



Entitlement Permit Application Checklist and Instructions

Community Development Department

Planning Division

Submittal Requirements

All applicants should consult with a City Planner to determine which of these submittal requirements will be applicable for the specific project you are submitting, as some of the requirements may not be necessary.

- Online Submittal.** *The City highly recommends submitting all entitlement applications online through the City of Artesia Online Portal, Access Artesia ([Artesia, CA: Submit Request](#)). If you choose to submit an application in person, please schedule an appointment with the Planning Division at (562) 865-6262 x238 or prior to the submission of any application(s) submitted in person. Walk-ins are accepted from 8am - 12pm M-Th.*
- Entitlement Permit Application.** Shall be original and wet-signed by both applicant and property owner(s);
 - A. [Code Amendment & Zone Change](#)
 - B. [Design Review, Conditional Use Permit, and Variance Application](#)
 - C. [Temporary Use Permit](#)
 - D. [Special and Incidental Outdoor Permit](#)
 - E. [Housing Development Project Subject to Ministerial Review under State Law:](#)
- Application Deposit or Fee.** Checks payable to the City of Artesia. Refer to [Master Fee Schedule](#); Fees can be paid online or in person at City Hall. A copy of all fees paid shall be uploaded to your Access Artesia Record. Applicant pays for all staff time (including legal fees) required to review and process the project through final approvals.
- Environmental Assessment.** A completed and signed form ([Environmental Assessment Form](#)) shall be submitted with your entitlement permit application and uploaded to your Access Artesia Record.
- Project Narrative.** A written description and explanation of your project (i.e. development, business operations);
- Required Findings.** A written justification on how each of the Required Findings for your particular application(s) can be made. Findings may be found within the Artesia General Plan, Municipal Code and/or applicable Specific Plan, or in other relevant State statute(s);
- Project Plans** (prepared by qualified licensed design professionals). Plans shall be collated and folded to 9 x 12" in size. All plans shall be drawn and/or printed to scale. Some projects may require a different number of plan sets - please confirm with a City Planner to verify the number required for your project.
 - Number of Plans: Two (2) Full Size 24 x 36" Plan Sets (if submitted in person)
 - Four (4) Reduced 11 x 17" Sets (If submitted in person)
 - One (1) Electronic Copy of All Submittal Documents – (if submitted in Comcate)
 - Two (2) Copies of All Technical Reports and/or Supplemental Documents (if submitted in person)
- Project Data Summary.** All of the following information shall be provided on the cover sheet of the project plans.
 - Scope of work for proposed development/land use including address(es), APN, zoning district, site area.

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- Indicate the type of construction, building occupancy and total building/floor area for each building.
- Existing and proposed calculations of parking spaces, open space, floor area, lot coverage, landscaping area.

Site Plan.

- Show the entire property involved, including all property lines and lot dimensions.
- Show the location of all existing and proposed structures, including those to be removed.
- Show the distances between existing and proposed buildings and property lines.
- Show any existing and proposed easements with dimensions.
- Show the existing and proposed parking areas with dimensions.
- Show the location of existing and proposed trees and other natural features including creeks, earthquake fault traces, landslide areas, etc.
- Show location of existing and proposed fences and/or retaining walls.
- Show the location and dimensions of the trash, recycling, and organics enclosure(s), if applicable;
- Show the path of travel of the trash collection vehicle to the enclosure(s) or trash collection staging area(s)
- Show the location of any signage such as a monument sign, if applicable.
- Show the location and dimension of all group and private open space areas.
- Show the location and width of all pedestrian and vehicular routes to public and private streets.
- Identify and show the location of the nearest fire hydrant and provide water flow and pressure information for the hydrant.
- Show emergency vehicle access and fire truck turnaround, if applicable.

Floor Plans.

- Show all interior improvements (existing and proposed);
- Indicate on the floor plan the dimensions and use of each room/space, and labels for each area and its use.

Elevations Drawings.

- Show all existing and proposed exterior building elevations, (i.e. all sides of each structure, building heights).
- Show all fences and/or walls.
- Show all trash and recycling enclosures, if applicable.
- Show location and type of exterior lighting (photometric plan may be required - see Transportation section);
- Indicate building materials and colors (colored elevations are encouraged);
- Show any exterior building wall signage, if applicable.

