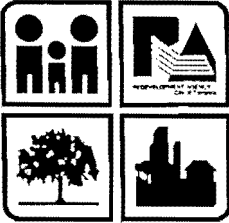


Special Development Permit (SDP) Application Instructions

1. Complete all fields on the first page of the SDP application. Include the **original applicant's signature and the property owner's signature**. Under "Proposed Use of Property", describe the proposed business/use and list all activities to be conducted at this site.
2. Include a dimensioned site plan and floor plan (details are included on the application).
3. Complete the left column with tenant's name, address, and use on the second page of the SDP application. Include all tenants on the subject property and surrounding properties as identified by the Redevelopment staff. Use additional sheets if necessary. Staff will provide the corresponding property owner information in the right column.
4. Return the completed SDP application along with the site plan and floor plan to the City of Torrance Community Development Department Redevelopment staff.

City of Torrance
Community Development Department
3031 Torrance Boulevard
Torrance CA 90503

5. Staff will mail out notification letters to the surrounding tenants and property owners for their comments. The comment period is fifteen (15) days.
6. After the comment period is over, staff will prepare a report and conditions of approval that are applicable for all uses located in the Downtown Redevelopment Project Area and incorporate additional conditions applicable to the proposed use.
7. The applicant and property owner will be required to sign and return the SDP conditions of approval to acknowledge their compliance. Upon receiving the signed SDP conditions of approval, staff will make a recommendation to the Community Development Director to approve or deny the SDP application. The Community Development Director's decision is appealable to the Planning Commission up to fifteen (15) days after the decision is rendered. A Notice of Appeal may be filled with the City Clerk's office by any adversely affected person or party. The decision is considered final if there are no Notices of Appeal filed within the appeal period.
8. The applicant shall be responsible for obtaining the appropriate City business license prior to commencing operation. Please contact the Business License Division at (310) 618-5923 for more information.
9. Should you have any questions, please contact the Redevelopment staff at (310) 618-5990.



City of Torrance, Redevelopment Agency
 3031 Torrance Blvd., Torrance, CA 90503 (310) 618-5990 Fax: (310) 618-5829

Jeffery W. Gibson, Deputy Executive Director

Special Development Permit Application

PLEASE PRINT OR TYPE

NAME OF APPLICANT	ADDRESS	ZIP CODE
STREET ADDRESS/LOCATION OF PROPERTY		

PROPOSED USE OF PROPERTY (BRIEFLY DESCRIBE TYPE OF PRODUCT OR SERVICE): _____

HOURS/DAYS OF OPERATION: _____ NUMBER OF EMPLOYEES: _____

DESCRIBE ALL PROPOSED EXTERIOR BUILDING CHANGES: _____

SUBMIT SITE PLAN SHOWING ACCESS, LOCATION AND NUMBER OF OFF-STREET PARKING SPACES. INDICATE EXTENT OF PAVEMENT, STRIPING, LANDSCAPING, AND LOCATION OF TRASH ENCLOSURE. (SUBMIT ON AN 8 1/2" BY 11" INCH SHEET/INCLUDE SCALE)

SUBMIT DIMENSIONED FLOOR PLAN (IN SQUARE FEET) INDICATING AREA TO BE USED. (ATTACH TO APPLICATION)

PREVIOUS PROPERTY USE: _____ DATE VACATED: _____

PROPERTY OWNER:	APPLICANT/REPRESENTATIVE (OTHER THAN OWNER):
PRINT NAME OF PROPERTY OWNER	PRINT NAME OF APPLICANT/REPRESENTATIVE
ADDRESS	ADDRESS
PHONE	PHONE
SIGNATURE OF PROPERTY OWNER	SIGNATURE OF APPLICANT/REPRESENTATIVE

FOR AGENCY USE ONLY-DO NOT WRITE BELOW THIS LINE:

REDEVELOPMENT AGENCY USE:	
DATE	ACCEPTED BY
SDP CASE NO.	NO FILING FEE; PLANNING COMMISSION APPEAL FEE \$80.00

FILL IN BELOW THE NAMES AND ADDRESSES OF TENANTS AND CORRESPONDING PROPERTY OWNERS ADJACENT TO AND DIRECTLY ACROSS STREET OR ALLEY FROM SUBJECT PROPERTY.

TENANT'S NAME, ADDRESS AND TYPE OF BUSINESS	PROPERTY OWNER'S NAME/ADDRESS
NAME	NAME
ADDRESS	ADDRESS
TYPE OF BUSINESS	
NAME	NAME
ADDRESS	ADDRESS
TYPE OF BUSINESS	
NAME	NAME
ADDRESS	ADDRESS
TYPE OF BUSINESS	
NAME	NAME
ADDRESS	ADDRESS
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