PLANNING APPLICATION

Community Development Department
Planning Division

This form is part of your Planning submittal. Attach additional sheets of paper to answer questions if needed. If a question is not applicable, write "N/A." Contact Planning Division staff for questions or assistance filling out the application.

Project Address_____

Request

- ☐ Appeal
- ☐ Conditional Use Permit
- ☐ Tentative Parcel Map
- ☐ Tentative Tract Map
- ☐ Variance
- ☐ Wireless Telecommunications
- ☐ Zone Change / General Plan Amendment
- ☐ Design Review in conjunction with other discretionary applications
- ☐ Other _____

Applicant

☐ Owner ☐ Agent of Owner ☐ Architect ☐ Other
☐ Design Professional

Name: _____

Address: _____

Phone #: _____ Email: _____

Development Proposal

Zoning: _____ General Plan Designation: _____ Lot Size: _____

Existing Land Use: _____ Assessor Parcel #: _____

Area and Dimensions: _____ Existing/Proposed Floor Areas _____

Existing # Parking Spaces _____ Proposed # Parking Spaces _____

Other _____

_____

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: _____

Print Name/Title of Signer_____

Continued on Page 2 →

Submittal Checklist

Req'd	Rec'd	Submittal Materials	Required Copies
☐	☐	Completed Application	1 digital
☐	☐	Property Title Report	1 digital
☐	☐	Detailed Operations Statement *	1 digital
☐	☐	Environmental Questionnaire (attached)	1 digital
☐	☐	Site Plans/Elevations/Floor Plans (11" x 17")	1 digital
☐	☐	Site Plans/Elevations/Floor Plans (11" x 17" colored	1 digital
☐	☐	Two $75 Checks to LA County Recorder (no date for Neg Dec)**	2
☐	☐	Property List/Labels/Radius Map (Certified)	2 Sets of Labels
☐	☐	Tentative Tract/Parcel Map (11" x 17")	1 digital
☐	☐	Preliminary Grading Plan (11" x 17")	1 digital
☐	☐	Preliminary Landscape Plan	1 digital
☐	☐	Site Photos	1 digital

* **Detailed Operations Statement** shall include but not be limited to the following:
(Hours and days of operation, number of employees, services or products provided, etc.).
** Additional fees may be required for LA County based on Environmental Evaluation.

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

Case Number(s)

Initials _____

Date Stamp

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California

County of _____ }

On _____ (Date) before me, _____ (Here Insert Name and Title of the Officer),

personally appeared _____ (Name(s) of Signer(s))

_____,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Place Notary Seal Above

Signature _____ (Signature of Notary Public)

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

☐ Individual
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Attorney in Fact
☐ Trustee
☐ Guardian or Conservator
☐ Other: _____

Signer Is Representing: _____

RIGHT THUMBPRINT OF SIGNER
Top of thumb here

Signer's Name: _____

☐ Individual
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Attorney in Fact
☐ Trustee
☐ Guardian or Conservator
☐ Other: _____

Signer Is Representing: _____

RIGHT THUMBPRINT OF SIGNER
Top of thumb here

ENVIRONMENTAL QUESTIONNAIRE

Are the following items applicable to the project or its effects?

1. Change existing features of lakes or hills, or substantial alteration of ground contours? ☐ Yes ☐ No
2. Change scenic views or vistas from existing residential areas or public lands or roads? ☐ Yes ☐ No
3. Change pattern, scale or character of general area of project? ☐ Yes ☐ No
4. Generate significant amounts of solid waste or litter? ☐ Yes ☐ No
5. Change dust, ash, smoke, fumes or odors in vicinity? ☐ Yes ☐ No
6. Change lake, stream or ground water quality or quantity, or alteration of existing drainage patterns? ☐ Yes ☐ No
7. Substantially change existing noise or vibration levels in the vicinity? ☐ Yes ☐ No
8. Is the site on filled land or on a slope of 10 percent or more? ☐ Yes ☐ No
9. Generate disposal of potentially hazardous materials, such as toxic substances, flammables or explosives? ☐ Yes ☐ No
10. Substantially change demand for municipal services? (police, fire, water, sewage, etc.) ☐ Yes ☐ No
11. Substantially increase fossil fuel consumption? (electricity, oil, gas, etc.) ☐ Yes ☐ No
12. Be in relationship to a larger project or series of projects? ☐ Yes ☐ No

On a separate sheet, explain all items checked "yes" above
Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Photos will be accepted as supplemental attachments to the above stated information.

