

**DEPARTMENT OF REGIONAL PLANNING  
MEMORANDUM**

July 20, 2010

TO: DRP Staff

FROM: Richard J. Bruckner  
Director



**SUBJECT: SUBDIVISION AND ZONING ORDINANCE POLICY NO. 02-2010  
APPLICATION SUBMITTAL REQUIREMENTS UNDER COUNTY CODE  
TITLE 21 AND TITLE 22**

Effective July 24, 2010, the Department of Regional Planning (DRP) will no longer require applicants to submit mailing lists, mailing labels, and corresponding ownership maps ("mailing items") to meet the public notification requirement. DRP instead will obtain the mailing items in digital format directly from the Assessors' ownership database and our GIS-NET only at the time of public notification. DRP will also waive hard-copy vicinity maps as a result of change in mapping technology and presentation format.

This memo examines variations of similar requirements in Title 21 and Title 22 and explains how the policy complies in each circumstance. Application forms and checklists should be revised accordingly to reflect this policy.

- I. The following Sections give the Director authority to waive the mailing items filed by the applicant:
  - Conditional Use Permit (Section 22.56.030)
  - Housing Permit, Administrative (Section 22.56.2690)
  - Non-Commercial Wind Energy Conversion Systems and Temporary Meteorological Towers (WECS-N) (Section 22.52.1640)
  - Parking Permit (Section 22.56.1010)
  - Shared Water Well (Section 22.56.1764), with concurrence of the Departments of Health Services, Fire, and Public Works (see Attachments)
  - Variance (Section 22.56.280)
  
- II. The following Sections require that an application to include the mailing items. DRP will comply by generating them at the time of public notification.
  - Amateur Radio Antennas (Section 22.52.1440)
  - Animal Permit (Section 22.56.440)
  - Cemetery Permit (Section 22.56.580)
  - Coastal Development Permit (Section 22.56.2310)
  - Community Standards District (CSD), Petition to Establish, Expand or Repeal of a (Section 22.44.050)

- Development Agreement (Section 22.16.270)
- Elizabeth Lake and Lake Hughes CSD, Applications for Zoning Permits (Section 22.44.143)
- Housing Permit, Discretionary (Section 22.56.2800)
- Juniper Hills CSD (Section 22.44.140)
- Mobilehome Permit, Extension (Section 22.56.910)
- Rowland Heights CSD (Section 22.44.132)
- South San Gabriel CSD (Section 22.44.131)
- Temporary Use Permit (Section 22.56.1850)
- Zone Change (Section 22.16.100)

III. The following Sections require that the applicant submit the mailing items but do not grant the Director the authority to waive such requirement. Thus, DRP will obtain applicants' authorization to provide such items for their applications at the time of public notification, rather than upon application submittal.

- Altadena CSD (Section 22.44.127)
- Avocado Heights CSD (Section 22.44.136)
- Baldwin Hills CSD (Section 22.44.142)
- Castaic Area CSD (Section 22.44.137)
- Cerritos Island CSD (Section 22.44.145)
- East Los Angeles CSD (Section 22.44.118)
- Elizabeth Lake and Lake Hughes CSD, Modification of Development Standards (Section 22.44.143)
- Florence-Firestone CSD (Section 22.44.138)
- La Crescenta-Montrose CSD (Section 22.44.139)
- Mobilehome Permit (Section 22.56.810)
- San Francisquito Canyon CSD (Section 22.44.144)
- Southeast Antelope Valley CSD (Section 22.44.141)
- Subdivision (Section 21.16.050)
- Transit Oriented Districts (TOD) (Section 22.44.420)

IV. The following Sections do not specify whether an applicant shall submit or an application shall contain the mailing items. They require that the Director cause notice to be mailed. This policy will not affect these Sections.

- Conditional Use Permits, Modification or Elimination of Conditions (Section 22.56.1620)
- East Pasadena-San Gabriel CSD (Section 22.44.135)
- Large Family Child Care Homes (Section 22.56.1757)
- Malibu Lake CSD (Section 22.44.123)
- Minor Conditional Use Permit (Section 22.56.085)
- Minor Parking Deviation (Section 22.56.1762)
- Santa Monica Mountains North Area CSD (Section 22.44.133)
- Wineries and Tasting Rooms (Section 22.56.1763)

V. The following Sections allow the Director to prescribe the number of vicinity maps required for the application. These vicinity maps have been used by staff to present

land use and zoning information at the time of public hearing. Due to change in mapping technology and staff's presentation format, they are no longer required.

- Coastal Development Permit (Section 22.56.2310)
- Community Standards District (CSD), Petition to Establish, Expand or Repeal of a (Section 22.44.050)
- Conditional Use Permit (Section 22.56.030)
- Development Agreement (Section 22.16.270)
- Elizabeth Lake and Lake Hughes CSD, Applications for Zoning Permits (Section 22.44.143)
- Housing Permit, Administrative (Section 22.56.2690)
- Housing Permit, Discretionary (Section 22.56.2800)
- Juniper Hills CSD (Section 22.44.140)
- Mobilehome Permit (Section 22.56.810)
- Non-Commercial Wind Energy Conversion Systems and Temporary Meteorological Towers (WECS-N) (Section 22.52.1640)
- Parking Permit (Section 22.56.1010)
- Variance (Section 22.56.280)
- Zone Change (Section 22.16.100)

