



City of  
**HUNTINGTON PARK** california  
COMMUNITY DEVELOPMENT DEPARTMENT

6550 MILES AVENUE  
HUNTINGTON PARK, CA 90255  
TEL: (323) 584-6210 FAX: (323) 584-6244

## MINOR VARIANCE APPLICATION GUIDELINES

Applications for a Minor Variance are processed by the Community Development Department, Planning Division.

### **I. Preliminary Review**

Prior to applying for a Minor Variance, it is highly recommended that a Preliminary Review be submitted and checked. This procedure notifies the potential Minor Variance applicant, in advance, of Planning Division requirements and recommendations to the Director of Community Development. The Preliminary Review consists of three (3) sets of plans which include the site plan, floor plan(s), and elevations, along with a completed application, environmental checklist and a review fee of **\$1,010**. The Preliminary Review is designed to allow applicants to be informed of the Planning Division's recommendations and requirements prior to preparing the complete Minor Variance package and paying the required fees. This review may not include recommendations and requirements of other Departments or Agencies (e.g. Building and Safety, Fire, County Health, etc.).

### **II. Complete Minor Variance Package**

Materials necessary to process a Minor Variance include:

1. Two (2) copies of proposed and/or existing plans. All plans should be submitted on 24" x 36" paper and folded to 8 1/2" x 11". Set of plans should include the following:
  - A. Floor Plan (all buildings)
  - B. Site Plan
  - C. Elevations (all)
2. Two (2) copies of reduced plans, either 8 1/2" x 11" or 11" x 17".
3. One (1) USB containing all files in digital PDF and JPEG formats.
4. Two (2) sets of 300 foot Public Notice Radius Maps and Mailing Labels (see attached example)
5. Minor Variance Application (completely filled).
6. Environmental Checklist Form (completely filled).
7. Photographs of site and adjacent properties.
8. Required Fees:
  - A. \$4,500.00 for Minor Variance
  - B. \$ 900.00 for Environmental Review (minimum)
  - C. \$1,069.00 for Publication Fee

**\$6,469.00 Total**

### How is the application processed?

Minor Variances are approved based upon the discretion (subject to appeal) of the Director of Community Development. Upon the submittal of the above mentioned materials and payment of fees, the proposal will be given a case number (e.g. 2026-01 MVAR). The application is formally reviewed by Staff within 30 days. The applicant will be notified, in writing, of any required corrections and/ or if additional information is required. Once the application is deemed "complete" it will be scheduled for the earliest appropriate Director's meeting. The processing includes the notification of all property owners within 300 feet of the site, a notice of the request advertised in a newspaper of general circulation and the preparation of a staff report (subject to environmental analysis and findings as required by the California Environmental Quality Act) for the Director of Community Development.

It is recommended that the applicant, property owner, and/or representative attend the meeting, and be prepared to answer questions and present evidence supporting the requested Minor Variance. In order for the Director of Community Development to approve a request for a Minor Variance, the Director must find that based upon the information contained in the application and the testimony given at the public hearing, the following circumstances (findings) apply:

1. That there are special circumstances applicable to the property, including location, shape, size, surroundings, or topography so that the strict application of the Code denies the property of privileges enjoyed by other property in the vicinity and under identical zoning district classification;
2. That granting the Minor Variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and zoning district and unavailable to the property for which the Minor Variance is sought;
3. That granting the Minor Variance will not be detrimental to the public health, safety, or welfare, or injurious to the property or improvements in the vicinity and zoning district in which the property is located;
4. That granting the Minor Variance does not constitute a special privilege inconsistent with the limitations upon other property in the vicinity and zoning district in which the property is located;
5. That granting the Minor Variance does not allow a use or activity which is not otherwise expressly authorized by the regulations governing the subject parcel; and
6. That granting the Minor Variance will not be inconsistent with the General Plan.

The Director is interested in hearing all views concerning the proposed Minor Variance, and how it applies to the required findings. It is suggested that the applicant prepare themselves to answer questions pertaining to the required findings during the public hearing.

A staff report will be available at the Community Development Department public counter on the Monday before the scheduled meeting. A copy of the report will also be provided to the applicant prior to the meeting.

### **What happens after the Director's decision?**

After publicly discussing the case, the Director may approve, deny, or continue the case to a later meeting for further study.

