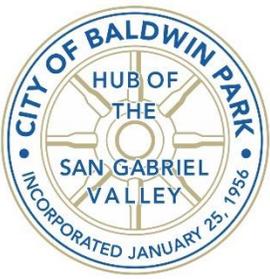


# **ADMINISTRATIVE ADJUSTMENT APPLICATION PROCESS**

PREPARED BY:

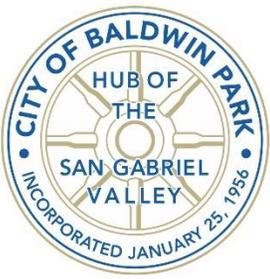
Planning Division  
Community Development Department  
City of Baldwin Park

April 20, 2025



**SUBMITTAL REQUIREMENTS**  
**ADMINISTRATIVE ADJUSTMENT APPLICATION**

	<b>DOCUMENTS</b>	<b># OF COPIES</b>
	Architectural Plans (Site plan, Floor Plan, Elevations)	One (1) PDF Copy
	Justification Statement	One (1) PDF Copy
	Photos of existing site	One (1) PDF Copy
	Notarized Owners Affidavit	One (1) PDF Copy
	Completed Application Form	One (1) PDF Copy
	Application Fee	Set Fee
	Certification Statement (signature of applicant)	1 Copy



**CITY OF BALDWIN PARK  
PLANNING DIVISION  
14403 E. PACIFIC AVENUE  
BALDWIN PARK, CA 91706  
(626) 813-5261**

**ADMINISTRATIVE ADJUSTMENT APPLICATION**

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**APPLICATION INFORMATION:**

Name of Applicant(s) \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No. \_\_\_\_\_ Email \_\_\_\_\_  
Owner(s) of Record \_\_\_\_\_  
Owner's Address \_\_\_\_\_

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**PROPERTY INFORMATION:**

Location \_\_\_\_\_  
Assessor Parcel Number(s) \_\_\_\_\_  
Tract and Lot Number(s) \_\_\_\_\_  
Existing General Plan Designation \_\_\_\_\_  
Existing Zoning for each Parcel \_\_\_\_\_  
Existing Land Use \_\_\_\_\_

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**CERTIFICATION STATEMENT:**

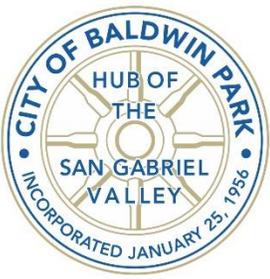
I/we acknowledge the filing of this application and certify that all the above information is true and accurate and that I/we have familiarized myself/ourselves with the relevant provision of the Baldwin Park Planning Division (Note: a person acting as agent of the owner of record must complete and have notarized the attached Owner's Affidavit from the legal owner.)

\_\_\_\_\_  
Signature Date  
  
\_\_\_\_\_  
Signature Date

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**FOR CITY USE ONLY:**

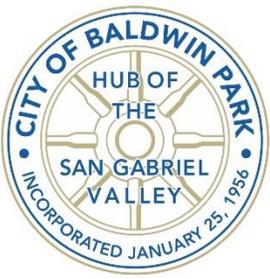
File No: \_\_\_\_\_ Fee: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_



**TYPE OF ADMINISTRATIVE ADJUSTMENT REQUESTED:**

- Condition of approval.** Minor deviation from a condition of approval for an approved variance, conditional use permit or development agreement, as detailed in § 153.210.130.
- Lot width.** Reduction in lot width of 5 percent or less.
- Side or rear yard.** Reduction in the dimensions of a side or rear yard of 20 percent or less.
- Street frontage.** Reduction in street frontage of 5 percent or less.
- Distance between buildings.** Reduction in the distance between buildings of 20 percent or less.
- Sign face area.** Increase in sign face area for a monument, freestanding or wall sign of 10 percent or less.
- Fence or wall height.** Adjustment in the height of a fence or wall of 20 percent or less.
- Street side yard fence height – residential zone.** Increase in the height of a street side yard fence of 2 feet or less in a residential zone.
- Street side yard fence height – nonresidential zone.** Increase in the height of a street side yard fence of 2 feet or less in a commercial or industrial zone.
- Parking spaces.** Adjustment in the number of required parking spaces of 10 percent or fewer.
- Other standards.** A reduction in any other numeric development standard, excluding density, lot area or floor area, not exceeding 10 percent.

**FURTHER DESCRIPTION:**

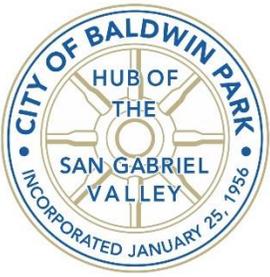


**ADMINISTRATIVE ADJUSTMENT APPLICATION(S) JUSTIFICATION STATEMENTS:**

A written statement must accompany all applications. Please describe the how the criteria below is met.

- A. Zone.** The requested adjustment will not interfere with the purpose and intent of the regulations for the zone in which the property is located.
- B. Adjacent property.** The approval or conditional approval of the adjustment will not be injurious to adjacent property.
- C. General Plan.** The approval or conditional approval of the adjustment will promote the general welfare and will not adversely affect the general plan of the city.
- D. Superior design.** The plans for construction and/or development resulting from approval or conditional approval of the adjustment results in a superior design solution which enhances the visual quality, use and function of the site and surrounding area.
- E. Special circumstances.** There are special circumstances which reduce parking demand associated with the operation of a use and therefore justify a deviation in the minimum required number of parking stalls.

