

# CITY OF EL MONTE

## Community & Economic Development Department

# 5a

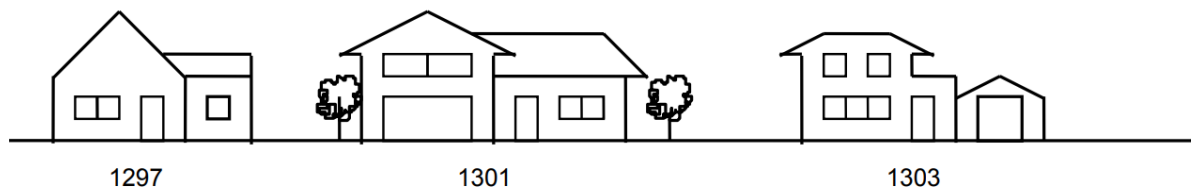
### INITIAL PLAN REVIEWS

#### PART I. SUBMITTAL REQUIREMENTS:

In addition to the information listed in the Elevation Plans handout (Handout #3), please provide the following:

1. **Streetscape:** Provide a simple silhouette drawing showing a front view of the proposed building and the existing buildings on each side. If the property is on a corner, views from both streets should be submitted.

#### EXAMPLE OF A STREETScape



3. **Cross Sections of Building:** At least one cross-section of the building should be included. The drawings should show ceiling heights of each floor (including basements and attics), first story finished floor elevation, base floor elevation (if applicable), and the existing and proposed grade on the property.
4. **Colored Elevations:** Submit colored elevations labeling all colors and materials for each elevation.
5. **Colors and Materials Board:**
  - a. The “Colors and Materials Board” shall not be smaller than 11 inches by 17 inches, and not larger than 24 inches by 36 inches.
  - b. Mount samples of all exterior materials and colors on the Board. Indicate the supplier and color reference name and number and key all materials and colors to elevation drawings. Images from a manufacture’s brochure are usually suitable for demonstrating materials such as metal.

Refer to Chapter 17.121 (Initial Plan Reviews) of the Zoning Code for additional information.

*(complete the design narrative on the following page)*

## INITIAL PLAN REVIEW DESIGN NARRATIVE:

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Street Address or Assessor Parcel Nos. (APNs)

### PART II. DESIGN NARRATIVE:

The Design Narrative is intended to give the applicant an opportunity to tell the story of the project's design concept and vision, the design evolution, its relationship to its surrounding and how it's consistent with the City's General Plan and Design Guidelines. Each response should be thoughtfully written out with supporting reasons:

1. Scale, Mass and Placement – How does the proposed building(s) relate to its site and to its neighbors in terms of setbacks, height, massing, scale and topography?

2. Adjacent Residential (if applicable) – If the proposed building(s) is located immediately adjacent to a lower density residential zone, what measures have been incorporated to ensure the building(s) is appropriate to, and not a visual nuisance to, the adjacent residential zone?

3. Architecture Style – What architectural style has been chosen for the proposed building(s) and why? How are the building’s architectural elements and features true and consistent with that style?

4. Materials and Colors – What materials and finishes are proposed and how will they be employed to express the permanence of the building and reinforce the architectural style chosen?

5. Landscaping (if applicable) – How does the proposed landscape design complement the proposed architectural style? How will the proposed design comply with the State mandated Model Water Efficiency Landscape Ordinance (MWELO)? If healthy, protected trees exist on the site, what measures will be taken to protect them? If any are proposed for removal, what justification is there for that action?

6. Design Guidelines – How is the overall proposed project (i.e. its site plan, scale and mass, architectural style, materials, colors; and landscaping) consistent with the City’s Design Guidelines?

Refer to <https://www.elmonteca.gov/266/Planning-Documents> (Planning Documents) for access to the City’s General Plan, Zoning Code, any applicable Specific Plan and the Comprehensive Design Guidelines.

**PART IV. SIGNATURE:**

By signing this application form, I hereby acknowledge that the information contained herein, or subsequently submitted, is true and correct to my knowledge.

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Signature Date

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Name (print) Phone No. or E-mail Address