

# Development Review Applicant's Guide

## PURPOSE

The Development Review process was designed to promote the orderly development of the City and to guide the direction of building development, according to the Paramount Zoning Ordinance. Through the architectural review process, the Development Review Board acts to conserve property values, promote sustainability and livability, and preserve the character of the area and the character of buildings already erected in the area.

## FINDINGS

The Development Review Board must make the following findings of fact, prior to approval of an application:

(a) That the development will not be detrimental to the character of the zone in which it is proposed to construct the building, the particular suitability of the zone for particular uses and the character of buildings already erected in the district and will conserve property values and promote the direction of building development according to the Paramount Zoning Ordinance.

(b) That the application for the building permit indicates the manner in which adjacent structures are protected against noise, vibration, and other factors which tend to make the environment less desirable, and are reasonably efficient and satisfactory.

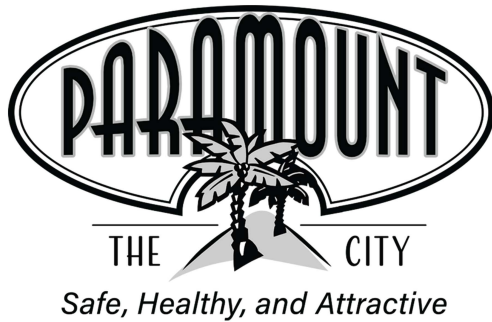
(c) That the exterior architectural appeal, design and functional plan of the proposed structure will, when erected, not be either so at variance with the exterior architectural appeal, design and functional plan of the structures already constructed or in the course of construction in the zone in questions and the immediate neighborhood of the proposed site as to cause a substantial depreciation of property values in the neighborhood, so far as:

1. Setbacks;
2. Building height;
3. Vehicular parking, and vehicular and pedestrian ingress and egress;
4. Location of services;
5. Walls;
6. Landscaping; or
7. Gross floor area

(d) That the proposed development indicates adequate consideration for the other existing or contemplated uses of land in the general area and an orderly development of the same.

### **Process For Filing Development Review Application**

1. Contact the Planning Division of the Planning Department for development standards, zoning, general plan designation, scheduling, application forms, or other information.
2. Submit preliminary plot plan and elevation for review by city staff of zoning standards and an overall site evaluation at least one (1) week prior to application deadline.
3. Revise and finalize plans based on preliminary review for submittal of project – refer to application for submittal details.
4. After all forms are submitted, the Chair of the Development Review Board will schedule the matter before the Board.
5. A staff report, evaluating the proposal, will be prepared for the Development Review Board. A copy of this report will be mailed to the applicant prior to the Board meeting.
6. At the Board meeting, the staff will first present its report and recommendations. The applicant may then comment on any aspect of the application or the recommendations.
7. After hearing testimony, the Development Review Board may (a) approve, (b) conditionally approve, (c) deny the request, or (d) postpone the decision to a later specified time, date, and place.
8. Any person dissatisfied with the action of the Development Review Board may file an appeal with the City Clerk within 30 days after the decision of the Board.
9. On appeal, the City Council will review the Development Review Board's decision and hear new evidence and testimony, if any. The decision of the City Council shall be final.

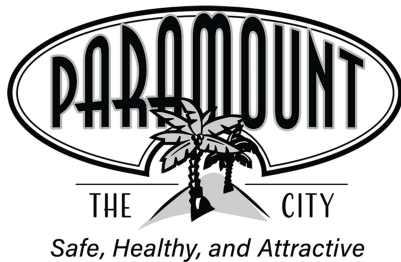


Planning Department  
Planning Division  
16400 Colorado Ave  
Paramount, CA 90723  
(562) 220-2036  
[planning@paramountcity.com](mailto:planning@paramountcity.com)

## Development Review Application Check Sheet

Read questions carefully and fill the forms out completely.