Describe the surrounding properties and include information on plants, animals and any cultural, historical or scenic aspects. Indicate the land use (residential, commercial, etc.), intensity of land use (single-family, apartments, shops, department stores, etc.), and scale of development (height, frontage width, setback, rear yard, etc.). Photos will be accepted as supplemental attachments to the above stated information.

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Signature: _____ Date: _____

Print Name/Title: _____

CITY OF MONTEREY PARK

RADIUS MAP & MAILING LABELS

Applicants with projects requiring public hearings are required to provide:

1 **This sheet**
Affidavit below must be signed and notarized.

2 **Two copies of a radius map**
Use a 500 foot radius extending from the subject property.

Map must include Assessor's Parcel Number (APN) of all project properties involved.

Map should be professionally prepared and be legible. 8.5"x11" is acceptable if legible.

3 **Two sets of mailing labels**
Labels are required for all property owners whose properties fall at least partially within a 500 radius of the subject property.

Projects on residential property must also include labels for current residents.

Labels must include name, address, city, state, and zip code, and APN.

Labels must be printed on adhesive labels, 30 per page.

4 **One photocopy of labels**
Stapled

LABEL PREPARER'S AFFIDAVIT

The attached list represents the names and addresses of all property owners located within 500 feet of the exterior boundaries of property located at *(address)* _____ as obtained from the latest Los Angeles County Assessor Rolls.

Signature: _____ Date: _____

Print Name: _____ Phone: _____

Address: _____

STATE OF } SS
COUNTY OF }

On _____, before me, _____a Notary Public in and for said county and state, personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/ her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal

_____
Notary Public

CITY OF MONTEREY PARK
COPYRIGHTED MATERIALS RELEASE AND WAIVER

To the extent your application submission includes plans or drawings that a design professional (as defined by Civil Code § 8014) prepared, the city of Monterey Park ("City") requests permission to reproduce and publish such plans or drawings for "fair use," i.e., reasonable public purposes including, without limitation, facilitating the City's review process and making the materials available for public review in accordance with the California Public Records Act ("CPRA") (Government Code §§ 6250 to 6276.50) and the Ralph M. Brown Act (Government Code § 54950, et seq.). Please provide below the signatures of those who have prepared plans and drawings with this application.

Property Address: _____

RELEASE AND WAIVER

To the extent required for its reasonable public purposes, I grant the City an irrevocable and worldwide license and release copies of my plans or drawings ("Work") for such public purposes. Such license is granted pursuant to Health and Safety Code § 19851; 17 U.S.C. § 102; Government Code § 65103.5 and all other laws protecting my intellectual property.

ENGINEER (as applicable):

Name:_____

Sign: _____

Date: _____

ARCHITECT (as applicable):

Name: _____

Sign: _____

Date: _____

LANDSCAPE ARCHITECT (as applicable):

Name: _____

Sign: _____

Date: _____

PROPERTY OWNER (required):*

Name: _____

Sign: _____

Date: _____

*If the proposed structure is part of a common interest development, the written permission of the board of directors or governing body of the association established to manage the common interest development is necessary (Health & Saf. Code, § 19851, subd. (a).)

CITY OF MONTEREY PARK • LEVINE ACT DISCLOSURE STATEMENT

California Government Code § 84308, known as the "Levine Act," limits campaign contributions connected to certain City decisions involving contracts, licenses, permits, and other approvals. The law may apply to you or your company if you are seeking a City contract or approval, or if you are trying to influence a City decision in which you have a financial interest.

The law restricts campaign contributions while the matter is pending and for 12 months after the City makes its final decision. It also requires disclosure of certain contributions made during the 12 months before the City's decision. Different rules apply to people paid to represent you before the City.

Not every City contract is covered. For example, contracts under $50,000 and contracts that City law, policy, or rules require to be awarded through a competitive process are exempt. Other exemptions may also apply.

Name: _____

Name of Company: _____

Briefly identify the City contract, license, permit, application, or other matter:

_____

_____

☐ **YES** ☐ **NO** During the past 12 months, have you, your company, or a person or company related to you made one or more campaign contributions totaling more than $500 to a City official who may make a decision or recommendation on this matter?

