EJ 5.8

Encourage existing industrial businesses to improve the physical appearance of their properties with adequate screening and landscaping when adjacent to residential or other sensitive uses and require such improvements for the establishment of new businesses in order to reduce environmental impacts. EJ 7.1

Support the implementation of prevention measures and design features that proactively safeguard the community from exposure to noxious activities (e.g., oil and gas extraction) that emit odors, noise, toxic, hazardous, or contaminant substances, materials, vapors, and other hazardous nuisances. EJ 7.2

Expand the enforcement of existing regulations that prohibit cargo container storage yards and warehousing near residential zones. EJ 7.4

Ensure that existing oil well sites within residential areas provide appropriate screening, fencing and landscaping and have well-maintained equipment until such time as they are phased out. EJ 10.1

Ensure that all existing uses that employ extraction technology, including fracking, acidizing, drilling or other technologies that involve potentially hazardous materials, create no negative impacts on public health or the environment. EJ 10.3

Support the expedited preparation of plans and programs for the abandonment, proper plugging and remediation of all oil-related sites, prioritizing sites in residential areas, consistent with State, County and City efforts to phase-out oil drilling and ensure that all existing oil well sites adhere to adopted amortization programs and prohibitions. EJ 11.1

Develop new community, neighborhood and pocket parks to increase parks and open space that are equitably distributed throughout Harbor Gateway, engaging the community and surrounding residents. PO 1.1

Pursue joint-use agreements to share facilities with schools, especially in neighborhoods that suffer a disproportionate lack of park space and recreational facilities. PO 1.13

Provide more opportunities for accessible public spaces along streets in the form of plazas and paseos that are designed to encourage social activity, especially along Rosecrans, Boulevard, Gardena Boulevard, Carson Boulevard, and Sepulveda Boulevard. PO 2.2

Design plazas and other open spaces as communal gathering places that provide opportunities for markets, music, art and community events as well as a range of active and passive activities for users of all ages. PO 2.4

Enhance tree planting and sustainable landscaping in parkways, medians, and neighborhood gateways as a placemaking strategy. PO 2.6

Promote urban trails and paths that maximize water recapture and include watershed-friendly landscaping to encourage biodiversity through design features, such as pervious paving and the use of California native, drought-tolerant plants. PO 3.2

Promote open spaces to maximize water recapture, promote biodiversity, reuse and recycling, as well as to facilitate natural collection, filtration and treatment of stormwater to reduce stormwater runoff, recharge aquifers, remove pollutants and reinforce the Dominguez Channel district as a resilient riparian corridor. PO 3.4

Facilitate the planting and maintenance of appropriate street trees, which provide shade and scale to residential and commercial streets in all neighborhoods. PO 4.1

Preserve and frequently maintain open space in the spaces provided by the Vermont Avenue median between 120th Street and Redondo Beach Boulevard, the Athens Boulevard median, and the Laconia Boulevard median. PO 4.5

Identify and inventory potential garden/urban farm sites within existing parks, vacant lots, public easements, rights-of-way and schoolyards in appropriate locations. PO 5.1

Encourage pedestrian-oriented development?

Bike paths?

Improve public transit and transit connections on major corridors?

Sincerely,

Miguel Vazquez, Chairperson
Harbor Gateway North Neighborhood Council

cc: Vince Bertoni, Director of Planning – Department of City Planning
Councilmember Tim McOsler – Council District 15
Pamela Thornton, Planning Director - Council District 15
Nicholas Chavez, Field Deputy – Council District 15

APPLICATIONS



CITY PLANNING APPLICATION

THIS BOX FOR CITY PLANNING STAFF USE ONLY

ED1 Eligible

AB 2097 Eligible

Case Number: ZA-2023-5293-ZV

Env. Case Number: ENV-2023-5294-CE

Application Type: ZONE VARIANCE

Case Filed With (Print Name): Ryanly, CPASSOC. Date Filed: _____

Application includes letter requesting:

Waived Hearing

Concurrent hearing

Hearing not to be scheduled on a specific date (e.g. vacation hold)

Related Case Number(s): _____

THIS SECTION TO BE COMPLETED BY THE APPLICANT

Provide all information requested. Missing, incomplete or inconsistent information will cause delays.

All terms in this document are applicable to the singular as well as the plural forms of such terms.

Refer to the City Planning Application Filing Instructions ([CP-7810](#)) for more information.

1. PROJECT LOCATION

Street Address¹: 11000 S Figueroa St Unit/Space Number: _____

Legal Description² (Lot, Block, Tract): 471, None, TR4741

Assessor Parcel Number: 6075031020 Total Lot Area: 5,284

2. PROJECT DESCRIPTION

Present Use: Auto repair and smog check shop

Proposed Use: Continued use of auto repair and smog check shop in [Q]R4-1 Zone

Project Name (if applicable): _____

¹ Street Addresses must include all addresses on the subject/application site (as identified in ZIMAS—<http://zimas.lacity.org>).

² Legal Description must include all contiguously owned properties (even if they are not a part of the proposed project site).

Describe in detail the characteristics, scope and/or operation of the proposed project:

Additional Information Attached:

YES NO

EXISTING SITE CONDITIONS

Complete and check all that apply:

- Site is undeveloped or unimproved (i.e., vacant)
- Site has existing buildings (provide copies of building permits)
- Site is/was developed with uses that could release hazardous materials on soil and/or groundwater (e.g., dry cleaning, gas station, auto repair, industrial)
- Site is located within 500 feet of a freeway or railroad
- Site is located within 500 feet of a sensitive use (e.g., school, park)
- Site has special designation (e.g., National Historic Register, Survey LA)

PROPOSED PROJECT INFORMATION

Check all that apply or could apply:

- Demolition of existing buildings/structures
- Relocation of existing buildings/structures
- Removal of any on-site tree
- Removal of any street tree
- Removal of protected trees onsite/in public right-of-way
- Grading
- Haul Route
- New construction: _____ square feet
- Additions to existing buildings
- Interior tenant improvement
- Exterior renovation or alteration
- Change of use and/or hours of operation
- Uses or structures in public right-of-way
- Phased project

HOUSING COMPONENT INFORMATION

Number of Residential Units: Existing _____ - Demolish(ed)³ _____ + Adding _____ = Total _____

Number of Affordable Units⁴: Existing _____ - Demolish(ed) _____ + Adding _____ = Total _____

Number of Market Rate Units: Existing _____ - Demolish(ed) _____ + Adding _____ = Total _____

Mixed Use Projects, Amount of Non-Residential Floor Area: _____ square feet

³ Number of units to be demolished and/or which have been demolished within the last five years.

⁴ As determined by the Los Angeles Housing Department.

PARKING INFORMATION

Is the project utilizing AB 2097?

YES

NO

If Yes, provide a date-stamped ZIMAS Parcel Profile Report including AB 2097 Eligibility information.

Provided # of Parking Spaces: _____ Required # of Parking Spaces: _____

Parking Minimum Checklist

The following checklist will determine if parking minimums can be imposed on a Project under AB 2097. Parking minimums cannot be imposed if the proposed project meets any of the following criteria.

Check all that apply:

- Include a minimum of 20 percent of the total dwelling units for Very Low, Low, or Moderate-Income households, students, the elderly, or persons with disabilities
- Contain fewer than 20 dwelling units
- Are subject to parking reductions of any other applicable law (by satisfying the applicable eligibility requirements)

PUBLIC RIGHT-OF-WAY INFORMATION

Have you submitted the [Planning Case Referral Form](#) to BOE? (if required)

YES

NO

Is the project required to dedicate land to the public right-of-way?

YES

NO

If so, what is/are the dedication requirement(s)? _____ feet

If dedications are required on multiple streets, identify as such: _____

3. ACTION(S) REQUESTED

Provide the Los Angeles Municipal Code (LAMC) Section that authorizes the request and (if applicable) the LAMC Section or the Specific Plan/Overlay Section from which relief is sought, and follow with a description of the requested action.

Does the project include Multiple Approval Requests per LAMC Section 12.36?

YES

NO

Authorizing Code Section: _____

Code Section from which relief is requested (if any): _____

Action Requested: _____

Authorizing Code Section: _____

Code Section from which relief is requested (if any): _____

Action Requested: _____

Additional Requests Attached: YES NO

4. RELATED CITY PLANNING CASES

Are there previous or pending cases/decisions/environmental clearances on the project site? YES NO

If YES, list all case number(s): ZA-2018-158-ZAD

If the application/project is directly related to one of the above cases, list the pertinent case numbers below and complete/check all that apply (provide copy).

