



City of La Puente

15900 E. Main Street, La Puente, CA 91744 Telephone (626)855-1500 Fax (626)961-4626

SITE PLAN AND DESIGN REVIEW

NOTICE TO ALL APPLICANTS

In order for City Staff to expeditiously process your application and avoid processing delays, it is imperative that your application, plans, and/or other requested attachments are complete and that all requested information is submitted.

A complete description of the required materials is contained in the application. Please check the following items that have been included with the application:

Site Plan and Design Review Fees:

Residential

- Single Family Dwelling Project
- Categorically Exempt Project
- Negative Declaration Project

Commercial/Industrial/Office-Business Park:

- Facade Improvement Project
- CEQA- Exempt Project
- CEQA Project

- Completed Environmental Impact Assessment Form
- Environmental processing fee of \$75.00 (made payable to the Los Angeles County Clerk), if applicable. Money orders, cashier's checks, or company checks only.
- Development Plans
- Electronic Files in PDF format (if available)
- Other _____

The Planning Commission meets on the first Tuesday of every month at 7:00 p.m. Applications are not scheduled until the application has been determined to be complete. Planning Division personnel are available between 7:30 a.m. and 5:30 p.m., Monday thru Thursday to answer any questions you may have or to receive your application for filing. It is recommended that you make an appointment with a planner if you wish to discuss your application.

Please sign and include this sheet with the filing of your application.

Applicant/Authorized Agent

REQUIREMENTS FOR FILING A SITE PLAN AND DESIGN REVIEW APPLICATION

The review authority shall review the plans, signs and landscaping plans for compliance with the La Puente Municipal Code. Such review shall take place prior to the issuance of a building permit. A building permit shall be issued only if the reviewing authority approves, or conditionally approves, the required plans.

The Site Plan and Design Review Application shall include the following:

1. **APPLICATION FORM.** Each question must be answered completely. The application must be signed by the property owner and notarized before a Notary Public. The property owner(s) of the property(ies) for which the application is being filed must sign or otherwise authorize their consent to the filing.
2. **FILING FEE.** The Municipal Code requires that a filing fee to cover processing costs be paid at the time of filing the application. The filing fee is not refundable.
3. **DEVELOPMENT PLANS:** Five (5) sets of **site plan, floor plans, roof plan, and building elevations. Commercial developments must furnish a sign plan and landscaping plans if applicable**, to include 1) Common Name, 2) Botanical Name, 3) Tree & Plant Size (trees should be a minimum 24" box), plus one (1) set of 8 1/2" x 11" reductions with at least the following details shown to scale and dimensioned:
 - a. Buildings and structures:
 1. Building height including number of stories.
 2. Gross building area.
 3. Location of all entrances, doors, windows and other openings.
 4. Setbacks from property lines.
 5. Square footage of the proposed structure(s).
 6. Architectural type and materials of construction.
 - b. Hardscape and landscape areas:
 1. Landscape areas, walkways, courts, plazas, and other open areas within the proposed development (both public/private).
 2. Types of surfacing materials proposed for all walls and driveways.
 3. Off-street parking showing location, number of spaces, dimensions of parking spaces, driveways, loading areas, handicapped spaces and points of entry and exit.
 4. Square footage of hardscape & landscape.
 - c. All existing structures or trees to remain or proposed new structures such as fire hydrants, light posts, walls and fences, drainage facilities, and utility vaults.
 - d. All streets, roads, highways contiguous to the property and/or parcel showing relative locations, names, and traffic flow.
 - e. Location and size of sewer and water lines (domestic and fire) and utility lines that will service the proposed development.
 - f. Street dedications and improvements.
 - g. Easements on the property that restrict development.
4. **PRESENTATION MATERIALS.** Color elevation on foam board. Color and materials board.
5. **PHOTOGRAPHS.** Photographs (as shown on the attached photographic map) of the subject property including the adjacent properties and areas of the addition or development.
6. **ADDITIONAL REQUIREMENTS.** The Planning Division reserves the right to request any additional plans and/or information that it feels is necessary for the public's understanding of the proposed amendment. In addition, the reviewing authority may require walls, landscape areas, setbacks, or other improvements and/or other conditions as it deems necessary for the protection of adjacent property(ies) and/or in the interest of the public welfare. Compliance with all such requirements shall be shown on the final building plans.

