



City of La Puente

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

PLANNED DEVELOPMENT PERMIT

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:

- Planned Development Permit Fees
- 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
- Development Schedule (pursuant to Section 10.88.090 of the La Puente Municipal Code)
- 500' radius vicinity map with list of property owners within the 500' radius, mailing labels (Avery 5160) and stamps for the list of property owners (see Chapter 10.116 of La Puente Municipal Code)
- 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 and alternating Fridays until 4:30 p.m. 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 filling of your application.

Applicant/Authorized Agent

REQUIREMENTS FOR FILING A PLANNED DEVELOPMENT PERMIT

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 Planned Development Permit 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

**CITY OF LA PUENTE
APPLICATION FOR
PLANNED DEVELOPMENT PERMIT**

Project Address/APN: _____

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 Planning Division:

Pursuant to Chapter 10.88 of the La Puente Municipal Code, I/we, the owners or authorized representative(s) for real property, hereby petition in writing for a Planned Development 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:

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.)

REQUIRED FINDINGS OF FACT

Section 10.88.060 of the La Puente Municipal Code requires that specific findings of fact be made before a Planned Development 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.a. The proposed use and resulting design is allowed within the subject base zone.

- 1.b. The proposed use and resulting design is consistent with the purpose, intent, goals, policies, actions, and land use designations of the General Plan and any applicable specific plan.

- 1.c. The proposed use and resulting design is generally in compliance with all of the applicable provisions of this Zoning Code relating to both on-site and off-site improvements that are necessary to accommodate flexibility in site planning and property development and to carry out the purpose, intent, and requirements of this Chapter and the subject base zone, including prescribed development standards and applicable design guidelines, except for those provisions modified in compliance with this Chapter; and

- 1.d. The proposed use and resulting design ensure compatibility of property uses within the zone and general neighborhood of the proposed development .

- 2. The proposed project will produce a comprehensive development with a better site plan and overall design (e.g., appropriate variety of structure placement and orientation opportunities, appropriate mix of structure sizes, high quality architectural design, significantly increased amounts of landscaping and improved open space, improved solutions to the design and placement of parking and loading facilities, incorporation of a program of highly enhanced amenities [e.g., additional public art], LEED related standards, etc.) than might otherwise occur from more typical development applications;

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3. Proper standards and conditions have been imposed to ensure the protection of the public health, safety, and welfare;

4. Proper on-site traffic circulation (e.g., pedestrian and vehicular) and control is designed into the development to ensure protection for fire suppression and police surveillance equal to or better than what would normally be created by compliance with the minimum setback and parcel width standards identified in Article 2 (Zones, Allowable Uses, and Development and Design Standards);

5. The subject parcel is adequate in terms of size, shape, topography, and circumstances to accommodate the proposed development;

6. Adequate public services and facilities exist, or will be provided, in compliance with the conditions of approval, to serve the proposed development and the approval of the proposed development will not result in a reduction of public services to properties in the vicinity to be a detriment to public health, safety, and general welfare;

7. The proposed development, as conditioned, will not have a substantial adverse effect on surrounding property or their allowed use;

8. If the development proposes to mix residential and commercial uses whether done in a vertical or horizontal manner, the residential use is designed in a manner that it is

appropriately buffered from the commercial use and is provided sufficiently enhanced amenities to create a comfortable and healthy residential environment and to provide a positive quality of life for the residents. The enhanced amenities may include better landscaping and private open space, private or separated entrances, etc; and

9. The design, location, operating characteristics, and size of the proposed development will be compatible with the existing and future land uses in the vicinity, in terms of aesthetic values, character, scale, and view protection.
