



CITY OF LA PUENTE

CONDITIONAL-MINOR USE PERMIT APPLICATION

VERSION: APRIL 2021

Project Address: _____

Assessor's Parcel Number(s): _____ Zoning: _____

Project Description/ Applicant Request (please provide a detailed description of your project, including all demolition, construction activities, and intended uses). If you need more room, please add a sheet of paper to the back of this application:

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 Letter of Authorization ("LOA") shall be submitted with this application. The LOA 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: _____

WHAT IS A CONDITIONAL/MINOR USE PERMIT?

The Conditional/Minor Use Permit allows for the city to consider special uses which may be essential, or desirable, to a particular community, but which are not allowed as a matter of right within a zoning district, through a public hearing process.

THE REQUIREMENTS IN THIS FORM APPLIES TO ALL THE FOLLOWING APPLICATIONS:

- Conditional Use Permit
- Minor Use Permit

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:

- Planning Application
- Petition in Writing, Submitted as a Separate Attachment **(See Page 4)**
- Letter of Authorization (Signed & Notarized) – if applicable
- Completed Environmental Information Form **(See Environmental Information Form)**
- Radius Vicinity Map **(See Radius Requirement Handout)**
- List of property owners within the appropriate radius
- Mailing labels (Avery 5160) and stamps for the list of property owners
- Two (2) Sets of 24” x 36” Architectural Plans **(No Structural or Engineering Notes and Plans)**
- One (1) USB Drive - Electronic files in PDF Form of Materials

REQUIRED FINDINGS OF FACT:

Section 10.84.060 of the La Puente Municipal Code requires that specific findings of fact be made before a Conditional Use Permit or 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.

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:

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.

4. The site is physically suitable in terms of:

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

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

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

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

- 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 persons, Improvements, property, or uses in the vicinity and zone in which the property is located:

PETITION IN WRITING:

A petition in writing is required for a complete application. Use the paragraph provided below as a template and answer the following questions on a separate document:

Date:

“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 Conditional Use Permit as specified below:”

Include the completed answers to the questions below in your attached document:

Describe the present use and development on the property?

- 1) *Describe exactly what the application is requesting?*
- 2) *Legal Description of the Property?*
- 3) *Describe the present use and development on the property?*
- 4) *Describe exactly what the application is requesting?*

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.

FOR OFFICE USE ONLY

Date Received Stamp



File No.: _____

Fee Paid: _____

Reviewed by: _____

Approved:

Date: _____

Denied:

Date: _____