



City of

HUNTINGTON PARK california

COMMUNITY DEVELOPMENT DEPARTMENT

6550 MILES AVENUE

HUNTINGTON PARK, CA 90255

TEL: (323) 584-6210 FAX: (323) 584-6244

MINOR DEVELOPMENT PERMIT (MDP) APPLICATION GUIDELINES

Applications for a Minor Development Permit are processed by the Planning Division within the Community Development Department.

In order to obtain a Minor Development Permit a site plan is necessary. A site plan is a drawing, or set of drawings, which describe in detail how a project is proposed to be developed on a particular site, showing the location of the existing and proposed improvements, landscaping, parking, building modifications, etc. Such site developments or alterations are reviewed to determine conformity with local zoning regulations. Most Minor Development Permits also require a building permit from the Building and Safety Division as well. The approval of a Minor Development Permit by the Planning Division may not include recommendations or requirements from other departments or agencies (i.e. Building Division, Fire Department, County Health Department, etc.). Applicants are advised to inquire directly with other agencies as to their requirements.

DEVELOPMENT PERMIT APPROVAL IS NECESSARY FOR:

- New construction, additions, tenant improvements, or alterations to any existing buildings or structure.
- Any improvements to real property regulated by zoning codes.
- Accessory Dwelling Unit

APPLICATION PROCEDURES

1. Submit two (2) sets of plan drawings as outlined below.
2. Submit a Minor Development Permit application (attached).
3. Submit required fee of \$412.00
4. All re-submittals shall contain the previously submitted plans with the corrections made by the Planning Division.

SITE PLAN REQUIREMENTS

Plans should include the following items:

1. Site plans must show the following information:
 - a. Property line boundaries.
 - b. All existing and proposed structures and uses.
 - c. Adjacent public improvements, streets and/or alleys.
 - d. Landscaping (trees, shrubs, lawns, ground cover, etc.)
 - e. Special areas (outdoor storage, future development, walkways, driveways, etc.)
 - f. Full dimensions.
 - g. North arrow.
 - h. Detailed Scope of Work
2. Floor plans showing the interior layout of all levels, including dimensions, existing and proposed uses.
3. Elevations for all sides of each structure indicating material, architectural treatment, color, etc.
4. Letter of Authorization signed by the owner of the property to be developed, if not the applicant, may be required prior to accepting the application as being complete.

For further information, please contact the Planning Division by calling (323) 584-6210 or emailing Planning@hpcg.gov, between 7:00 a.m. and 5:30 p.m., Monday through Thursday.



CITY OF HUNTINGTON PARK
 Community Development Dept. • Planning Division
 6550 Miles Avenue, Huntington Park, CA 90255
 Tel. (323) 584-6210 • planning@hpca.gov

MINOR DEVELOPMENT PERMIT APPLICATION

FOR OFFICE USE ONLY

Date Filed: _____ File No.: _____ Fee/Receipt No.: **\$412.00** Initials: _____

PROJECT ADDRESS OR GENERAL LOCATION: _____

APPLICANT'S INFORMATION

Applicant: _____

Mailing Address: _____

Phone 1: _____ Phone 2: _____ Email: _____

PROPERTY OWNER'S INFORMATION

Property Owner: _____

Mailing Address: _____

Phone 1: _____ Phone 2: _____ Email: _____

PROJECT DESCRIPTION (Check all that apply):

Accessory Dwelling Unit Addition to Existing Structure(s) New Structure

Interior Improvement(s) Only (NO ADDITIONAL SQ. FT.) Other

Other Improvements (Describe): _____

Describe in detail the proposed development:

TYPE OF USE (Check all that apply):

Commercial Industrial/Manufacturing Residential Restaurant Retail/Office

Other (Describe): _____

Square Footage of New Development/Addition: _____

Total Square Footage: _____

Lot Coverage: _____ Off-Street Parking Spaces Provided: _____ No. of Floors: _____

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

Signature of Applicant

Date