Cerritos Permit Hub

City of Cerritos
Department of Community Development
18125 Bloomfield Avenue Cerritos, CA 90703
Phone: (562) 916-1201
Website: permits.cerritos.gov

CONDITIONAL USE PERMIT APPLICATION GUIDE

Use this application guide for both conditional use permits and conditional use permit amendments.

How to Apply

1) Visit **permits.cerritos.gov** and set up a user account. Click "Log In" at top right corner. Select "Create a Profile". Then, enter contact information, and create a password.

2) The following supplemental attachments are required to be uploaded online for your application to be deemed complete:
   - ☐ Plans (floor plan & site plan).
   - ☐ Notarized Property Owner's Consent to File Permit Application (page 6).
   - ☐ Certified Property Owner's List (500 ft radius).
   - ☐ Environmental Checklist Form, with Certification, Site Photos, and Photo Key (Appendix H) (page 2).
   - ☐ Legal Description.
   - ☐ Current title report OR both a grant deed and a recent property tax bill.
   - ☐ Presentation Packet, for public hearing.
   - ☐ Color/material sample board, for public hearing.
   - ☐ Notarized Affidavit for Adjacent Property Owner's List (page 7).
   - ☐ If the property is located in a homeowners' association (HOA), an HOA Approval Form is required to be completed (page 8).

All attachments must be uploaded as PDF documents.

The City will accept either an official digital signature or a scanned copy of a wet signature. Digital signatures must be timestamped through a digital signature platform, such as the "Fill & Sign" tool of the free Adobe Reader, DocuSign, or any other digital signature.

Should you have any questions, please do not hesitate to contact the Department of Community Development at (562) 916-1201.

City of Cerritos
Department of Community Development
18125 Bloomfield Avenue Cerritos, CA 90703
Phone: (562) 916-1201
Website: permits.cerritos.gov

ENVIRONMENTAL INFORMATION FORM (APPENDIX H)

Date Filed: _____

GENERAL INFORMATION

1. Name and address of developer or project sponsor:_____

   _____

2. Address of project: _____

   Assessor's Book, Page and Lot Number: _____

3. Name, address, and telephone number of person to be contacted concerning this project: _

   _____

4. Existing zoning district:_____

5. Proposed use of property (project for which this form is filed): _____

   _____

PROJECT DESCRIPTION

6. Property size:_____ acres, _____ square feet.

7. Proposed building square footage: _____

8. Number of floors and square footage of each floor: _____

   _____

9. Amount of off-street parking provided: _____ spaces.

10. Anticipated phasing of development: _____

    _____

11. If multifamily residential, include the number of units, schedule of unit sizes, range of sale prices or rents and type of household size expected: _____

    _____

City of Cerritos
Department of Community Development
18125 Bloomfield Avenue Cerritos, CA 90703
Phone: (562) 916-1201
Website: permits.cerritos.gov

_____

_____

12. If commercial, include the type of use, whether neighborhood, city or regionally oriented, square footage of sales area and loading facilities: _____

_____

_____

13. If industrial, indicate type of use, estimated number of employees per shift and loading facilities: _____

_____

_____

14. If institutional, indicate the major function, estimated number of employees per shift, estimated occupancy, loading facilities and community benefits to be derived from the project:

_____

_____

_____

_____

_____

15. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required:_____

_____

_____

_____

City of Cerritos
Department of Community Development
18125 Bloomfield Avenue Cerritos, CA 90703
Phone: (562) 916-1201
Website: permits.cerritos.gov

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

YES	NO		
☐	☐	16.	Change in existing property features or substantial alteration of ground contours.
☐	☐	17.	Change in scenic views or vistas from existing residential areas or public lands or roads.
☐	☐	18.	Change in scale or character of general areas surrounding project.
☐	☐	19.	Add significant amounts of solid waste or litter.
☐	☐	20.	Change in the level of dust, ash, smoke, fumes or odors in vicinity.
☐	☐	21.	Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.
☐	☐	22.	Substantial change in existing noise or vibration levels in the vicinity.
☐	☐	23.	Property on filled land or on slope of 10 percent or more.
☐	☐	24.	Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.
☐	☐	25.	Substantial change in demand for municipal services (police, fire, water, sewage, etc).
☐	☐	26.	Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc).
☐	☐	27.	Relationship to a larger project or series of projects.

