

# Land Use, Development, & Subdivision Application

## City of Irwindale • Community Development Department

5050 Irwindale Avenue • Irwindale, California 91706 • (626) 430-2208

By completing the information requested, this application will serve as a request for approval of an entitlement permit. Planning Division staff will assist you in completing this application and can be reached at (626) 430-2208. Planning Division counter hours are 8:00 AM to 6:00 PM, Monday through Thursday.

### TYPE OF PERMIT(S) REQUESTED

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Site Plan Design Review (DA) | <input type="checkbox"/> Time Extension |
| <input type="checkbox"/> Development Agreement  | <input type="checkbox"/> Tentative Parcel Map         | <input type="checkbox"/> Variance       |
| <input type="checkbox"/> Project Modification   | <input type="checkbox"/> Tentative Tract Map          |   |

Project Location: \_\_\_\_\_ Assessors Parcel Number (APN): \_\_\_\_\_

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

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

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

#### Property Ownership

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

#### Applicant

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

### FOR STAFF USE ONLY

#### Fees

Application: \_\_\_\_\_  
Env. Assessment: \_\_\_\_\_  
Newspaper Ad: \_\_\_\_\_  
Public Noticing: \_\_\_\_\_  
Admin Fee: \_\_\_\_\_  
**Total** \_\_\_\_\_

Filing No(s): \_\_\_\_\_  
Receipt No.: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Date: \_\_\_\_\_

**Notes:**

1. It is understood that any permit issued pursuant to this application will not grant any right or privilege to use any building or land contrary to the provisions of law or of any ordinance of the City of Irwindale. All provisions of law and of ordinance governing the use of the aforesaid building or land will be complied with, whether specified or not.
2. The applicant or any interested aggrieved person may appeal the determination of the Community Development Director or Planning Commission with twenty (20) calendar days from the date of such determination. The appeal must be in writing in accordance with Section 17.84.060 of the City of Irwindale Zoning Ordinance. The required appeal fee as adopted by the City Council must accompany an appeal to the Planning Commission of a decision of the Community Development Director or an appeal to the City Council of a decision of the Planning Commission or it will be considered incomplete and the appeal will not be considered. Prior to submitting your appeal, please check with staff regarding the amount of the appeal fee due. If an action of the Commission is appealed, the City Council will hear the appeal and render a final decision.
3. Prior to plan preparation and submittal, it is recommended that applicants read applicable sections of the Zoning Ordinance, General Plan, and any specific plans that could affect development of the subject property. In addition, the *Minimum Requirements for Filing* must be satisfied prior to submitting this application. Be advised that incomplete plans that DO NOT satisfy the *Minimum Required Information Checklist* will be rejected at the counter and not be allowed to be submitted.
4. It is understood that the approval of this application does not constitute approval of construction plans from the Building Division, which must be applied for separately and subsequent to the approval of this application.
5. The applicant and property owner hereby grant permission for City staff to enter and inspect the subject property as required to evaluate this application.

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**SIGNATURES** – I hereby certify under penalty of law that I am authorized to request this action and that the statements and information contained herein are in all respects true and correct to the best of my knowledge and belief. Furthermore, I have been advised of the state mandated time limits for processing project applications within the City of Irwindale and of the opportunity to request written notification of proposed changes to the City's land use regulations which may reasonably relate to my application.

**Applicant:** \_\_\_\_\_

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

**Owner:\*** \_\_\_\_\_

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

\* If different than applicant, owner must either sign this application or attached a signed letter authorizing this application.

## Minimum Requirements for Filing

### ALL APPLICATIONS:

1. The submittal requirements for all applications are listed in the submittal checklist handout located on the front of the application.
2. All plans shall be prepared in accordance with the City's *Minimum Required Information Checklist* handout.
3. Additional materials and information may be required depending upon project scope and complexity.