Case No.: ZA-2018-158-ZAD Ordinance No.: _____

- | | |
|--|---|
| <input type="checkbox"/> Condition Compliance Review | <input type="checkbox"/> Clarification of Q (Qualified) Condition |
| <input type="checkbox"/> Modification of Conditions | <input type="checkbox"/> Clarification of D (Development) Limitation |
| <input type="checkbox"/> Revision of Approved Plans | <input type="checkbox"/> Amendment to T (Tentative) Classification |
| <input checked="" type="checkbox"/> Renewal of Entitlement | <input type="checkbox"/> Plan Approval subsequent to Main Conditional Use |

For purposes of environmental (CEQA) analysis, is there intent to develop a larger project? YES NO

Have you filed, or is there intent to file, a Subdivision with this project? YES NO

If YES, to either of the above, describe the other parts of the projects or the larger project below, whether or not currently filed with the City:

5. RELATED DOCUMENTS / REFERRALS

To help assigned staff coordinate with other Departments that may have a role in the proposed project, provide a copy of any applicable form and reference number if known.

Are there any recorded Covenants, affidavits or easements on this property?

YES (provide copy) NO

6. PROJECT TEAM INFORMATION (COMPLETE ALL APPLICABLE FIELDS)

APPLICANT

Applicant⁵ Name: Felix Ponce

Company/Firm: _____

Address: 11000 S Figueroa St Unit/Space Number: _____

City: Los Angeles State: CA Zip Code: 90061

Telephone: 323 236 6893 E-mail: felixponcef@gmail.com

Are you in escrow to purchase the subject property?: YES NO

PROPERTY OWNER OF RECORD Same as applicant Different from applicant

Name (if different from applicant): _____

Address: _____ Unit/Space Number: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail: _____

AGENT / REPRESENTATIVE NAME: _____

Company/Firm: _____

Address: _____ Unit/Space Number: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail: _____

⁵ An applicant is a person with a lasting interest in the completed project such as the property owner or a lessee/user of a project. An agent/representative is someone filing an application on behalf of a client.

OTHER (E.G. ARCHITECT, ENGINEER, CEQA CONSULTANT): _____

Name: _____

Company/Firm: _____

Address: _____ **Unit/Space Number:** _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____ **E-mail:** _____

Primary Contact for Project Information⁶

(Select only one. Email address and phone number required.)

Owner Applicant Agent/Representative Other: _____


To ensure notification of any public hearing as well as decisions on the project, make sure to include an individual mailing label for each member of the project team in both the Property Owners List and the Abutting Property Owners List.

⁶ As of June 8, 2022, the Primary Contact for Project is required to have an Angeleno Account and register with the Ethics Commission for Significant Project Entitlements, as defined in LAMC Section [49.7.37\(A\)\(6\)](#). An email address and phone number shall be required on the DCP Application Form, and the email address provided shall match the email address used to create the Angeleno Account.

PROPERTY OWNER AFFIDAVIT

Before the application can be accepted, the owner of each property involved must provide a notarized signature to verify the application is being filed with their knowledge. Staff will confirm ownership based on the records of the City Engineer or County Assessor. In the case of partnerships, corporations, LLCs or trusts an officer of the ownership entity so authorized may sign as stipulated below.

- **Ownership Disclosure.** If the property is owned by a partnership, corporation, LLC or trust, a disclosure identifying an officer of the ownership entity must be submitted. The disclosure must list the names and addresses of the principal owners (25% interest or greater). The signatory must appear in this list of names. A letter of authorization, as described below, may be submitted provided the signatory of the letter is included in the Ownership Disclosure. Include a copy of the current partnership agreement, corporate articles, or trust document as applicable.
- **Letter of Authorization (LOA).** An LOA from a property owner granting someone else permission to sign the application form may be provided if the property is owned by a partnership, corporation, LLC or trust or in rare circumstances when an individual property owner is unable to sign the application form. To be considered for acceptance, the LOA must indicate the name of the person being authorized the file, their relationship to the owner or project, the site address, a general description of the type of application being filed and must also include the language in items A-D below. In the case of partnerships, corporations, LLCs or trusts the LOA must be signed and notarized by the authorized signatory as shown on the Ownership Disclosure or in the case of private ownership by the property owner. Proof of Ownership for the signatory of the LOA must be submitted with said letter.
- **Grant Deed.** Provide a Copy of the Grant Deed If the ownership of the property does not match City Records and/or if the application is for a Coastal Development Permit. The Deed must correspond exactly with the ownership listed on the application.
- **Multiple Owners.** If the property is owned by more than one individual (e.g. John and Jane Doe or Mary Smith and Mark Jones) notarized signatures are required of all owners.
 - a. I hereby certify that I am the owner of record of the herein previously described property located in the City of Los Angeles which is involved in this application or have been empowered to sign as the owner on behalf of a partnership, corporation, LLC or trust as evidenced by the documents attached hereto.
 - b. I hereby consent to the filing of this application on my property for processing by the Department of City Planning.
 - c. I understand if the application is approved, as a part of the process the City will apply conditions of approval which may be my responsibility to satisfy including, but not limited to, recording the decision and all conditions in the County Deed Records for the property.
 - d. By my signature below, I declare under penalty of perjury under the laws of the State of California that the foregoing statements are true and correct.