**CITY OF LA PUENTE
APPLICATION FOR
SITE PLAN AND DESIGN REVIEW**

Project Address: _____

APPLICANT INFORMATION

Name of Applicant: _____

Applicant's Address: _____

City State Zip

Applicant's daytime telephone number: (____) _____

Applicant's FAX number, if any: (____) _____

Applicant's E-Mail address, if any: _____

PROPERTY OWNER INFORMATION

Name of Property Owner: _____

Property Owner's Address: _____

City State Zip

To the Director of Development Services or Planning Commission:

Pursuant to Chapter 10.94, Title 10 of the La Puente Municipal Code, an application is hereby made to the Director of Development Services or the Planning Commission:

Address of the Proposed Development: _____

Project Description: _____

Legal Description of Property (Attach if necessary):

Los Angeles County Tax Assessor's Parcel Number: _____

Zone Classification of Property: _____ General Plan Designation: _____

Lot Size: _____ (sq. ft.)

Existing Use of the Property: _____

Proposed Use of the Property: _____

For commercial or industrial developments, please provide the following information:

Building Area: Existing: _____ (sq. ft.) Proposed: _____ (sq. ft.)

No. of On-site Parking Spaces: Existing: _____ Proposed: _____

Area of On-site Landscaping: Existing: _____ (sq. ft.) Proposed: _____ (sq. ft.)

Estimated Valuation of New Improvements: _____

Estimated Net Vehicle Trip Generation: _____ trips per day (1 visit equals 2 trips- one to- and one from the destination)

Estimated Net Employment Generation: _____ full-time jobs

_____ part-time jobs

For residential developments, please provide the following information:

Number of Proposed Units:

1-Bedroom, Owner-Occupied: _____ Anticipated sale price/unit _____

1-Bedroom, Renter-Occupied: _____ Anticipated monthly rent: _____

2-Bedroom, Owner-Occupied: _____ Anticipated sale price/unit _____

2-Bedroom, Renter-Occupied: _____ Anticipated monthly rent: _____

3-Bedroom, Owner-Occupied: _____ Anticipated sale price/unit _____

3-Bedroom, Renter-Occupied: _____ Anticipated monthly rent: _____

4-Bedroom, Owner-Occupied: _____ Anticipated sale price/unit _____

4-Bedroom, Renter-Occupied: _____ Anticipated monthly rent: _____

Estimated Valuation of New Improvements: _____

Number of Off-Street Parking Spaces: Open _____ Enclosed _____

Community Recreational Area: _____ (sq. ft.)

Open Yard Area (not including required setbacks or driveways): _____ (sq. ft.)

PROPERTY OWNER'S AFFIDAVIT

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 part (or all) of the property involved and that this application has been prepared in compliance with the requirements of the La Puente Municipal Code as printed herein and that the statements and information above referred to are in all respects true and correct to the best of my (our) knowledge and belief.

Signed: _____

Signed: _____

State of California

County of _____

On _____, before me, _____, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I hereby certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public

Place Notary Seal Above



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ACKNOWLEDGEMENT OF BURDEN OF PROOF

TO ALL APPLICANTS FOR DEVELOPMENT AND SIGN PERMITS, UNCLASSIFIED USE PERMITS, TENTATIVE PARCEL, OR SUBDIVISION MAPS, CHANGE OF ZONE, GENERAL PLAN AMENDMENT, SPECIFIC PLAN, OR VARIANCE.

The employees of the Planning Department and Building Department have been instructed to give every possible assistance to anyone who desires to avail himself of the remedies provided by the Code in special zoning problems involving any of the procedures mentioned.