Landscape and Irrigation Plans. (generally required to be prepared by a California licensed Landscape Architect)

- Show existing and proposed landscape areas.
- Show all underground and above-ground utilities.
- Show locations of proposed plants, trees and ground covers.
- Provide a plant legend that indicates plants' botanical and common names.
- Indicate the quantity, size, mature size and spacing of all plant materials.
- Show and label all existing trees to be removed or retained.
- Show the conceptual layout of the irrigation system including the water meter, point of connection, point of connection, static pressure (PSI) at point of connection, backflow prevention device, automatic irrigation controllers, main line, valves, hydrozones, and irrigation system performance specifications.
- Provide a summary data table on the plans that includes (1) the total landscape area in square feet; (2) the project type, i.e. new, rehabilitated, public, private, homeowner installed, etc.; (3) water supply

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- type (i.e. potable, recycled, well); and (4) overall gallon-per-minute demand of irrigation system;
 - Water Efficient Landscape Worksheet including the hydrozone information table and water budget calculations.
- Grading, Utility, and Drainage Plans.** (generally required to be prepared by a California licensed Civil Engineer)
- Stormwater Requirements (available with Planning Division).
 - Show proposed drainage treatment control measures (if required).
 - Provide documentation on the project plans that show post-development drainage flow will not exceed pre- development drainage flow.
 - Show the land disturbance area to determine if the project will require a Storm Water Pollution Prevention Plan (SWPPP).
 - Show earthwork cut and fill quantities (if applicable).
 - Show existing and proposed grades - contours for slopes are to be drawn at a minimum of 2-foot intervals.
 - Show the direction of storm water runoff and the existing facility that will receive the runoff.
 - Show any utilities that will be abandoned.
 - Show all existing and proposed utilities, including water and sewer mains, water service lines and meters, backflow prevention devices, sanitary sewer laterals, storm lines, drains street and parking lot lighting.
 - Show all existing and proposed water and sewer utility easements, if applicable.
- Grading, Utility, and Drainage Plans.** (*continued*)
- Show the location and width of all pedestrian and vehicular routes to the streets.
 - Provide documentation that shows water systems will meet fire protection and domestic required flows.
 - Show the location of all existing and proposed streetlights.
 - Show existing and proposed monitoring structures for each building, as applicable (required for all industrial buildings).
 - Show a grease control device to control fat, oil, and grease discharge from any food service establishment if applicable. Show the size, location, and plumbing calculations for the grease interceptor that will be installed.
- 300' Radius Map & Mailing Services.**
- If a project requires a public hearing (i.e. Planning Commission and/or City Council), the applicant needs to submit a 300' radius map and address mailing labels of all the property owners within a 300' radius around the project site. Companies that provide the required radius map and mailing labels service are provided on the following link: [300-Foot-Radius-Map-and-Mailing-Services-](#).
- Transportation and Traffic.** (generally required to be prepared by a California licensed Civil or Traffic Engineer)
- On-site and Off-site Signing and Striping Plans in accordance to the latest edition of Caltrans Standard Plan Drawings and California Manual Uniform of Traffic Control Devices;
 - Turning Analysis using a WB_50 vehicle through the AutoTurn software.
 - On-site and Off-site Outdoor Photometric Analysis and Lighting Plan.
- Indemnification.** By submitting this application, applicant indemnifies, protects, defends, and holds harmless the City against any claims from third parties concerning the proposed project. Specific indemnification language is provided in the City's standard conditions of approval.

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- Community Facilities District.** For residential projects of more than one unit, applicant agrees to annex into the City's Community Facilities District No. 2017-1 ("CFD") or provide a long term plan to pay for the services that would have been covered by the CFD at a rate and method of apportionment of special taxes approved in connection with the formation of the CFD. Language to specific to this requirement is provided in the City's standard conditions of approval.
- Subdivisions and/or Property Boundary Adjustments.** Projects adjusting property boundaries and/or including subdivisions (i.e. Tentative Maps, Final Maps, Lot Line Adjustments, Certificates of Compliance, or Lot Mergers) shall contact the City's Planning Division for any additional submittal requirements.
 - Tentative Map Application Instructions and Checklist ([Tentative Parcel Map & Tract Map](#)).

Other Items, as applicable. Consult with a City Planner to determine which items may be required for your project.

- Photo-simulations, renderings, colors and material board (boards shall be no larger than 11 x 17").
- Sewer and Water Studies and/or Fees may be required.
- Phase 1 Environmental Site Assessment (contact Fire Department to check if required);
- Chemical Inventory Sheet (check State Hazardous Waste Site List to Determine if required);
- Fire Protection Engineer (FPE) Report (contact Fire Department to check if required);
- Geotechnical/Soils Report - shall be signed and stamped by licensed Professional Engineer.
- Geological Investigation for Sites within Alquist-Priolo Fault Special Study Area (shall be peer reviewed by City prior to commencement of any investigation.
- Traffic Impact Analysis in accordance with SCAG Traffic Study Guidelines. Contact Planning Department to confirm scope of work prior to commencement of analysis.
- Other:
