



CITY OF MONTEREY PARK PLANNING APPLICATION

- Administrative Use Permit
- Appeal of Admin. Decision
- Code Amendment
- Conditional Use Permit
- Design Review
- General Plan Amendment
- Internet Arcade Permit
- Modification to Specific Plan
- Specific Plan
- Special Use Permit
- Tenant Mix Leasing Plan Review
- Tentative Parcel Map
- Tentative Tract Map
- Traffic/Parking Study
- Variance
- Zone Change
- Other _____

Project address: _____

Assessor Parcel #: _____

Property owner's name: _____

Address: _____

Phone number: _____ Fax number: _____

Email address: _____

Applicant's name: _____

Address: _____

Phone number: _____ Fax number: _____

Email address: _____

Lot Size: _____ Zone: _____ General Plan designation: _____

Existing land use: _____ Redevelopment Area: Yes _____ No _____

Detailed description of the project, including all demolition, construction activities, and intended uses. Project proposal: _____

If the applicant will be represented by someone else, a notarized Letter of Authorization (LOA) must be submitted separately. The LOA must include the applicant or owner's signature, as well as an statement authorizing the representative to represent them in all matters pertaining to the application. The LOA must also include complete contact information for the representative.

Applicant's Signature: _____ Date: _____

Do Not Write Below This Line

<i>Case numbers</i>	<i>Initials</i> _____	<i>Date stamp</i>
	<i>Receipt #</i> _____	
	_____ <i>Labels</i>	

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CITY OF MONTEREY PARK PLANNING APPLICATION

PROPERTY OWNER'S ACKNOWLEDGEMENT

I/We, _____, am/are the owner(s) of property involved in this application. The statements, answers and information contained in this/these application(s) checked below are true and correct to the best of my/our knowledge. I/we agree to any and all improvements as may be required.

Property Owner's Signature: _____ Date: _____



CITY OF MONTEREY PARK
**AUP SUPPLEMENTAL
 ALCOHOL SALES**

1. Name and address of business: _____

2. List other businesses by same owner and with alcohol sales: _____

3. Business manager's name: _____ Phone: _____

4. Total gross area: _____ sq. ft.

Kitchen gross area: _____ sq. ft. Percent of total: _____ %

Gross seating area: _____ sq. ft. Percent of total: _____ %

Gross bar area: _____ sq. ft. Percent of total: _____ %

5. Total occupancy: _____

6. Is entertainment offered? Yes No, If Yes, describe: _____

7.	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Hours of operation	_____	_____	_____	_____	_____	_____	_____
Meal service hours	_____	_____	_____	_____	_____	_____	_____
Alcohol service hours	_____	_____	_____	_____	_____	_____	_____
Entertainment hours	_____	_____	_____	_____	_____	_____	_____

8. Number of food items on menu: _____

9. Are game machines provided? Yes No, If Yes, how many? _____

10. How many security personnel are proposed? _____

11. How many parking spaces are available on-site? _____ sq. ft.

Will valet parking service be provided? Yes No, If Yes, what hours? _____

How many parking stalls will be reserved for valet? _____

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CITY OF MONTEREY PARK
**AUP SUPPLEMENTAL
ALCOHOL SALES**

12. Would the proposal:

- A. Substantially change existing noise or vibration levels in the vicinity? Yes No
- B. Substantially change in demand for municipal services (police, fire, water, sewage, etc.)? Yes No
- C. Be in relationship to a larger project or series of projects? Yes No

On a separate sheet, explain all items checked “yes” above

- 13. Describe on a separate sheet of paper the project, including hours of operations, menu, entertainment (live or DJ), security etc.
- 14. On the site plan and floor plan required for a Conditional Use Permit application, the following items must be clearly identified:
 - A. Exterior and parking lot lighting, including type, size, wattage, and note if shielded.
 - B. All existing and proposed exterior walls and landscaping that serve as sound buffers
 - C. The distance from the front door to the nearest residential property line (shown graphically)



CITY OF MONTEREY PARK
**ADMINISTRATIVE USE
PERMIT**

The following items (as applicable) are required at the time of your application submittal:

	For Staff Use Only
This Checklist Submit this checklist along with the items below.	
1 Planning Action Form Signed by the property owner and notarized. Submit a copy of title report or grant deed.	<input type="checkbox"/>
2 Administrative Use Permit Findings Submit findings on separate page.	<input type="checkbox"/>
3 Supplemental Application for Alcohol Sales Required only for alcohol AUP applications.	<input type="checkbox"/>
4 Site Plans, Floor Plans, Elevations 10 full sets of each, collated and folded to approximately 8.5"x11".	<input type="checkbox"/>
5 Site Plans, Floor Plans, Elevations 1 legible set reduced to 11" x 17" copy.	<input type="checkbox"/>
6 Environmental Questionnaire & Findings (as determined by case planner) Filled out completely, findings on separate page	<input type="checkbox"/>
7 Phase 1 Environmental Report (as determined by case planner)	<input type="checkbox"/>
8 Preliminary Title Report	<input type="checkbox"/>
9 Photos/Plans CD Photos and plans (item 5 above) are to be saved as computer files on a CD, disc, or similar media. Acceptable formats are pdf, jpg, gif, bmp, and doc.	<input type="checkbox"/>
10 Application Fees See Fee Schedule.	<input type="checkbox"/>

Do Not Write Below This Line

AUP-____-____

Date stamp



CITY OF MONTEREY PARK

ADMINISTRATIVE USE

PERMIT

PURPOSE AND INTENT

An Administrative Use Permit (AUP) is an administrative process where city staff reviews projects, that otherwise meet the zoning regulations, with regard to the appropriateness of a specific land use that is not detrimental to the neighborhood or inconsistent with the City's plans for development. The purpose and intent of the Administrative Use Permit is to enable the city staff to approve these kinds of specific development proposals for a specific site. It is expected that these uses are minor in nature and only have effects on immediate adjacent properties. An Administrative Use Permit shall not be granted if a determination is made that the use is not consistent or compatible with the proposed site or that the use will be detrimental to the health, safety and general welfare of the community. Examples of Administrative Use Permits include alcohol licenses, drive-throughs, and reduced setbacks.

APPLICATION PROCESS

1. An application for an Administrative Use Permit shall be made by a property owner or his/her authorized agent. An application shall be properly filled-out with the notarized signature of the property owner of record as of the date the application is submitted.
2. The Planning Division shall assess and collect an application filing fee. The fees are based upon the most recent fee schedule adopted by the City Council.
3. The applicant shall submit all of the application materials outlined on the application checklist.
4. Staff reviews, researches and evaluates the proposal, then prepares an environmental assessment and a Staff Report, with recommendations, for the Planning Commission.
5. Within 10 days of receipt, staff will make the determination whether the application is deemed complete. If incomplete, the applicant will be notified and advised of the requirements for re-submittal. If complete, the written determination must be placed as received and file items on the next available agenda of the Planning Commission.
6. Before the written determination being placed on a Planning Commission agenda, the City Planner must give public notice, by mailing to interested parties requesting such notice of the intention of the Planning Commission to receive and file the determination of the City Planner
7. Any member of the Planning Commission may request that an item be discussed and a decision on the application be made by the Planning Commission instead of received and filed.
8. Except for alcohol AUPs which become final 10 days after being issued by the City Planner, no decision of the City Planner is final until the decision is received and filed or acted upon by the Planning Commission.



CITY OF MONTEREY PARK

ADMINISTRATIVE USE PERMIT FINDINGS

On a separate sheet address each of the following:

1. Describe how the proposed use is compatible on the particular site in relationship to other existing and potential uses within the general area in which the use is proposed to be located.
2. Describe how the proposed use is consistent and compatible with the purpose of the zone in which the site is located.
3. Explain how the proposed location and use and the conditions under which the use would be operated or maintained will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity.
4. Explain how potential impacts that could be generated by the proposed use, such as noise, smoke, dust, fumes, vibration, odors, traffic and hazards have been recognized and mitigated.

Important Note:

- Include the project address and applicant's name on every page.



CITY OF MONTEREY PARK SITE PHOTO INSTRUCTIONS

When site photographs are required for an application, follow the guidelines below.

1. All photographs are to be in digital format or scanned.
2. Photographs are to be submitted on a CD or similar approved media. This will not be returned.
3. Use the following naming method for photograph files:
 Address number + prefix + street name + suffix + sequential number (use spaces between)
 Examples: 320 W Newmark Ave 1.jpg
 320 W Newmark Ave 2.jpg
 The number at the end of the file name corresponds to the numbers on the table below.

Site Photograph Table

Photo number	Where to take the photograph from	What to include in the photograph
1 & 1A	In front of the project site, such as across the street and facing the project site	The full frontage of the property. Use multiple shots if needed. For corner lots, obtain views from all frontages.
2	Same as photo #1 but of the adjoining property on the left	Front view of adjoining property to the north
3	Same as photo #1 but of the adjoining property on the right	Same as photo 2
4	Standing on the property facing west	View of adjoining properties to west
5	Standing on the property facing north	View of adjoining properties to north
6	Standing on the property facing east	View of adjoining properties to east
7	Standing on the property south	View of adjoining properties to south
8	As needed	Other helpful views as necessary or as requested. Include brief description.

Site Photograph Diagrams

