

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 _____.

HAZARDOUS WASTE & SUBSTANCE STATEMENT (REQUIRED FOR ALL PROJECTS)

Pursuant to California Government Code Section 65962.5(f), before a city can accept as complete an application for any development project which will be used by any person, the applicant shall consult the lists sent to the appropriate city or county and shall submit a signed statement to the city indicating whether the project and any alternatives located on a site that is included on any of the lists compiled and shall specify any list.

The California Environmental Protection Agency (Cal/EPA) has compiled lists of Hazardous Waste and Substances Sites for the entire State of California, which identifies the following site in Rancho Palos Verdes (as of 8/22/2012):

30940 Hawthorne Blvd	City Hall / Civic Center	Envirostor ID 19970023
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I have consulted the most current 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.

Property Owner Signature: _____

PROPERTY OWNER'S CERTIFICATION

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

Landowner Signature _____ Date _____

APPLICANT'S CERTIFICATION

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

Applicant 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



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)

***Map Makers and Ownership Listing Services
that may prepare radius maps and mailing lists***

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
Attn: Martin Parker

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

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

City Radius Maps
300 E. Bonita #3641
San Dimas, CA 91773
(818) 850-3382
Attn: Robert Simpson

DENN Engineers
3914 Del Amo Blvd., Suite 921
Torrance, CA 90503
(310) 542-9433
maria@denn.com
Attn: Maria Islas



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.

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

RPV's LIST OF AUTHORIZED COMMERCIAL HAULERS



ROLL-OFFS, DUMPSTERS & BINS Total of 7 Companies 2017

The list below is in alphabetic order. You may contact any hauler from this list. Select the best price and service that suits your needs and deadlines.

CAL MET SERVICES	CA WASTE SERVICES (CWS)	CONSOLIDATED DISPOSAL (aka Republic/ Allied Waste)
P.O. Box 2137 Paramount, CA 90723 (562) 259-1239 Fax (562) 529-7688 www.calmetsservices.com Roll-off & Small Dumpsters/Bins	621 W. 152nd Street Gardena, CA 90247 (310) 538-5998, or 800-839-5550 Fax (310) 538-9040 www.californiawasteservices.com Roll-off & Small Dumpsters/Bins	12949 Telegraph Rd Santa Fe Springs, CA 90670 (800) 299-4898 Fax (562) 906-0251 www.republicservices.com Roll-off & Small Dumpsters/Bins
EDCO CORPORATION	UNIVERSAL WASTE SYSTEMS (UWS)	WASTE MANAGEMENT- L.A. (WM)
950 E. 27th Street Signal Hill, CA 90755 (310) 540-2977 Fax (562) 423-1971 www.edcodisposal.com Roll-off & Small Dumpsters/Bins	P.O. Box 3038 Whittier, CA 90605 (800) 631-7016 Fax (562) 941-4915 www.uwscompany.com Roll-off Only	1970 E. 213th Street Long Beach, CA 90810 (800) 774-0222 Fax (310) 522-6570 www.wm.com Roll-off & Small Dumpsters/Bins
WEST COAST ROLLOFF		
3100 Puente Street Fullerton, CA 92835 (310) 532-6732 Fax (714) 255-0154 www.westcoastwaste.com Roll-off only		



RECYCLING SERVICES:

Recycling is offered at a lower/discounted rate. If you have separate recycling bins, ask for a discount. Recycle and Save Money!

NOTE: An Encroachment Permit is required for any dumpster or bin placed at the curb or on the public right-of-way. Call the Dept. of Public Works at 310-544-5252 to obtain information and a Permit.

Dumpsters/bins placed on private property (on the driveway and/or yard) do not need an Encroachment Permit.