

## **SPECIAL USE PERMIT**

A Special Use Permit is required for all temporary special uses and development in the City. The types of uses which may be approved under a Special Use Permit include: the erection of temporary structures such as fences, booths, tents, or parking of trailers for such activities as carnivals circuses, fairs, festivals, non-profit fund raising events, charitable events, religious meetings; temporary outdoor displays for the sale of Christmas trees, Halloween pumpkins, art objects, or other items; recycling centers and any other similar activities conducted for a temporary period either outdoors or within a temporary structure which has the potential to result in an adverse effect on surrounding properties.

Before you file a request for a Special Use Permit, you should be aware of the criteria on which your application is reviewed. They are as follows:

- That the site for the intended use is adequate in size and shape to accommodate said use and/or development.
- That the site for the proposed use would not adversely interfere with existing uses on the subject property; and would not impede or adversely impact pedestrian access ways and/or vehicular circulation patterns.
- That the proposed use would not result in a significant adverse effect on adjacent property.
- That by requiring certain safeguards as conditions of approval, the proposed use would not be detrimental to the public health, safety and welfare.

Please remember that if any of these findings cannot be made, the application must be denied. If you feel there might be a question as to whether your proposal meets these criteria, please discuss your application with the City's Planning staff. A preliminary conference with staff will enable us to identify and help resolve any potential problems before the formal application is underway. Due to the required noticing procedures a Special Use Permit Application must be submitted at least 60 days prior to the date of the proposed special use.

When you are ready to file your application, make sure the entire form is completed and that you have all the required materials. This will allow us to process your application without unnecessary delay.

These are the materials you will need:

- Three copies of site plan showing boundary lines of the subject property and all existing and proposed structures.
- Three copies of elevations showing all proposed structures, fences, walls, booths, and other temporary structures for which permission is sought.

All plans must be assembled in complete sets and folded no larger than 9 1/2" X 14". If so desired

by the applicant, only one copy of the site plan and elevation drawing may be submitted as part of the initial application package. Once it is determined by the Director that the submitted plans contain all the necessary information described in this application, then the appropriate number of plans (3 copies) will be requested from the applicant.

- Two (2) copies of a "vicinity map", prepared to scale, which shows all neighboring properties within a 500 foot radius of the subject property (applicant). The "Vicinity Map" must be prepared exactly as described in the attached instruction sheet.
- Two (2) sets of self-adhesive mailing labels and one (1) photocopy of the labels which list the property owner of every parcel which falls within a 500 foot radius of the subject property (applicant). The name and address of every property owner (including applicant) and the local Homeowners' Association, if any, must be typed on 8 1/2" X 11" sheets of self-adhesive labels. The mailing labels must be keyed to the corresponding lots, as shown on the vicinity map described above. The property owners mailing list must be prepared exactly as described in the attached instruction sheet. If the property owners mailing list is not prepared by a Title Company or other professional mailing list preparation service, the applicant must sign and submit the attached "Certification of Property Owners Mailing List" form.
- If your event charges admission and serves an average of more than 2,000 individuals per event operating day, then submit two (2) copies of your Solid Waste Management Plan as described in the attached "Large Event Recycling Program Requirements" flyer.
- Special Use Permit Application signed by applicant and landowner.
- Filing Fee: \$2,035 + \$4 Data Processing Fee = **\$2,039**

In addition to the above Filing Fee, the following fee may be assessed if applicable: **\$18** Historic Data Entry Fee (one time fee per property).

Please remember that, if all of these materials are not submitted, the application cannot be accepted for filing.

Please refer to Chapter 17.62 of the City's Development Code for more detailed information.

**SPECIAL USE PERMIT APPLICATION NO. ZON**

**APPLICANT/CONTRACTOR:**

**LANDOWNER:**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Telephone:

\_\_\_\_\_  
Telephone:

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

\_\_\_\_\_  
Lot and Tract No:

\_\_\_\_\_  
Zoning:

\_\_\_\_\_  
Project Location:

\_\_\_\_\_  
Project Description:

\_\_\_\_\_  
Size of Property:

**GENERAL**

1. Describe in detail the nature of your request. Identify the type, height, and uses of all proposed walls, fences and/or structures.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The purpose of this use is: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. The proposed use will be from \_\_\_\_\_ to \_\_\_\_\_.



I HEREBY CERTIFY, under penalty of perjury, that the information and materials submitted with this application are true and correct.

