



CITY OF EL MONTE

Community and Economic Development
Planning Division

Zoning Clearance Applicant's Guide

See the El Monte Municipal Code (EMMC) for the full text and additional requirements

The Zoning Clearance application is a review that ensures that the proposed development is consistent with the El Monte General Plan and the El Monte Municipal Code (EMMC) pursuant to [Chapter 17.18](#). A Zoning Clearance application is intended to implement architectural design guidelines, site planning, circulation, landscaping, and other zoning and planning policies. Buildings and structures shall have an approved Zoning Clearance application prior to obtaining any other Planning or Building permit and prior to commencing work.

The following improvements are subject to a Zoning Clearance application:

- New buildings, structures, or additions to existing buildings or structures
- Patio covers, breezeways, porch covers, and similar structures
- Patio enclosures
- Property line fences and walls that are more than two (2) feet above the adjacent grade
- Decks that are more than two (2) feet above the adjacent grade at any point, gazebos, trellises, windscreens, and similar improvements
- Exterior spas, hot tubs, or swimming pools
- Pay telephones, automatic teller machines, and vending machines
- Exterior mounted security bars
- Storage structures and tool sheds in excess of one hundred twenty (120) square feet in area
- Building murals
- Accessory Dwelling Unit (ADU)

Minimum Submittal Requirements:

- One completed application signed by the property owner(s)
- Fee (refer to Fee Schedule)
- One (1) complete set of plans: site plan, floor plan, and building elevations. Drawings must be to scale. Upon determining approval of proposed plans, a total of three (3) full-size sets (24x36) of plans and one (1) reduced size set (11x17) will be required.

- a) Applicant name, address, and phone number
- b) Font size shall be a minimum of 10 point
- c) Project site address, north arrow, and drawing scale, zone, and assessor's parcel number
- d) Scope of work
- e) Lot coverage and floor area ratio calculations
- f) Existing site plan and proposed site plan
- g) Property lines
- h) Dimensioned distance of setbacks and distance between structures
- i) Internal and external rights-of-way and vehicular access or other easements
- j) Existing and proposed structures with their uses labeled (including but not limited to patio, driveway, retaining wall, fence, and swimming pool)
- k) Trees, existing and proposed landscaping on site, adjacent to property lines, and in public right-of-way (proposed tree removal shall be specified on plans and is subject to review and approval of the Planning Division pursuant to [Chapter 14.03](#) of the EMMC)
- l) Yard dimensions
- m) Topography (when applicable)
- n) Vicinity map showing ½ mile radius street system with project site highlighted (integrated at lower right-hand corner of plan)
- Photos of the project site showing elevations of existing structures and trees (electronic set is preferable)
- Additional documentation may be required at the discretion of the project planner

Please note the following:

- Landscape and irrigation plans shall be required for all projects involving new building construction or expansions to buildings over fifty (50) percent of existing floor area, with the exception of additions to existing single-family residences, for which landscape and irrigation plans shall be required for new building construction or expansions to buildings over one hundred (100) percent of existing floor area or one thousand (1,000) square feet, whichever is less. Such plans shall be submitted for approval to the Planning Division pursuant to [Chapter 17.10](#) of the EMMC.
- A building addition 500 square feet or greater, site modification that exceeds a total area of 5,000 square feet, and/or grading that will redirect or concentrate existing drainage flows will be subject to a grading permit pursuant to [Chapter 15.40](#) of the EMMC.
- Proposed structures are subject to California Building Code Title 24
- Plans drawn in pencil will not be acceptable