



City of Torrance, Community Development Department

Jeffery W. Gibson, Director

3031 Torrance Blvd., Torrance, CA 90503/310) 618-5990/310-618-5829 (fax) / www.torranceca.gov/111.htm

Special Development Permit Application

SDP _____ -- _____

PLEASE PRINT OR TYPE

NAME OF APPLICANT	ADDRESS
STREET ADDRESS/LOCATION OF PROPERTY	

PROPOSED USE OF PROPERTY (BRIEFLY DESCRIBE BUSINESS): _____

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

DESCRIBE ALL PROPOSES EXTERIOR BUILDING CHANGES: _____

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

SUBMIT DIMENSIONED FLOOR PLAN INDICATING HOW THE SPACE WILL BE UTILIZED, INCLUDE SQUARE FOOTAGE OF BUILDING OR TENANT SPACE

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 COMMUNITY DEVELOPMENT STAFF USE ONLY – DO NOT WRITE BELOW THIS LINE

DATE ACCEPTED	ACCEPTED BY
END OF 15-DAY COMMENT PERIOD	PLANNING COMMISSION APPEAL FEE \$80.00

FILL IN BELOW THE NAMES AND ADDRESS OF TENANTS AND CORRESPONDING PROPERTY OWNERS OF SURROUNDING PROPERTIES (ATTACH ADDITIONAL SHEETS IF NECESSAARY)

TENANT 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
TYPE OF BUSINESS	
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NAME	NAME
ADDRESS	ADDRESS
TYPE OF BUSINESS	
NAME	NAME
ADDRESS	ADDRESS
TYPE OF BUSINESS	

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CATEGORICALLY EXEMPT PER CEQA SECTION 15301

SIGNATURE

DATE

RECOMMENDATION MADE BY

NAME

TITLE

DATE

CONCUR

SR. PLANNING ASSOCIATE

DATE

RECOMMENDATION

APPROVAL, SUBJECT TO CONDITIONS ON ATTACHED PAGE

DENIAL, FOR REASON NOTED IN STAFF COMMENTS

NOTES

THIS REQUEST FOR SPECIAL DEVELOPMENT PERMIT (SDP --) IS:

APPROVED

DENIED

JEFFERY W. GIBSON
COMMUNITY DEVELOPMENT DIRECTOR

DATE

Decisions by the Community Development Director are appealable to the Planning Commission within 15 calendar days following the date of approval/denial.

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 Community Development Department 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 staff.

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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 former 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 filed 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 Community Development staff at (310) 618-5990.