

CITY OF EL MONTE

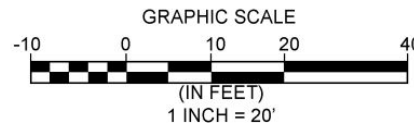
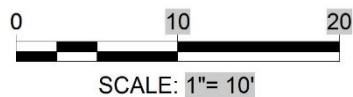
Community & Economic Development Department

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SITE AND FLOOR PLANS

PART I. DRAFTING INSTRUCTIONS:

1. Include a vicinity map of the project location.
2. Scale all plans.
3. Provide a bar scale for all drawing to preserve a scale on any reduced versions of the plans (see examples).



4. Include a north arrow for site orientation for all plan drawings (see examples).



5. Ensure the area plan and site plan are oriented in the same direction.
6. Include the address of the subject property on each sheet.

PART II. AREA PLAN REQUIREMENTS:

1. All Area Plans:
 - a. Include the subject property and all contiguous properties, with addresses listed.
 - b. Include all adjacent streets, alleys and/or easements. For large projects, extend the area plan across the subject street(s) and show driveways on facing properties.
 - c. Include the outline of structures on adjacent properties (approximate scale is sufficient). Also identify the existing uses (e.g. garage, commercial building, etc.).

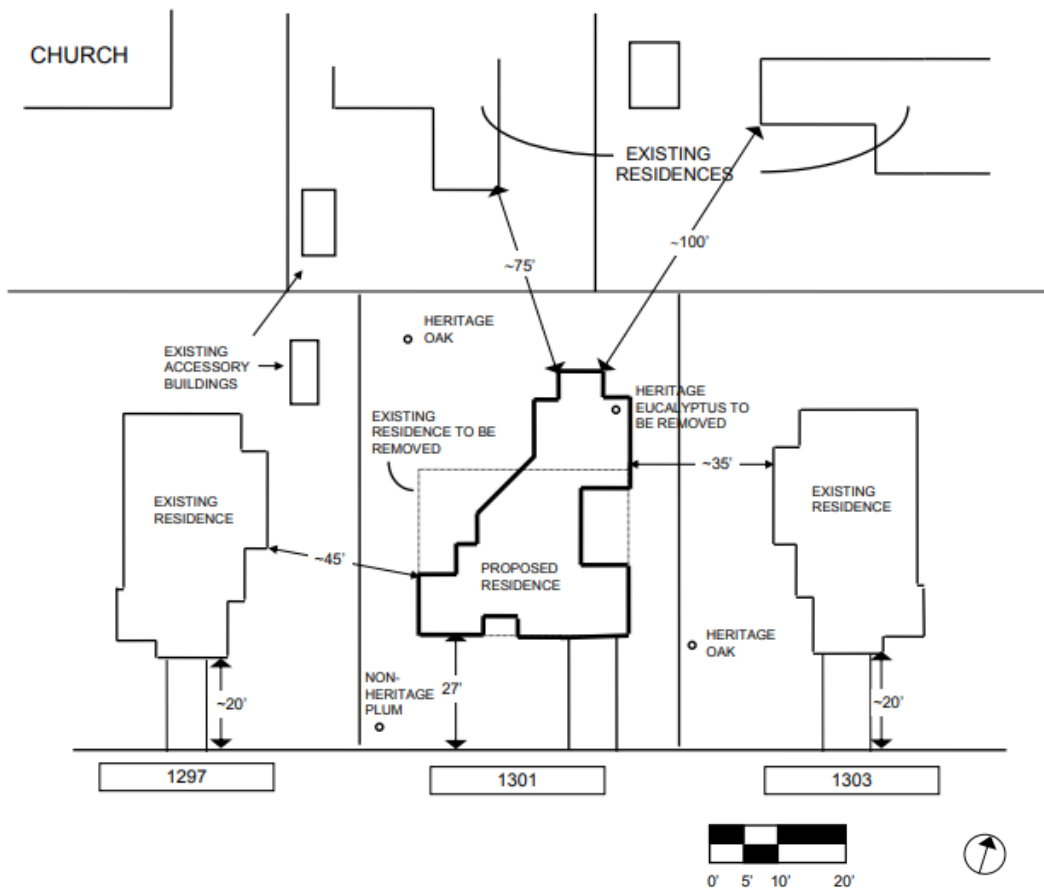
2. Existing Area Plan:

- a. Include the outline of all existing structures on the subject property.
- b. Label the distance between all structures on subject property and best estimate from structures on adjacent properties.
- c. Label driveways, trees and other significant site features.

3. Proposed Area Plan:

- a. Include the outline of all proposed structures and existing structures to remain.
- b. Label the distance between all structures on subject property and best estimate from structures on adjacent properties.
- c. Label all proposed driveways and existing driveways to remain.
- d. Label trees and other significant site features to remain.
- e. Speak with a planner to determine whether the existing and proposed area plans can be consolidated (or at minimum, outline existing structures to be removed in dashed lines on the area plan).

