



CITY OF MONTEBELLO

Community Development Department

Planning Division

1600 W. Beverly Boulevard

Montebello CA 90640

www.cityofmontebello.com

CIVIC CENTER REVIEW APPLICATION

This checklist should be reviewed with a Planner at the public counter and must be submitted with the Civic Center Review application. A Civic Center Review request is heard by both the Planning Commission and City Council at separately noticed public hearings. A complete application submittal for a Civic Center Review consists of the following materials:

- Filing Fees** – Please consult with a Planner to determine the required application fees.
- Civic Center Review Application** – Completed Civic Center Review application.
- Proof of Ownership**

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).
- 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** – 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) 887-1477 for any additional information related to the submittal of any Planning applications.



CIVIC CENTER REVIEW APPLICATION

Project Address: _____ Case # _____

DESCRIPTION OF REQUEST:

This Civic Center Review request is to allow:

FINDINGS:

The applicant must thoroughly respond to the two directives below to make the required findings for the proposed project. 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 project is consistent with the Zoning Code and the General Plan.

- 2) Detail how the proposed project is compatible with the architectural design of the public buildings located within the Civic Center district.
