CITY OF MONTEBELLO
Community Development Department
Planning Division
1600 W. Beverly Boulevard
Montebello CA 90640
www.cityofmontebello.com

CONDITIONAL USE PERMIT APPLICATION

This checklist should be reviewed with a Planner at the public counter and must be submitted with the Conditional Use Permit (C.U.P.) application. A C.U.P. request is heard by the Planning Commission at a noticed public hearing. Any appeals of the decision will be heard by the City Council. A complete C.U.P. application submittal consists of the following materials:

☐ **Filing Fees** – Please consult with a Planner to determine the required application fees.

☐ **Conditional Use Permit (C.U.P.) Application** – Completed C.U.P. application.

☐ **Grant Deed** – Current Grant Deed identifying the property owner.

☐ **Hazardous Waste and Substances Statement**

15 copies of:

☐ **Master Land Use Application** – Completed form (attached) that includes:
- a) Comprehensive description of the project and the specific entitlements (e.g. Variance, Conditional Use Permit, Site Plan Review, etc.) requested.
- b) Property owner signature. If application is not signed by property owner, written consent (signed) from the property owner is necessary authorizing the applicant to submit application.

☐ **Environmental Information Form** – Attached to Master Land Use application.

☐ **Development Plans** – **folded** copies of dimensioned and scaled plans that include:
- a) Project site address.
- b) Applicant, name, address, and phone number.
- c) North arrow, scale, and vicinity map.
- d) Site plan showing all property lines and distances to center line of streets/alleys.
- e) Date of preparation of plans and revisions (if applicable).
- f) Table showing development calculations (e.g. lot coverage, floor area ratio, parking, etc.).
- g) Clearly labeled location of all existing and proposed structures.
- h) Detailed and complete floor plans with a breakdown of floor area calculations.
- i) Clearly labeled uses of all existing and proposed structures.
- j) Elevations of proposed building(s) with respective height dimensions.
- k) Clearly labeled location and uses of all existing structures on adjacent properties.
- l) Setback dimensions of all existing and proposed structures.
- m) Vehicle circulation (driveways, access, alleys, dimensions, and backup space).
- n) Location of all existing and proposed fences, walls, and other screening.
- o) Landscape plans.
- p) Mature trees 4" or more in trunk diameter at breast height.
- q) Size and location of all exterior mechanical equipment and method of screening.
- r) Location of existing and proposed fire hydrants and bus stops (if any).
- s) All easements located within or adjacent to the project site.
- t) Demolition plan (if applicable).

☐ **Additional Items** – Other items as determined by a Planner (e.g. topographic map, survey, lighting plan, drainage plan, landscape plan, sign inventory, parking inventory, grading, lease agreement etc.).

2 sets of:

☐ **Notification Materials** – 2 packets of submittal items as outlined in the Public Notification Packet Instructions handout.

☐ **Photos** – 2 sets of photos showing general conditions of site including existing structures, walls, and landscaped/paved areas.

FILING INSTRUCTIONS – CONDITIONAL USE PERMIT FOR ALCOHOL SALES

In addition to the items listed above, a C.U.P. application for the on-sale or off-sale of alcoholic beverages shall also provide the following information:

☐ **Supplemental Conditional Use Permit Application for Alcohol Sales** – Completed application form.

2 sets of:

☐ **Floor Plans** – Scaled floor plans, which show:

a) Number of restaurant seats.
b) Number of bar seats.
c) Customer waiting area.
d) Square footage of seating/dining area.
e) Square footage of bar area.
f) Square footage of kitchen, bathroom, storage, office, and other support areas.
g) Square footage and linear shelf space of alcohol display area if proposed to be sold for off-site consumption.
h) Delineation and square footage of area devoted to dancing, music, or entertainment.

☐ **Operations Plan** – A detailed description of the business operation, which includes, but is not limited to the aesthetic character of the establishment, proposed hours of operation, the different types of operations (e.g. dining, bar, entertainment, dancing, etc.), the method of distinguishing the different types of operations and their respective hours, and any special or unique features in which the proposed use is to be conducted.

☐ **Training Plan** – A detailed plan of the method and frequency of employee training to ensure an adequate and well trained staff.

☐ **Security Plan** – A security plan for the establishment approved by the Montebello Police Department.

☐ **Photos** –Photos of the interior and exterior of the establishment.

☐ **Radius Maps** – Maps identifying the following uses within the respective distances, and a corresponding list of the name, address, and type of alcohol license (if applicable) for all uses:

300 feet

a) Other alcohol related uses (both on-sale and off-sale);
b) Residential uses;
c) Churches or other places of worship;
d) Hospitals, clinics, or other healthcare facilities; and

1,000 feet

a) Schools (public or private);,
b) Parks, playgrounds, recreational facility, or similar uses.

Please contact the Planning Division at (323) 887-1477 for any additional information related to the submittal of any Planning applications.

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CONDITIONAL USE PERMIT APPLICATION

Project Address: _____ Case # _____

DESCRIPTION OF REQUEST:
A separate description and set of findings must be submitted for each Conditional Use Permit request. This Conditional Use Permit request is to:

_____

_____

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FINDINGS:
The applicant must thoroughly respond to the four directives below to make the required findings for the proposed project. A separate set of responses to these findings must be submitted for each Conditional Use Permit request. Use additional sheets if more space is necessary to complete your response. The City's Zoning Code and General Plan are available at City Hall. The Zoning Code is also available at www.cityofmontebello.com

1) Describe how the site for the proposed use is adequate in size and shape.

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2) Describe how the site has sufficient access to streets and highways, and is adequate in width and pavement type to carry the quantity and quality of traffic generated by the proposed use.

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3) Explain how the proposed use will not have an adverse effect upon adjacent or abutting properties.

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4) Describe how the proposed use is consistent with the objectives of the community redevelopment project area in which the site is located (if applicable).

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5) Describe how the proposed use will meet the general purpose and intent of the Zoning Code and how it will be consistent with the General Plan.

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