Dated at \_\_\_\_\_ California on \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

I HEREBY CERTIFY, under penalty of perjury, that I am the owner of the property for which this application is made and, in that capacity, have approved and authorized this application for the above listed use.

Dated at \_\_\_\_\_ California on \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Landowner

\_\_\_\_\_  
Staff Signature

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

**CITY OF RANCHO PALOS VERDES  
INSTRUCTIONS FOR PREPARING A VICINITY MAP AND PROPERTY OWNERS LIST**

In order to satisfy public noticing requirements, certain planning applications require the submittal of a vicinity map and accompanying property owners list. The size of the vicinity map varies by application and may involve either adjacent properties, a 100' radius, or a 500' radius. Please check on the application form you are submitting for the vicinity map size you must submit.

With the exception of "Adjacent Properties" maps, a vicinity map and property owners list must be prepared by a Title Company or other professional mailing list preparation service. The mailing labels must be certified as accurate by the agent preparing the mailing list. Attached is a list of firms that provide services in preparation of vicinity maps and certified mailing labels. This is not intended to be an exhaustive list and the cost of the services provided will vary.

If you have any questions regarding properties of the vicinity map or property owners list, as described below, please contact a planner at (310) 544-5228.

**VICINITY MAP**

The purpose of the vicinity map is to clearly show all properties within the required radius of the subject lot (applicant). The vicinity map must clearly show the required radius line, dimensioned and drawn from the exterior boundaries of the subject lot, as shown below. All neighboring properties (including lots outside R.P.V. city limits) which fall completely within, partially within or are just touched by the radius line, must be consecutively numbered and the names and the addresses of the owners provided to the City as described below. Please devise your own consecutive numbering system on the map and ignore the lot number, Assessors number, or any other number already found on the lots on the vicinity maps. An "adjacent properties" vicinity map does not involve a set radius but rather needs to identify all properties behind, beside, and in front of the proposed project site, as shown below. The city's planning staff can provide the base map for preparing the vicinity map for a nominal charge. Applicants may also prepare their own maps, at a clearly marked scale of not less than 1" = 200'.

**PROPERTY OWNERS MAILING LIST**

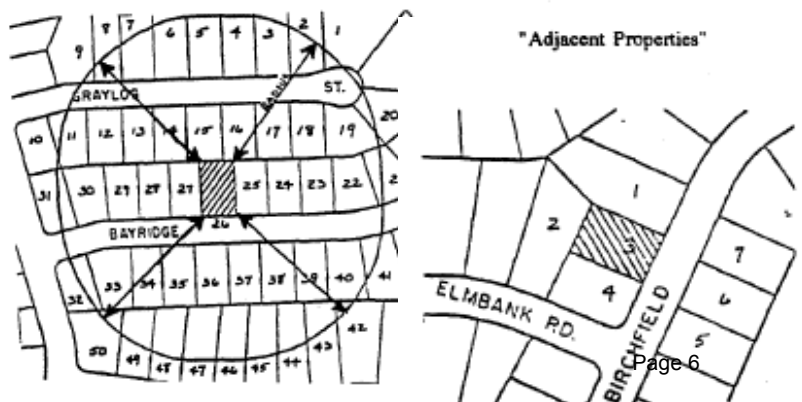
The property owner of every parcel (even if vacant, rented or government owned), which falls completely or partially within the required radius on the vicinity map must be identified, placed on a mailing list and submitted to the City. The name and address of every property owner along with the assigned lot identification number, which corresponds to the vicinity map, must be neatly typed on 8 1/2" x 11 sheets of Xerox or Avery self-adhesive labels, as shown below. Two (2) sets of self-adhesive labels and a Xerox copy of the list must be provided to the City with your subject application. These labels will be used by the City to mail notice of your subject application to neighboring property owners. The property owners list must be obtained from the most current L.A. County Tax Assessor's roll. The City does not provide this service. The Assessor's office located at 500 W. Temple Street, Room 205, Los Angeles, CA 90012. Office hours are 8:00 am to 4:30 pm Monday-Friday. The telephone number is (213) 974-3441.