RJB:hc

Attachment



# COUNTY OF LOS ANGELES

## FIRE DEPARTMENT

1320 NORTH EASTERN AVENUE  
LOS ANGELES, CALIFORNIA 90063-3294  
(323) 881-2401

P. MICHAEL FREEMAN  
FIRE CHIEF  
FORESTER & FIRE WARDEN

July 6, 2010

TO: RICHARD BRUCKNER, DIRECTOR  
DEPARTMENT OF REGIONAL PLANNING

FROM: P. MICHAEL FREEMAN *Done 6 July 09 PMF*

### INFORMATION REQUIRED FOR SHARED WATER WELL UNDER COUNTY CODE SECTION 22.56.1764

Our Department has reviewed the County Code Section 22.56.1764 as it relates to applications for shared water wells in the unincorporated Los Angeles County. We concur with your request to waive the applicant's requirement to submit a certified mailing list pursuant to the above referenced code section. Therefore the Department of Regional Planning can provide the information in lieu of the applicant, and proceed with the process.

If there are any questions pertaining to this memorandum, please contact James Bailey, Chief, Fire Prevention Engineering Section, at (323) 890-4132.

PMF:mt

#### SERVING THE UNINCORPORATED AREAS OF LOS ANGELES COUNTY AND THE CITIES OF:

AGOURA HILLS  
ARTESIA  
AZUSA  
BALDWIN PARK  
BELL  
BELL GARDENS  
BELLFLOWER  
BRADBURY

CALABASAS  
CARSON  
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COVINA  
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DIAMOND BAR  
DUARTE  
EL MONTE  
GARDENA  
GLENORA  
HAWAIIAN GARDENS  
HAWTHORNE

HIDDEN HILLS  
HUNTINGTON PARK  
INDUSTRY  
INGLEWOOD  
IRVINDALE  
LA CANADA FLINTRIDGE  
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LA MIRADA  
LA PUENTE  
LAKEWOOD  
LANCASTER  
LAWNDALE  
LOMITA  
LYNWOOD

MALIBU  
MAYWOOD  
NORWALK  
PALMDALE  
PALOS VERDES ESTATES  
PARAMOUNT  
PICO RIVERA

POMONA  
RANCHO PALOS VERDES  
ROLLING HILLS  
ROLLING HILLS ESTATES  
ROSEMEAD  
SAN DIMAS  
SANTA CLARITA

SIGNAL HILL  
SOUTH EL MONTE  
SOUTH GATE  
TEMPLE CITY  
WALNUT  
WEST HOLLYWOOD  
WESTLAKE VILLAGE  
WHITTIER



GAIL FARBER, Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
<http://dpw.lacounty.gov>

RECEIVED  
JUL 15 2010

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

July 12, 2010

IN REPLY PLEASE  
REFER TO FILE: LD-0

TO: Richard J. Bruckner  
Director of Planning  
Department of Regional Planning

FROM: Gail Farber *Gail Farber*  
Director of Public Works

### INFORMATION REQUIRED FOR SHARED WATER WELL UNDER COUNTY CODE SECTION 22.56.1764

Public Works is in receipt of your memo dated June 24, 2010 (copy attached), in which you request, per Section 22.56.1764 of the Los Angeles County Code, concurrence from the Director of Public Works to waive the requirement for an applicant to submit a mailing list, mailing labels, and a corresponding ownership map when applying for a Shared Water Well permit.

Public Works has no objection to Regional Planning providing the information in lieu of the applicant. We, therefore, concur with these recommendations to streamline the permit application process.

If you have any questions, please contact me or your staff may contact Steve Burger at (626) 458-4943 or by e-mail at [sburger@dpw.lacounty.gov](mailto:sburger@dpw.lacounty.gov).

DH:la

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Attach.



JONATHAN E. FIELDING, M.D., M.P.H.  
Director and Health Officer

JONATHAN E. FREEDMAN  
Chief Deputy Director

ANGELO J. BELLOMO, REHS  
Director of Environmental Health

5050 Commerce Drive  
Baldwin Park, California 91706  
TEL (626) 430-5100 • FAX (626) 813-3000

[www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)

RECEIVED  
JUL 19 2010

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July 9, 2010

TO: Richard J. Bruckner, Director  
Department of Regional Planning  
FROM: *for* Angelo J. Bellomo, Director  
Department of Environmental Health  
*Ken Murray*

SUBJECT: INFORMATION REQUIRED FOR SHARED WELL UNDER  
COUNTY CODE SECTION 22.56.1764

This is in response to your June 24, 2010 memorandum to Dr. John F. Schunhoff, Interim Director of the Department of Health Services, regarding a request for waiver of shared well requirements.

Under Section 22.56.1764 (A) (3), (4), and 5 of the Los Angeles County Code, Title 22, shared well applicants are required to submit a certified mailing list of all persons owning property within a distance of 1,000 feet from the exterior boundaries of their lots, two sets of mailing labels for the above-stated owners, and a map drawn to scale where such ownerships are located. Granting a waiver of the above sections will allow the Department of Regional Planning to provide public notification information during the shared well application approval process instead of requiring the applicant to provide such information.

The Department of Public Health – Environmental Health Division reviews shared well applications for conformance with potable water availability requirements. Upon review of your request, we find that the waiver of public notification requirements will not impact the intent and objectives of Environmental Health’s water availability requirements. Therefore, your Department’s request for a waiver of Section 22.56.1764 (A) (3), (4), and 5 is granted pursuant to Section 22.56.1764 (A) (12).

If you should have any questions regarding this approval, please contact Alfonso Medina, Director, Bureau of Environmental Protection at (626) 430-5280.

AJB:kh

c: Jonathan E. Freedman  
John C. Schunhoff