It is important to know that if an application is approved, it does not become final until fifteen (15) days after the date of approval. During this time, an appeal may be filed by the applicant or anyone else requesting that the Planning Commission reverse or modify the decision of the Director of Community Development. An appeal may be filed and paid for at the City Clerk's Office in City Hall. The appeal will then be scheduled to be heard by the Planning Commission which may affirm, modify or overturn the Director's action.

### **What are "conditions" of approval?**

If the application is approved, the Minor Variance may contain certain conditions affecting the proposed use/development. The Planning Division recommends conditions to the Director for the mitigation and/or improvement of the individual circumstances to ensure the compatibility of the use with surrounding land uses.

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

**Attachments:** **Minor Variance Application**  
**Environmental Checklist Form**  
**Radius Map Guidelines**



## CITY OF HUNTINGTON PARK

Community Development Dept. • Planning Division  
6550 Miles Avenue, Huntington Park, CA 90255  
Tel. (323) 584-6210 • [planning@h pca.gov](mailto:planning@h pca.gov)

# MINOR VARIANCE APPLICATION

**FOR OFFICE USE ONLY**

Date Filed: \_\_\_\_\_ File No.: \_\_\_\_\_ Fee/Receipt No.: **\$2,200.00** Initials: \_\_\_\_\_

## PROJECT INFORMATION

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

General Location: \_\_\_\_\_

Assessor's Parcel Number (APN):\_\_\_\_\_

## APPLICANT'S INFORMATION

Applicant: \_\_\_\_\_

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

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

## PROPERTY OWNER'S INFORMATION

Property Owner:

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

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

## REQUEST

I/We hereby request a Minor Variance for the following purpose:

In order for the Director to approve a Minor Variance, the Huntington Park Municipal Code requires that all of the following findings be made:

1. That there are special circumstances applicable to the property, including location, shape, size, surroundings, or topography so that the strict application of this Code denies the property of privileges enjoyed by other property in the vicinity and under identical zoning district classification.
2. That granting the Minor Variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and zoning district and unavailable to the property for which the Minor Variance is sought.
3. That granting the Minor Variance will not be detrimental to the public health, safety, or welfare, or injurious to the property or improvements in the vicinity and zoning district in which the property is located.
4. That granting the Minor Variance does not constitute a special privilege inconsistent with the limitations upon other property in the vicinity and zoning district in which the property is located.
5. That granting the Minor Variance does not allow a use or activity which is not otherwise expressly authorized by the regulations governing the subject parcel.
6. That granting the Minor Variance will not be inconsistent with the General Plan.

In order for the Director to determine if these findings are present in your case, the following questions must be answered by the applicant:

1. Explain how there are special circumstances applicable to the property, including location, shape, size surroundings or topography so that the strict application of this Code denies the property of privileges enjoyed by other property in the vicinity and under identical zoning district classification.

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2. Explain how the granting of the Minor Variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and zoning district and unavailable to the property for which the Minor Variance is sought.

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3. Explain how granting the Minor Variance will not be detrimental to the public health, safety or welfare, or injurious to the property or improvements in the vicinity and zoning district in which the property is located.

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4. Explain how granting the Minor Variance does not constitute a special privilege inconsistent with the limitations upon other property in the vicinity and zoning district in which the property is located.

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5. Explain how granting the Minor Variance does not allow a use or activity which is not otherwise expressly authorized by the regulations governing the subject parcel.

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6. Explain how granting the Minor Variance is in compliance with the General Plan.

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**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.

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Applicant's Signature (Required)

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Date

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Print Name

*Note: If the applicant is not the property owner, the owner of the property must sign the application or a written authorization must be submitted so that the applicant may file the application.*

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Property Owner's Signature (Required)

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Date

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Print Name

**CITY OF HUNTINGTON PARK**

Community Development Dept. • Planning Division  
6550 Miles Avenue, Huntington Park, CA 90255  
Tel. (323) 584-6210 • planning@huntingtonpark.org

**ENVIRONMENTAL  
INFORMATION FORM****FOR OFFICE USE ONLY**

Date Filed: \_\_\_\_\_ File No.: \_\_\_\_\_ Fee/Receipt No.: \_\_\_\_\_ Initials: \_\_\_\_\_