- ☐ **Development Review Application (Applicant, Location, Legal, Land Use)**
- ☐ **Property Owner Authorization Slip, if applicant is not owner of property**  
If the applicant is not the property owner, have the property owner's signature to allow authorization for application.
- ☐ **Affidavit**  
The applicant signs the affidavit (with jurat) before a notary public.
- ☐ **Residential Design Supplement Form, if applicable (Pages 1-5)**
- ☐ **Commercial/Industrial Design Supplement Form, if applicable (Page 6-7)**
- ☐ **13 Prints of Site Plan/Floor Plan**  
Must be reviewed by Planning Department, prints must be 11 inches by 17 inches.
- ☐ **Provide Color Drawings**
  - ☐ One (1) color rendering of elevations or perspective drawings
  - ☐ One (1) color site plan
- ☐ **Provide electronic copy (PDF) of Site Plan, Floor Plan, & Color Drawings**
- ☐ **Filing fee (\$581.25 base fee + cost of environmental review if applicable)**



City of Paramount  
16400 Colorado Ave  
Paramount, CA 90723  
(562) 220-2036

**For Planning Department Use:**

Date Filed: \_\_\_\_\_ Fee: \$581.25

Case No.(s): \_\_\_\_\_

Date of Hearing: \_\_\_\_\_

By: \_\_\_\_\_

Related Items: \_\_\_\_\_

**DEVELOPMENT REVIEW  
APPLICATION**

APPLICANT

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number of Applicant: \_\_\_\_\_

Email Address of Applicant: \_\_\_\_\_

Legal Owner of Property  
(If different from applicant): \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

Name of Business  
(If applicable): \_\_\_\_\_

LOCATION

Subject property is located at \_\_\_\_\_

Between \_\_\_\_\_ and \_\_\_\_\_

LEGAL

Assessor's Parcel No.: \_\_\_\_\_ Parcel Size: \_\_\_\_\_ sq. ft.

Legal description:

LAND USE

Existing Zoning: \_\_\_\_\_ General Plan Land Use Designation: \_\_\_\_\_

Current Land Use: \_\_\_\_\_

If Vacant, Previous Use: \_\_\_\_\_

Number of Months Vacant: \_\_\_\_\_

***AUTHORIZATION – TOP SECTION OF THIS PAGE TO BE COMPLETED  
IF THE APPLICANT IS NOT THE OWNER OF THE SUBJECT PROPERTY***

I/We, \_\_\_\_\_ owner of the above described real property,  
authorize \_\_\_\_\_ to:

\_\_\_\_\_ Make an application for a \_\_\_\_\_  
on the property heretofore described and/or

\_\_\_\_\_ Appear and act for me in my place and stead for the City of Paramount. He or she is  
authorized to take such action as he or she deems advisable in connection with said  
application.

Signature of Property Owner \_\_\_\_\_

Property Owner's Mailing Address \_\_\_\_\_

Property Owner's Daytime Telephone No. \_\_\_\_\_

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***AFFIDAVIT  
TO BE COMPLETED BY THE APPLICANT FOR ALL APPLICATIONS***

STATE OF CALIFORNIA            }  
COUNTY OF LOS ANGELES    }    SS:

I, \_\_\_\_\_, being duly sworn depose and say

Agent \_\_\_\_\_

Lessee \_\_\_\_\_

That I am an owner \_\_\_\_\_ of property in this petition and that the

Optionee \_\_\_\_\_

Purchaser \_\_\_\_\_

**Forgoing signature, statements, and answers herein contained and the information herewith  
submitted are in all respects true and correct to the best of my knowledge and belief. I certify  
under penalty of perjury that the foregoing is true and correct.**

**Notary Instructions:**

**Please execute a Jurat and provide  
State approved Jurat form. Thank  
you.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Number

## RESIDENTIAL DESIGN SUPPLEMENT

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Proposed Project/Development/Use of Property:

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1. **SIZE OF UNITS** (number of bedrooms and gross square feet):

|                       | <u>Number</u> | <u>Sq. Ft.</u> | <u>Type of Unit (single family, condo &amp; apartment)</u> |
|-----------------------|---------------|----------------|--|
| 0 Bedroom<br>(studio) | _____         | _____          | _____  |
| 1 Bedroom             | _____         | _____          | _____  |
| 2 Bedroom             | _____         | _____          | _____  |
| 3 Bedroom             | _____         | _____          | _____  |
| 4 Bedroom             | _____         | _____          | _____  |
| 5 Bedroom             | _____         | _____          | _____  |

Total number of units: \_\_\_\_\_ Proposed density (units/acre): \_\_\_\_\_

2. **FLOOR AREA:**

Existing floor area (if applicable): \_\_\_\_\_

Proposed additional floor area: \_\_\_\_\_

Total proposed floor area: \_\_\_\_\_

3. **PARKING**

Off-street parking spaces:

Guest parking (if applicable):

|                   | <u>Number</u> |                                      | <u>Number</u> |
|-------------------|---------------|--------------------------------------|---------------|
| Covered           | _____         | Covered                              | _____         |
| Open              | _____         | Open                                 | _____         |
| Total No. Spaces  | _____         | Total No. of Guest<br>Parking Spaces | _____         |
| Number of Compact | _____         |                                      |               |

**PARKING** (cont.)

Type of covered parking provided: \_\_\_\_\_

Is carport/garage opening screened from view of residents, freeways, and other streets? \_\_\_\_\_

If yes, how? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are open parking spaces screened from view of residents, freeways, and other streets? \_\_\_\_\_

If yes, how? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specify number & location of spaces provided for recreational vehicles owned by the residents:

\_\_\_\_\_

\_\_\_\_\_

**4. AMENITIES**

a. Laundry facilities: YES NO

Number of Washers: \_\_\_\_\_ Location: \_\_\_\_\_

Number of Dryers: \_\_\_\_\_ Location: \_\_\_\_\_

Special features: \_\_\_\_\_

b. Locked storage facilities: YES NO

Dishwasher Refrigerator Other

Garbage Disposal Range and oven

c. Major Appliances:

Dishwasher Refrigerator Other

Garbage Disposal Range and oven

**RESIDENTIAL DESIGN SUPPLEMENT**  
**PAGE 3**

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**PARKING** (cont.)

d. Private Patios: YES NO

Size \_\_\_\_\_ Number \_\_\_\_\_

Method assuring maximum privacy: \_\_\_\_\_

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

e. Security devices:

Doors

Windows

Sliding Doors

Type \_\_\_\_\_

Recreational facilities: YES NO

Location \_\_\_\_\_

\_\_\_\_\_

Equipment Provided \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EXTERIOR FEATURES:**

5. Describe the exterior building treatment(s) to be used, including color schemes, textures, materials, & their relationships.

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



**RESIDENTIAL DESIGN SUPPLEMENT**  
**PAGE 4**

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6. Describe the proposed roof type, design and material. Please indicate method of concealing roof structures, such as air conditioning units, heating units, etc., from view.

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7. What kind of walls are provided around the development and/or the individual parcels? Specify height and materials to be used.

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8. Describe how windows, balconies and other openings are located and designed to assure privacy for adjoining properties and reduce the undesirable effects of any major streets and/or freeways that are nearby.

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9. How are refuse storage areas in the project to be screened from view of the residents, streets, freeways, and adjacent properties?

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10. Describe the landscaping scheme and materials to be used in your project. Include information about the species, maturity, and location of the vegetation to be used. Describe the proposed watering system to be used for the landscaped areas.

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**INTERIOR FEATURES**

**BATHROOMS**

Number provided \_\_\_\_\_ per 1 bedroom unit  
\_\_\_\_\_ per 2 bedroom unit  
\_\_\_\_\_ per 3 bedroom unit  
\_\_\_\_\_ per 4 bedroom unit  
\_\_\_\_\_ per 5 or more bedrooms

Type of floor covering \_\_\_\_\_

Material to be used for countertops, sinks, showers, and/or bath tubs:

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**KITCHEN**

Type of floor covering \_\_\_\_\_

Material to be used for countertops, sinks, and cupboards:

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1. What, if any, water conserving devices are to be used in the bathroom and/or kitchen?

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2. Specify the type, location and amount of insulation and soundproofing to be provided in each unit.

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3. What type of heating system do you propose to use? Why was this type of system chosen?

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4. If provided, what type of air-conditioning system is to be used for each unit? Why was this type of system chosen?

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**If commercial, industrial or other type of use, please complete the following:**

1. Proposed land use: \_\_\_\_\_

2. Floor Area/Building Height

Existing floor area (if applicable): \_\_\_\_\_

Proposed additional floor area: \_\_\_\_\_

Total proposed floor area: \_\_\_\_\_

Building height (to roof peak): \_\_\_\_\_

3. Off-street Parking Spaces

Number of onsite parking spaces proposed: \_\_\_\_\_

4. Proposed landscaped areas:

|        | <u>Length</u> | <u>Width</u> | <u>Area</u> |
|--------|---------------|--------------|-------------|
| Area A | _____         | _____        | _____       |
| Area B | _____         | _____        | _____       |
| Area C | _____         | _____        | _____       |

5. Hours of operation: \_\_\_\_\_

Estimated number of employees per shift \_\_\_\_\_

Estimated number of customers (per day) \_\_\_\_\_

Estimated range of services area (miles) \_\_\_\_\_

6. Proposed materials and colors to be used on exterior of building:

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

7. Proposed material and type of roof:

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

8. Proposed materials and colors to be used for fences:

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

9. Describe how the proposed development will be compatible with the character of the zone in which it is to be located. Explain how the development is suitable to the uses and character of buildings within the area and how this project will conserve property values and promote development according to the zoning plan or General Plan.

