



# PLANNING APPLICATION

Community Development Department  
Planning Division

**Project Address** \_\_\_\_\_

## Request

- |   |   |
|---|---|
| <input type="checkbox"/> Appeal                 | <input type="checkbox"/> Variance                             |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Wireless Telecommunications          |
| <input type="checkbox"/> Tentative Parcel Map   | <input type="checkbox"/> Zone Change / General Plan Amendment |
| <input type="checkbox"/> Tentative Tract Map    |   |
| <input type="checkbox"/> Other _____            |   |

## Applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

## Property Owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

## Property Description

Zoning: \_\_\_\_\_ General Plan Designation: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_ Assessor Parcel #: \_\_\_\_\_

**Project Proposal** Include all demolition, construction proposed, and intended uses.

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If 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 a statement authorizing the representative to represent them in all matters pertaining to the application. The LOA must also include complete contract information for the representative.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

320 West Newmark Ave, Monterey Park, CA (626) 301-1315 [www.montereypark.ca.gov](http://www.montereypark.ca.gov) [planningpermitcounter@montereypark.ca.gov](mailto:planningpermitcounter@montereypark.ca.gov)



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## Submittal Checklist

| Req'd                    | Rec'd                    | Submittal Materials   | Required Copies  |
|--------------------------|--------------------------|---|------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Application                                       | 1 (e-copy)       |
| <input type="checkbox"/> | <input type="checkbox"/> | Narrative of Development Proposal                           | 1 (e-copy)       |
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed Operations Statement                               | 1 (e-copy)       |
| <input type="checkbox"/> | <input type="checkbox"/> | Environmental Info Form                                     | 1 (e-copy)       |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plans/Elevations/Floor Plans (11" x 17")               | 1 (e-copy)       |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plans/Elevations/Floor Plans (11" x 17" colored)       | 1 (e-copy)       |
| <input type="checkbox"/> | <input type="checkbox"/> | Two \$75 Checks to LA County Recorder (no date for Neg Dec) | 2                |
| <input type="checkbox"/> | <input type="checkbox"/> | Property List/Labels/Radius Map (Certified)                 | 2 Sets of Labels |
| <input type="checkbox"/> | <input type="checkbox"/> | Tentative/Parcel Map (11" x 17")                            | 1 (e-copy)       |
| <input type="checkbox"/> | <input type="checkbox"/> | Grading Plan (11" x 17")                                    | 1 (e-copy)       |
| <input type="checkbox"/> | <input type="checkbox"/> | Environmental Impact Report (EIR)                           | 1 (e-copy)       |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Landscape Plan                                  | 1 (e-copy)       |

## PROPERTY OWNER'S ACKNOWLEDGMENT

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 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: \_\_\_\_\_

**Do Not Write Below This Line**

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|                |
|----------------|
| Case Number(s) |
|----------------|

Initials \_\_\_\_\_

Date Stamp