



# CITY OF EL MONTE

Community & Economic Development Department

## DEVELOPMENT APPLICATION CHECKLIST

The table below lists the materials required to be submitted for Initial Plan Review (IPR) and entitlement applications. Links to applications and checklists are also provided in the table below. Applications are required to be submitted in person to the Planning Division. Planning Division counter hours are Monday to Thursday from 8:00 AM to 4:00 PM (waitlist closes at 3:00 PM). City Hall is closed on Fridays and all federal holidays. To minimize wait times, please utilize the QR code to join the waitlist before you plan to visit:



All necessary materials must be provided for the application to be accepted. Staff will review the application to determine if it is complete and ready to be processed. The applicant must certify the information submitted and documents provided are accurate and sufficient to allow the City to render a decision. The City may request additional information before making a decision. Additional sheets may be added to reply to questions. All plans larger than 11" x 17" must be folded, collated, and stapled and/or banded.

Street Address (or APNs): \_\_\_\_\_

Item:	Description / Requirement:	Copies:	Completed by Staff	
			Required:	Submitted:
<b>1</b> <a href="#">Development Application</a>	Required for all projects. Fill out all information and have it <b>"wet signed"</b> by the property owner and applicant/ representative.	1	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2</b> <a href="#">Site &amp; Floor Plans</a>	<u>Site Plan</u> - Required for all projects. Respond to all items in the handout.	3 (24" x 36") 3 (11" x 17")	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<u>Floor Plan</u> - Required for new construction, interior improvements and most CUPs and MUPs. Respond to all items in the handout.	3 (24" x 36") 3 (11" x 17")	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>3</b> <a href="#">Elevations</a>	<u>Elevations</u> - Required for new construction and exterior remodels. Respond to all items in the handout.	<u>Black &amp; white:</u> 3 (24" x 36") 3 (11" x 17")	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<u>Colored:</u> 1 (24" x 36") 1 (11" x 17")	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD	<input type="checkbox"/> Yes <input type="checkbox"/> No

Item:	Description / Requirement:	Copies:	Completed by Staff	
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<p><b>3</b> Elevations (continued)</p>	<p><u>Colors and Materials Board</u> – Required for new construction and exterior remodels. Respond to all items in the handout.</p>	<p>1 (min 11" x 17" max 24" x 36")</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>4</b> <a href="#">Landscape Plans</a></p>	<p>Required for new construction and projects that require parking lot or other site improvements. Respond to all items in the handout.</p>	<p>3 (24" x 36") 3 (11" x 17")</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>5</b> <a href="#">IPR/Entitlement checklist and findings</a></p>	<p>Required for all projects. Respond to all items in the handout. For an IPR, complete the design narrative.* For entitlements, complete the findings for each application.</p>	<p>1 set for each type of application*</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>6</b> <a href="#">Environmental</a></p>	<p>Required for all projects except IPRs. Fill out all information and have it signed by the person who filled the form. This will help staff determine the level of environmental review per the California Environmental Quality Act (CEQA).</p>	<p>1</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>7</b> <a href="#">Tree Information</a></p>	<p>Required for sites that have existing trees that are proposed for removal or where construction will occur within 10 feet of an existing tree. Fill out all information and respond to all items in the handout.</p>	<p>1</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>8</b> <a href="#">Economic Summary</a></p>	<p>Required for new construction and may be required for a change in use. Fill out all applicable information.</p>	<p>1</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>9</b> <a href="#">Historic Evaluation</a></p>	<p>Required for projects that include demolition or exterior remodels. Fill out all applicable information.</p>	<p>1</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD	<input type="checkbox"/> Yes <input type="checkbox"/> No

\* The Subdivision checklist shall also be completed during the IPRs phase for projects that will include a map. However, subdivision findings do not need to be completed during the IPR phase.

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<b>10</b> <a href="#">Public Noticing</a>	Required for all CUPs, MUPs, Variances, Minor Variances, Design Reviews, Subdivision Maps, Zone Changes, General Plan Map Changes and Development Agreements.	<u>Radius Map:</u> 1	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Respond to all items in the handout. Have the handout “wet signed” by the person who completed the work.	<u>Mailing Labels:</u> 2 sets	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>11</b> <a href="#">Payment of Fees</a> <a href="#">(Refer to the City’s most current fee schedule)</a>	<u>Application Fees</u> - Required for all projects. (Payable to the City of El Monte)	Cash, check or credit	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<u>LA County Fees</u> - Required for all CUPs, MUPs, Variances, Minor Variances, Design Reviews, Minor Design Reviews, Subdivision Maps, Zone Changes, General Plan Map Changes and Development Agreements.	\$75 check payable to “Los Angeles County” (must be undated)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>12</b> Photographs	Required for all projects (of the existing buildings and of the site).	1 set	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>13</b> Property Ownership Verification	<u>Construction Projects</u> - A Preliminary Title Report is required for new construction, building demolition, exterior remodels or other site improvements.  The report must be less than 6 months old and prepared by a Title Company and identify the property owner, easements, their purpose, and in whose benefit, liens and restrictions.	2	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<u>Other Projects</u> - Submittal of a document, such as a Grant Deed, that confirms property ownership.	2	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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<div style="border: 1px solid blue; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;">14</div> Flash Drive	Required for all projects. Submit a flash drive including items #1 through #10, 12, & 13.	1	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
COMPLETED BY: STAFF INITIALS: _____ DATE: _____				