

**FILING PROCEDURES AND PRECISE PLAN APPLICATION  
FOR ROOM ADDITIONS OF MORE THAN 900 SQUARE FEET  
OR 70% OF EXISTING FLOOR AREA (WHICHEVER IS LESS)**

		<u>Pages</u>
I.	Applicant Checklist	3
II.	General Notes	4
III.	Application Fees	5
IV.	Attachments/Specific Instructions	5 - 9
	a. Base Map	5 - 6
	b. Plot Plan	6 - 8
	c. Adjacent Neighbor Plan	8
	d. Floor Plans	8
	e. Elevations and Sections	8
	f. Conceptual Front Yard Landscape Plan	9
	g. Current Title Report	9
V.	Procedures	9
VI.	Precise Plan Flow Chart	10
VII.	Precise Plan Application Form	11 - 12
VIII.	Affidavits	13 - 14
IX.	Standard Conditions of Approval – Room Additions	15 - 27

The following checklist has been prepared, as an aid for both you and the City, to insure that your application is submitted in complete form. This will result in a timely and effective review process.

Prior to the submission of your application it is highly recommended that you review the attached conditions of approval. These conditions will apply to your project and it is often helpful to applicants to understand what these conditions will require of your project early in the application process. Understanding said conditions will assist you in making the appropriate accommodations within your project and will further expedite the processing of your application.

Please check each item to insure that it is contained within this packet, sign and date. If an item is not applicable, please indicate with N/A. Please, do not make any prints until after you review the preliminary plans and attached conditions of approval with a Community Development Planner. Upon submission, a member of the Community Development staff will verify the contents in your presence. It is extremely important to submit your application with all items, as requested, since an incomplete packet will under no circumstances be accepted for review.

Should you have any questions, please feel free to contact the Department of Community Development at (562) 916-1201.

## APPLICATION INSTRUCTIONS

### I. APPLICANT CHECKLIST

APPLICANT CHECK	PRECISE PLAN APPLICATION REQUIREMENTS	STAFF CHECK
	1. Site photos and photo key plan (digital JPEG format)	
	2. Requested Statistical info/Area Tabulation	
	3. Precise Plan Application	
	4. Property Owner's Consent to File Application ( signed and notarized)	
	5. Current title report OR both a grant deed and a recent property tax bill	
	6. Legal Description	
	7. 500 feet radius Parcel Owner's List – Affidavit (Signed and Notarized)	
	8. Base Map – Total 1 copy (folded 8 ½ x 11) with each parcel within 500 feet numbered (including parcels in adjacent cities where applicable).	
	9. Gummed Labels (typed): Listing of names and addresses of all parcel owners within 500 feet numbered corresponding to base map 8 on 8 ½ x 11 sheet (Note: Cerritos' zip code is 90703) + 1 copy.	
	10. Architectural Plans – Three (3) 24" x 36" copies (folded 8-1/2" x 11") a. Plot/Site Plan   b. Adjacent Neighbor Map   c. Floor Plans d. Elevations and Sections   e. Conceptual Front Yard Landscape Plan	
	11. Color Plans – One (1) 24" x 36" copy (folded 8-1/2" x 11") a. Plot/Site Plan   b. Elevations	
	12. Bound Presentation Packet – Twenty (20) copies (11" x 17"). Packet to include 11" x 17" reductions of all drawings listed in item 10 above.	
	13. CD containing electronic copies of the following items listed herein: a. JPEG copy of site photos listed in item 1 above b. PDF copy of all renderings/drawings listed in items 10 and 11 above c. JPEG copy (200 dpi) of all renderings/drawings listed in items 10 and 11 above	
	14. Sample Colors and Materials Board	
	15. Application Fees: \$2,186 + \$0.48/mailing label	

## II. GENERAL NOTES

- A. Timing regarding the ultimate disposition of a project is very difficult to determine as it relates to environmental review and presentation of plans to the Planning Commission and/or City Council. As a general rule, it takes a minimum of 2 to 3 weeks after the application is approved for filing and applicable fees paid, before the project goes to the respective legislative bodies.
- B. All information submitted on the application form shall be typed or legibly printed.
- C. Fill in the affidavits. (ALL SIGNATURES MUST BE NOTARIZED)
- D. All requirements mentioned herein MUST BE SUBMITTED WITH THE APPLICATION AT THE TIME OF FILING in order for the application to be accepted.

- E. Please note, all projects in excess of 900 square feet in total area will be subject to the provisions of the City of Cerritos Construction and Demolition (C & D) Debris Diversion Ordinance in order to insure compliance with State mandated recycling requirements. The provisions of said ordinance provide residents with two options for compliance:

--- Contracting with the City's waster hauler, CalMet Services, for your project's waste hauling services automatically brings your project into compliance with the C & D Ordinance.

--- If your C & D waste will be hauled by anyone other than CalMet services, the project will be subject to a refundable deposit in the amount \$.50 per square foot of project area and you will be responsible for recycling at least 50% of the C & D waste generated from the project. Upon submission of documentation verifying that said recycling requirements were met, the deposit will be refunded.

Projects under 900 square feet in area are exempt from the C & D ordinance. For additional information please contact your project planner (562) 916-1201 or the Building and Safety Division at (562) 916-1270.

- F. For all new two-story residences or room additions greater than 900 square feet that include a second story, the property owner/developer shall be required to incorporate architectural detailing on the elevations of the home in order to satisfy the following condition of approval:

**Enhanced Architectural Detailing:** For all new two-story residences or room additions greater than 900 square feet that include a second story, the property owner/developer shall be required to incorporate enhanced architectural detailing on the rear building elevation. In addition, enhanced architectural detailing shall be required for all side building elevations that are within public view. Architectural detailing may include, but shall not be limited to, the use of enhanced building materials such as stone, brick and wood siding, as well as raised stucco banding/window trim and decorative shutters. In addition, the incorporation of building projections and offsets along the subject building elevation may also be used to assist in creating visual interest and depth. The design, materials and treatments to be applied to the building elevation shall be subject to the review and approval of the Department of Community Development.\*\*

\*\*The Planner assigned to your project will be available to provide assistance regarding the implementation of architectural enhancements that are complementary to the overall appearance of the home that satisfy the referenced condition of approval.