### **SITE PLAN AND DESIGN REVIEW APPROVAL**

- (1) Application and filing fee;
  - (1) *Environmental Assessment* form and review fee;
  - (1) Supplemental Form (if applicable)
  - (10) Copies of site plans prepared in accordance with the *Minimum Required Information Checklist* handout;
  - (10) Copies of building elevations prepared in accordance with the *Minimum Required Information Checklist* handout;
  - (10) Copies of floor plans prepared in accordance with the *Minimum Required Information Checklist* handout;
  - (3) Copies of landscape plans prepared in accordance with the *Minimum Required Information Checklist* handout;
  - (3) Copies of sign plans or sign program prepared in accordance with the *Minimum Required Information Checklist* handout;
  - (1) Copy of colored site plans and elevations;
  - (3) Copy of all submitted plans reduced to 11"X17"; and
  - (3) Copies of mailing labels and mailing list prepared in accordance with the City's *Public Notice Requirements* handout.
- Supplementary materials and information may be required as detailed in the *Minimum Required Information Checklist* handout.

### **CONDITIONAL USE PERMIT**

- (1) Application and filing fee;
  - (1) *Environmental Assessment* form and review fee;
  - (1) Supplemental Form (if applicable)
  - (10) Copies of site plan prepared in accordance with the *Minimum Required Information Checklist* handout;
  - (10) Copies of floor plans prepared in accordance with the *Minimum Required Information Checklist* handout;
  - (3) Copy of all submitted plans reduced to 11"X17"; and
  - (3) Copies of mailing labels and mailing list prepared in accordance with the City's *Public Notice Requirements* handout.
- Supplementary materials and information may be required as detailed in the *Minimum Required Information Checklist* handout.

### **TENTATIVE PARCEL OR TRACT MAP**

- (1) Application and filing fee;
  - (1) *Environmental Assessment* form and review fee;
  - (1) Supplemental Form (if applicable)
  - (10) Copies of the tentative map prepared in accordance with the *Minimum Required Information Checklist* handout;
  - (3) Copy of all submitted plans reduced to 11"X17";
  - (3) Copies of mailing labels and mailing list prepared in accordance with the City's *Public Notice Requirements* handout; and
- Supplementary materials and information may be required as detailed in the *Minimum Required Information Checklist* handout.

### **VARIANCE**

- (1) Application and filing fee;
- (1) *Environmental Assessment* form and review fee;

- (1) Supplemental Form (if applicable)
  - (10) Copies of site plans;
  - (10) Copies of sign plans or sign program (for Sign Variance only) prepared in accordance with the *Minimum Required Information Checklist* handout;
  - (3) Copy of all submitted plans reduced to 11"X17"; and
  - (3) Copies of mailing labels and mailing list prepared in accordance with the City's *Public Notice Requirements* handout.
- Supplementary materials and information may be required as detailed in the *Minimum Required Information Checklist* handout.
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**TIME EXTENSION**

- (1) Application and filing fee; and
  - (1) Written explanation of the reason(s) for the time extension.
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**PROJECT MODIFICATION**

- (1) Application and filing fee;
  - (1) *Environmental Assessment* form and review fee;
  - (1) Supplemental Form (if applicable)
  - (10) Copies of site plans prepared in accordance with the *Minimum Required Information Checklist* handout;
  - (10) Copies of building elevations prepared in accordance with the *Minimum Required Information Checklist* handout;
  - (10) Copies of floor plans prepared in accordance with the *Minimum Required Information Checklist* handout;
  - (3) Copies of landscape plans prepared in accordance with the *Minimum Required Information Checklist* handout;
  - (3) Copies of sign plans or sign program prepared in accordance with the *Minimum Required Information Checklist* handout;
  - (1) Copy of colored site plans and elevations;
  - (3) Copy of all submitted plans reduced to 11"X17"; and
  - (3) Copies of mailing labels and mailing list prepared in accordance with the City's *Public Notice Requirements* handout.
- Supplementary materials and information may be required as detailed in the *Minimum Required Information Checklist* handout.

