

# CITY OF EL MONTE

Community & Economic Development Department



## GENERAL APPLICATION FORM

### PART I. GENERAL APPLICATION TYPE:

- Zoning Clearance (ZCL)
- Administrative Permit (AP)
- Art in Public Places (APP)
- Wireless, Administrative (WP-A)
- Wireless, Section 6409 (WP-S)
- Wireless, Temporary (WP-T)
- Director Determination (DD)
- Temporary Use Permit (TUP)
- Time Extension \_\_\_\_\_
- Other \_\_\_\_\_
- Sign Permit (SPM)
- Master Sign Program (MSP)
- Temporary Sign Permit
- Tree Removal Permit (TR)
- Change to a Project, Major
- Change to a Project, Minor
- Landscape Review (LR)

*For Planning Use Only:*

Date Rec'd: \_\_\_\_\_

Received By: \_\_\_\_\_

Fees Paid: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Assigned To: \_\_\_\_\_

Case No(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PART II. PROPERTY INFORMATION:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Assessor Parcel Nos. (APNs)

Area of parcel(s): \_\_\_\_\_ Frontage (ft.): \_\_\_\_\_

General Plan designation: \_\_\_\_\_ Zoning: \_\_\_\_\_

### PART III. PROPERTY OWNER INFORMATION:

\_\_\_\_\_  
Name Phone No.

\_\_\_\_\_  
Street/City/Zip E-mail Address

### PART IV. APPLICANT/REPRESENTATIVE INFORMATION (if applicable):

\_\_\_\_\_  
Name Phone No.

\_\_\_\_\_  
Street/City/Zip E-mail Address

**PART V. ADDITIONAL CONTACT PERSON INFORMATION (if applicable):**

---

Name

Phone No.

---

Street/City/Zip

E-mail Address

**PART VI. PROJECT DESCRIPTION:**

---

---

---

---

**PART VII. APPLICANT'S SIGNATURE:**

The foregoing statements and answers herein contained and the information herewith submitted, are in all respects true and correct to the best of knowledge and belief.

---

Applicant Signature (wet signature)

Date

**PART VIII. OWNER'S AFFIDAVIT:**

This application must be signed by the same person, and in the same manner as that in which title is held. Before signing, please examine your deed or title insurance policy.

State of California     )     SS:  
County of Los Angeles )

I/We \_\_\_\_\_ being duly sworn, depose and say, that I/we am/are the owner(s) of the property involved in this petition, and that the foregoing statements and answers herein contained and the information herewith submitted, are in all respects true and correct to the best of my knowledge and belief. By signing this application, I hereby acknowledge that the information contained herein, or subsequently submitted, is true and correct to my knowledge.

---

Property Owner Signature (wet signature)

Date

---

Property Owner Name (Print)

**Next Steps:** The Planning Division will review the application for completeness within 30 days of submittal. If the application is deemed incomplete, the applicant should address all comments and resubmit within 60 days. If more than 60 days have passed without a resubmittal, the application may be administratively withdrawn.