

City of El Monte

Planning Division

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ENTITLEMENT APPLICATION SUBMITTAL REQUIREMENTS

Application Type	Acronym	Completed Application	Site Plan/Tentative Maps	Floor Plans/Elevations	Radius Map & Affidavit	Ownership Labels	Complete Set of Photographs	Preliminary Title Report	Digital File: Site Plan, Floor Plans/Elevations (jpeg or PDF in color)
Conditional Use Permit	CUP	1	20	20	1	2	1	1	1
Design Review	DR	1	20	20	1*	2*	1		1
General Plan Amendment	GPA	1	20		1	3	WA	1	WA
General Plan Conformity Finding	GPC	1	5	5	1	2	1		
Modification	MOD	1	5	5	1	2	1		WA
Parcel Map or Lot Division	LD	1	20	20	1	3		1	1
Tentative Tract Map	TTM	1	20	20	1	3		1	1
Variance	VAR	1	20	20	1	2		1	1
Zone Change	ZC	1	20		1	3	WA	1	WA
Time Extension		1	10	10			WA		WA
Revision to Approved Plans		1	10	10			WA		WA

FEE SCHEDULE

Appeals to City Council	\$ 1,350.00
Appeals to Planning Commission - Single Family Homes	\$1,350.00
Appeals to Planning Commission - All Others	\$1,350.00
Certificate of Occupancy - Commercial	\$283.29*
Certificate of Occupancy - Residential (Home Office)	\$144.22*
Certificate of Occupancy - Name Change Only	\$25.00
Conditional Use Permit	\$2,369.30*
Design Review - First 20, 000 sq. ft.	\$2,266.29*
Design Review - Each additional 5,000 sq. ft.	\$257.53*
EIR/ NEG DEC/ MIT NEG DEC	Actual Cost of Consultant + 15% admin fee
Environmental Compliance fee (CEQA)	\$1,400.00
General Plan Amendment	\$4,841.61*
General Plan Conformity Finding	\$280.00
Initial Plan Review fee	\$2,266.29*
Letters of Zoning Compliance	\$280.00
Lot Division	\$2,163.27*
Modification - One dwelling on a lot	\$566.58*
Modification - All others	\$669.59*
Revisions to Approved Plans	\$721.09*
Sign Permit	\$283.29*
Tentative Tract Map	\$2,472.31*
Time Extension	\$618.08*
Variance	\$2,987.38*
Zone Change	\$4,841.61*
Zoning Clearance Application	\$309.04*
Zoning Code Amendment	\$11,434.44*

*Fees include surcharges in the amount of 2.09% (Tech. Enhancement) + 0.923% (General Plan).

REQUIRED PLANS FOR FILING

In order for the Planning Department to carry out its review functions, we request that each application contain certain types of materials. Please submit the necessary information listed below.

RECOMMENDED PLAN SIZE: 11" X 17"
PLEASE FOLD PLANS TO A SIZE OF 8 ½" X 14" OR LESS
ROLLED PLANS WILL NOT BE ACCEPTED

REQUIRED SCALE:

Site Plans	1" = 10' (unless otherwise approved)
Floor Plans	¼" = 1' (unless otherwise approved)
Elevations	¼" = 1' (unless otherwise approved)

REQUIRED ELEVATION DRAWINGS:

The following items shall be included on the elevation drawings:

1. Floor height and height to peak of roof
2. Notes regarding colors and exterior materials
3. Door and window details
4. Roof materials and roof pitch
5. Towers, chimneys and other roof projects
6. Location, size and color of all signs, if applicable

REQUIRED SITE PLAN:

The following items shall be included on the site plan:

1. North arrow and scale
2. Location Map
3. Names of adjacent streets and the subject property street address
4. All property lines
5. Setbacks to all property lines and distance between buildings
6. Driveway width and parking stall dimensions
7. Location of all landscape areas
8. All existing structures, all structures to be removed and all new structures
9. Location of all freestanding signs, if applicable
10. Location of all wall and pole lightings

COMPLETE SET OF PHOTOGRAPHS:

Provide labeled photographs of the site as well as properties to the north, south, east, and west.

ZONE CHANGES & GENERAL PLAN AMENDMENTS:

Submit copies of the site plan (plot plan) showing the proposed use of the property and the zoning and general plan designation of surrounding properties. Other information may be required as to the proposed physical development of the site.