The City of Cerritos has developed a Residential Design Manual to guide the design of single-family residential projects. Prior to submitting the Room Addition Application, begin by using the Residential Design Manual and its design checklist when preparing initial plans for design review by the Project Planner. The Residential Design Manual is available at the Community Development Department and on the City of Cerritos website at: [http://www.cerritos.us/RESIDENTS/\\_pdfs/residential\\_design\\_manual.pdf](http://www.cerritos.us/RESIDENTS/_pdfs/residential_design_manual.pdf)

**III. APPLICATION FEES**

- A. Upon staff review and determination that the application is complete, applicant shall be notified of fees to be paid.
- B. The required fee can be paid either by check, cash, or money order. Checks or money orders shall be made payable to the City of Cerritos.

Filing Fee Schedule

Single-Family Residential Precise Plan .....	\$1,996.00
CEQA Review – Exempt .....	\$190.00
Construction and Demolition .....	TBD
Public Hearing Notice Fee .....	\$0.48/mailing label

**IV. ATTACHMENTS**

- A. Base Map (Scale 1" = 100'-0" or 1" = 200'-0").

Submit one (1) copy of a base map indicating the applicant's parcel and adjacent parcels within 700 feet of the exterior boundaries of the applicant's parcel as follows:

On the second copy of the base map, each parcel within 500 feet of the exterior boundaries of the applicant's parcel including parcels within adjacent cities, if applicable, should be numbered to correspond to the list of property owners, submitted by the applicant as follows:

- 1. The applicant shall type a list of names and addresses of all property owners within 500 feet of the exterior boundary of the applicant's parcel onto gummed labels. Each parcel shown on the gummed label shall be numbered to correspond to information on the aforementioned base map. (A sample page illustrating the correct mailing label format is attached at the end of this application) In addition, please note that the new Cerritos zip code is 90703.
- 2. Parcel ownership information is available on the latest assessment roll of the Los Angeles County Assessor at two locations:
  - i. Hall of Administration  
500 West Temple, Room 205  
Los Angeles, CA  
Phone: (213) 974-3211

ii. County of Los Angeles Assessor's Office  
1401 E. Willow Street  
Signal Hill, CA 90755  
Phone: (562) 256-1701

3. Whenever a new subdivision exists within the 500 foot boundary for which names of parcel owners are not available on the latest assessment roll, the applicant should provide a list of addresses of all complete dwelling units and show the word "Occupant" in place of the name of the resident owner.

4. Los Angeles County House Numbering maps are acceptable to the City for use as the required base map (1" = 100' or 1" = 200') and may be obtained at:

i. Los Angeles County Engineer's Office  
Public Works Counter, Room 144  
900 South Fremont, 3<sup>rd</sup> Floor  
Alhambra, CA  
Phone: (818) 458-5131  
Survey Section – 7:00 AM to 4:00 PM

B. Plot Plan (see Applicant Checklist for number of copies)

1. Scale to be at least 1" = 10'. The plot plan shall not be used as a roofing plan.

2. Contents:

a. North Arrow

b. Title block showing the address of the subject property, name and address of the property owners, name and address of the architect, engineer, and/or developer, and date.

c. All boundary lines of subject property should be fully dimensioned, showing the name and location of abutting streets, adjacent property structures, setbacks, window locations, pools and patios. Indicate whether the structure is 1 or 2 stories.

d. The location and dimensions of public and/or private easements.

e. Locations of proposed buildings and structures.

If there are any existing buildings or structures which will remain on the property besides the proposed addition, please indicate them precisely. The locations of all buildings and structures must be fully dimensioned to show their locations within the property lines. In addition to that, it is preferable to show the details of the floor plans of buildings and structures, rather than showing the outlines only.

f. All necessary grades must be indicated on the plan.

g. The locations of required and/or proposed improvements.

h. The location of existing and proposed fences, indicating dimensions, materials, and colors.

- i. Access drives, and curb cuts drawn and dimensioned.
- j. All landscaped areas indicating dimensions of said areas.
- k. Location of all exterior lighting in the front yard.
- l. Required statistical data and information must be written on the plot plan sheet. This information includes, but is not limited to the following:

<b>STATISTICS</b>	
<b>Zoning</b>	RS-
<b>Property Area</b>	sq. ft.
<b>Existing</b>	
First floor	sq. ft.
Second floor	sq. ft.
Garage ( __ -car)	sq. ft.
<b>Total</b>	sq. ft.
<b>Proposed</b>	
First-floor addition	sq. ft.
Second-floor addition	sq. ft.
Garage ( __ -car) addition	sq. ft.
<b>Total</b>	sq. ft.
<b>Resulting Project</b>	
First floor	sq. ft.
Second floor	sq. ft.
Garage ( __ -car)	sq. ft.
<b>Total Floor Area (with garage)</b>	sq. ft.
<b>Total Floor Area (without garage)</b>	sq. ft.
<b>Overhangs Over 30"</b>	sq. ft.
<b>Building Coverage</b> (First Floor + Garage + Overhangs) ÷ Property Area x 100 <i>(RS-5000: 45% max. allowed; RS-6500: 40% max. allowed)</i>	%
<b>Floor Area Ratio</b> Total Floor Area <i>with</i> Garage ÷ Property Area <i>(0.70 maximum allowed)</i>	
<b>Rear Yard Open Space</b> <i>(20% minimum required)</i>	sq. ft. ( __ % of property area)
<b>Front Yard Area</b>	
Existing Front Yard Area	sq. ft.
Existing Front Yard Landscaping	sq. ft.
Proposed Front Yard Area	sq. ft.
Proposed landscaping <i>(40% minimum required)</i>	sq. ft. ( __ % of proposed front yard area)

- m. One copy of the plan must be properly colored for exhibit.
- C. Adjacent Neighbor Map (see Applicant Checklist for number of copies)  
  
The Adjacent Neighbor Plan depicts the subject property's second floor windows in correlation to all windows on adjacent properties.
- D. Floor Plans (see Applicant Checklist for number of copies – Scale: 1/4" = 1'-0")

Please submit copies of the floor plan drawn in an adequate scale to enable City staff to present it easily at the public hearing. Said plans shall be fully dimensioned and uses indicated. All steps and elevations of same must be indicated.