# Minimum Required Information Checklist

## City of Irwindale • Community Development Department

5050 Irwindale Avenue • Irwindale, California 91706 • (626) 430-2208; Fax: (626) 962-2018

The following information provides the minimum required to be contained on tentative subdivision maps, site plans, exterior building elevations, floor plans, landscape plans, sign plans and sign programs. Additional information may be required following initial review of all submitted applications, forms, plans and any supplementary materials.

### GENERAL PLAN/MAP PREPARATION GUIDELINES

- All plans/maps shall be drawn on uniform sheets, no greater than 24"x36" in size.
- All plans/maps shall be clear, legible and accurately scaled.
- All plans/maps shall be clearly labeled with sheet title, project name and project location.
- A one-sheet master plan shall be provided where the detailed plan/map cannot contain the entire project on a single sheet.
- Incomplete or illegible plans/maps will not be accepted for filing.

### TENTATIVE SUBDIVISION MAPS

Tentative subdivision maps shall be drawn to an engineering scale no smaller than 1"=50' with the north arrow oriented toward the top or right side of the sheet, and shall include the following minimum information:

- Graphic scale.
- Name, address and phone number of the applicant, engineer and/or architect, as well as any soils engineers or geologists whose services were utilized in the preparation of the project.
- The date the map was prepared, including any subsequent revision dates.
- Vicinity map showing the precise location of the project.
- All boundary lines of the project site, proposed lots or parcels, and all adjacent (abutting) properties.
- Location of all existing structures on adjacent properties, including storage areas, landscape areas, parking lots and driveways.
- Location of existing trees, specifically noting trees with a trunk diameter of 4-inches or greater.
- Existing land uses and zoning on all adjacent properties.
- A summary to appear as notes on the map, as follows:
  1. Adjusted gross and net acreage;
  2. Proposed density (dwelling units per adjusted gross acre for residential subdivisions and floor area ratio for commercial and industrial subdivisions);
  3. Minimum and average net lot area;
  4. Minimum lot dimensions (width and depth) for interior and corner lots; and
  5. Assessor's parcel numbers.

- Proposed building pad elevations, and existing and proposed ground contours. Existing contours should extend a minimum of 50-feet past the map boundary.
- Surface watercourses and land subject to inundation.
- Location, height and materials of existing and proposed walls and fences, including height of retaining portions of walls.
- Existing and proposed adjacent rights-of-way (both public and private), alleys and easements, including all curve data and street grades.
- Typical cross sections of all streets, alleys and easements, including railroads.
- Nearest cross streets on both sides of the project site, with plus-or-minus distances from the site.
- Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain and cable TV).
- If the map is to be phased, indicate the limits of the phasing. All project phasing must be disclosed at the time of initial application submittal and review. A phased map which is not disclosed "up-front," will require the filing of a supplemental application ("Modification"), with appropriate fees to defray costs associated with additional City review and expenses.

### SITE PLANS

Site Plans shall be drawn to an engineering scale no smaller than 1"=50' with the north arrow oriented toward the top or right side of the sheet, and shall include the following minimum information:

- Graphic scale.
- Legal description.
- Name, address and phone number of the applicant, engineer and/or architect.
- The date the plan was prepared, including any subsequent revision dates.
- Vicinity map showing the precise location of the project.
- Property lines of the project site and all adjacent (abutting) properties.
- Location of all existing structures on the project site and on adjacent properties (for a distance of 50-feet beyond the project site), including storage areas, landscape areas, parking lots and driveways.
- Location of existing trees, specifically noting trees with a trunk diameter of 4-inches or greater.
- Location of both pedestrian and vehicular access, showing service areas and points of ingress and egress.