**1. Applicant (please circle whether Owner, Leasee, Purchaser or Representative):**

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**2. Contact Person concerning this project:**

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**3. Address of project: \_\_\_\_\_**

\_\_\_\_\_

**4. Assessor's Parcel Number (APN): \_\_\_\_\_****5. Indicate type of permit application(s) (i.e. Conditional Use Permit, Development Permit, Variance, etc.) for the project to which this form pertains:**

\_\_\_\_\_

**6. List any other permits and/or other public agency approvals required for this project, including those required by City, County, State and/or Federal agencies:**

\_\_\_\_\_

\_\_\_\_\_

**7. Existing Zone: \_\_\_\_\_****8. Proposed use of site: \_\_\_\_\_**

\_\_\_\_\_

9. **Site size** (lot dimensions and square footage):

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10. **Project size:**

Square feet to be added/constructed to structure(s):

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Total square footage of structure(s):

11. **Number of floors of construction:**

Existing: \_\_\_\_\_

Proposed: \_\_\_\_\_

12. **Parking:**

Amount required: \_\_\_\_\_

Amount provided: \_\_\_\_\_

13. **Anticipated time scheduling of project:** \_\_\_\_\_

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14. **Proposed phasing of development:** \_\_\_\_\_

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15. **If residential, include number of units, schedule of unit sizes, range of sale/rent prices, and type of household size expected:**

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16. **If commercial, indicate the type of commercial use, estimated employment per shift, proposed hours of operations, indicate whether neighborhood, City or Regionally oriented, square footage of sales area, and loading locations:**

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17. If industrial, indicate type of industrial or manufacturing use, estimated employment per shift, proposed hours of operations, and loading locations:

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18. If institutional, indicate type of institutional use, estimated employment per shift, proposed hours of operations, estimated occupancy, loading locations, and community benefits to be derived from the project:

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Please complete numbers 19 through 33 by marking "A" through "D" and briefly discuss any items marked "A" "B" or "C" (attach additional sheets as necessary). Items marked "D" do not need discussion.

A) Potentially Significant Impact	B) Potentially Significant Impact Unless Mitigation Incorporated	C) Less than Significant Impact	D) No Impact
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#### AESTHETICS

19. Would the proposed project:

- a. Affect a scenic vista? \_\_\_\_\_
- b. Have a demonstrable negative aesthetic effect? \_\_\_\_\_
- c. Create light or glare? \_\_\_\_\_

#### AIR QUALITY

20. Would the proposed project:

- a. Affect air quality or contribute to an existing or projected air quality violation? \_\_\_\_\_
- b. Create or cause smoke, ash, or fumes in the vicinity? \_\_\_\_\_
- c. Create objectionable odors? \_\_\_\_\_

## **BIOLOGICAL RESOURCES**

### **21. Would the proposed project:**

a. Remove of any existing trees or landscaping? \_\_\_\_\_

## **CULTURAL RESOURCES:**

### **22. Would the proposed project:**

a. Affect historical resources? \_\_\_\_\_

b. Have the potential to cause a significant physical change which would affect unique ethnic cultural values? \_\_\_\_\_

## **GEOLOGY AND SOILS**

### **23. Would the proposed project:**

a. Result in erosion, changes in topography or unstable soil conditions from excavation, grading or fill? \_\_\_\_\_

b. Be located on expansive soils? \_\_\_\_\_

c. Result in unique geologic or physical features? \_\_\_\_\_

## **HAZARDS**

### **24. Would the proposed project:**

a. Create a risk of accidental explosion or release of hazardous substances (including, but not limited to: oil, pesticides, chemicals or radiation)? \_\_\_\_\_

b. The use or disposal of potentially hazardous materials (i.e. toxic or flammable substances)? \_\_\_\_\_

c. The creation of any health hazard or potential health hazard? \_\_\_\_\_

d. Exposure of people to existing sources of potential health hazards? \_\_\_\_\_

## **HYDROLOGY AND WATER QUALITY**

### **25. Would the proposed project:**

a. Change water drainage patterns? \_\_\_\_\_

b. Change the quantity of ground waters, either through direct additions or withdrawals, or through interception of an aquifer by cuts or excavations or through substantial loss of groundwater recharge capabilities? \_\_\_\_\_