- E. Elevations and Sections (see Applicant Checklist for number of copies – Scale: 1/4" = 1'-0")

1. Elevations:

- 1. Elevation views of all sides of the proposed building, indicating building materials, colors, and all necessary dimensions such as height, length, etc...
- 2. Within said plans new home and room addition applicants shall incorporate design elements in order to satisfy the following condition of approval:

***Enhanced Architectural Detailing:*** For all new two-story residences or room additions greater than 900 square feet that include a second story, the property owner/developer shall be required to incorporate enhanced architectural detailing on the rear building elevation. In addition, enhanced architectural detailing shall be required for all side building elevations that are within public view. Architectural detailing may include, but shall not be limited to, the use of enhanced building materials such as stone, brick and wood siding, as well as raised stucco banding/window trim and decorative shutters. In addition, the incorporation of building projections and offsets along the subject building elevation may also be used to assist in creating visual interest and depth. The design, materials and treatments to be applied to the building elevation shall be subject to the review and approval of the Department of Community Development. \*\*

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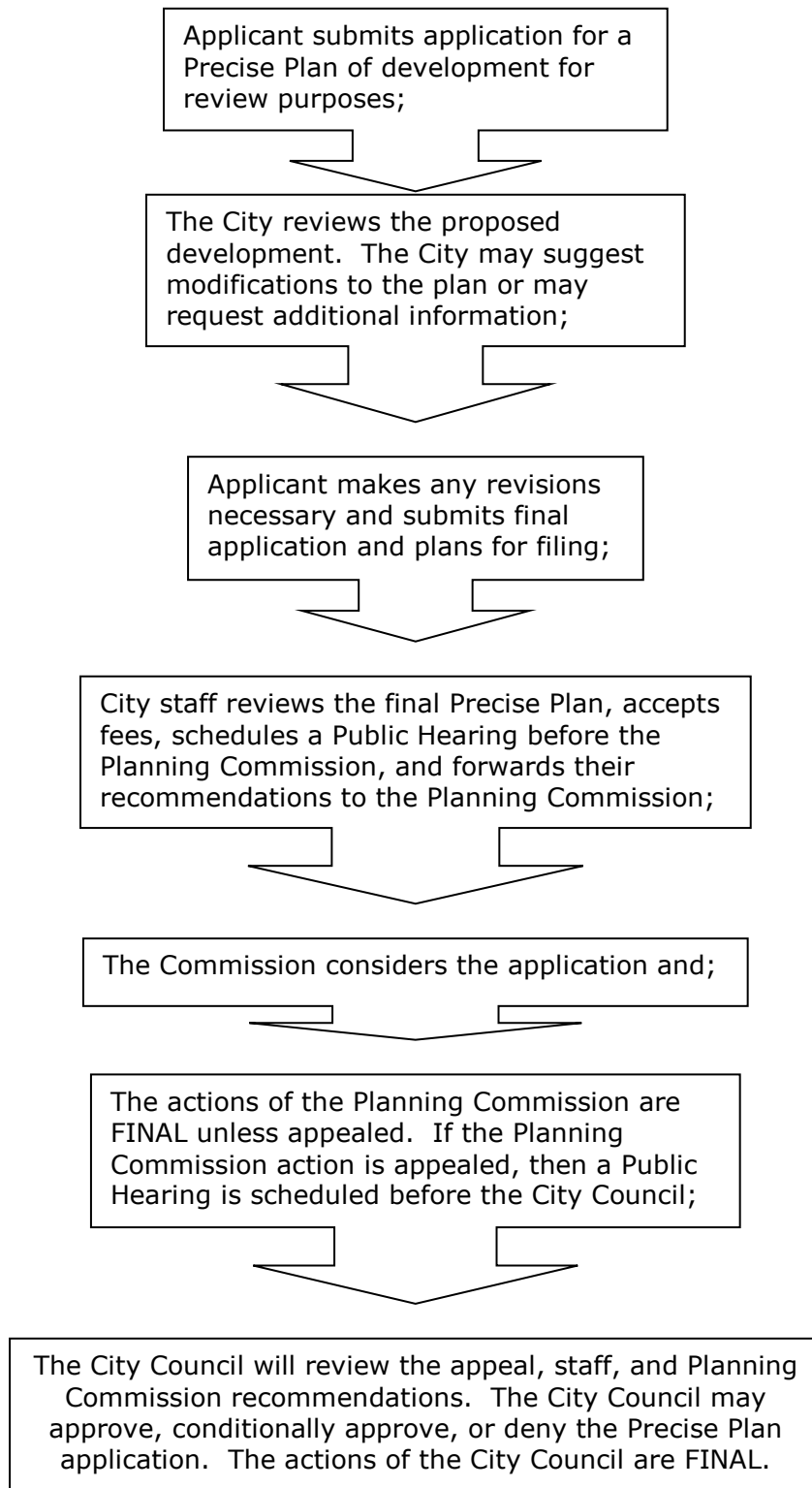
The Residential Design Manual is available at the Community Development Department and on the City of Cerritos website at: [http://www.cerritos.us/RESIDENTS/\\_pdfs/residential\\_design\\_manual.pdf](http://www.cerritos.us/RESIDENTS/_pdfs/residential_design_manual.pdf)

3. One set must be properly colored for exhibit.
- F. Conceptual Front Yard Landscape Plan (see Applicant Checklist for number of copies)
- Submit a conceptual landscape plan, prepared by a California licensed landscape architect or other qualified landscape design professional, for the front yard. The conceptual plan must be drawn to scale, be dimensioned, specify the type of plant material, and show the proposed location of trees, shrubs, and groundcover on the property. The landscape design must complement the architectural design of the residence.
- G. Current Title Report
1. The title report must contain the legal description of the subject property.