- Location of all off-street parking and loading areas, indicating exact location, number and typical dimensions of spaces.
- Internal vehicular circulation patterns.
- Distance of buildings and structures from property lines and each another.
- Proposed building pad elevations, and existing and proposed ground contours. Existing contours should extend a minimum of 50-feet past the map boundary.
- Location, height and materials of existing and proposed walls and fences, including height of retaining portions of walls.
- All driveway locations, to scale, on adjacent properties and properties located across the street, for a distance of 100-feet beyond the project site and across the street.
- Existing and proposed curbs, gutters, sidewalks and paving widths within 100-feet of the project site and across the street.
- Existing and proposed adjacent rights-of-way (both public and private), alleys and easements.
- Typical cross sections of all streets, alleys and easements, including railroads.
- Existing median islands within 100 feet of the project site.
- Nearest cross streets on both sides of the project site, with plus-or-minus distances from the site.
- Existing drainage courses or storm drains.
- Existing and proposed use of all buildings and structures on the project site.
- Location and dimension of outdoor storage areas, trash enclosures and mechanical service areas.
- Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain and cable TV).
- Surface watercourses and land subject to inundation.
- A summary to appear as notes on the site plan, as follows:
  1. Adjusted gross and net acreage;
  2. Gross floor area per building and total floor area for all buildings;
  3. Proposed density (dwelling units per adjusted gross acre for residential subdivisions and floor area ratio for commercial and industrial subdivisions);
  4. Lot coverage ratio (percentage of site covered by buildings or structures);
  5. Landscape coverage ratio (percentage of lot covered by landscaping);
  6. Number of unit types, unit area by type, number of bedrooms, number of stories and number of units per building (as applicable); and
  7. Required and proposed number of parking spaces (covered and uncovered, as applicable).
  8. If the project is to be phased, indicate the limits of the phasing. All project phasing must be disclosed at the time of initial application submittal and review. A phased map that is not disclosed up front will require the filing of a supplemental application ("Modification"), with appropriate fees to defray costs associated with additional City review and expenses.

### **BUILDING ELEVATIONS**

Building elevations shall be drawn to an architectural scale no smaller than 1/16"=1'-0" for commercial and industrial projects and 1/8"=1'-0" for residential projects, shall include the following minimum information:

- All building elevations shall be fully dimensioned. In every case, the plan shall be of sufficient size to show architectural detail.
- All sides of existing and proposed structures.
- Indicate vertical dimensions, and all proposed materials, textures and finishes.

### **FLOOR PLANS**

Floor plans shall be drawn to an architectural scale no smaller than 1/16"=1'-0" for commercial and industrial projects and 1/8"=1'-0" for residential projects, and shall include the following minimum information:

- All floor plans shall be fully dimensioned.
- Show the locations of all existing and proposed walls and partitions, and the use of all rooms and areas.
- Show the location of permanent fixtures and stationary equipment.

### **LANDSCAPE PLANS**

Landscape plans shall be fully dimensioned and detailed, drawn to the same scale as the site plan, and shall include the following minimum information:

- Full specification chart calling out all plant types by botanic and common name, number, size and planting distances.
- Curbing and hardscape treatments, including type and finish.
- Location of all street trees, light standards, parkway treatments, fences and walls.
- Location and type of all passive and active recreation equipment or amenities, or outdoor equipment provided for employee welfare (benches, tables, etc.).

### **SIGN PROGRAM OR SIGN PLAN**

Sign program or sign plan is required of all non-residential development and shall include the following minimum information:

- Specify the type(s) and location(s) of sign(s) proposed (monument, wall, pylon, etc.), and provide typical sign plans depicting the letter style and size, overall sign height and colors proposed.

### **SUPPLEMENTARY MATERIALS AND INFORMATION**

Supplementary materials and information that may be required are listed below. You are encouraged to discuss your proposed project with Planning Division staff prior to submission of your application for City review and action to determine whether the submission of additional materials and information is necessary.