SUBDIVISIONS (Tracts, Parcels and Lot Divisions):

The Tentative Tract Map shall be a minimum size of 18" X 20" and shall contain all of the following information:

1. Legal description of original parcel to be divided, property lines and north arrow
2. Name, address and telephone number of subdivider and engineer
3. Locations and existing width of all adjacent streets
4. Site topography with elevations and contours
5. All easements, public and private
6. Layout of proposed parcels within subdivisions
7. Existing structures and uses on the property
8. Proposed structures to be constructed
9. Key map showing the location of the site in relation to the surrounding area
10. Approval stamp from Public Works, Southern California Edison and Southern California Gas

CONDITIONAL USE PERMITS:

Submit copies of the complete site plan (plot plan) of proposed building or rental space. Plans should show location and dimensions of parking areas, landscaping, driveways, walls, building signs, freestanding signs and lighting. Submit copies of the floor plan showing the proposed layout and use of interior building space.

VARIANCES:

Submit copies of the complete site plan (plot plan) of proposed building or rental space. Plans should show location and dimensions of parking areas, landscaping, driveways, walls, signs and lighting. Projections of staircases, balconies, bay windows, eaves, wing walls, chimneys and other building elements shall be shown with dimensions, if applicable to the Variance.

MODIFICATIONS:

Submit copies of the complete site plan (plot plan) and floor plan and other necessary information.

DESIGN REVIEW:

Submit copies of the complete site plan, floor plan and elevations of proposed building or building additions. Include building footprints, landscaping, parking, driveways, building signs, freestanding signs and other important dimensions. Also submit one set of colored elevations.

ARCHITECTURAL RENDERINGS:

The architectural rendering must include the street elevations. An architectural rendering is required for all new commercial and industrial structures. An architectural rendering is also required for all residential projects where a new unit(s) will be visible from a street.

THE CITY OF EL MONTE APPRECIATES YOUR COOPERATION
SAMPLE RADIUS MAP / PUBLIC NOTICING INFORMATION

Submit a radius map indicating all properties within a 300-foot radius of the proposed project. See example below.



PROCEDURES FOR COMPILING PUBLIC NOTICE MAILING LIST

1. El Monte requires that the applicant look up names and address of the affected property owners including properties in adjacent cities, if applicable.
2. Number the affected properties, including the subject property, in an orderly fashion on the map. Also write or type this number in the upper right hand corner of the mailing label.
3. Match each parcel on the radius map to those in the Assessor's map book. Use book, page and parcel (see below):

1234 - 567 - 891
Map Book Page Parcel

Enter these assessor parcel numbers on the public notice mailing list.

4. After obtaining book, page, and the parcel numbers for each lot, use these numbers to find the names and addresses for all property owners from the Tax Assessor's Roll. If two addresses are shown under one name, use only the first address. (Note: Parcels numbered

900-999 are publicly owned and the parcels numbered 800-899 are owned by public utilities. These are not listed in the tax rolls. List the name and address of the party, which owns the property, if known from other sources.)

5. Include all other people to be notified, such as engineers, architects, or owners' representatives. Include yourself.
6. TYPE ALL NAMES AND ADDRESSES ON ADHESIVE ADDRESS LABELS.
7. The accuracy of the property owners' mailing list is the responsibility of the applicant. IMPROPERLY PREPARED DOCUMENTS MAY DELAY THE APPLICATION OR BE CAUSE FOR DENIAL.
8. RETURN the radius map, mailing list, and property owners list affidavit, with other application materials.

SAMPLE PROPERTY OWNERS LIST / MAILING LABELS

6161-01-19 (1) Simon Jones & Bob Wiles ET AL 11333 Valley Boulevard El Monte, CA 91731		
6161-01-20 (2) Robert Public 11373 Valley Boulevard El Monte, CA 91731		

PUBLIC NOTICE PROPERTY OWNERS MAILING LIST AFFIDAVIT

FOR: _____
Project Address

The undersigned has duly prepared the attached "Property Owners Mailing List". This list includes all of the names and respective addresses, of people being owners of property within 300 feet of the outer boundaries of the subject property. This information is to be obtained from the latest available Los Angeles Tax Assessment Roll.

This list was prepared on _____, from the Tax Roll
(Date)

maintained at _____
(Name and location of office)

THE ACCURACY OF THIS LIST IS THE RESPONSIBILITY OF THE APPLICANT

I do understand that if the attached property owners' list is incorrect any project approval could be rendered invalid. I declare under penalty of perjury that the foregoing is true and correct*

(Print Name)

(Signature)

(City, State)

(Date)

*This verification form being signed under penalty of perjury does not require notarization.