## **V. PROCEDURES**

- A. See attached Precise Plan Flow Chart.
- B. Completed applications for a Precise Plan of development shall be filed with the Department of Community Development, and all fees paid, AT LEAST FOUR (4) WEEKS PRIOR to the date of the public hearing by the Planning Commission. Public Hearings are regularly scheduled for the first Wednesday of each month at 7:00 PM. All meetings are conducted in the Council Chambers located at Bloomfield Avenue and 183<sup>rd</sup> Street, Cerritos, California. Additional hearings may be scheduled to handle heavy work loads on other days of the month.
- C. Public notification by the City, including the time, place and nature of the application is posted ten (10) days prior to the scheduled public hearing and notification is sent to the property owners within 500 feet of the exterior boundaries of the subject property.
- D. Representation:
- It is recommended that THE APPLICANT, OR HIS REPRESENTATIVE BE PRESENT AT THE PUBLIC HEARING TO ANSWER ANY QUESTIONS THE PLANNING COMMISSION MAY WISH TO ASK PERTAINING TO THE REQUEST. FAILURE TO APPEAR AT THE PUBLIC HEARING, UNLESS THE PLANNING COMMISSION RECEIVES WRITTEN NOTIFICATION FROM THE APPLICANT PRIOR TO SAID HEARING, MAY CONTRIBUTE TO A DENIAL OR CONTINUATION OF THE REQUEST.

**VI. PRECISE PLAN FLOW CHART**





**PRECISE PLAN APPLICATION**

A. Application is hereby made to the Planning Commission of the City of Cerritos, pursuant to Ordinance No. 413, Section 5 & 8, of the City of Cerritos, for a Public Hearing for a Precise Plan of development on the property described below.

B. The property is generally located as follows:  
\_\_\_\_\_  
\_\_\_\_\_

C. Exact Legal Description (recorded tract or parcel map number and lot number) of the property is:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Street address of property is: \_\_\_\_\_

RECORDED OWNER

E. Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

AUTHORIZED AGENT (if any)

F. Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

G. Present Land Use Classification (zone) \_\_\_\_\_  
\_\_\_\_\_

H. Request: The applicant requests approval of a Precise Plan of development to use the above described property for the following purposes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. Showings:

1. Is the proposed use of this property in conformity with the General Plan and zoning maps and adequate in size and shape to accommodate said use and all yards, spaces, walls, fences, parking, loading, landscaping, and other features required?

Yes

No

Describe: \_\_\_\_\_

\_\_\_\_\_

2. Describe how the proposed addition will be compatible with abutting lots and/or adjacent uses in the area. Are there any windows facing neighbors windows? Are all setbacks and building coverage limits met?

\_\_\_\_\_

\_\_\_\_\_

3. Is the development, as indicated, in conformity with the Environmental Performance Standards of the City? Do any loud air conditioning units or pool/spa equipment exist on the site?

Yes

No

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TO BE COMPLETED BY APPLICANT FOR RESIDENTIAL PROJECTS**

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Project Location: \_\_\_\_\_

Zone: \_\_\_\_\_

Related Items: \_\_\_\_\_

<b>STATISTICS</b>	
<b>Tract Number:</b> _____	<b>Lot Number:</b> _____
<b>Lot Size</b>	<b>Sq. ft.</b>
<b>Existing Total Floor Area</b>	<b>Sq. ft.</b>
<b>Proposed Addition</b>	<b>Sq. ft.</b>
<b>Total Floor Area (After Addition)</b>	<b>Sq. ft.</b>

**VIII. (A) SUBJECT PROPERTY OWNER'S CONSENT TO FILE APPLICATION**

I (we), \_\_\_\_\_, being duly sworn, depose and certify that I am (we are) the owner(s) of the property located at

\_\_\_\_\_, and identified as

APN \_\_\_\_\_ and that this application has been prepared in compliance with the requirements printed herein, or that this application is being filed by me with the full knowledge and consent of the above property owner(s), I (we) further certify, under penalty of perjury, that the foregoing statements and information presented herein are in all respects true and correct to the best of my (our) knowledge and belief.

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of Los Angeles ) ss.

On \_\_\_\_\_, before me, \_\_\_\_\_  
(insert name and title of notary public)

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 by his/her/their signature(s) 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 the laws of the state of California that the foregoing paragraph is true and correct.

WITNESS, my hand and official seal.

\_\_\_\_\_  
Signature of Notary

**VIII. (B) ADJACENT PROPERTY OWNER'S LIST PREPARER'S AFFIDAVIT**

I, \_\_\_\_\_ being duly sworn, depose and certify that I am the owner of all or part of the property located at \_\_\_\_\_, and identified as APN \_\_\_\_\_ or am a duly appointed representative of such owner(s), and hereby certify that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of Los Angeles within the area described and for a distance of five hundred (500) feet from the exterior boundaries of property legally described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of Los Angeles ) ss.

On \_\_\_\_\_, before me, \_\_\_\_\_  
(insert name and title of notary public)

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 by his/her/their signature(s) 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 the laws of the state of California that the foregoing paragraph is true and correct.

WITNESS, my hand and official seal.

\_\_\_\_\_  
Signature of Notary

## PROPERTY OWNER'S LIST MAILING LABEL FORMAT


1. Mailing labels must be completed in this format or an equivalent matrix on an 8-1/2" x 11" sheet, with three equal rows across and ten or eleven rows down.
2. Labels submitted in formats other than that specified will not be accepted.
3. Use Xerox matrix, gummed labels, or an equivalent product.

	SAMPLE LABEL	
	John Doe 1234 Main Street Cerritos, CA 90703	Label borders
	14	This number corresponds to the number on your property owner base map with 500' radius.

## CONDITIONS OF APPROVAL

ADDRESS  
PRECISE PLAN \_\_\_\_\_  
DATE

**\*\* PLEASE NOTE, UNLESS OTHERWISE SPECIFIED, THE TERM "PROJECT APPLICANT" SHALL APPLY TO THE PROPERTY OWNER, DEVELOPER AND ANY AND ALL CONTRACTORS WORKING IN ASSOCIATION WITH THIS PROJECT.**

Section A contains standard conditions of approval which apply to all types of new residential construction projects including, but not limited to, single-family and multi-family residential developments. Due to the broad scope of the standard conditions of approval contained herein, said conditions may or may not apply to your specific project. In an attempt to better regulate and address unique conditions characteristic of new residential construction projects, project-specific conditions of approval may have also been developed for your project and are referenced in Section B, if applicable.

Should you have any questions or if you are in need of further clarification as to which standard conditions of approval apply to your project, please do not hesitate to contact the Department of Community Development at (562) 916-1201.