If yes, please provide the following information for each contribution:

Contributor	City Official	Amount	Date
_____	_____	$_____	_____
_____	_____	$_____	_____
_____	_____	$_____	_____
_____	_____	$_____	_____

Attach additional page, if needed

Important: Answering "yes" does not prevent the City from approving your application or agreement. It may require additional disclosure and may affect whether the identified City official can participate in the decision. The City Attorney's Office will review any "yes" response.

I certify that the information above is true and complete to the best of my knowledge. If I am signing for a company or other organization, I am authorized to complete this form on its behalf.

_____ _____

Printed Name/Title **Date**

_____

Signature

California Government Code § 84308

(a) The definitions set forth in this subdivision shall govern the interpretation of this section.

(1) “Party” means any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use.

(2) “Participant” means any person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit, or other entitlement for use and who has a financial interest in the decision, as described in Article 1 (commencing with Section 87100) of Chapter 7. A person actively supports or opposes a particular decision in a proceeding if that person lobbies in person the officers or employees of the agency, testifies in person before the agency, or otherwise acts to influence officers of the agency. A person is not a “participant” under this paragraph if their financial interest in the decision results solely from an increase or decrease in membership dues.

(3) “Agency” means an agency as defined in Section 82003 except that it does not include the courts or any agency in the judicial branch of government, the Legislature, the Board of Equalization, or constitutional officers. However, this section applies to any person who is a member of an exempted agency but is acting as a voting member of another agency.

(4) “Officer” means any elected or appointed officer of an agency, any alternate to an elected or appointed officer of an agency, and any candidate for elective office in an agency, other than a city attorney or county counsel providing legal advice to the agency who does not have the authority to make a final decision in the proceeding.

(5) (A) Except as provided in subparagraph (B), “license, permit, or other entitlement for use” means all business, professional, trade, and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts, and all franchises.

(B) “License, permit, or other entitlement for use” does not include any of the following:

(i) Competitively bid contracts that are required by law, agency policy, or agency rule to be awarded pursuant to a competitive process.

(ii) Labor contracts.

(iii) Personal employment contracts.

(iv) Contracts valued under fifty thousand dollars ($50,000).

(v) Contracts where no party receives financial compensation.

(vi) Contracts between two or more agencies.

(vii) The periodic review or renewal of development agreements unless there is a material modification or amendment proposed to the agreement. Non-material modifications or amendments may be approved by agency staff.

(viii) The periodic review or renewal of competitively bid contracts unless there are material modifications or amendments proposed to the agreement that are valued at more than 10 percent of the value of the contract or fifty thousand dollars ($50,000), whichever is less. Non-material modifications or amendments may be approved by agency staff.

(ix) Modification of or amendments to contracts that are exempt under this subparagraph, other than competitively bid contracts.

(6) “Contribution” includes contributions to candidates and committees in federal, state, or local elections.

(7) “Pending” in a proceeding involving a license, permit, or other entitlement for use means either of the following:

(A) For an officer, when either of the following occurs:

(i) An item involving the license, permit, or other entitlement for use is placed on the agenda for discussion or decision at a public meeting of the body of which the officer is a member.

(ii) The officer knows a proceeding involving a license, permit, or other entitlement for use is within the jurisdiction of the officer's agency for its decision or other action, and it is reasonably foreseeable that the decision will come before the officer in the officer's decisionmaking capacity.

(B) For a party or party's agent, or a participant or participant's agent, when an application is filed with an agency, or, if the proceeding process does not require an application, when the proceeding is before the agency for its decision or other action.

(b) (1) While a proceeding involving a license, permit, or other entitlement for use is pending, and for 12 months following the date a final decision is rendered in the proceeding, an officer of an agency shall not accept, solicit, or direct a contribution of more than five hundred dollars ($500) from any party or a party's agent, or from any participant or a participant's agent if the officer knows or has reason to know that the participant has a financial interest, as that term is used in Article 1 (commencing with Section 87100) of Chapter 7. This prohibition applies regardless of whether the officer accepts, solicits, or directs the contribution on the officer's own behalf, or on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

(2) With respect to elected officers, paragraph (1) applies only if the elected officer or the body of which they are a member has the authority to make any decision or recommendation in the proceeding.

