



CITY OF LA PUENTE

LAND USE ENTITLEMENT APPLICATION

VERSION: MAY 2021

TYPE OF APPLICATION

- Code Amendment
- Conditional Use Permit
- Development Agreement
- Development Plan
- General Plan Amendment
- Minor Use Permit
- Specific Plan
- Zone Change
- Zone Variance
- Other:

PROPERTY INFORMATION

Location: _____

Assessor Parcel Number(s): _____

Tract and Lot Number(s): _____

Existing General Plan Designation: _____

Existing Zoning for each Parcel: _____

Existing Land Use: _____

Code Section to be Amended: _____

Purpose of Request: _____

APPLICANT INFORMATION

Applicant's Name(s): _____

Address: _____

City / State: _____ Zip Code: _____

Phone: _____ Email: _____

PROPERTY OWNER INFORMATION

Property Owner's Name(s): _____

Address: _____

City / State: _____ Zip Code: _____

Phone: _____ Email: _____

NOTE: If the property owner is not the applicant, a signed and notarized Owner's Authorization Affidavit shall be submitted with this application. It shall contain a statement from the property owner authorizing the applicant in all matters pertaining to the application. Failure to provide this information will result in an incomplete application.

I hereby certify that the facts, statements, and information presented within this application form are true and correct to the best of my knowledge and belief. I hereby understand and certify that any misrepresentation or omissions of any information required in this application form may result in my application being delayed or not approved by the City. I hereby certify that I have read and fully understand all the information required in this application.

Applicant's Signature: _____ Date: _____

Property Owner's Signature _____ Date: _____

FILING REQUIREMENTS AND CHECKLIST

The materials requested in this form must be provided by the applicant as part of a complete application. The application must be filed at the Development Services Department's counter, located in City Hall. All forms are available at the counter or online. To be accepted, all plans must be folded to an 8 1/2" x 14" size or less. If you have any questions, please contact the Planning Division at (626) 855-1500.

THE FOLLOWING MATERIALS ARE REQUIRED FOR A COMPLETE APPLICATION:

- Land Use Entitlement Application Form (Completed & Signed)
- Two (2) Sets of 24" X 36" Architectural Plans **(No Structural or Engineering Notes and Plans)**
- One (1) USB Drive – Digital Set of Architectural Plans & Photos of Existing Site
- Radius Map Package (Please review Radius Map Handout)
- Owner's Authorization Affidavit (Signed & Notarized) – if applicable
- Acknowledgement of Burden of Proof Form – if applicable

FULL ARCHITECTURAL SETS SHALL INCLUDE THE FOLLOWING:

- | | |
|---|--|
| <input type="checkbox"/> All Plans shall be a minimum of 1/8" = 1' scale | <input type="checkbox"/> Elevations (Existing & Proposed – Side-by-Side): |
| <input type="checkbox"/> Site Plan (Existing & Proposed – Side-by-Side): | <input type="checkbox"/> Full Elevations and Labeled (i.e. North, South, East, and West) |
| <input type="checkbox"/> Property Address | <input type="checkbox"/> Material Callout |
| <input type="checkbox"/> Designer's Name, Phone, and Address | <input type="checkbox"/> Details of Any Architectural Features and Elements (i.e. Down Spouts, etc.) |
| <input type="checkbox"/> Property Owner's Name, Phone, and Address | <input type="checkbox"/> Floor Plan (Existing & Proposed – Side-by-Side): |
| <input type="checkbox"/> All Structures Square Footages (i.e. House, Garage, Sheds, etc.) | <input type="checkbox"/> Room Dimensions and Room Type |
| <input type="checkbox"/> Property Lines and Dimensions | <input type="checkbox"/> Window Schedule (Existing & Proposed) |
| <input type="checkbox"/> Setbacks for all Property Lines | <input type="checkbox"/> Type (Casement, Sliding, Etc.) |
| <input type="checkbox"/> Landscaping Details | <input type="checkbox"/> Dimensions, Materials, and Finish |

Project Data Table
(i.e. Scope of Work, Zoning, APN, Existing & Proposed: Building Size, Existing & Proposed: Lot Coverage Calculations, Total Non-Habitable Space)

Roof Plan (Existing & Proposed – Side-by-Side):
 Details of all Ridges, Hips, etc., Pitch and Slope Direction for all Roof Planes, Materials

NOTE: At any time during the application process, staff reserves the right to require other materials, studies, or other forms of resources that help further the processing of application.