*Property Owner's signatures must be signed/notarized in the presence of a Notary Public.
The City requires an original signature from the property owner with the "wet" notary stamp.
A Notary Acknowledgement is available for your convenience on following page.*

Signature: _____ **Date:** _____

Print Name: _____

Signature: _____ **Date:** _____

Print Name: _____

SPACE BELOW FOR NOTARY'S USE

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

CIVIL CODE '1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this 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 name(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 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.

Signature

(Seal)

APPLICANT DECLARATION

A separate signature from the applicant, whether they are the property owner or not, attesting to the following, is required before the application can be accepted.

- a. I hereby certify that the information provided in this application, including plans and other attachments, is accurate and correct to the best of my knowledge. Furthermore, should the stated information be found false or insufficient to fulfill the requirements of the Department of City Planning, I agree to revise the information as appropriate.
- b. I hereby certify that I have fully informed the City of the nature of the project for purposes of the California Environmental Quality Act (CEQA) and have not submitted this application with the intention of segmenting a larger project in violation of CEQA. I understand that should the City determine that the project is part of a larger project for purposes of CEQA, the City may revoke any approvals and/or stay any subsequent entitlements or permits (including certificates of occupancy) until a full and complete CEQA analysis is reviewed and appropriate CEQA clearance is adopted or certified.
- c. I understand that the environmental review associated with this application is preliminary, and that after further evaluation, additional reports, studies, applications and/or fees may be required.
- d. I understand and agree that any report, study, map or other information submitted to the City in furtherance of this application will be treated by the City as public records which may be reviewed by any person and if requested, that a copy will be provided by the City to any person upon the payment of its direct costs of duplication.
- e. I understand that the burden of proof to substantiate the request is the responsibility of the applicant. Additionally, I understand that planning staff are not permitted to assist the applicant or opponents of the project in preparing arguments for or against a request.
- f. I understand that there is no guarantee, expressed or implied, that any permit or application will be granted. I understand that each matter must be carefully evaluated and that the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions.
- g. I understand that if this application is denied, there is no refund of fees paid.
- h. I understand and agree to defend, indemnify, and hold harmless, the City, its officers, agents, employees, and volunteers (collectively "City"), from any and all legal actions, claims, or proceedings (including administrative or alternative dispute resolution (collectively "actions")), arising out of any City process or approval prompted by this Action, either in whole or in part. Such actions include but are not limited to: actions to attack, set aside, void, or otherwise modify, an entitlement approval, environmental review, or subsequent permit decision; actions for personal or property damage; actions based on an allegation of an unlawful pattern and practice; inverse condemnation actions; and civil rights or an action based on the protected status of the petitioner or claimant under state or federal law (e.g. ADA or Unruh Act). I understand and agree to reimburse the City for any and all costs incurred in defense of such actions. This includes, but is not limited to, the payment of all court costs and attorneys' fees, all judgments or awards, damages, and settlement costs. The indemnity language in this

paragraph is intended to be interpreted to the broadest extent permitted by law and shall be in addition to any other indemnification language agreed to by the applicant.

- i. I understand that the City is protected by numerous statutory immunities from liability for damages that may be caused by its land use regulatory actions, as set forth in Government Code, section 818, et seq. For instance, the City cannot be held liable for personal or property injuries or damages allegedly caused by its approval and issuance of any discretionary permit, entitlement or approval (Gov. Code § 818.4), or its failure to inspect or its negligence in inspecting a property for the purpose of determining whether the property complies with or violates any permit, entitlement or approval or contains or constitutes a hazard to health or safety (Gov. Code § 818.6).
- j. By my signature below, I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents are true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of license or permit.

The City requires an original signature from the applicant. The applicant's signature below does not need to be notarized.

Signature: _____ **Date:** _____

Print Name: _____

NEIGHBORHOOD CONTACT SHEET (OPTIONAL)

7. SIGNATURES

Signatures of adjoining or neighboring property owners in support of the request are not required but are helpful, especially for projects in single-family residential areas. Signatures may be provided below (attach additional sheets if necessary).

NAME (Print)	SIGNATURE	ADDRESS	KEY # ON MAP

REVIEW of the project by the applicable Neighborhood Council is not required but is helpful. If applicable, describe, below or separately, any contact you have had with the Neighborhood Council or other community groups, business associations and/or officials in the area surrounding the project site (attach additional sheets if necessary).