- c. Impact groundwater quality? \_\_\_\_\_
- d. Substantially reduce the amount of groundwater otherwise available for public water supplies? \_\_\_\_\_

## **LAND USE AND PLANNING**

### **26. Would the proposed project:**

- a. Conflict with the Zoning or General Plan designation? \_\_\_\_\_
- b. Be incompatible with existing land use in the vicinity? \_\_\_\_\_
- c. Disrupt or divide the physical arrangement of an established community? \_\_\_\_\_

## **MINERAL AND ENERGY RESOURCES**

### **27. Would the proposed project:**

- a. Conflict with the conservation of water? \_\_\_\_\_
- b. Use non-renewable resources in a wasteful and/or inefficient manner? \_\_\_\_\_
- c. Substantially increase energy consumption (i.e. electricity, oil, natural gas, etc.)? \_\_\_\_\_

## **NOISE**

### **28. Would the proposed project result in:**

- a. Increase to existing noise levels? \_\_\_\_\_
- b. Exposure of people to severe noise levels? \_\_\_\_\_

## **POPULATION AND HOUSING**

### **29. Would the proposed project:**

- a. Induce substantial growth in an area either directly or indirectly (i.e. through population growth or infrastructure use)? \_\_\_\_\_
- b. Displace existing housing, especially affordable housing? \_\_\_\_\_

## **PUBLIC SERVICES**

### **30. Would the proposal result in a need for new or altered government services for any of the following public services:**

- a. Fire protection? \_\_\_\_\_

- b. Police protection? \_\_\_\_\_
- c. Schools? \_\_\_\_\_
- d. Maintenance of public facilities, including roads? \_\_\_\_\_
- e. Other governmental services? \_\_\_\_\_

## **RECREATION**

### **31. Would the proposed project:**

- a. Increase the demand for neighborhood or regional parks or other recreational facilities? \_\_\_\_\_
- b. Affect existing recreational opportunities? \_\_\_\_\_

## **TRANSPORTATION AND TRAFFIC**

### **32. Would the proposed project:**

- a. Increase vehicle trips or traffic congestion? \_\_\_\_\_
- b. Increase hazards to safety from design features (i.e. sharp curves or dangerous intersections)? \_\_\_\_\_
- c. Inadequate access to nearby uses? \_\_\_\_\_
- d. Insufficient on-site parking capacity? \_\_\_\_\_
- e. Hazards or barriers for pedestrians or bicyclists? \_\_\_\_\_

## **UTILITIES AND SERVICE SYSTEMS**

### **33. Would the proposed project result in a need for new systems or supplies, or alterations to the following utilities:**

- a. Power or natural gas? \_\_\_\_\_
- b. Communications systems? \_\_\_\_\_
- c. Local or regional water treatment or distribution facilities? \_\_\_\_\_
- d. Sewer or septic tanks? \_\_\_\_\_
- e. Storm water drainage? \_\_\_\_\_
- f. Solid waste disposal? \_\_\_\_\_
- g. Local or regional water supplies? \_\_\_\_\_

34. **Describe the project site as it exists before the project, including any existing structures on the site, and the use of the structures (i.e. residential, commercial, industrial, etc.) Attach photographs of the site and of the surrounding land uses.**

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35. **Describe the intensity of land use (i.e. single-family, apartment dwellings, shopping center, etc.), and specifications of development (i.e. height, primary frontage, secondary frontage, setbacks, rear yard, etc.).**

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**CERTIFICATION:** I hereby certify that the statements furnished above and in the attached plans present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

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**Applicant (Signature)**

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**Date**



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california

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## PUBLIC NOTICE RADIUS MAP GUIDELINES

The radius map, ownership list and mailing labels are for the purpose of providing public notice of a proposed project to properties within a 300 foot radius from the subject property.

When submitting an application for a **Conditional Use Permit, Development Permit, Variance, and/or Tentative Parcel Map**, the applicant must include a radius map, mailing labels, and a list of all the property owners within a 300 foot radius from the subject property as required by **State Law and the Huntington Park Municipal Code**. The guidelines for preparation of these items are as follows:

A) An original and one (1) copy of a **Radius Map** (300 foot radius from property), showing all the ownership lines. The map must also contain a key to an ownership list (see attached example). The ownership information can be obtained from the County Assessor's Office.

