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

PLANNED SIGN PROGRAM APPLICATION

This checklist should be reviewed with a Planner at the public counter and must be submitted with the Planned Sign Program application. A Planned Sign Program is reviewed by the Planning Commission, however a noticed public hearing is not required. Any appeals of the decision will be heard by the City Council. A complete application submittal for a Planned Sign Program consists of the following materials:

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

☐ **Planned Sign Program Application** – Completed Planned Sign Program 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 clearly showing the location of all existing signage, proposed signage, all property lines and distances to center line of streets/alleys.
e) Elevations of all building(s) showing width of building/tenant space, existing and proposed location of signage, sign dimensions and square footage.
f) Sign details identifying color, sign materials, and method of lighting.
g) Setback dimensions of all existing and proposed freestanding signs.
h) Landscaping calculations for all proposed freestanding sign areas.
i) Clearly labeled location of all existing and proposed structures.

☐ **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:

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

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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Project Address: _____ Case # _____

DESCRIPTION OF REQUEST:
This Planned Sign Program request is to:

_____

_____

_____

_____

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 signs are consistent with the intent of the Zoning Code, the General Plan and any applicable specific plans.

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2) Describe how the proposed signs are aesthetically and architecturally consistent with each other.

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3) Describe how the proposed signs are aesthetically and architecturally compatible with the buildings and developments they identify. Be sure to take into account building materials, colors and design.

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4) Detail how the proposed signs are aesthetically compatible with the surrounding commercial development and existing sign treatment in the vicinity.

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5) How will the approval of the Planned Sign Program not grant a special privilege or allow substantially greater overall visibility than the standard provisions of the Zoning Code would otherwise provide.

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