



CONDITIONAL USE PERMIT APPLICATION

Project Address: _____ Case # _____

This checklist should be reviewed with a Planner at the public counter and must be submitted with the Conditional Use Permit (CUP) application. A CUP 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 CUP application submittal consists of the following materials:

- Filing Fees** – Please consult with a Planner to determine the required application fees.
- Conditional Use Permit (CUP) Application** – Completed CUP application.
- Proof of Ownership**
 - a) Copy of Grant Deed, Deed of Trust or Title Report showing ownership.
 - b) Signed Property Owner Authorization Form.

6 Physical Sets (along with electronic copies via e-mail/USB):

- 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.
- Applicant Affidavit (Notarized)** – Attached to Master Land Use 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 showing where the specific entertainment uses are proposed.
 - 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).
- 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 Physical Sets (along with electronic copies via e-mail/USB):

- Notification Materials** – Submittal items as outlined in the Public Notification Packet Instructions handout.
- Photos** – Photos showing general conditions of site including existing structures, walls, and landscaped/paved areas.

Please contact the Planning Division at (323) 887-1478 for any additional information related to the submittal of any Planning applications.

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:

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.montebelloca.gov.

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

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.

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

4) 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.