**TABLE OF CONTENTS**

**A. STANDARD CONDITIONS OF APPROVAL**

<b>Description</b>	<b>Condition Number</b>
Air Conditioning. . . . .	28
Balconies. . . . .	26
Block Walls . . . . .	30
Business License. . . . .	12
Cable Television. . . . .	7
Conflict of Conditions of Approval. . . . .	40
Covenants, Conditions & Restrictions (CC&R's). . . . .	38
Construction and Demolition Debris Diversion Requirements. . . . .	14
Damage to Public Improvements . . . . .	10
Depth of Driveways. . . . .	20
Dust Control & Pedestrian Safety . . . . .	8
Electrical Installations . . . . .	34
Encroachment Permit . . . . .	9
Energy Conservation. . . . .	23
Exterior Architectural Treatment. . . . .	24
Existing Municipal Code Violations . . . . .	37
Enhanced Four-Sided Architecture. . . . .	25
Garage Door Openers . . . . .	35
Grading & Drainage. . . . .	2
Hours and Days of Operation for Demolition/Grading/Construction. . . . .	11
Indemnification. . . . .	39
Landscaped Areas. . . . .	29
Occupancy Permit. . . . .	41
Permit and Plan Adherence Requirements. . . . .	13
Portable Toilet . . . . .	16
Prior to the Issuance of any Building Permits . . . . .	18
Project Site Perimeter Fence . . . . .	15
Public and Private Easements & Rights-of-Way . . . . .	6
Public Improvements. . . . .	1
Public-Utility Facilities . . . . .	17
Setbacks . . . . .	19
Sewers . . . . .	3
Side-Yard Gates. . . . .	31
Sidewalks . . . . .	5
Smoke and Carbon Monoxide Detectors . . . . .	32
Submittal of Plans to Building & Safety Division . . . . .	21
Telephone & Television Antennae Jacks/Cables. . . . .	36
Time Schedule. . . . .	22
Vents. . . . .	33
Water Systems . . . . .	4
Windows. . . . .	27

**B. PROJECT-SPECIFIC CONDITIONS OF APPROVAL**

Description	Condition Number
-------------	------------------

**A. STANDARD CONDITIONS OF APPROVAL**

- 1. Public Improvements.** The property owner/developer shall install all public improvements, as required by the Department of Public Works, prior to the issuance of any occupancy permits for this development. Public improvements may include, but shall not be limited to, paving, curb and gutter, street lights, sanitary sewers, storm drains, water system amenities, underground utility installations and street trees. A performance bond shall also be posted by the property owner/developer to guarantee the installation of said public improvements.
- 2. Grading and Drainage.** The property owner/developer shall submit a grading and drainage plan signed by a licensed Civil Engineer currently registered in the State of California for the approval of the Department of Public Works and the Department of Community Development. This plan shall include the topography of all contiguous properties and streets and shall provide for the appropriate method of drainage designed in accordance with all applicable standards and requirements. This plan shall be accompanied by a geotechnical investigation report that includes an evaluation of liquefaction potential. In addition, the property owner/developer shall comply with National Pollution Discharge Elimination System (NPDES) regulations as directed by the Department of Public Works.
- 3. Sewers.** The subject property(ies) shall be provided with public sewers; therefore, the design and construction of all sanitary sewers shall be approved by the Department of Public Works. The property owner/developer shall be responsible for verifying the location of the sewer main and shall obtain approval for the sewer connection with the County of Los Angeles and/or the Department of Public Works prior to the commencement of any construction related activities.
- 4. Water Systems.**
  - a. The property owner/developer shall dedicate to the City all water rights pertaining to the property(ies) being developed pursuant to the Cerritos Municipal Code. In lieu of dedicating to the City all water rights, the property owner/developer may choose to pay a fee as stipulated in the City's fee schedule. The property owner/developer shall construct a water system including water services, fire hydrants and appurtenances through the property(ies) as required by the Department of Public Works. The City however will be responsible for installing all required water meters. Payment for said meters shall be made to the City prior to the issuance of building permits and an off-site water fee shall be paid by the property owner/developer to the City prior to the installation of any on-site utilities.



- 8. Dust Control and Pedestrian Safety.** Prior to the issuance of demolition or grading permits, the property owner/developer shall:

  - a. Submit a pedestrian safety plan indicating safety methods to be provided to maintain safe pedestrian access to all areas of construction. This may require proper and adequate signs, fences, barricades or other approved control devices as required by the Department of Public Works and the Department of Community Development; and,
  - b. Secure a bond and/or cash deposit with the City to insure that effective dust mitigation measures are implemented throughout the duration of the project at the subject property(ies) such as, but not limited to, the use of water trucks. The bond and/or cash deposit shall be in an amount sufficient to implement said mitigation measures throughout the duration of the project.
  
- 9. Encroachment Permit.** The property owner/developer shall pay applicable development fees and obtain an encroachment permit from the Department of Public Works prior to the start of any work in the public right-of-way. The encroachment permit requires the following:

  - a. An Underground Service Alert project number;
  - b. Proof of General Liability insurance in excess of \$1,000,000;
  - c. Proof of Workers' Compensation insurance; and,
  - d. Performance Bond and a Labor and Material Bond of equivalent value to the proposed public improvements.
  
- 10. Damage to Public Improvements.** All existing public improvements, which are damaged as a result of demolition and/or construction, shall be removed and replaced in accordance with City standards. Further, any portions of sidewalks, curbs and/or gutters located along the front or side property line of the subject property(ies), which may be damaged or cracked as a result of the proposed project, shall be repaired as directed by the Department of Public Works. All costs shall be the responsibility of the property owner/developer.
  
- 11. Hours and Days of Operation for Demolition/Grading/Construction.** Hours and days of operation for demolition/grading/construction shall be as follows:

  - a. Monday through Friday - not before 7:00 a.m. and not after 6:00 p.m. of the same day;
  - b. Saturday - not before 10:00 a.m. and not after 5:00 p.m. of the same day; and,
  - c. Sunday and City observed holidays - no work.

The general contractor shall post at the entrance to the construction site weatherproof sign containing the above construction hours. The sign shall be written in English as well as in the primary language(s) of all persons working at the construction site. The sign shall at all times be visible to any personnel entering the construction site.