**SAMPLE MAILING LABELS**

Assigned Lot I.D. Number  
Property Owner Name  
Address  
City, State, Zip Code

1	2
Harold Jackson	Malcolm Hill
773 Graylog	4117 Greenwood Meadow
RPV, CA 90275	Torrance, CA 90503

**SAMPLE VICINITY MAPS**





# City of RANCHO PALOS VERDES

Department of Planning, Building & Code Enforcement

## CERTIFICATION OF PROPERTY OWNERS' MAILING LIST

**Application(s)** \_\_\_\_\_

**Applicant Name** \_\_\_\_\_

**Subject Property Address** \_\_\_\_\_

**Notice Radius Required** \_\_\_\_\_

**Number of property owners to be notified** \_\_\_\_\_

*I certify that the property owners' mailing list submitted with the application(s) listed above includes all of the persons listed on the latest adopted LA County Tax Roll as the legal owners (and if applicable occupants) of all parcels of land within \_\_\_\_\_ feet of the subject property noted above. I certify that the property owners' mailing list has been prepared in accordance with the City of Rancho Palos Verdes Development Code and "Vicinity Map Instructions Sheet." I also understand that if more than 20% of the notices are returned by the post office after mailing due to incorrect address information, or if the address information is not complete, that I will have to submit a new property owners' list that has been prepared and certified as accurate by a Title Company or other professional mailing list preparation service, and the project notice will have to be re-mailed.*

\_\_\_\_\_  
Property Owner (Applicant) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)

***who may prepare radius maps and mailing lists***

Blue Energy  
P.O. Box 3305  
Palos Verdes Peninsula, CA 90274  
(310) 465-1825  
Attn: Natalie Kay

G.C. Mapping  
711 Mission St., Suite D  
So. Pasadena, CA 91030  
(626) 441-1080  
Attn: Gilbert Castro

JPL Zoning Services, Inc.  
6263 Van Nuys Blvd.  
Van Nuys, CA 91401-2711  
(818) 781-0016  
(818) 781-0929 (FAX)  
Attn: Maria Falasca

Kimberly Wendell  
P.O. Box 264  
Los Alamitos, CA 90720  
(562) 431-9634  
(562) 431-9634 (FAX)

Nieves & Associates  
115 So. Juanita Ave.  
Redondo Beach, CA 90277  
(310) 543-3090

NotificationMaps.com  
23412 Moulton Parkway, Ste. 140  
Laguna Hills, CA 92653  
(866) 752-6266  
[www.notificationmaps.com](http://www.notificationmaps.com)  
Attn: Martin Parker

Ownership Listing Service  
P.O. Box 890684  
Temecula, CA 92589  
(800) 499-8064  
(951) 699-8064 (FAX)  
Attn: Cathy McDermott

Sir Speedy Mapping Service  
1073 Kendall Drive  
San Gabriel, CA 91775  
(626) 281-6274  
Attn: James Chang

Srour & Associates, LLC  
1001 Sixth Street, Suite 110  
Manhattan Beach, CA 90266  
(310) 372-8433  
Attn: Elizabeth Srour

Susan W. Case  
917 Glenneyre St., Ste. 7  
Laguna Beach, CA 92651  
(949) 494-6105  
(949) 494-7418

T-Square Mapping Service  
969 So. Raymond Ave., Floor 2  
Pasadena, CA 91105  
(626) 403-1803  
(626) 403-2972 (FAX)  
Attn: Darla Hammond

Robert Vargo  
5147 W. Rosecrans  
Hawthorne, CA 90250  
(310) 973-4619

**HAZARDOUS WASTE AND SUBSTANCES STATEMENT**

The California Environmental Protection Agency (Cal/EPA) has compiled lists of Hazardous Waste and Substances Sites for the entire State of California. Although the current list for the City of Rancho Palos Verdes (reproduced below) is based upon data retrieved from the Cal/EPA web site on October 17, 2006, you should be aware that these lists are revised periodically. Pursuant to Government Code Section 65962.5(f), before the City can accept an application as complete, the applicant must consult the list and indicate whether the project and any alternatives are located on a site, which is included on any such list, and shall specify any list.