**JUSTIFICATION STATEMENT FOR ADMINISTRATIVE ADJUSTMENT:**



## OWNER'S AFFIDAVIT

I/We, \_\_\_\_\_ the undersigned, hereby declare under the penalty of perjury that I/we am/are the owner/s of the property involved in this request and hereby authorize \_\_\_\_\_ (applicant's name) to file a \_\_\_\_\_ (CUP, ZV, PR, AZC, AGP, etc.) application on my property located at \_\_\_\_\_ in the City of Baldwin Park for \_\_\_\_\_ (type of activity).

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

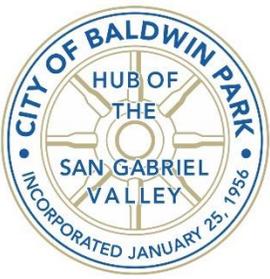
\_\_\_\_\_  
Owners's Name (Printed)

\_\_\_\_\_  
Owner's Address

On \_\_\_\_\_ before me \_\_\_\_\_, personally appeared \_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signatures on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under that laws of the State of California that the foregoing is true and correct

\_\_\_\_\_  
Notary Public



**Standard Urban Storm Water Mitigation Plan Evaluation Form**

1. City Agency	City of Baldwin Park, Public Works Dept.	
2. Project Name		
3. Name/Title of Project Evaluator		
4. Date of Evaluation		
5. Name of Project Applicant		
6. Approximate Project Start Date		
7. Project Location		
8. Will original line and grade disturbed?		
9. Will original purpose of the project be maintained?		
10. What was the previous use?		
10. What water body will the project drain?		
11. Is the project located in or adjacent to an Env. Sensitive Area (ESA)?		
12. If project is located in or adjacent to an ESA? Describe what environmental characteristic makes it an ESA and where it is located relative to the project.		
13. Will a parking area be added that is 25-spaces or more or <u>greater than 5,000 square feet</u> and that will not change original line and grade?		

**I. Determining Qualifying Projects Subject to SUSMP Requirements**

Generally, SUSMP-applicable projects are those that are listed under one of the designated categories. To determine if the proposed project is subject to SUSMP and Low Impact Development (LID) requirements, complete the following evaluation based on your understanding of it. Type or write "x" for applicable project categories.

<b>Subject Project Categories</b>	
1. <b>10-plus Home Subdivision:</b> Any subdivision developed for 10 or more single-family or multi-family dwelling units.	
2. <b>Industrial/Commercial Development:</b> Any commercial development that creates at least 10,000 s.f. of impermeable area.	
3. <b>Restaurant:</b> A stand-alone facility that sells prepared foods and drinks for consumption, including stationary lunch counters and refreshment stands selling prepared foods and drinks for immediate consumption 5,000 S.F. or more of surface area.	
4. <b>Automotive Repair Shop:</b> Any facility 5,000 S.F. or more of surface area that is typed by any of the following Standard Industrial Classification (SIC) codes: 5013, 5014, 5541, 7352-7534.	



<p>5. <b>Retail Gasoline Outlet:</b> Any facility 5,000 S.F. or more of surface area engaged in selling gasoline and lubricating oils.</p>	
<p>6. <b>Single-family Hillside Residence:</b> Any hillside single-family new development located in an area with <i>known erosive soil conditions</i>, where grading is contemplated on any natural slope that is 25% or greater.</p>	
<p>7. <b>Parking Lot:</b> Any impervious land area or facility used for the temporary parking or storage of motor vehicles used personally for business or for commerce with a lot size of 5,000 s. f. or more, or with 25 or more parking spaces.</p>	
<p>8. <b>New Development/Redevelopment:</b> All development equal to 1 acre or greater of disturbed area and adding more than 10,000 S.F. of impervious surface area. One Acre projects require SWPPP and a WDID number from the LACRWQCB.</p>	
<p>9. <b>Projects:</b> Any project with 2,500 S.F. or more of impervious area that are located in, adjacent to, or draining to designated Environmentally Sensitive Areas (ESA).</p>	
<p>10. <b>Street Construction:</b> Any project with 10,000 S.F. or more of impervious surface area.</p>	
<p>11. <b>Industrial Storm water General Permit from LACRWQCB:</b> provide a copy of NOI/WDID or a non-exposure certification for Standard Industrial Code (SICs) below prior to business license issuance</p> <ul style="list-style-type: none"> <li>• Manufacturing SICs 2,000 – 3,999 and 4,221- 4,225</li> <li>• Oil and Gas SICs 1,000-1,499</li> <li>• Recycling Facilities SICs 5015-5093</li> <li>• Transportation Facilities SICs 4000 4599 (except 4221-4225) and 5171</li> </ul>	
<ul style="list-style-type: none"> <li>• If "no," to all of the above, the project IS NOT SUBJECT TO STANDARD URBAN STORM WATER MITIGATION MEASURES. No further evaluation is necessary. However, if "yes," to the any of the above, the project is subject to SUSMP requirements.</li> </ul>	