

CITY OF MONTEBELLO

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

SIGN DEVIATION APPLICATION

This checklist should be reviewed with a Planner at the public counter and must be submitted with the Sign Deviation application. A Sign Deviation request is heard 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 Sign Deviation application submittal consists of the following materials:

Filing Fees – Please consult with a Planner to determine the required application fees.												
Sign Deviation Application – Completed Sign Deviation 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 – <u>folded</u> 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 clearly labeled location of all existing and proposed structures and signs. e) Elevations of proposed 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. 												
☐ Photos – 2 sets of photos showing general conditions of site including existing structures, walls, and landscaped/paved areas.												
☐ 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.).												
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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SIGN DEVIATION APPLICATION Project Address: _ Case # _ **DESCRIPTION OF REQUEST:** This Sign Deviation request is to allow: FINDINGS: The applicant must thoroughly respond to the 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 strict application of the Zoning Code would cause undue difficulties and unnecessary hardships that are not consistent with the purposes of the Sign Ordinance. 2) Describe how the proposed signage is in proportion to the structure or use to which it relates. 3) Detail how the sign's external features are in balance and unity, and present a harmonious appearance. 4) Describe how the proposed signage is compatible with the style or character of improvements on adjacent property.

5)	Describe how applicable spe	•	signage	is	consistent	with	the	objectives	of the	General	Plan	or	any