Such assistance, however, MUST NOT be interpreted as encouragement to the applicant, and THE APPLICANT MUST UNDERSTAND THAT IN ALL CASES THE BURDEN OF PROOF IS UPON HIM TO MAKE THE SHOWING NECESSARY before any of the described petitions can be granted, and that there is no guarantee expressed or implied that any application will be granted whatever agency that has authority in the matter.

The applicant must understand also that each matter must be carefully investigated and that after the investigation has been made, or the public hearing has been held, the Staff's recommendation or decision may be contrary to the position taken in the preliminary discussions.

The staff is NOT PERMITTED to assist the applicant or any opponents to an application in preparing arguments for or against the request.

I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

Date

APPLICANT: _____
Print or type name

Signature

Address

City

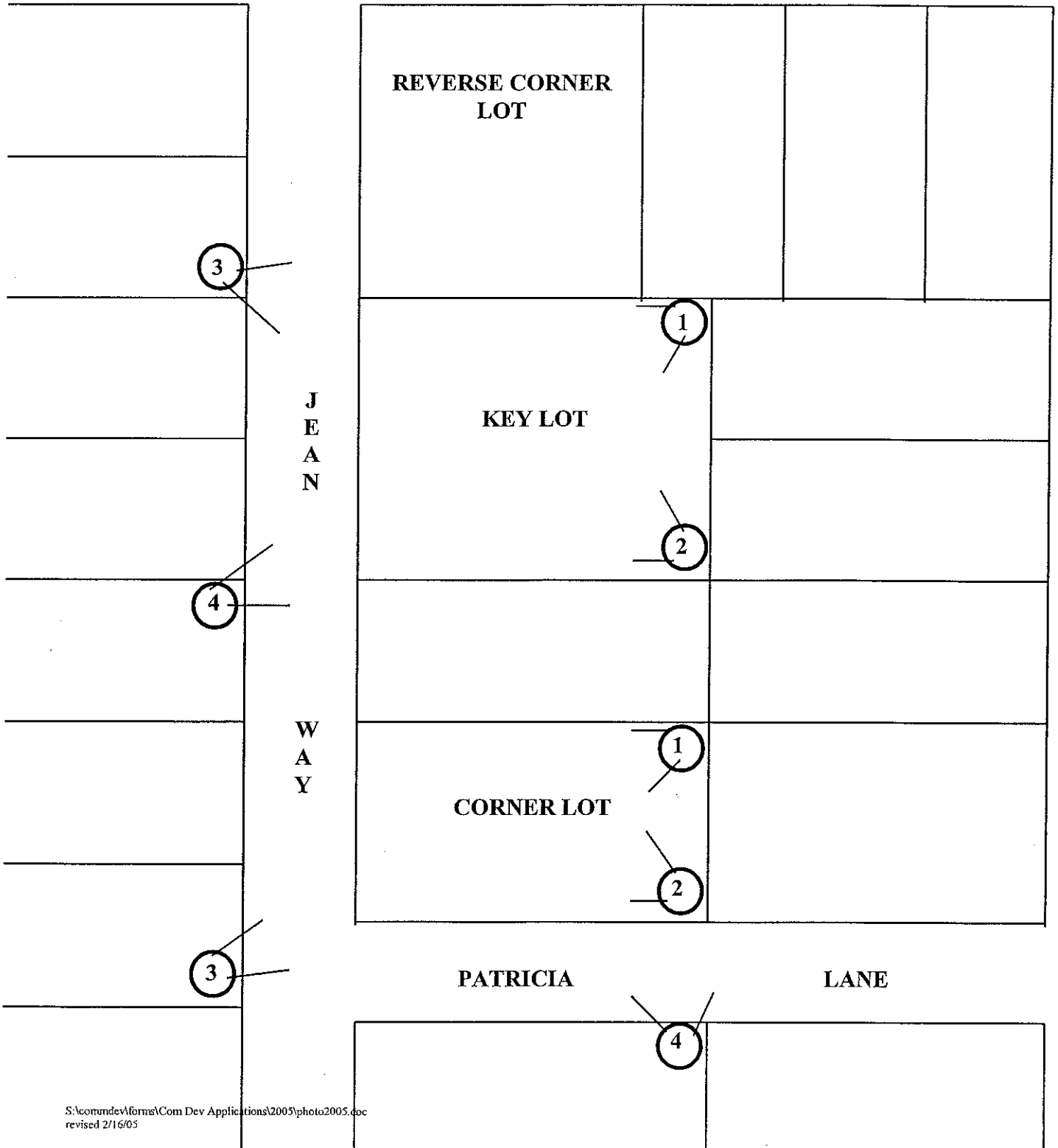
State

Zip

Application No. _____

CITY OF LA PUENTE GENERAL INSTRUCTIONS FOR PHOTOGRAPHS OF SITES

The applicant must submit photographic prints from all angles (as shown below) of the subject property including the adjacent properties and area of the addition or development. All photographs must be captioned and numbered corresponding to the sample photograph map shown below. (A copy of location map may be obtained from the Community Development Department).





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ENVIRONMENTAL INFORMATION FORM

(To be completed by applicant)

Date filed: _____

File No: _____

GENERAL INFORMATION

1. Name and address of developer or project sponsor: _____

2. Address or location of project: _____

Assessor's Map Book, Page and Parcel Number: _____
3. Name(s), address(es), and telephone number(s), of person(s) to be contacted concerning this project: _____

4. Type of permit applied for: _____
5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies : _____

6. Existing zoning district: _____
7. Proposed use of site (project for which this form is filed); _____

PROJECT DESCRIPTION (attach additional sheets if necessary)

8. Site size: _____
9. Square footage of building(s): _____

10. Number of floors on construction: _____
11. Amount of off-street parking provided: _____
12. Proposed scheduling: _____
13. Associated projects: _____
14. Anticipated incremental development: _____

15. If residential, include the number of units, schedule of unit sizes, range of sales price or rents and type of household sizes expected: _____

16. If commercial, indicate the type (whether neighborhood, city or regionally-oriented), square footage of building area and loading facilities:

17. If industrial, describe type, estimated employment per shift and loading facilities:

18. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities and community benefits to be derived from the project:

19. If the project involves a variance, conditional use permit, zone change, General Plan or municipal code amendment or specific plan application, state why the application is needed:

20. What utilities are available to the project site?

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets if necessary).

- | | |
|--|---|
| <p>YES NO</p> <p>_____ _____</p> | <p>21. Change in existing features of any hills, or substantial altering of ground contours.</p> |
| <p>_____ _____</p> | <p>22. Change in scenic views or vistas from existing residential areas or public lands or roads.</p> |

- _____ 23. Change in pattern, scale or character of general area of project.
- _____ 24. Significant amounts of solid waste or litter.
- _____ 25. Change in dust, ash, smoke, fumes or odor in vicinity.
- _____ 26. Change in ground water quality or quantity, or alteration of existing drainage patterns.
- _____ 27. Substantial change in existing noise or vibration levels in the vicinity.
- _____ 28. Site on filled land or on slope of 10 percent or more.
- _____ 29. Use or disposal of potentially hazardous materials, such as toxic substances, flammable, or explosives.
- _____ 30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.)
- _____ 31. Substantial increase fossil fuel consumption (electricity, oil, natural gas, etc.).
- _____ 32. Relationship to a larger project or series of projects.
- _____ 33. Has a prior environmental impact report been prepared for a program, plan, policy or ordinance consistent with this project?
- _____ 34. If you answered yes to question 33, may this project cause significant effects on the environment that were not examined in the prior EIR?

ENVIRONMENTAL SETTING

35. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.

36. Describe the surrounding properties, including information on plants and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

37. Attach plans showing all existing and/or proposed development.

CERTIFICATION:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date: _____

(Signature)

For: _____