



CITY OF EL MONTE

Community and Economic Development Department
 Planning Division

City Hall West
 11333 Valley Boulevard
 El Monte CA 91731-3293 |
 Phone: (626)258-8626 | Fax: (626)580-2293

ENTITLEMENT APPLICATION SUBMITTAL REQUIREMENTS

Application Type	Acronym	Completed Application	Environmental Information Form	Tentative Maps*	Site Plan*	Floor Plans*	Elevations*	Landscape Plan*	Tree Survey	Color Architectural Renderings	Signage Plan/Master Sign Program	Color Sample and Material Board	Radius Map & Affidavit	Ownership Labels	Complete Set of Photographs	Preliminary Title Report	All files submitted must be in a PDF file
Conditional Use Permit Fees: CUP+Env Comp+ \$75**	CUP	1	1	5	5	5	5	5	1	1	1	1	1	2	1	1	1
Design Review Fees: DR+Env Comp+ \$75**	DR	1	1	5	5	5	5	5	1	1	1	1	1	2	1	1	1
General Plan Amendment Fees: GPA+Env Comp+ \$75**+env studies, if applicable	GPA	1	1	5	5	5	WA	WA	WA				1	3	WA	1	WA
General Plan Conformity Finding Fees: \$0 when done as part of entitlement package	GPC	1		WA	5	WA	WA	WA	WA						1		1
Modification Fees: Mod 1 Fee and Mod 2 Fee	MOD	1		WA	5	5	5	WA	1				1	2	1		1
Parcel Map or Lot Division Fees: LD + Env Comp +\$75**	LD	1	1	5	5	5	5	5	1	1		1	1	2		1	1
Tentative Tract Map Fees: TTM+Env Comp +\$75**	TTM	1	1	5	5	5	5	5	1	1		1	1	3		1	1
Variance Fees: VAR+Env Comp +\$75**	VAR	1	1	5	5	5		WA	WA				1	2		1	1
Zone Change Fees: ZC+Env Comp+ \$75**+env studies, if applicable	ZC	1	1	5	5	5		WA	WA				1	3	WA	1	WA
Time Extension Fees: TE		1													WA		WA
Revision to Approved Plans Fees: RAP +\$75**		1	1	5	5	5	5	5	1	1	1	1	1	2	1		1
Initial Plan Review Fees: IPR+Arch Design Review+Landscape Plan Review	IPR	1	1	5	5	5	5	5	1	1	1	1			1		1

WA= When applicable

* When 5 copies are required, 3 shall be minimum 24" X 36" and the remainder 11" X 17" plus electronic copy (pdf in flash drive or available for download). Plans are required to be collated, stapled and folded to page size.

** A separate undated check shall made out to: LA County (see Planning Fee Schedule)



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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.

PLAN SIZE, FOLDING & SCALE REQUIREMENTS:

Size:

When 5 sets of plans are required, 3 shall be minimum 24" X 36" and the remaining 11" X 17" in addition to PDF electronic copies

Folding:

Fold all plans to a size of 8½" X 14" or less, **Rolled plans will not be accepted.**

Scale:

All plans shall be printed to scale. Recommended scales:

Site Plans	1" = 10'
Floor Plans	¼" = 1'
Elevations	¼" = 1'

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 projections
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, if applicable

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 & MODIFICATIONS:

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.

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.



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PUBLIC NOTICING & POSTING INFORMATION

All planning entitlement projects require a noticed public hearing before the Modification Committee, Planning Commission and/or City Council. The following are completed by the applicant or staff for each project:

1. Applicant submits a radius map indicating all properties within a 300-foot radius of the proposed project. The applicant will also provide labels with each property owner. Depending on the project's size, type and location, additional notification may be needed. See example below:



2. Staff will produce the public notice. The notice will be published in a local newspaper and mailed to all properties within the radius a minimum 10 days prior to the hearing (additional time is required for certain environmental reports).
3. Staff will also post the notice at the site within the same time periods as required for the newspaper and mailing. The applicant shall provide staff with access to the site to complete the posting. The notice shall not be removed until after the public hearing is complete. The notice shall be placed within 10 feet of the property line along all street frontages (either placed in the ground, on a fence or a building). It shall not be placed within the public right-of-way. The applicant shall work with staff on determining the best location(s) for the posting.

PROCEDURES FOR COMPILING PUBLIC NOTICE MAILING LIST:

1. El Monte requires that the applicant look up names and addresses 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:

6161-001-019 (1) Simon Jones & Bob Wiles ET AL 11333 Valley Boulevard El Monte, CA 91731		
6161-001-020 (2) Robert Public 11373 Valley Boulevard El Monte, CA 91731		



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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.



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Fire Transmittal Letter

The Los Angeles County Fire Department (LACFD) Land Development Unit is now accepting submittals online for review. All Entitlement Projects require clearance from the LACFD prior to public hearing noticing. The City Transmittal Letter is a required document in order to submit your plans online.

Visit epicla.lacounty.gov to register for an online payment and submittal account. For any questions regarding the uploading and submittal of this document please contact:

FIRE PREVENTION DIVISION

Land Development Unit
5823 Rickenbacker Road
Commerce, CA 90040-3027
Hours: Mon-Fri 7:30AM – 5:00PM
Phone: (323) 890-4243

APPLICANT INFORMATION

Applicant Name:

Phone:

Email:

Address:

I hereby certify that the submitted materials provided to the City of El Monte, Planning Division for the project indicated are consistent with the submitted materials to the Los Angeles County Fire Department Fire Prevention Division Land Development Unit.

Applicant Signature

Date

PLANNING DIVISION (CITY USE ONLY)

Case Planner:

Phone:

Email:

Address: Planning Division, 11333 Valley Boulevard, El Monte, CA 91731

PROJECT INFORMATION

Review Type:

Entitlement Project Type:

Initial Review

Tentative Parcel Map

Conditional Use Permit

Revision/Resubmittal

Tentative Tract Map

Other: _____

Project Description:

Project Address & APN:

Project Number: