



# PLANNING APPLICATION

Community Development Department  
Planning Division

This form is part of your Planning submittal. Attach additional sheets of paper to answer questions if needed. If a question is not applicable, write "N/A." Contact Planning Division staff for questions or assistance filling out the application.

**Project Address** \_\_\_\_\_

## Request

- Appeal
- Conditional Use Permit
- Tentative Parcel Map
- Tentative Tract Map
- Other \_\_\_\_\_
- Variance
- Wireless Telecommunications
- Zone Change / General Plan Amendment
- Design Review in conjunction with other discretionary applications

## Applicant

- Owner
- Agent of Owner
- Architect
- Other
- Design Professional

Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

## Development Proposal

Zoning: \_\_\_\_\_ General Plan Designation: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_ Assessor Parcel #: \_\_\_\_\_

Area and Dimensions: \_\_\_\_\_ Existing/Proposed Floor Areas \_\_\_\_\_

Existing # Parking Spaces \_\_\_\_\_ Proposed # Parking Spaces \_\_\_\_\_

Other \_\_\_\_\_

If applicant will be represented by someone else, a notarized Letter of Authorization (LOA) must be submitted separately. The LOA must include the applicant or owner's signature, as well as a statement authorizing the representative to represent them in all matters pertaining to the application. The LOA must also include complete contract information for the representative.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name/Title of Signer \_\_\_\_\_

## Submittal Checklist

Req'd	Rec'd	Submittal Materials	Required Copies
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application	1 digital
<input type="checkbox"/>	<input type="checkbox"/>	Property Title Report	1 digital
<input type="checkbox"/>	<input type="checkbox"/>	Detailed Operations Statement *	1 digital
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Questionnaire (attached)	1 digital
<input type="checkbox"/>	<input type="checkbox"/>	Site Plans/Elevations/Floor Plans (11" x 17")	1 digital
<input type="checkbox"/>	<input type="checkbox"/>	Site Plans/Elevations/Floor Plans (11" x 17" colored	1 digital
<input type="checkbox"/>	<input type="checkbox"/>	Two \$75 Checks to LA County Recorder (no date for Neg Dec)**	2
<input type="checkbox"/>	<input type="checkbox"/>	Property List/Labels/Radius Map (Certified)	2 Sets of Labels
<input type="checkbox"/>	<input type="checkbox"/>	Tentative Tract/Parcel Map (11" x 17")	1 digital
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Grading Plan (11" x 17")	1 digital
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Landscape Plan	1 digital
<input type="checkbox"/>	<input type="checkbox"/>	Site Photos	1 digital

\* **Detailed Operations Statement** shall include but not be limited to the following:  
 (Hours and days of operation, number of employees, services or products provided, etc.).

\*\* Additional fees may be required for LA County based on Environmental Evaluation.

### PROPERTY OWNER'S ACKNOWLEDGMENT

I/We \_\_\_\_\_ am/are the owner(s) of property involved in this application. The statements, answers and information contained in this/these application(s) checked are true and correct to the best of my/our knowledge. I/We agree to any and all improvements as may be required.

Property Owner's Signature: \_\_\_\_\_

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

**Do Not Write Below This Line**

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Case Number(s)
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Initials \_\_\_\_\_

Date Stamp

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

State of California

County of \_\_\_\_\_



On \_\_\_\_\_ before me, \_\_\_\_\_  
Date Here Insert Name and Title of the Officer

personally appeared \_\_\_\_\_  
Name(s) of Signer(s)

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 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.

Place Notary Seal Above

Signature \_\_\_\_\_  
Signature of Notary Public

**OPTIONAL**

*Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.*

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_

Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

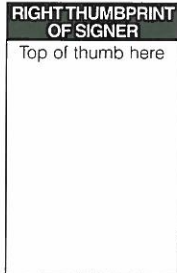
Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_

- Individual
- Corporate Officer — Title(s): \_\_\_\_\_
- Partner —  Limited  General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_



Signer's Name: \_\_\_\_\_

- Individual
- Corporate Officer — Title(s): \_\_\_\_\_
- Partner —  Limited  General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_



# ENVIRONMENTAL QUESTIONNAIRE

Are the following items applicable to the project or its effects?

1. Change existing features of lakes or hills, or substantial alteration of ground contours?  Yes  No
2. Change scenic views or vistas from existing residential areas or public lands or roads?  Yes  No
3. Change pattern, scale or character of general area of project?  Yes  No
4. Generate significant amounts of solid waste or litter?  Yes  No
5. Change dust, ash, smoke, fumes or odors in vicinity?  Yes  No
6. Change lake, stream or ground water quality or quantity, or alteration of existing drainage patterns?  Yes  No
7. Substantially change existing noise or vibration levels in the vicinity?  Yes  No
8. Is the site on filled land or on a slope of 10 percent or more?  Yes  No
9. Generate disposal of potentially hazardous materials, such as toxic substances, flammables or explosives?  Yes  No
10. Substantially change demand for municipal services? (police, fire, water, sewage, etc.)  Yes  No
11. Substantially increase fossil fuel consumption? (electricity, oil, gas, etc.)  Yes  No
12. Be in relationship to a larger project or series of projects?  Yes  No

**On a separate sheet, explain all items checked "yes" above**

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 the use of the structures. Photos will be accepted as supplemental attachments to the above stated information.

Describe the surrounding properties and include information on plants, animals and any cultural, historical or scenic aspects. Indicate the land use (residential, commercial, etc.), intensity of land use (single-family, apartments, shops, department stores, etc.), and scale of development (height, frontage width, setback, rear yard, etc.). Photos will be accepted as supplemental attachments to the above stated information.

## 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.

Signature: \_\_\_\_\_

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

Print Name/Title: \_\_\_\_\_



# CITY OF MONTEREY PARK RADIUS MAP & MAILING LABELS

Applicants with projects requiring public hearings are required to provide:

**1 This sheet**

Affidavit below must be signed and notarized.

**2 Two copies of a radius map**

Use a 300 foot radius extending from the subject property.

Map must include Assessor's Parcel Number (APN) of all project properties involved.

Map should be professionally prepared and be legible. 8.5"x11" is acceptable if legible.

**3 Two sets of mailing labels**

Labels are required for all property owners whose properties fall at least partially within a 300 radius of the subject property.

Projects on residential property must also include labels for current residents.

Labels must include name, address, city, state, and zip code, and APN.

Labels must be printed on adhesive labels, 30 per page.

**4 One photocopy of labels**

Stapled

## LABEL PREPARER'S AFFIDAVIT

The attached list represents the names and addresses of all property owners located within 300 feet of the exterior boundaries of property located at (address) \_\_\_\_\_ as obtained from the latest Los Angeles County Assessor Rolls.

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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

STATE OF \_\_\_\_\_ } SS  
COUNTY OF \_\_\_\_\_ }

On \_\_\_\_\_, before me, \_\_\_\_\_ a Notary Public in and for said county and state, personally appeared \_\_\_\_\_, personally known to me (or 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.

WITNESS my hand and official seal

\_\_\_\_\_  
Notary Public

# CITY OF MONTEREY PARK COPYRIGHTED MATERIALS RELEASE AND WAIVER



To the extent your application submission includes plans or drawings that a design professional (as defined by Civil Code § 8014) prepared, the city of Monterey Park ("City") requests permission to reproduce and publish such plans or drawings for "fair use," i.e., reasonable public purposes including, without limitation, facilitating the City's review process and making the materials available for public review in accordance with the California Public Records Act ("CPRA") (Government Code §§ 6250 to 6276.50) and the Ralph M. Brown Act (Government Code § 54950, et seq.). Please provide below the signatures of those who have prepared plans and drawings with this application.

Property Address: \_\_\_\_\_

## **RELEASE AND WAIVER**

To the extent required for its reasonable public purposes, I grant the City an irrevocable and worldwide license and release copies of my plans or drawings ("Work") for such public purposes. Such license is granted pursuant to Health and Safety Code § 19851; 17 U.S.C. § 102; Government Code § 65103.5 and all other laws protecting my intellectual property.

### **ENGINEER (as applicable):**

Name: \_\_\_\_\_

Sign: \_\_\_\_\_

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

### **LANDSCAPE ARCHITECT (as applicable):**

Name: \_\_\_\_\_

Sign: \_\_\_\_\_

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

### **ARCHITECT (as applicable):**

Name: \_\_\_\_\_

Sign: \_\_\_\_\_

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

### **PROPERTY OWNER (required):\***

Name: \_\_\_\_\_

Sign: \_\_\_\_\_

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

\*If the proposed structure is part of a common interest development, the written permission of the board of directors or governing body of the association established to manage the common interest development is necessary (Health & Saf. Code, § 19851, subd. (a).)