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

SITE PLAN REVIEW APPLICATION

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

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

☐ **Site Plan Review Application** – Completed Site Plan Review 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).

☐ **Building Design** – Information relating to building siting and design to include:
- a) A color/materials board providing examples of all exterior material proposed to be used. Detailed photographs and/or brochures may be substituted if physical samples are not feasible.
- b) Complete elevations of all sides of the building identifying all exterior colors and materials to match the respective color and materials board.

☐ **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.

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 Site Plan Review 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 proposed design for improvement complies with all requirements of the Montebello Municipal Code.

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2) Describe how the proposed design for improvement is consistent with the City's General Plan.

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3) Describe how the proposed design for improvement will not have any significant adverse impact on the surrounding properties or on the general public welfare.

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4) Describe how this project physically relates to the adjacent and surrounding properties in the vicinity.

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