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10. Describe how adjacent structures are protected against noise, vibration, and other factors which tend to make the environment less desirable.

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11. Describe the exterior architectural appeal, design and functional plan of the development. Explain how the proposed development is consistent with existing structures or structures under construction within the zone as far as (1) setbacks, (2) building heights, (3) vehicular parking and vehicular and pedestrian ingress and egress, (4) location of services, (5) walls, (6) landscaping, or (7) gross floor area.

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12. Describe how the project provides for orderly development of the land and adequately considers the other existing or contemplated uses of land in the general area.

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13. Describe how the project promotes sustainability.

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## SUBMITTALS

The applicant shall file, as a part of this application:

**SITE PLAN (PLOT PLAN) – Thirteen prints (11" x 17"), one set drawn to an appropriate scale, and one copy in electronic (PDF) format showing the following information:**

- A. The exterior boundaries of the subject property indicating easements, dimensions and lot size.
- B. The name and width of the adjoining public and/or private street(s) providing access and/or frontage to the subject property.
- C. The location, size, height, and type of all structures, including signs, walls, and fences and the location, size, and dimensions of all yards, setbacks, and all spaces between structures.
- D. The location, size, and type of all doors and windows.
- E. The location, dimensions, and method of improvement of all driveways, parking areas, walkways, and means of access, ingress, and egress.
- F. The location, dimensions, and layout of all parking areas. Identify all Americans with Disabilities Act (ADA)-compliant parking stalls.
- G. The location, dimensions, and method of improvement of all property to be dedicated to the public or to public utilities.
- H. The name, mailing address, telephone number, and email address of the proposed property owner and person and/or firm preparing the building plans (plot plans, floor plans and elevations).
- I. The scale to which the plot plan has been drawn and the north point (where possible the plot plan should be drawn with north oriented toward the top of the plan).

**FLOOR PLAN – Thirteen prints (11" x 17"), one set drawn to an appropriate scale, and one copy in electronic (PDF) format showing the following information:**

A detailed **floor plan** shall also be required. Such floor plan shall indicate the division and use of space within all existing and/or proposed buildings and building additions and the location of loading doors and facilities. *Floor plans may be combined with the plot plan and submitted as a single map.*

**Thirteen prints (11" x 17") of architectural plans and one set to scale showing the following:**

- A. **ELEVATIONS.** All architectural of each building and a composite elevation from street if multiple buildings are proposed (incorporate the profile of landscaping and buildings adjacent to such elevations)

## SUBMITTALS

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- B. **ROOF PLAN.** Show the direction of slope of roof elements and location of mechanical equipment, ducts and vents.
- C. **LIGHTING.** The lighting to be applied to the exterior wall surfaces or to be used for walkways, drives and parking lots, and the light cast by the building's interior, its signs, etc., which are visible from adjacent or neighboring properties.
- D. **DECORATIVE FEATURES.** All artwork, sculpture, fountains, and other ornamental or decorative features visible from surrounding properties.
- E. All provisions for and design of the following appurtenances if visible from the exterior:

|  |   |
|--|---|
| Utility lines, meters, boxes                 | Sun shades, awnings, louvers                    |
| Refuse/recyclables, storage and pickup areas | Downspouts                                      |
| Stairs, ramps, fences, walls                 | Mechanical equipment visible from the exterior. |
| Flues, chimneys, exhaust fans                | Loading docks, carports                         |
| Penthouses                                   | Antennas  |
| Balconies                                    |   |

**COLOR DRAWINGS – one color rendering of elevations or perspective drawings and one color site plan in electronic (PDF) format.**

**MATERIALS – One color and material palette indicating the kinds and finishes of all the exterior materials (including roof and walls) and color samples of paint or manufactured products to be applied on the exterior (including fascia and trim) of the proposed structure. Provide copy in electronic (PDF) format.**