EXAMPLE OF A PROPOSED AREA PLAN



AREA PLAN

1100 ANY STREET

1" = 20'

PART III. SITE PLAN REQUIREMENTS:

1. All Site Plans:

- a. Provide the dimensions of subject property.
- b. Show the dedication line, if one will be required per the City of El Monte's General Plan.
- c. Show the locations, dimensions and description of all existing easements.
- d. Identify the location and name of adjacent streets. The plan must extend to the center line of all adjacent streets and accurately represent and fully dimension the existing and proposed frontage improvements (curbs, gutters, sidewalks, etc.).
- e. Provide the location of all utility company equipment including power poles, fire hydrants, and streetlights.

2. Existing Site Plan:

- a. Show the locations and dimensions of all existing structures. Identify structures to remain, be demolished and be relocated.
- b. Protected trees:
 - Identify the location, size and type of all trees and significant landscape features. Note whether trees are protected and/or proposed to be removed and show both the tree's canopy and trunk outline.
 - Identify all protected trees located on other properties, within ten (10) feet of the property line.
- c. Show the layout of existing driveways.
- d. Provide the existing layout of off-street parking spaces, including those to remain (with or without changes) and remove.
- e. Label existing walls/fences, including their height and materials,
- f. Identify location of existing freestanding signs.

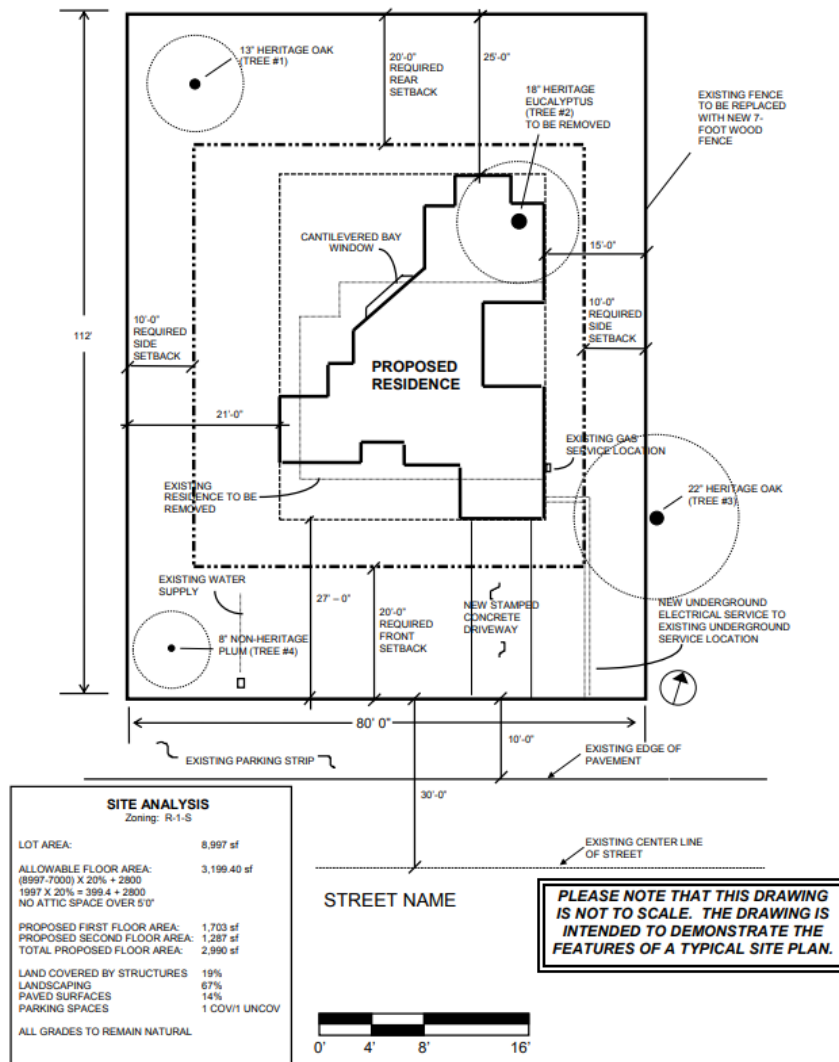
3. Proposed Site Plan:

General Information:

- a. Show the locations and dimensions of all proposed and existing structures to remain.
- b. Protected trees:
 - Identify the location, size and type of all trees and significant landscape features to remain.
 - Identify all protected trees located on other properties, within ten (10) feet of the property line.
- c. Show the layout of proposed driveways. Include decorative pavers at key driveway locations.
- d. Provide the proposed layout of off-street parking spaces and landscape areas.
- e. Label proposed walls/fences and existing walls/fences to remain, including their height and materials.
- f. Label the separation between any proposed structures and existing structures that are adjacent to each other.
- g. Show the proposed location of shared refuse bins (if required).