Los Angeles County  
Assessor's Office  
South El Monte  
1441 Santa Anita Avenue  
South El Monte, CA  
(818) 350-4695

Los Angeles County  
Assessor's Office  
County Hall of Administration  
Room 205  
500 West Temple Street  
Los Angeles, CA  
(213) 974-3211

B) One (1) ownership list from the latest Assessor's records, of properties within a 300 foot radius from the subject property. On the map, each property within the 300 foot radius must be referenced to the ownership list by number. (See attached example)

C) Two (2) sets of addressed, self-adhesive, gummed labels. Use Avery Mailing Labels No. AVY 5162, AVY 5351 or AVY 5375 (1" x 3" in size, see attached example).

D) Sign and date the attached affidavit (see Attachment B), verifying that the information on the radius map ownership is accurate.



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**Attachment B**

**AFFIDAVIT**

I, \_\_\_\_\_, hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, I prepared an ownership list and radius map, including properties entirely within or partially within 300 feet on the most exterior boundaries of the property being considered in the above referenced case known as (address)

The name and addresses listed were taken from the latest records of the Los Angeles County Assessor. Such names are recorded in the records of the County Assessor as being the present owner or owners of both the property involved in said case and of property in the immediate vicinity thereto.

I certify that said ownership list and radius map are correct and accurate to the best of my knowledge. I also acknowledge that any errors in this information will constitute an incomplete application and may invalidate its approval.

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Signature of Applicant

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Date

**NAMES AND ADDRESS OF PROPERTY OWNERS**  
Within 300 feet of Property at

ASSESSOR'S MAP \_\_\_\_\_ (project address) BLOCK \_\_\_\_\_ PARCEL \_\_\_\_\_

(Use additional sheets if needed.)

I certify that the above information is from the latest Assessor's Records.

