



City of La Mirada
Community Development Department
13700 La Mirada Boulevard
La Mirada, CA 90638
(562) 943-0131

F o r S t a f f U s e		
File Date	_____	<input type="checkbox"/> Fee
Fee Amount	\$ _____	<input type="checkbox"/> 3 Site Plans/Floor Plan
Receipt No.	_____	<input type="checkbox"/> 3 Elevations
Case No.	_____	<input type="checkbox"/> Ownership Permission
By	_____	<input type="checkbox"/> Association Approval
		<input type="checkbox"/> Photographs

ADMINISTRATIVE ADJUSTMENT APPLICATION
 City of La Mirada Zoning Ordinance Chapter 21.102

GENERAL INFO	LOCATION OF PROJECT (Address)	ASSESSOR'S PARCEL NUMBER (S)	ZONING	
	APPLICANT NAME (Please print)	BUSINESS PHONE	HOME PHONE	
	APPLICANT SIGNATURE (Required)			
	APPLICANT ADDRESS	CITY	STATE	ZIP
	PROPERTY OWNER NAME (Please print)	BUSINESS PHONE	HOME PHONE	
	PROPERTY OWNER SIGNATURE (Required)			
	PROPERTY OWNER ADDRESS	CITY	STATE	ZIP

PROJECT INFORMATION	TYPE OF ADMINISTRATIVE ADJUSTMENT REQUESTED: <input type="checkbox"/> A no greater than 10% reduction in the <input type="checkbox"/> FRONT, <input type="checkbox"/> SIDE or <input type="checkbox"/> REAR yard setback to construct: _____. Current setback requirement = _____ Ft. Proposed setback = _____ Ft. <input type="checkbox"/> An increase in the percentage of lot coverage by not more than 10% of the specified percentage. <input type="checkbox"/> Any adjustment in the height of a fence, wall or hedge. <input type="checkbox"/> An adjustment by not more than 10% in the number of parking or loading spaces required. <input type="checkbox"/> A decrease of up to 10% of any required landscaping. <input type="checkbox"/> A decrease of up to 10% of the required distance between buildings. <input type="checkbox"/> Construction of a pylon sign in the C-F zone up to 35 feet in height.
	FURTHER DESCRIPTION
	JUSTIFICATION FOR ADMINISTRATIVE ADJUSTMENT

CERTIFICATE AND AFFIDAVIT OF APPLICANT: I certify that all statements made on this application and attached plans are true and complete to the best of my knowledge. I understand that any false statements may result in denial of the requested permit or revocation of any issued permit. I further certify that I am, or have permission by, the property owner to conduct the proposed development applied for herein.

 APPLICANT SIGNATURE

 DATE

ADMINISTRATIVE ADJUSTMENT INSTRUCTIONS

City of La Mirada Zoning Ordinance Chapter 21.102

An Administrative Adjustment may be considered to vary from the strict application of the development standards described in the City's Zoning Ordinance. Specifically, an Administrative Adjustment provides relief from development standards relating to setbacks, lot coverage, wall/fence height, landscaping, parking, and construction of a pylon in the C-F zone. An Administrative Adjustment provides administrative flexibility in applying the Zoning Ordinance in which there are practical difficulties or unnecessary hardships in the way such strict application of the development standards are applied to your parcel/lot.

An Administrative Adjustment is administrative in nature and requires no public hearing. Administrative action takes two to three weeks after the application is complete. More time may be required if there is an appeal filed. Please complete the Administrative Adjustment Application and submit the application and plans to the Community Development Department. All plans must be submitted on sheets no less than 11 ½" x 17" in size. Plans must be legibly drawn in ink, showing dimensions of all structures on the property and the distance of these structures from all property lines.

ADMINISTRATIVE ADJUSTMENT REVIEW PROCESS

1. Discuss the contemplated Administrative Adjustment with staff to determine development standards applicable to the property (optional).*
2. Prepare a site plan/floor plan.
3. Complete an Administrative Adjustment Application.
4. Submit site plan/floor plan and elevation plan with application to property owner and/or homeowner association for signature.
5. Submit completed application, site plan/floor plan and elevation plan with fee to the Community Development Department.
6. Staff will visit the property.
7. A letter will be mailed to neighboring property owners giving them 10 days to review the site plan and application at City Hall.
8. Upon day 10, staff will use input from neighboring property owners, and consider any adverse impacts on the subject or surrounding properties before rendering a decision.

9. Applicant will be sent a determination letter.
10. The applicant may appeal the staff's decision within ten (10) days of the determination to the Planning Commission.

SITE PLAN FLOOR AND ELEVATION PLANS TO INCLUDE

1. Identification of all property lines and fencing.
2. Full-scaled dimensions of existing structures on the parcel/lot.
3. Exact location and dimensions of all existing and proposed structures on the parcel/lot.
4. Provide color and materials for any proposed fencing or walls.
5. Photographs of the property.

**A review of Title 21 of the City's Municipal Code is recommended prior to submittal.*