



# City of La Puente

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

## MINOR USE PERMIT APPLICATION

### 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:

MUP Application Fee: (Check One)

- Categorically Exempt
- Negative Declaration Project
- Categorically Exempt with Other Permits
- Negative Declaration with Other Permits
  
- Completed application form with notarized signatures.
- Completed Environmental Information Form
- 300' radius vicinity map
- List of property owners within the 300' radius map
- Mailing labels (Avery 5160) and stamps for the list of property owners
- Ten (10) sets of plans and one (1) 8½" x 11" reduction
- Electronic Files in PDF format
- Other

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 return this sheet to the Planning Division upon filing an application.

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Applicant/Authorized Agent

**CITY OF LA PUENTE  
REQUIREMENTS FOR FILING A  
MINOR USE PERMIT**

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 written consent of all property owners of the property/properties 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. VICINITY MAP. A vicinity map showing each lot within 300 feet of the exterior boundaries of the property under consideration must accompany the application. The map must be drawn accurately and at a scale of 1" = 200'. Each lot must be consecutively numbered to correspond to the names on the property owner list (as explained below). Base maps may be obtained from the City Planning Division.
4. PROPERTY OWNER LIST. The identifying numbers on the vicinity map must also be included on a list of property owners and their addresses printed individually on self-adhesive mailing labels. The list must contain the names and addresses of the property owners identified as being within 300 feet of the exterior boundaries of the property under consideration. The names of property owners may be secured from the County Tax Assessor, East District Office, 1190 Durfee Avenue, South El Monte, California. Private companies also provide this service.
5. STAMPS. One self-adhesive U.S. postage stamp for each the property owners identified on vicinity map must be submitted with the application. The stamps will be used to mail the public hearing notification to each owner.
6. PROPERTY DEVELOPMENT PLANS. Ten (10) copies of plans and one (1) set of development plans reduced to 8-1/2"x11", with at least the following details drawn to scale and dimensioned:
  - a. Location of the subject property and abutting properties.
  - b. Location of the proposed use or uses on the property. A site plan of the property and floor plans of the building(s) in which the proposed use will be located are required. The plans should indicate the number of stories, gross building area, location of entrances/exits of the building(s) involved in the proposed use, and the location and use of various rooms and improvements within the building(s) in question must be shown.
  - c. The property site plan must indicate all existing driveway entrances and exits, trash enclosures, driving lanes, off-street parking areas and loading areas, streets, alleys and easements. All pedestrian walks and open areas for the use of occupants of the development and the public must be shown.
7. PHOTOGRAPHS. The applicant may submit photographs (as shown on the attached photographic map) of the subject property including the adjacent properties and areas of the addition or development.
8. 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.

**CITY OF LA PUENTE  
APPLICATION FOR  
MINOR USE PERMIT**

File No. \_\_\_\_\_

Date Filed: \_\_\_\_\_

Project Address: \_\_\_\_\_

**APPLICANT AND PROPERTY OWNER 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: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip

**To the Planning Division:**

Pursuant to Title 10 of the La Puente Municipal Code, I/we, the owners or authorized representative(s) for real property, hereby petition in writing for a Minor Use Permit as specified below:

Address of the property for which this application is made: \_\_\_\_\_

Legal Description of the Property (attach if necessary):

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

Describe the present use and development on the property:

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

Describe exactly what the application is requesting:

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

**REQUIRED FINDINGS OF FACT**

Section 10.84.060 of the La Puente Municipal Code requires that specific findings of fact be made before a Minor Use Permit can be granted. In order to assist the City in evaluating this application, please describe how each of the required findings can be made:

1. The proposed use is consistent with the General Plan and any applicable specific plan.

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2. The proposed use is allowed within the applicable zone and complies with all other applicable provisions of this Zoning Code and the Municipal Code.

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3. The design, location, size and operating characteristics of the proposed activity will be compatible with the existing and future land uses in the vicinity.

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4. The site is physically suitable in terms of:

- a. Its design, location, shape, size and operating characteristics of the proposed use.

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- b. The provision of public and emergency vehicle (e.g. Fire and medical access).

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- c. Public protection services (e.g. fire protection, police protection, etc.).

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d. The provision of utilities (e.g., potable water, schools, solid waste collection and disposal, storm drainage, wastewater collection, treatment, and disposal, etc.).

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5. The type, density, and intensity of use being proposed will not endanger, jeopardize, or otherwise constitute a hazard to the public convenience, health, interest, safety, or general welfare, or be materially detrimental or injurious to the improvements, persons, property, or uses in the vicinity and zone in which the property is located.

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**APPLICANT AFFIDAVIT**

STATE OF CALIFORNIA      )  
 )    ss  
 COUNTY OF LOS ANGELES )

\_\_\_\_\_, being duly sworn, depose and declare to the best of  
 (I, We)                      (Applicant's Name)

\_\_\_\_\_ knowledge that the foregoing is true and correct under the penalty of perjury:  
 (my, our)

Executed at \_\_\_\_\_  
   Address    City    State    Zip

Date \_\_\_\_\_  
                     Month                      Day                      Year

**APPLICANT(S) AUTHORIZED AGENT(S):**

\_\_\_\_\_    Print Name  
 \_\_\_\_\_  
   Signature

\_\_\_\_\_    Print Name  
 \_\_\_\_\_  
   Signature

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

**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 \_\_\_\_\_

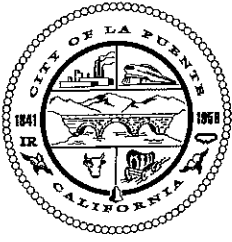
On \_\_\_\_\_, before me, \_\_\_\_\_, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the \_\_\_\_\_ within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), 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 SITE PLAN AND DESIGN REVIEW, SIGN PERMITS, CONDITIONAL USE PERMITS, TENTATIVE PARCEL, TRACT OR SUBDIVISION MAPS, CHANGE OF ZONE, GENERAL PLAN AMENDMENT, SPECIFIC PLAN, OR VARIANCE.

The employees of the Planning Division and Building Department have been instructed to give all 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

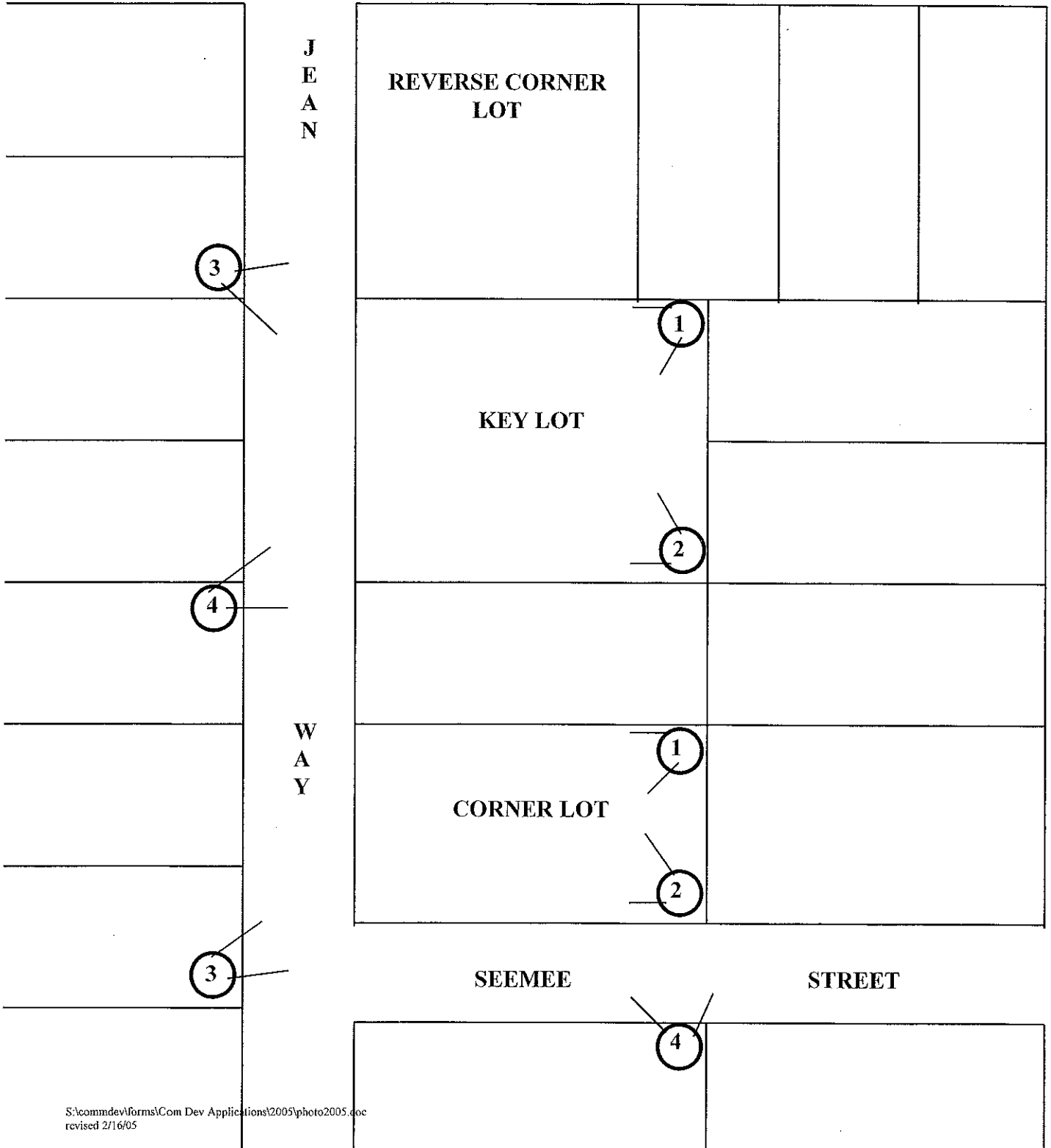
\_\_\_\_\_  
City State Zip

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).

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

- \_\_\_\_\_ 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.

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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.

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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: \_\_\_\_\_