- TRAFFIC STUDY**
- TRAFFIC IMPACT ANALYSIS**
- HYDROLOGY REPORT**

- BIOLOGICAL REPORT**
- ARBORIST REPORT**
- AIR QUALITY STUDY**
- INDUSTRIAL USERS DISCHARGE PERMIT**

- BUSINESS EMERGENCY/CONTINGENCY PLAN  
ADDITIONAL MATERIALS** and information may be required depending upon project scope and complexity.

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***CERTIFICATION OF PLANS & INFORMATION***

I hereby certify that the plans and information provided present all of the data and information required by this "Minimum Required Information Checklist," and that the facts, statements and information presented are true and correct to the best of my knowledge and belief. Furthermore, I understand that failure to provide the plans and information required by this checklist may result in this application not being accepted as complete for filing and/or processing.

Preparer's Signature: \_\_\_\_\_

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

Name (print or type: \_\_\_\_\_

Phone: \_\_\_\_\_

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

City: \_\_\_\_\_

Zip: \_\_\_\_\_

# Environmental Assessment

## City of Irwindale • Community Development Department

5050 Irwindale Avenue • Irwindale, California 91706 • (626) 430-2208; Fax: (626) 962-2018

Project No(s): \_\_\_\_\_

### SECTION I – GENERAL INFORMATION

Project Location: \_\_\_\_\_  
Assessor's Parcel Number: \_\_\_\_\_  
Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

List any other permits and/or approvals required for this project, including city, county, regional, state or federal:

### SECTION II - DESCRIPTION OF USE (to be completed for industrial and commercial projects only)

Proposed Use of Property: \_\_\_\_\_ Daily Hours of Operation: \_\_\_\_\_

Estimated Number of Employees per Shift and Number of Shifts: \_\_\_\_\_

Type(s) of Product/Goods to be Produced: \_\_\_\_\_

List all Machines and Equipment Used: \_\_\_\_\_

List All Chemicals Used or Stored On-Site (submit OSHA Material Data Safety Sheet(s), storage amount and method): \_\_\_\_\_

List All Materials and Equipment to be Stored Outside: \_\_\_\_\_

### SECTION III - DESCRIPTION OF PROPOSED DEVELOPMENT

Number, Type and Area of All Existing and Proposed Buildings: \_\_\_\_\_

Lot Area: \_\_\_\_\_ Lot Coverage: \_\_\_\_\_ Density: \_\_\_\_\_

Landscape Area & Coverage: \_\_\_\_\_ Parking (required & proposed): \_\_\_\_\_

Is the Project to be Phased:  Yes  No

If yes, attached additional street(s) fully describing, by phase, the number of units, date construction is proposed to begin, and proposed date of occupancy. \_\_\_\_\_

Is the Project Part of a Larger Project?

Yes

No

If yes, list associated project(s): \_\_\_\_\_

**SECTION IV - ENVIRONMENTAL SETTING**

Describe the project site as it exists before the project, including topography, soil stability, plants, animals, existing structures, and any cultural, historical or scenic aspects: \_\_\_\_\_

**Describe the Surrounding Land Uses:**

**North:** \_\_\_\_\_

**East:** \_\_\_\_\_

**South:** \_\_\_\_\_

**West:** \_\_\_\_\_

Will this project:

- 1. Create a substantial alteration in existing ground contours?  Yes  No
- 2. Create a change in scenic views or vistas from existing residential areas, public roads or public lands?  Yes  No
- 3. Create a change in pattern, scale or character in the general area of the project?  Yes  No
- 4. Create significant amounts of solid waste or litter?  Yes  No
- 5. Create a change in dust, ash, smoke or odors in the vicinity?  Yes  No
- 6. Create a change in ground water quality or quantity, or alter existing drainage patterns?  Yes  No
- 7. Create substantial change in existing noise or vibration in the vicinity?  Yes  No
- 8. Be constructed on filled land or on slope of 10 percent or more?  Yes  No
- 9. Create the need for use or disposal or potentially hazardous materials, such as toxic substances, flammables or explosives?  Yes  No
- 10. Create a change in demand for municipal services (police, fire, water, sewer, etc.)?  Yes  No
- 11. Create a substantial increase in fossil fuel consumption (oil, natural gas, etc.)?  Yes  No
- 12. Result in the removal of trees with a trunk diameter greater than 4 inches?  Yes  No
- 13. Create changes in existing zoning or general plan land use designations?  Yes  No
- 14. Result in the development of 250 or more dwelling units?  Yes  No
- 15. Result in the development of a major sports, entertainment or recreational facility that accommodates 2,000 or more persons?  Yes  No
- 16. Result in the development of 125,000 or more square feet of office space?  Yes  No
- 17. Result in the development of 250 or more hotel/motel rooms?  Yes  No
- 18. Result in the development of 250 or more hospital beds?  Yes  No
- 19. Result in the development of 250,000 or more square feet of retail-commercial space?  Yes  No
- 20. Result in the development of 325,000 or more square feet of industrial space?  Yes  No
- 21. Relationship to a larger project or series of projects.  Yes  No

Note: Fully explain all "yes" answers on a separate sheet and attach it to this form.

**SECTION V – 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.

Preparer's Signature: \_\_\_\_\_

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

Name (print or type): \_\_\_\_\_

Phone: \_\_\_\_\_

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

City: \_\_\_\_\_

Zip: \_\_\_\_\_

# Public Notice Requirements

## City of Irwindale • Community Development Department

5050 Irwindale Avenue • Irwindale, California 91706 • (626) 430-2208; Fax: (626) 962-2018

The materials and information listed below must be submitted with applications requiring a public hearing or public notification:

**PROPERTY OWNERSHIP LIST:** Provide a list of the name, address and assessor's parcel number of all property owners within a 500-foot radius of the project site, measured from the site's exterior boundary (property line). Additional notices may be required for an expanded noticing area beyond this 500-foot radius based on City review of the development application. The list shall be obtained from the latest equalized property tax assessment roll issued by the Los Angeles County Tax Assessor Roll. Mailing labels are only good for a maximum of six (6) months.

**MAILING LABELS:** Provide three (3) sets of typed, self adhesive labels, on 8-1/2"X11" sheets, listing the name, address and assessor's parcel number of all property owners within a 500-foot radius of the project site, measured from the site's exterior boundary (property line). The mailing labels shall be formatted as follows:

**500 FOOT RADIUS MAP:** Provide Los Angeles County Tax Assessor's Maps for all properties within a 500-foot radius of the project site, measured from the site's exterior boundary (property line).

**PROPERTY OWNER'S AFFIDAVIT:** Complete the affidavit provided below, stating that the required Property Ownership List is correct and is based upon the latest available equalized property tax assessment roll.

1020-221-01 JOHN AND JANE DOE 5050 IRWINDALE AVE IRWINDALE CA 91710	1020-221-01 JOHN AND JANE DOE 5050 IRWINDALE AVE IRWINDALE CA 91710	1020-221-01 JOHN AND JANE DOE 5050 IRWINDALE AVE IRWINDALE CA 91710
1020-221-01 JOHN AND JANE DOE 5050 IRWINDALE AVE IRWINDALE CA 91710	1020-221-01 JOHN AND JANE DOE 5050 IRWINDALE AVE IRWINDALE CA 91710	1020-221-01 JOHN AND JANE DOE 5050 IRWINDALE AVE IRWINDALE CA 91710
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### PROPERTY OWNER'S LIST AFFIDAVIT

I 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 equalized assessment roll of the Los Angeles County Tax Collector, within the area described on the attached application for a distance of 500-feet measured from the exterior boundary of the property described on said application. Furthermore, I certify under penalty of perjury, that the foregoing statement and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief.

Preparer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print or type): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_