**Signature of Applicant**

Date

## EXAMPLE OF RADIUS MAP LABELS

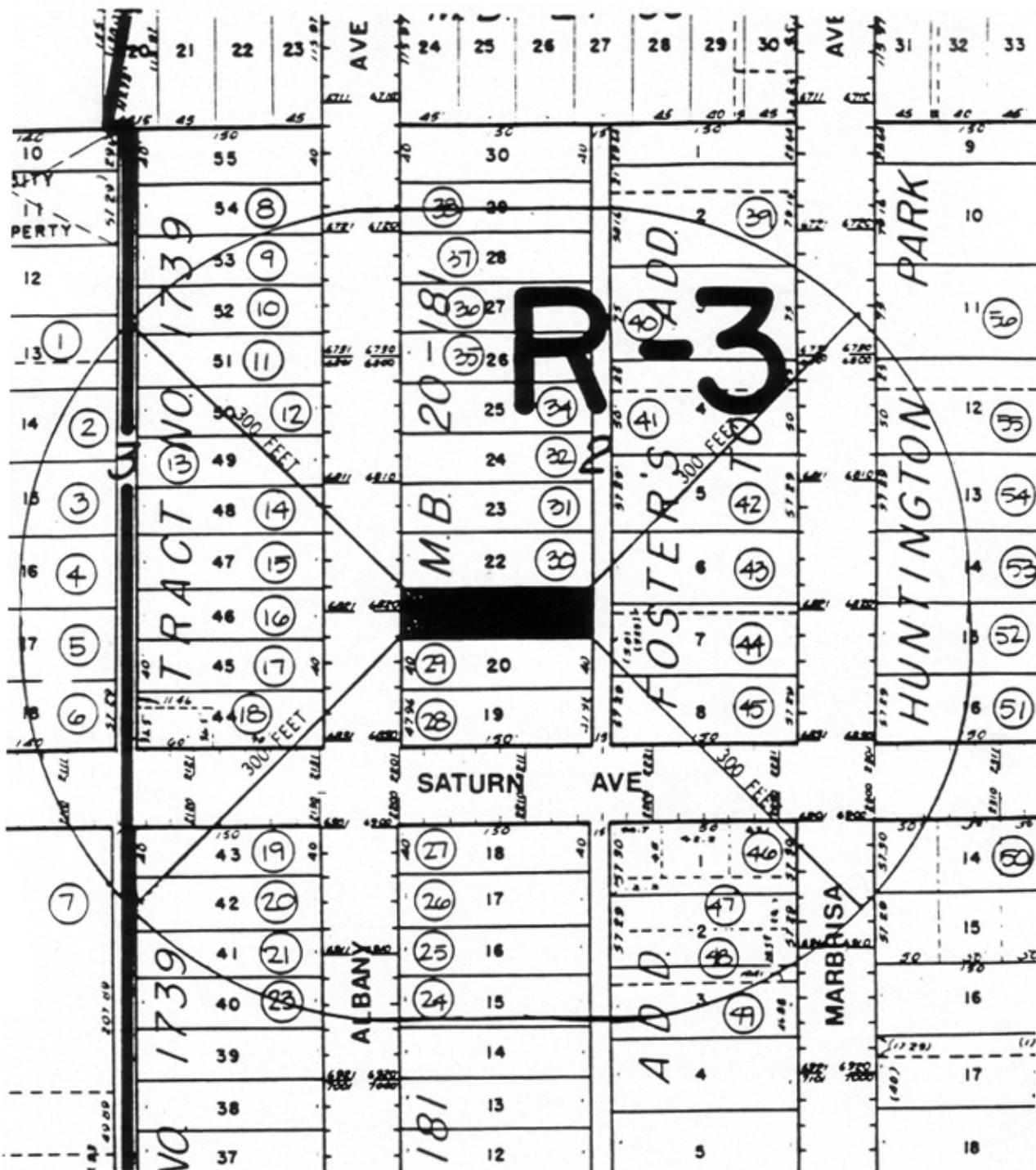
5736-041-020 CURRENT RESIDENT 6822 ALBANY AVE. HUNTINGTON PARK, CA. 90255	5736-041-004 CURRENT RESIDENT 6803 MARBRISA AVE. HUNTINGTON PARK, CA. 90255	5736-041-026 CURRENT RESIDENT 6730 ALBANY AVE. HUNTINGTON PARK, CA. 90255
5736-041-019 CURRENT RESIDENT 6830 ALBANY AVE. HUNTINGTON PARK, CA. 90255	5736-041-003 CURRENT RESIDENT 6727 MARBRISA AVE. HUNTINGTON PARK, CA. 90255	5736-041-025 CURRENT RESIDENT 6804 ALBANY AVE. HUNTINGTON PARK, CA. 90255
5736-041-008 CURRENT RESIDENT 6831 MARBRISA AVE. HUNTINGTON PARK, CA. 90255	5736-041-029 CURRENT RESIDENT 6718 ALBANY AVE. HUNTINGTON PARK, CA. 90255	5736-041-024 CURRENT RESIDENT 6808 ALBANY AVE. HUNTINGTON PARK, CA. 90255
5736-041-007 CURRENT RESIDENT 6825 MARBRISA AVE. HUNTINGTON PARK, CA. 90255	5736-041-028 CURRENT RESIDENT 6722 ALBANY AVE. HUNTINGTON PARK, CA. 90255	5736-041-023 CURRENT RESIDENT 6812 ALBANY AVE. HUNTINGTON PARK, CA. 90255
5736-041-006 CURRENT RESIDENT 6815 MARBRISA AVE. HUNTINGTON PARK, CA. 90255	5736-041-027 CURRENT RESIDENT 6726 ALBANY AVE. HUNTINGTON PARK, CA. 90255	5736-041-022 CURRENT RESIDENT 6816 ALBANY AVE. HUNTINGTON PARK, CA. 90255
5736-041-005 CURRENT RESIDENT 6811 MARBRISA AVE. HUNTINGTON PARK, CA. 90255	5736-041-026 CURRENT RESIDENT 6730 ALBANY AVE. HUNTINGTON PARK, CA. 90255	

### LABEL

ASSESSORS PARCEL NO.
OWNER'S NAME
MAILING ADDRESS
CITY, STATE ZIP CODE

ACTUAL SIZE

# EXAMPLE RADIUS MAP



CASE NUMBER :

L E G E N D

DATE :

— LOT LINE

SCALE : 1" - 100'-0"

— DEED OR OWNERSHIP LINE

(1)

OWNERSHIP LISTING NUMBER  
(REFERENCE NUMBER)