Environmental Setting

28. Describe the property as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the property and the use of said structures. Attach photographs of the site.

29. Describe the surrounding properties, including information on plants and animals, and on any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment, houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity.

City of Cerritos
Department of Community Development
18125 Bloomfield Avenue Cerritos, CA 90703
Phone: (562) 916-1201
Website: permits.cerritos.gov

Certification:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date:_____ Signature: _____

For: _____

PROPERTY OWNER'S CONSENT TO FILE APPLICATION

I (we), _____, hereby certify that I am (we are) the owner(s) of the property located at _____ _____, and identified as APN _____and that I (we) have reviewed this application and that this application is being filed with the full knowledge and consent of the above property owner(s). I (we) further acknowledge and understand that if the application is approved by the City, the application shall subject the property to conditions of approval. I (we) certify, under penalty of perjury, that the foregoing statements presented herein are in all respects true and correct to the best of my (our) knowledge and belief.

Signature: _____

Mailing Address: _____

Phone: _____

Signature: _____

Mailing Address: _____

Phone: _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

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, _____, Notary Public,
(insert name)

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 by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of 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 of Notary

ADJACENT PROPERTY OWNER'S LIST PREPARER'S AFFIDAVIT

I, _____ being duly sworn, depose and certify that I am the owner of all or part of the property located at _____, and identified as APN_____ or am a duly appointed representative of such owner(s), and hereby certify that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of Los Angeles within the area described and for a distance of five hundred (500) feet from the exterior boundaries of property legally described as:

_____

_____

_____

_____

Date: _____ Signature: _____

Mailing Address: _____ Phone:_____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

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, _____, Notary Public,
(insert name)

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 by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of 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 of Notary

Cerritos Permit Hub

City of Cerritos
Department of Community Development
18125 Bloomfield Avenue Cerritos, CA 90703
Phone: (562) 916-1201
Website: permits.cerritos.gov

HOA APPROVAL FORM

For all properties located within a homeowners' association (HOA), written HOA approval is required prior to obtaining plan approval and/or building permits from the City of Cerritos. This form must be completed and submitted together with the required planning/permit application for all exterior work. Although separate HOA approval letters and/or signature stamps may be submitted as supplemental information, a completed copy of this form is still required.

Property Information

This section must be completed by the applicant or an authorized representative of the applicant/contractor.

Property Owner Name(s): _____

Phone Number: _____

Property Address: _____

What type of exterior work is being performed? Check all that apply.

- ☐ Air Conditioning
- ☐ Exterior Painting
- ☐ Exterior remodel (change in materials or architectural style; no added square footage)
- ☐ Front yard or driveway improvements
- ☐ New/replacement residence
- ☐ Re-roof
- ☐ Room addition
- ☐ Solar energy system
- ☐ Windows
- ☐ Other: _____

Property Owner Signature: _____

Date: _____

The City will accept either an official digital signature or a scanned copy of a wet signature. Digital signatures must be timestamped through a digital signature platform, such as the "Fill & Sign" tool of the free Adobe Reader, DocuSign, or any other digital signature.

City of Cerritos
Department of Community Development
18125 Bloomfield Avenue Cerritos, CA 90703
Phone: (562) 916-1201
Website: permits.cerritos.gov

HOA Information & Approval

This section must be completed by an authorized HOA Representative.

HOA Name: _____

Check one: HOA approval...

☐ IS required for one or more of the items checked in the section above. Complete all items below.

What is the highest level of review and approval required by your HOA for the proposed work? Check one:

- ☐ Board of Directors
- ☐ Property Manager
- ☐ Architectural/Design Review Committee
- ☐ Other: _____

HOA approval noted above was granted on _____.

HOA conditions of approval were:

- ☐ Imposed on the project and are attached to this form.
- ☐ Not imposed on the project.

Said approval is for plans with the following date or revision number: _____.

Check one: If plan modifications are required by the City, then the plans...

- ☐ DO require further review and approval by the HOA (requires new HOA approval form).
- ☐ DO NOT require further review and approval by the HOA.

☐ IS NOT required for any of the items checked in the section above.

Authorized HOA Signature: _____

Printed Name: _____

Title: _____

Date: _____

The City will accept either an official digital signature or a scanned copy of a wet signature. Digital signatures must be timestamped through a digital signature platform, such as the "Fill & Sign" tool of the free Adobe Reader, DocuSign, or any other digital signature.