**12. Business License.** The property owner/developer shall be aware that the project contractor and any sub-contractor(s) must obtain a business license from the City of Cerritos, prior to engaging in any work at the subject property(ies).

**13. Permit and Plan Adherence Requirements.**

- a. No work of any type shall take place unless all required permits are issued. If this condition is violated, the City of Cerritos may require the work to be completely removed prior to issuing the required permits.
- b. The applicant warrants that the plans submitted for plan check review in connection with the application for a building permit are complete and accurate, represent the same designs that were reviewed by the approving body, and incorporate all conditions of approval provided herein. Approval of the submitted plans is subject to the applicant having submitted accurate dimensions and information. If, during construction, it is found that the approved plans did not have accurate dimensions and/or information, the City of Cerritos may require the work to cease until revised, accurate plans are submitted to the Department of Community Development for review. If the revised plans deviate from the plans reviewed by the approving body, the City of Cerritos may require the project to be resubmitted to the approving body for additional review. If applicable, homeowners association approval shall precede the submittal of revised plans to the City of Cerritos, which shall be accompanied by written evidence of said approval.
- c. All improvements shall be constructed in accordance with the approved plans. If, during construction, modifications or deviations from the approved plans are deemed necessary, any and all such modifications shall be submitted in the form of revised plans to the Department of Community Development for review. No modification or deviation shall proceed without prior written approval by the Department of Community Development. If this condition is violated, the City of Cerritos may require the work to be completely removed and reconstructed in accordance with the approved plans. If applicable, homeowners association approval shall precede the submittal of revised plans to the City of Cerritos, which shall be accompanied by written evidence of said approval.
- d. All plan submittals, including any drawings or reports, must be conveyed directly to the project planner for distribution to other City departments for review. Exceptions to this requirement shall be at the discretion of the Department of Community Development

- 14. Construction and Demolition Debris Diversion Requirements.** The project applicant will be required to comply with all of the provisions of the City's Construction and Demolition Debris Diversion Ordinance as provided for in Chapter 6.10 of the Cerritos Municipal Code in order to satisfy State mandated requirements for construction debris recycling.
- 15. Project Site Perimeter Fence.** In instances where an existing perimeter fence is not present, a 6-foot-high chain-link fence with screening mesh shall be installed prior to the issuance of any building permits.
- 16. Portable Toilet.** No more than one portable toilet shall be permitted on-site during demolition and/or construction, and said toilet shall be strategically placed and oriented in a manner to effectively minimize aesthetic and visual impacts to surrounding residences.
- 17. Public Utility Facilities.** The location of any above-grade water, sewer, electrical or other public utility facility to be placed at the subject property(ies) shall be subject to the approval of the Department of Community Development.
- 18. Prior to the Issuance of any Building Permits**

  - a. The property owner/developer shall provide necessary information relative to compliance with safety requirements for any security locks, fire protection and energy conservation devices;
  - b. All colors and samples of building materials proposed on the exterior of the residence(s) shall be submitted to the Department of Community Development for approval;
  - c. The property owner/developer shall submit front yard and parkway landscape plans in accordance with Condition of Approval Number 29.
  - d. The property owner/developer shall request a site inspection by the Los Angeles County Department of Health Services Vector Control Division Inspector and, if necessary, an eradication plan for gophers, rodents and insects must be submitted to the Department of Community Development for approval and implementation prior to the issuance of demolition permits;
  - e. The property owner/developer shall be responsible for coordination with the State of California Department of Food and Agriculture (CDFA) personnel for all activity that is regulated under the Red Imported Fire Ant (RIFA) Quarantine protocol. This includes, but is not limited to, soil and earth moving activity, the import of soil, landscaping material, and/or other related materials into an area located within the quarantine boundaries, and the exporting of soil, landscaping materials and/or other related materials from a location within the quarantine boundaries;
  - f. The building dimensions of the existing residence(s), if any, shall be subject to verification prior to the approval and issuance of building

permits. If the dimensions, as indicated in the approved precise plan application, prove to contain more than minor inaccuracies as determined by the Department of Community Development, said application shall be rendered null and void and the property owner/developer will be required to re-submit a new precise plan application including all supporting documents and materials and revised architectural drawings and supporting materials with accurate dimensions; and,

- g. The property owner/developer shall certify in writing that the floor area ratio (FAR) of the subject residence(s) is below the maximum allowable FAR in accordance with the provisions of the Cerritos Municipal Code. Said certification shall be submitted to the Department of Community Development prior to the issuance of building permits.
- 19. Setbacks.** Setbacks shall be measured from the subject property line to the face of the nearest structure including, but not limited to, the building facade, patio, columns and posts.
- 20. Depth of Driveways.** The required depth of a concrete driveway must be at least 20 feet at any point of measurement. The depth shall be measured from the face of the garage door to the front property line.
- 21. Submittal of Plans to Building & Safety Division.** The construction plans submitted to the Building and Safety Division for plan check review must reflect and adequately satisfy all applicable Conditions of Approval noted herein and shall incorporate any modifications required per this approval.
- 22. Time Schedule.** The time schedule for completion of the proposed precise plan and all related improvements shall be 1 year from the issuance of the respective building permit. The property owner/developer shall perform all work in accordance with the time schedule and completion date designated in this condition of approval in accordance with the Cerritos Municipal Code.
- 23. Energy Conservation.** In order to enforce the Energy Conservation Ordinance outlined in Chapter 22.80 of the Cerritos Municipal Code, the property owner/developer shall submit samples of all proposed insulation materials and/or devices to be used for insulating plumbing lines and heating/cooling ducts to the Department of Community Development for review and approval. The provisions for Thermal Resistance, outlined in Chapter 22.80, shall be complied with and proof of such compliance shall be provided in the form of either a letter from the manufacturer or a Thermal Resistance rating stamp placed on subject material samples by the American Society of Heating, Refrigeration and Air Conditioning Engineers.
- 24. Exterior Architectural Treatment.** The following minimum architectural treatments relative to the design of the exterior of the residence(s) shall apply:
  - a. Exterior surfaces of precast chimneys shall be painted or covered by stucco, stone or brick veneer;