JUSTIFICATION STATEMENTS

A written statement must accompany all applications. It needs to identify the reasons for the request and describe how the conditions of criteria listed below can be met. The relevant sections of the City's Zoning Ordinance are identified and should be consulted when preparing the justification statement.

ADMINISTRATIVE AMENDMENT (LPMC SECTION 10.112):

Identify why:

1. The amendment will not interfere with the purpose and intent of the regulations from the zone in which the property is located.
2. The approval or conditional approval of the adjustment will not be injurious to adjacent properties.
3. The approval or conditional approval will promote the general welfare, and not adversely affect the General Plan of the City of La Puente.
4. The construction and/or development benefiting from approval or conditional approval of the adjustment has been reviewed by the city, and moreover, that the proposed construction and/or development evidences a superior design solution which enhances the visual quality, use and function of the site and surrounding areas.
5. There are special circumstances which reduce parking demand associated with the operation of a use which justify a deviation in the minimum required number of parking stalls.

CONDITIONAL USE PERMIT (LPMC SECTION 10.84):

The Planning Commission may impose conditions and/or require guarantees for the conditional use permit to ensure compliance and to prevent adverse or detrimental impacts to the surrounding neighborhood. Conditional use permits shall be granted when the Planning Commission determines that the proposed use or activity complies with all the following findings.

Explain:

- A. **Conditionally Permitted.** The use is conditionally permitted within the subject zone and complies with the intent of all applicable provisions of this chapter.
- B. **Zone Integrity and character.** The use will not impair the integrity and character of the zone in which it is to be located.
- C. **Site Suitability.** The subject site is physically suitable for the type of land use being proposed.
- D. **Existing compatibility.** The use is compatible with any land use presently on the subject property.
- E. **Future compatibility.** The use is compatible with existing and future land uses within the zone and the general area in which the proposed use is to be located.
- F. **Utilities and services.** Adequate provisions for water, sewer, and public utilities and services are available to ensure that the use will not be detrimental to public health and safety.
- G. **Public Access.** Adequate provisions for public access are available to serve the use.
- H. **General Plan consistency.** The use is consistent with the General Plan.
- I. **Safety and welfare.** The use will not be detrimental to the public interest, health, safety, convenience, or welfare.

SIGN PROGRAM:

Explain how:

1. The comprehensive sign program complies with the purposes of Section 10.34 – Signs, of the La Puente Municipal Code.
2. Proposed signs enhance the overall development and are in harmony with other signs included in the plan, with the structures they identify and the surrounding development.
3. The comprehensive sign program contains provisions to accommodate future revisions that may be required because of changes in use or tenants.
4. The comprehensive sign program complies with the standards of this subchapter except that flexibility is allowed with regard to sign area, number, location, and or height to the extent that the signs proposed under the comprehensive sign program will enhance the overall development, achieve superior quality design and will more fully accomplish the purposes of section 10.34 of the La Puente Municipal Code.

SPECIFIC PLAN (LPMC SECTION 10.120):

Explain how:

1. There are unique circumstances with the area which justify the need for a specific plan.
2. This property is the logical place for the uses contemplated by the specific plan.
3. The proposed Specific Plan will not adversely affect the General Plan of the City.
4. List any deed restrictions which affect development of the property. Give the expiration date.

ZONE CHANGE (LPMC SECTION 10.112):

Discuss how the change conforms with the City’s General Plan and is warranted based on consideration of:

1. In what ways will the use(s) permitted by the zone change benefit the adjoining neighborhood and the City of La Puente?
2. Is the property involved in this proposed change more suitable for the purposes permitted by the present zone change or by the zone requested? Why? (Explain in full detail).
3. Would the use permitted by the proposed zone be detrimental to surrounding property in any way? (Explain reasons supporting your answer).
4. List any deed restriction(s) which affect development of the property. Give the expiration date.

ZONE VARIANCE (LPMC SECTION 10.98):

Describe how:

1. There are exceptional or extraordinary circumstances or conditions applicable to the property involved, or to the intended use of such property which do not generally apply to other properties in the same zone.
2. Such variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property similarly situated, but which is denied by the property in question.
3. The granting of the variance will not be materially detrimental to the public welfare or injurious to the adjacent properties.
4. The granting of the variance will not adversely affect the General Plan of the City of La Puente.

FOR OFFICE USE ONLY

Date Received Stamp

File No.: _____

Fee Paid: _____



Reviewed by: _____

Approved:

Date: _____

Denied:

Date: _____