- h. Show the proposed grade elevations of the property (if grade differential on property is greater than three (3) feet).
- i. Identify location of proposed outdoor light standards for parking and pedestrian areas.
- j. Identify location of proposed freestanding signs and existing freestanding signs to remain.
- k. Speak with a planner to determine whether the existing and proposed site plans can be consolidated (or at minimum, outline existing structures to be removed in dashed lines on the proposed site plan).

EXAMPLE OF A SITE PLAN



SITE PLAN

1100 ANY STREET

1/8" = 1'

Parking, Loading and Pedestrian Access:

- a. Review the Zoning Code requirements for off-street parking and loading.
- b. Provide the layout of all new off-street parking areas and existing off-street parking spaces to remain. Identify driveway locations. Label space dimensions, aisle widths and back-up distances. Number each parking space.
- c. Identify disabled parking spaces and electric vehicle parking spaces.
- d. Show bicycle racks.
- e. Show pedestrian walkways.
- f. For mixed-use projects, identify which parking spaces are for the residential and non-residential uses. Show how the non-residential spaces will be readily accessible to employees and customers, and how it will be separated from residential parking areas.
- g. Identify any proposed gates to access parking areas. Such gates shall be set a minimum 20 feet within the street property line.
- h. Identify the percentage of the entire property that will be paved and landscaped.
- i. Provide a table showing the minimum parking and loading spaces required and how the project complies with the Zoning Code.

Open Space (for multifamily residential projects):

- a. Review the Zoning Code requirements for private and common open space.
- b. Label, dimension and show square footages of all private open space and common open space areas. For common areas, describe how it will be programmed.
- c. Provide a table showing the minimum open space required and how the project will comply with the Zoning Code.

Open Space (may be required when new nonresidential construction is proposed in the Downtown Specific Plan and Multiuse Zoning Districts):

- a. Review the Zoning Code requirements for public open space.
- b. Label, dimension and show square footages for any proposed public open space areas. Also describe how it will be programmed.
- c. Provide a table calculating the minimum open space required and how the project will comply with the Zoning Code.

Floor Area (required when new construction is proposed with exception to residential uses in the Downtown Specific Plan and Multiuse Zoning Districts):

- a. Review the Zoning Code definition for floor area to verify what counts and does not count towards the maximum Floor Area Ratio (FAR).
- b. Provide the total square footage of the subject property prior to and after any required dedication.
- c. Provide the floor area for all existing structures to remain and proposed structures (separating the square footages that count towards floor area and do not count towards floor area).
- d. Provide a table calculating the maximum floor area permitted and how the project will comply with the Zoning Code.

Lot Coverage (required when the project includes new structures):

- a. Review the Zoning Code definition for lot coverage to verify what counts and does not count towards the maximum lot coverage.
- b. Provide the total square footage of the subject property prior to and after any required dedication.
- c. Provide the square footage for all roofed area of existing structures to remain and proposed structures (separating the square footages that count towards lot coverage and do not count towards lot coverage).
- d. Provide a table calculating the maximum lot coverage permitted and how the project will comply with the Zoning Code.

Dwelling Size (for residential project4s):

- a. Review the Zoning Code requirements for the minimum dwelling unit size, dependent on the number of bedrooms.
- b. Label the square footage of each unit on the floor plans.
- c. Provide a table showing how the project complies with the Zoning Code.
- d. As an alternative, information on dwelling size may be incorporated as part of the floor plans.

PART IV. FLOOR PLAN REQUIREMENTS:

- a. Complete floor plans for all existing structures, including structures proposed to be demolished (unless property is vacant or approved to do otherwise by a planner).
- b. Complete floor plans for any revisions to existing structures to remain.
- c. Complete floor plans for all proposed structures.
- d. Show setbacks to all property lines for all floor plan levels. Include dedication lines, if one will be required per the City of El Monte's General Plan.
- e. Show outline and dimensions of any lower levels, if the roofed areas are greater or less than the specific floor plan level (e.g. to show any step backs, balcony projections, etc.).
- f. Show overall building dimensions to exterior walls and individual room, dimensions.
- g. Label all room identifications ("sales area," "office," "bedroom," etc.).
- h. Show all window and door locations.
- i. For residential uses, include dimensions and square footages of any porches, balconies and covered or open patios. Label if they are to be calculated as private or common open space areas.

PART V. ROOF PLAN REQUIREMENTS (required for new construction):

- a. Provide plans for all roof levels, showing ridge lines, materials and pitches.
- b. Show location of any proposed roof-mounted equipment and screening.