



# CITY OF EL MONTE

## Community & Economic Development Department

### APPLICATION REVIEW FLOWCHART



#### Counter Visit

- Applicant collects information on the general plan, zoning, development standards and other requirements for the subject property.
- Staff may provide feedback on conceptual plans to assist applicant in submitting for an Initial Plan Review (IPR).
- Applicant should also talk to other City Departments and the Los Angeles County Fire Department.

#### Initial Plan Review

- Required
- Not Required
- Applicant submits an IPR application and fees.
- This includes a site plan, floor plan, elevations, landscaping and other drawings.
- Staff formally reviews the project and how it complies with the City's General Plan and Zoning Code.
- Staff also provides information on the entitlement process and fees.

#### Application

- Applicant submits entitlement application materials and fees.
- The materials should demonstrate how the IPR comments have been addressed.
- Staff reviews the materials for completeness and routes the materials for comment.
- Also determines the level of environmental review and if any technical studies are needed.
- Once the materials and environmental are deemed complete, project is scheduled before a review authority.

#### Review Authority

- Director
- Zoning Review Committee (ZRC)
- Planning Commission
- City Council
- The review authority will vary depending on the types of entitlements submitted.
- Most items require a public hearing with notices mailed to all property owners within a certain radius.
- A community meeting may be recommended for some projects.

#### Plan Check and Construction

- Applicant submits construction drawings incorporating the conditions of approval.
- City and County staff review building plans and issue permits for demolition, grading and construction.
- Staff conducts inspections throughout the construction phase.
- Staff issues Certificate of Occupancy (CofO) once all inspections are complete.