- b. A decorative metal termination cap (pyramid style) shall be affixed to any residential fireplace chimney for the purpose of screening the required spark arrestor from view. The termination cap shall be a size that is in proportion to the subject fireplace chimney and a style that is comparable to the architecture of the subject residence. The termination cap shall be painted to match the color of the stucco/ wood siding of the subject residence. For additional information regarding the required size and style of the termination cap please reference the approved architectural plans.
  - c. All roof vents shall be of a stealth type as approved by the Department of Community Development and shall be painted to match the color of the roofing material;
  - d. Bird stops are required on all types of mission style roofs;
  - e. Rain gutters shall be installed at the base of all roof planes that generate water runoff and downspouts shall be installed so as to be an integral part of the architectural design;
  - f. No metal or artificial wood siding, excluding vinyl and fiber cement siding, shall be used as an exterior architectural feature; and,
  - g. All exterior building materials and architectural treatments to be installed on the residence(s) including, but not limited to, paint color, wood/vinyl/fiber cement siding and stone/brick veneer, shall be approved by the Department of Community Development prior to installation.
  - h. Stucco shall be applied to the exterior in a manner that is consistent in texture, color, and appearance on all four sides of the residence.
- 25. Enhanced Four-Sided Architecture.** The property owner/developer shall be required to incorporate enhanced architectural detailing on all building elevations. Architectural detailing may include, but shall not be limited to, the use of enhanced building materials such as stone, brick and wood siding, as well as raised stucco banding/window trim and decorative shutters. In addition, the incorporation of building projections and offsets along the subject building elevation may also be used to assist in creating visual interest and depth. The design, materials and treatments to be applied to the building elevation shall be subject to the review and approval of the Department of Community Development. This condition of approval shall be applicable to all new residences and residential additions as well as to all extensive exterior remodels that are referred to the Planning Commission for review.
- 26. Balconies.** All proposed front-yard balcony rails shall be constructed of an approved solid/opaque building material for the purpose of screening views into said balcony area. The proposed building material and railing design shall be subject to the review and approval of the Department of Community Development.
- 27. Windows.**



- a. Windows and glass doors shall be provided with dual pane glass whenever feasible;
- b. Window treatments, including but not limited to, border/trim measuring 6 inches in width and constructed of either wood or raised stucco, shall be provided around all windows;
- c. Windows in the garage that are visible from the street shall be fixed and provided with obscure glass;
- d. All second-story bathroom windows shall be provided with obscured glass and shall either have a minimum sill height of 5'-0" or be fixed (non-operable) up to 5'-0" as measured from the adjacent finished floor; and,
- e. All windows that are located on the same elevation of a residence shall be consistent in design, style and material in order to establish and/or maintain a uniform architectural appearance.

**28. Air Conditioning.**

- a. Prior to issuance of building permits for the installation of a central air conditioning system, the property owner/developer shall submit a completed application including any supplemental information on said air conditioning unit/condenser to the Department of Community Development for review and approval. In instances where only one air conditioning unit/condenser is being proposed, said unit shall have a sound rating of no more than 7.4 bels. In instances where two or more air conditioning units/condensers are being proposed, said units shall have a sound rating of no more than 7.2 bels each;
- b. A base constructed of an approved hardscape material such as, but not limited to, concrete, brick or decomposed aggregate, shall be provided by the property owner/developer on the subject property(ies) to accommodate the installation of the proposed air conditioning unit/condenser; and,
- c. Prior to issuance of building permits, the air conditioning contractor shall provide drawings delineating the location of any and all proposed air conditioning units/condensers to the Department of Community Development.

**29. Landscaped Areas.**

- a. Prior to the issuance of any building permits for construction, the property owner/developer shall obtain written approval of any required landscaping on public and private property, including the front yard and parkway. The property owner/developer shall submit three complete sets of landscape architectural drawings including, but not limited to, a planting plan, an irrigation plan and a lighting plan prepared by a professional landscape

architect or qualified designer. Said plans shall be prepared in accordance with the standards of the City of Cerritos and shall be subject to the approval of the Department of Community Development;

- b. In the event the side property line of any residential parcel abuts an interior residential street, the parkway area located adjacent to said parcel shall be landscaped and provided with an automatic irrigation system. The landscape, irrigation and maintenance of the parkway area shall be the responsibility of the subject property owner. Landscaping in the parkway is limited to plant material only and may not include any hardscape materials;
- c. The height of hedges and/or other landscape screens on residential parcels shall be limited to 30 inches within 10 feet of any property line abutting a sidewalk, as measured from the top of the adjacent street curb, and within 10 feet from the edge of both sides of the driveway. The maximum height of 30 inches shall include any form or combination of hedges and landscape screens; and,
- d. If it is determined that the project may result in visual and/or privacy impacts to an adjacent residence, the property owner shall be required to install landscape screening to minimize said impacts to the adjacent residence subject to the review and approval of the Department of Community Development. This Condition of Approval shall not be required if the property owner of the adjacent residence provides the Department of Community Development with a written statement indicating that the installation of said plant material is not necessary.
- e. Removal and/or displacement of any trees with a diameter of four (4) inches or more shall have written approval of the Department of Community Development prior to any demolition on the site. All trees that will remain on-site per the approved plan shall be protected in place during construction.
- f. Parkway tree(s) shall be planted within the public right-of-way. The quantity, type, size and location of the tree(s) shall be subject to the approval of the Department of Public Works and the Department of Community Development. Existing street trees shall not be removed and shall be protected in place during construction.
- g. No final occupancy shall be granted unless all front yard landscape and paving are installed as indicated on the approved plans.

**30. Block Walls.**

- a. Unless otherwise specified herein, the property owner/developer shall construct concrete block walls measuring a minimum of 6 feet in height or a height that is deemed consistent with the architectural character of the property and the surrounding neighborhood by the Department of Community Development. The height of the subject walls shall be

determined by measuring the highest elevation on either side of the subject wall. Where existing block walls are to be used to satisfy this condition, the property owner/developer shall maintain a minimum wall height of 6 feet or a height that is deemed consistent with the architectural character of the property and the surrounding neighborhood by the Department of Community Development. All block walls shall be adequately capped. The design, materials and termination points for all proposed block walls shall be subject to the approval of the Department of Community Development;

- b. Block walls measuring a minimum of 6 feet in height shall be located along the side property line of a corner lot and shall be setback a minimum of 12 inches from the front elevation of the residence, at which point said block wall may be affixed to the subject residence. A planter wall measuring no greater than 18 inches in height, shall also be constructed from the termination point of the referenced block wall to the front property line forming a raised planter along the side property line and the arc of the corner lot. The height, configuration and design of the planter wall shall be subject to the approval of the Department of Community Development; and,
  - c. For any block wall facing a street, to avoid the problems created by graffiti, the property owner/developer shall apply 2 coats of anti-graffiti coating, the type and manufacturer of which shall be subject to the approval of the Department of Public Works and the Department of Community Development.
- 31. Side Yard Gates.** Side yard gates must be constructed of a solid non-transparent building material, including but not limited to, wood, metal or vinyl, and shall measure no less than 6 feet in height or a height that is deemed consistent to the adjacent concrete block wall or the architectural character of the residence(s) by the Department of Community Development. The height of said side yard gate shall be determined as measured from the adjacent finish grade. The design and material for side yard gates shall be subject to the approval of the Department of Community Development.
- 32. Smoke and Carbon Monoxide Detectors.** The property owner/developer shall install smoke and carbon monoxide detection devices, as approved by the Department of Community Development. The quantity, type, design and location shall be reviewed and approved prior to the issuance of building permits.
- 33. Vents.** All vents, including dryer and water heater vents, must be located at least 6 inches above the adjacent finish grade. Said vents shall be shielded from view or flush-mounted and painted to match the adjacent stucco.
- 34. Electrical Installations.**
- a. The electrical panel and wiring of the subject residence(s) shall be sufficiently sized to accommodate upgrades to appliances and amenities

including, but not limited to, burglar alarms, lighting and heating and cooling systems.

- b. Electric vehicle chargers shall be placed inside the garage. No exterior electric vehicle chargers shall be permitted.
  - c. For a new residence on which a solar energy system is planned, the new electrical wiring for the solar energy system shall be installed inside the building walls, and said wiring shall be installed prior to the framing inspection and/or prior to enclosing the walls. The overall solar energy system shall be subject to the approval of a separate solar energy system application by the Department of Community Development.
- 35. Garage Door Openers.** If the property owner/developer installs a garage door opener, said opener must be of the belt or screw drive type.
- 36. Telephone and Television Antennae Jacks/Cables.** All habitable rooms including, but not limited to, rooms suitable for eating and sleeping, shall be provided with the latest and most technologically advanced telephone and digital cable television jacks available. All television antenna cables shall be of the 75-OHM type or better.
- 37. Existing Municipal Code Violations.** The applicant shall correct all existing property maintenance and development code violations on the property prior to obtaining certificate of occupancy, and said corrections shall be subject to the review and approval of the Department of Community Development.
- 38. Covenants, Conditions, and Restrictions (CC&R's).** If applicable, the approval of this Precise Plan and all of its conditions shall be appurtenant to and run with the entire parcel or unit of development for which it is issued. A declaration of Covenants, Conditions and Restrictions, ("CC&R's"), shall be prepared by the property owner/developer, at his/her sole cost and expense, and shall be submitted to the City for the review and approval of the Department of Community Development and the City Attorney. The CC&R's shall be signed and acknowledged by all parties having any record title interest in the property(ies) to be developed, shall make the City a party thereto and shall be enforceable by the City. A short form of said CC&R's shall be executed by the property owner/developer and submitted to the City within 30 days after approval of this Precise Plan. Prior to the issuance of occupancy permits, said CC&R's shall be recorded in the Office of the Los Angeles County Recorder. If required, long form CC&R's shall contain the following:
- a. The CC&R's shall provide for the effective establishment, operation, management, use, repair and maintenance of all areas and facilities;
  - b. The CC&R's shall provide that the property(ies) shall be developed, operated and maintained so as not to create a public nuisance;
  - c. The CC&R's shall provide that if the property(ies) is/are not maintained in the condition required by the CC&R's, then the City, after making due

demand and giving reasonable notice, may enter the property(ies) and perform, at the owner's sole expense, any maintenance required thereon by the CC&R's or the City's ordinances. The property(ies) shall be subject to a lien in favor of the City to secure any such expense not promptly reimbursed;

- d. Any other special provisions including any easements or other conditions;
- e. Air conditioning systems as stated in the conditions;
  - i. Each property owner shall obtain the approval of the Department of Community Development and a building permit for the installation of an air conditioning unit; and,
  - ii. All air conditioning units shall be located at the designated locations on the lot and shall be subject to the approval of the Department of Community Development prior to the issuance of building permits.
- f. All provisions pertaining to setbacks, additions, pools and patios shall follow the standards of the residential zone;
- g. No changes in the block wall constructed around the lot lines shall be permitted unless approved by the Department of Community Development; and,
- h. Provisions relating to the obligations of the property owner to maintain and irrigate parkways as required.

**39. Indemnification.** The property owner/developer and each successor with a vested interest in the property(ies) and/or project shall protect and defend, indemnify and hold harmless the City of Cerritos, its agents, officers and employees from any claim, action or proceedings, liability cost, including attorney's fees and costs against the City or its agents, officers or employees, to attack, set aside, void or annul any approval of the City, City Council or Planning Commission concerning this Project. The City shall promptly notify the property owner/developer of any claim, action or proceeding and said property owner/developer shall cooperate fully in the defense of the City of Cerritos, its agents, officers and employees.

**40. Conflict of Conditions of Approval.** All conditions of approval of Tract **XXX** shall apply. In the event of any conflict between the conditions of approval of Precise Plan **XXXX** and conditions of approval of Tract **XXXXX**, the most restrictive conditions shall apply.

**41. Occupancy Permit.** No final occupancy shall be granted unless all applicable conditions of approval are met.

Conditions of Approval  
Address - \_\_\_\_\_  
Precise Plan \_\_\_\_\_  
Date \_\_\_\_\_  
Page 15

**END OF STANDARD CONDITIONS OF APPROVAL**

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**B. PROJECT-SPECIFIC CONDITIONS OF APPROVAL**

Please note the following conditions contained in this section have been prepared specifically for your project and must be fully complied with in addition to the Standard Conditions listed above to obtain a certificate of occupancy for this project from the Department of Community Development and the Building and Safety Division.

**END OF CONDITIONS OF APPROVAL**

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