



PLANNED DEVELOPMENT APPLICATION

Project Address: _____ Case # _____

This checklist should be reviewed with a Planner at the public counter and must be submitted with the Planned Development application. A Planned Development request is heard by the Planning Commission at a noticed public hearing. If approved by the Planning Commission, it will subsequently be heard by the City Council at a noticed public hearing. A complete Planned Development application submittal consists of the following materials:

- Filing Fees** – Please consult with a Planner to determine the required application fees.
- Planned Development Application** – Completed Planned Development application.
- Proof of Ownership/Property Owner Authorization Form** – if the Applicant is representing owner

5 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:

This Planned Development request is to:

FINDINGS:

The applicant must thoroughly respond to the nine 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.montebelloca.gov

- 1) Describe how the proposed Planned Development is in compliance with Chapter 17.38 of the Zoning Code.

- 2) Describe how the proposal is consistent with the subdivision regulations, with the general intent of the zoning regulations, with the General Plan, and with any applicable specific plan.

- 3) Explain how the proposal is compatible with present and future development of the property within the immediate vicinity.

- 4) Describe how the proposal will not adversely affect the general peace, health, safety, and welfare.

- 5) Describe how the permitted uses and development standards adopted as part of the Planned Development will not be detrimental to present and potential surrounding uses, but will have a beneficial effect which could not have been adequately achieved under the pre-existing zoning district.

6) Explain how the proposed on-site street and thoroughfares are adequate in size to accommodate the traffic volume generated by the proposed Planned Development, and increased densities will not generate traffic in such amounts as to overload the street network outside the Planned Development boundary.

7) Explain how the exceptions from the development standards of the Zoning Code, if any, are warranted by the design and amenities of the proposal, and are in accord with the adopted policies of the Planning Commission and the City Council.

8) Describe how the existing or proposed utility services and facilities are adequate for the proposed population densities and nonresidential uses.

9) Describe how the proposed design of the buildings and structures are situated to minimize impacting the privacy of existing abutting residential uses.