**IMPACT CITY: RANCHO PALOS VERDES**

STREET ADDRESS	CURRENT USE	FORMER USE	RWQCB CASE No.	CASE STATUS
3860 CREST ROAD	FAA radar site	Same	R-13308	Closed
5656 CREST ROAD	Demolished	Unocal service station	I-06500	Open
5837 CREST ROAD	Calif. Water Svc. Co. maintenance yard	Same	R-05395	Open
5841 CREST ROAD	Verizon facility	Same	R-12296	Closed
5701 CRESTRIDGE ROAD	Belmont Village	Vacant	L472881	Closed
28103 HAWTHORNE BLVD	Valero service station	Same	R-01504	Open
31100 HAWTHORNE BLVD	Shopping center	Same	0586	Closed
28732 HIGHRIDGE ROAD	Hilltop Automotive	Unocal service station	I-06434	Closed
40 MIRALESTE PLAZA	Auto repair shop	Chevron service station	L469540	Open
96 NARCISSA DRIVE	Residence	Same	R-23219	Closed
6100 PVDS	Residence (1 Sea Cove Drive)	Shell service station	R-36348	Closed
6124 PVDS	Fire Station No. 53	Same	R-12757	Closed
6560 PVDS	Two residences (32504 & 32508 Seawolf Drive)	Chevron service station	R-14832	Closed
6600 PVDS	Demolished	Marineland and Texaco service station	R-01409	Closed
31200 PVDW	Abandoned	Unocal service station	I-11074	Closed
31501 PVDW	Point Vicente Interpretive Center	U.S. Military rifle range	N/A	Open
27501 WESTERN AVENUE	Green Hills Memorial Park	Same	R-12803	Open
29421 WESTERN AVENUE	Chevron service station	Same	I-15523	Closed
29505 WESTERN AVENUE	Shopping center	Mobil service station	R-03558	Open
29701 WESTERN AVENUE	Shopping center	Unocal service station	R-05958	Closed

In the event that the project site and any alternatives proposed in the application are not contained on the Cal/EPA lists, please certify that fact as provided below. I have consulted the lists compiled pursuant to Section 65962.5 of the Government Code and hereby certify that the development project and any alternatives proposed in this application are not contained on these lists.

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(Applicant) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

**HAZARDOUS WASTE AND SUBSTANCES STATEMENT**

If the development project and any alternatives proposed in this application are contained on the CAL/EPA lists, please complete the following statement.

1. Name of Applicant: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Phone Number: \_\_\_\_\_ Email \_\_\_\_\_
4. Address of Site (Street name and number if available, and ZIP code):  
\_\_\_\_\_
5. Local Agency (City/County): \_\_\_\_\_
6. Assessor's Book, Page, and Parcel Number: \_\_\_\_\_
7. Specify any list pursuant to Section 65962.5 of the Government Code:  
\_\_\_\_\_
8. Regulatory Identification Number: \_\_\_\_\_
9. Date of List: \_\_\_\_\_

\_\_\_\_\_  
(Applicant)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**FOR STAFF USE ONLY**

I have consulted the lists compiled pursuant to Section 65962.5 of the Government Code and hereby certify that the development project and any alternatives proposed in this application are located on a site which: (check one)

\_\_\_\_\_ Is not included in these lists.

\_\_\_\_\_ Is included in these lists, and the project applicant has completed the statement required by Section 65962.5(f) of the Government Code.

\_\_\_\_\_ Is included in these lists, and I have notified the applicant, pursuant to Section 65943 of the Government Code, that he or she has failed to complete the statement required by Section 65962.5(f) of the Government Code by letter dated \_\_\_\_\_.

\_\_\_\_\_  
Staff Signature



To help the city meet state-mandated waste reduction goals, **AB 2176** (Montañez, Chapter 879, Statutes of 2004) was passed by the California Legislature to encourage event operators to include solid waste reduction, reuse, and recycling elements in their design and operating plans. The law also encourages operators of large venues and large events to purchase recyclable, reusable, compostable, and recycled-content products.



The following events are subject to compliance with this legislation:

- Charges admission or is operated by the City; **and**
- Serves an average of more than 2,000 individuals per event operating day.

If the event meets the criteria, a Solid Waste Management Plan is required, which includes:

- Name and description of event
- Number of attendees
- Brief description of types of waste generated
- List sources of waste generation (concessions, vendor booths, kitchen, etc.)
- Description of solid waste reduction, reuse, and recycling programs
- Types and amounts of waste to be disposed and diverted
- List of contacts associated with trash and recycling service
- If no programs are in place, a description of why there are no programs

To ensure that a comprehensive Plan is prepared, consider the following:

- Contact waste/recycling hauler to become familiar with available services
- Meet with vendors to discuss recycling and waste reduction opportunities
- Decide which materials will be source separated vs. commingled
- Determine ways in which waste can be minimized through source reduction and waste minimization activities

After the event, a Post-Event Solid Waste Management Summary must be submitted to Planning:

- Name, location, date(s), and description of event
- Total number of event participants
- Total weight of disposed material (pounds or tons)
- Total weight of recycled material, by type (pounds or tons)
- Description of source reduction activities
- Lessons learned from this event and what changes are planned for the next event

You must use one of the haulers listed on the back of this page for your event's solid waste services. For more information about this program, contact Lauren Ramezani in the Public Works Department at (310) 544-5245 or visit [www.ciwmb.ca.gov/venues](http://www.ciwmb.ca.gov/venues).

