CITY OF MONTEBELLO
1600 W. Beverly Boulevard
Montebello CA 90640
www.cityofmontebello.com

PARKING MANAGEMENT PLAN APPLICATION

This checklist should be reviewed with a Planner at the public counter and must be submitted with the Parking Management Plan application. A Parking Management Plan 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 Parking Management Plan application submittal consists of the following materials:

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

☐ **Parking Management Plan Application** – Completed Parking Management Plan 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) Table showing development calculations (e.g. lot coverage, floor area ratio, parking, etc.).
- f) Clearly labeled location of all existing and proposed structures.
- g) Detailed and complete floor plans with a breakdown of floor area calculations.
- h) Clearly labeled uses of all existing and proposed structures.
- i) Elevations of proposed building(s) with respective height dimensions.
- j) Clearly labeled location and uses of all existing structures on adjacent properties.
- k) Setback dimensions of all existing and proposed structures.
- l) Vehicle circulation (driveways, access, alleys, dimensions, and backup space).
- m) Location of all existing and proposed fences, walls, and other screening.
- n) Landscape plans.
- o) Mature trees 4” or more in trunk diameter at breast height.
- p) Size and location of all exterior mechanical equipment and method of screening.
- q) All easements located within or adjacent to the project site.
- r) Demolition plan (if applicable).

☐ **Parking Plan/Analysis** – Information related to the parking operations and demand including:
- a) A narrative detailing the operation of the use and parking management plan including hours of operation, the terms of any parking attendant agreement, provisions for monitoring implementation of the plan, and any other relevant information.
- b) A parking and trip demand analysis prepared by a certified Traffic Engineer.
- c) Operations plan clearly identifying the methodology and coordination of any tandem, stacked, valet and/or attended parking.
- d) Any trip reduction and travel demand measures provided for projects requesting a reduction in the required number of parking spaces.

☐ **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.

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Project Address: _____ Case # _____

DESCRIPTION OF REQUEST:
This Parking Management Plan request is to:

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_____

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FINDINGS:
The applicant must thoroughly respond to the five directives below to make the required findings for the proposed project. 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 proposed use is consistent with the General Plan, any applicable specific plans, and the general intent of the Zoning Code.

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2) Describe how the surrounding properties will not be adversely affected by the proposal.

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3) Explain how the proposed parking management plan is appropriate for the proposed land use.

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4) Explain how adequate off-street parking for customers, clients, visitors, and employees will be available for the proposed land use.

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