(c) (1) Before rendering any decision in a proceeding involving a license, permit, or other entitlement for use, each officer of the agency who received a contribution within the preceding 12 months in an amount of more than five hundred dollars ($500) from a party or from any participant shall disclose that fact on the record of the proceeding. An officer of an agency shall not make, participate in making, or in any way attempt to use the officer's official position to influence the decision in a proceeding involving a license, permit, or other entitlement for use if the officer has willfully or knowingly received a contribution in an amount of more than five hundred dollars ($500) within the preceding 12 months from a party or a party's agent, or from any participant or a participant's agent if the officer knows or has reason to know that the participant has a financial interest in the decision, as that term is described with respect to public officials in Article 1 (commencing with Section 87100) of Chapter 7.

(2) With respect to elected officers, paragraph (1) applies only if the elected officer or the body of which they are a member has the authority to make any decision or recommendation in the proceeding.

(d) (1) If an officer receives a contribution that would otherwise require disqualification under this section, and returns the contribution within 30 days from the time the officer makes any decision, or knows, or should have known, about the contribution and the proceeding involving a license, permit, or other entitlement for use, whichever comes last, the officer shall be permitted to participate in the proceeding.

(2) (A) Subject to subparagraph (B), if an officer accepts, solicits, or directs a contribution of more than five hundred dollars ($500) during the 12 months after the date the final decision is rendered in violation of subdivision (b), the officer may cure the violation by returning the contribution, or the portion of the contribution in excess of five hundred dollars ($500), within 30 days of accepting, soliciting, or directing the contribution, whichever comes latest.

(B) An officer may cure a violation as specified in subparagraph (A) only if the officer did not knowingly and willfully accept, solicit, or direct the prohibited contribution.

(C) An officer's controlled committee, or the officer if no controlled committee exists, shall maintain records of curing any violation pursuant to this paragraph.

(e) (1) A party to a proceeding before an agency involving a license, permit, or other entitlement for use shall disclose on the record of the proceeding any contribution in an amount of more than five hundred dollars ($500) made within the preceding 12 months before the date that any decision is rendered by the agency by the party or the party's agent.

(2) A party to a proceeding involving a license, permit, or other entitlement for use pending before any agency or a participant in the proceeding shall not make a contribution of more than five hundred dollars ($500) to any officer of that agency during the proceeding and for 12 months following the date the final decision is rendered by the agency in the proceeding.

(3) An agent to a party or participant shall not make a contribution in any amount to an officer during the time periods described in paragraph (2).

(4) When a closed corporation is a party to, or a participant in, a proceeding involving a license, permit, or other entitlement for use pending before an agency, the majority shareholder is subject to the disclosure and prohibition requirements specified in this section.

(f) This section shall not be construed to imply that any contribution subject to being reported under this title shall not be so reported.

(g) For the purposes of this section, in determining whether a contribution has exceeded five hundred dollars ($500), the contributions of an agent shall not be aggregated with contributions from a party or participant.

(h) (1) A person is the “agent” of a party to, or a participant in, a pending proceeding involving a license, permit, or other entitlement for use only if the person represents that party or participant for compensation and appears before or otherwise communicates with an agency for the purpose of influencing the proceeding on behalf of a party or participant.

(2) If an individual acting as an agent is also acting as an employee or member of a law, architectural, engineering, or consulting firm, or a similar entity or corporation, both the entity or corporation and the individual are “agents.”

(3) “Agent” includes a lobbyist registered to lobby the agency and who otherwise meets the requirements of paragraph (1).

(4) “Communicate with the agency for the purpose of influencing the proceeding” does not include either of the following:

(A) Preparing drawings or submissions of an architectural, engineering, or similar nature for a client to submit in a proceeding before the agency if both of the following conditions are met:

(i) The work is performed pursuant to the person’s profession.

(ii) The person does not make any contact with the agency other than contact with agency staff concerning the process or evaluation of the documents prepared by the person.

(B) Providing technical data or analysis to an agency if the person does not otherwise engage in direct communication for the purpose of influencing the proceeding.

(i) (1) Except as provided in paragraph (2), the provisions of this act are severable. If any provision of this act or its application is held invalid, that invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

(2) Subdivision (g) is not severable from paragraph (3) of subdivision (e) if paragraph (3) of subdivision (e) is held invalid in a final decision of a court of competent jurisdiction. If that occurs, subdivision (g) shall become inoperative on the date of that final decision.

(Amended by Stats. 2024, Ch. 1017, Sec. 1.5. (SB 1243) Effective January 1, 2025.)

For more information, contact the Fair Political Practices Commission, 428 J Street, Suite 800, Sacramento, CA 95814, (916) 322-5660.