The text of AB 2176 can be found at:

[www.leginfo.ca.gov/pub/03-04/bill/asm/ab\\_2151-2200/ab\\_2176\\_bill\\_20040929\\_chaptered.html](http://www.leginfo.ca.gov/pub/03-04/bill/asm/ab_2151-2200/ab_2176_bill_20040929_chaptered.html)



**ROLL-OFF / DUMPSTER BIN REQUESTS**

<p><b>ADVANCED WASTE SYSTEMS</b></p> <p>1916 W. 169th Street Gardena, CA 90247 310-217-0353 Fax 310-217-1185 <b>Roll off (large and small)</b></p>	<p><b>BROWNING-FERRIS INDUSTRIES (BFI)</b></p> <p>14905 San Pedro Street Gardena, CA 90248 (888) 742-5234 Fax (310) 323-6063 <b>Roll off &amp; small dumpsters</b></p>	<p><b>CA WASTE SERVICES (CWS)</b></p> <p>621 W. 152nd Street Gardena, CA 90247 (310) 538-5998, or 800-839-5550 Fax (310) 538-9040 <b>Roll offs only</b></p>
<p><b>CAL MET SERVICES</b></p> <p>P.O. Box 906 Montebello, CA 90640 (562) 869-0901 Fax (562) 923-8463 <b>Roll off &amp; small dumpsters</b></p>	<p><b>CONSOLIDATED DISPOSAL SERVICES (CDS)</b></p> <p>12949 Telegraph Rd Santa Fe Springs, CA 92670 (888) 339-3723 Fax (562) 906-0251 <b>Roll offs &amp; small dumpsters</b></p>	<p><b>EASY ROLL OFF</b></p> <p>2145 West 16th Street Long Beach, CA 90813 (562) 432-6211 Fax (562) 432-0747 <b>Roll offs only and manure pickup</b></p>
<p><b>EDCO DISPOSAL CORP</b></p> <p>P. O. Box 398 Buena Park, CA 90620 (714) 522-3577 Fax (714) 522-8429 <b>Roll offs only</b></p>	<p><b>JJK ROLL-OFFS, INC.</b></p> <p>1617 W. Sepulveda Blvd., #3 Torrance, CA 90501 (310) 539-2382 Fax (310) 539-9381 <b>Roll offs only</b></p>	<p><b>S &amp; H DISPOSAL COMPANY</b></p> <p>1008 N. Wemar Way Montebello, CA 90640 (310) 679-2905 Fax (323) 721-4406 <b>Roll offs &amp; small dumpsters</b></p>
<p><b>UNITED PACIFIC WASTE / GEMINI SERVICES</b></p> <p>P.O. Box 6890 Pico Rivera, CA 90661 (562) 699-7600 Fax (562) 699-7665 <b>Roll offs, small dumpsters &amp; manure pickup</b></p>	<p><b>UNIVERSAL WASTE SYSTEMS / IVY RUBBISH</b></p> <p>P.O. Box 3038 Whittier, CA 90605 (800) 631-7016 Fax (562) 941-4915 <b>Roll offs, small dumpsters &amp; manure pickup</b></p>	<p><b>WASTE MANAGEMENT - L.A. DISTRICT</b></p> <p>1970 E. 213th Street Long Beach, CA 90810 (310) 830-7100 Fax (310) 834-2540 <b>Roll offs &amp; small dumpsters</b></p>
<p><b>WEST COAST ROLLOFF</b></p> <p>3100 Puente Street Fullerton, Ca 92835 (310) 532-6732 Fax (714) 255-0154 <b>Roll offs only</b></p>	<p><b>Feel free to contact any hauler from this list and shop for the best price and service to suit your needs.</b></p>	

**RECYCLING SERVICE:** Recycling is offered at a lower/discounted rate. If you have a separate recycling bin, ask for a discount. Recycle and save money.

**NOTE:** If any dumpster or bin is left at the curb or public right-of-way, it has to have a Dumpster Permit from the Dept. of Public Works. Call 310-544-5252 to obtain information. Dumpsters on private property (left on the driveway) do not need a permit.