



# AN APPLICANT'S GUIDE Subdivision

\$1,509.00 +

## Actual Costs

## City of South El Monte Planning Division

### PURPOSE

The purpose of a subdivision is to divide any unit or units of improved or unimproved land, or any portion thereof, as shown on the latest county assessment roll as a unit or as contiguous units, for the purpose of sale, lease or financing, whether immediate or future.

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### APPLICATION SUBMITTAL REQUIREMENTS

- One (1) copy of completed and notarized application signed by property owner.
- One (1) copy of a radius map provided by applicant showing all properties within 500 feet of the subject property. Include a list of property owners and occupants within 500 feet of proposed project typed on two sets of mailing labels.
- Environmental Information Form – (Items No. 28 and 29 are written narratives to be typed on separate sheets of paper and attached to the completed application)
- Twenty-five (25) copies of the subdivision map prepared by an engineer or surveyor who is licensed by the State of California, and twenty-five copies of the application and environmental information form. Maps must all be individually folded to 8 1/2 " by 11" size. Drawings must be to scale.
- Photographs of the existing site.
- Fees - refer to fee schedule (also include a \$75 county processing fee for a Notice of Exemption and a \$75 Fish and Game fee, plus \$1993 filing fee if a Notice of Determination/Negative Declaration is required on separate check - make check payable to Los Angeles County Clerk).
  - A fee to cover the actual costs of processing the subdivision map will be assessed to the applicant. The actual costs will be determined by the City Engineer and will be due and payable upon demand by the City Engineer. This fee is in addition to the application fee and any other fees.
- A copy of title report or grant deed for the property.
- Ten (10) complete sets of plans, including site development plan, floor plans and building elevations (all four (4) sides), preliminary grading plan, and a conceptual landscape plan with the percentage of landscaping in the parking lot, setback areas, and tree size and species. All plans are to be individually folded to 8 1/2" by 14" or 8 1/2" by 11" size, and drawings must be to scale. For Residential Projects (single-family residential and multi-family residential) the following additional items are required:
  - A fencing/wall plan with elevation details and dimensions
  - A tree removal plan (when applicable)
  - A security lighting plan (for multi-family projects)
- CD containing digital copies of the project's plans, including site plan, floor plans, building elevations, grading plan, and landscape plan

Submit all of the above items and any other items the Planning Department deems necessary, to the City of South El Monte Department of Community Development. The processing of subdivision maps takes a considerable amount of time. All proposed subdivision maps must be reviewed by several governmental and regulatory agencies before being placed on an agenda for review by the Planning Commission.





CITY OF SOUTH EL MONTE  
1415 Santa Anita Avenue  
South El Monte, CA 91733  
Telephone (626) 579-6540

## APPLICATION FOR SUBDIVISION

Date of Application \_\_\_\_\_

Case Number \_\_\_\_\_

Engineer or Surveyor (agent):

Project Address:

Name \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Property Owner: (if different from applicant)

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Legal Description: (attach additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Data:

Zoning \_\_\_\_\_

Land Use \_\_\_\_\_

General Plan Designation \_\_\_\_\_

Site Size \_\_\_\_\_

(Dimensions/Square Feet)

Present Use of Property:

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Describe the property and all existing structures:

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Type of subdivision requested: \_\_\_\_\_

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Number of existing lots: \_\_\_\_\_ Number of proposed lots: \_\_\_\_\_

Describe the existing sewer system: \_\_\_\_\_

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Describe all proposed street improvements: \_\_\_\_\_

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Describe or attach copies of any deed restrictions, either existing or proposed, that pertain to the subject property:

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Date Filed: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Receipt No: \_\_\_\_\_

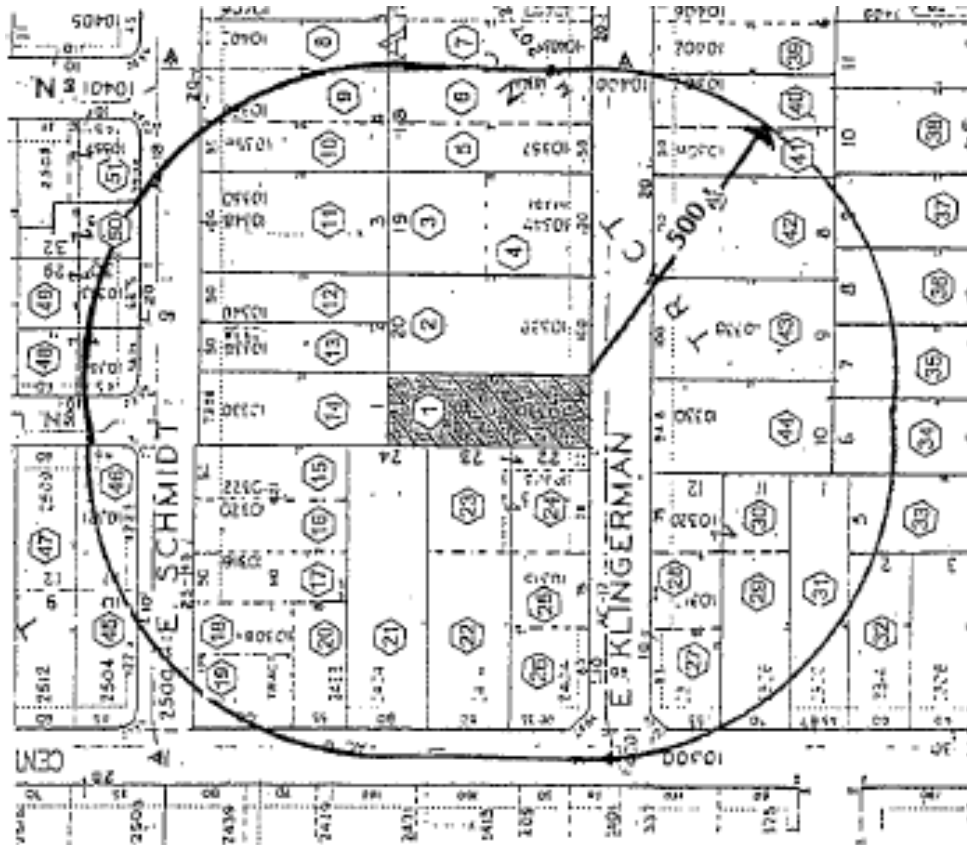
CITY OF SOUTH EL MONTE  
1415 Santa Anita Avenue  
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### INSTRUCTIONS FOR PREPARING A VICINITY/RADIUS MAP AND PROPERTY OWNERS LIST

Both the radius map and property owners list must be prepared by a professional mapping service that will certify its accuracy.

Vicinity Map: For many applications, the City requires the submittal of a vicinity map with a radius drawn on it showing the properties located within 500 feet of the property under consideration. The radius must be drawn from the exterior boundaries of the property as shown on the sample map below. In addition, every lot must be consecutively numbered and these numbers must correspond to the number on the property owner's list.

Property Owners List: The property owners list must be neatly typed on forms (peel and stick labels) provided by the applicant. Handwritten lists are not acceptable. For every lot falling within the radius on the vicinity maps (even if it is only a portion of a larger lot), the property owners list must show the sequential number assigned to the lot and must also show the owner's name and mailing address as shown on the latest assessor's roll. It is important that every property be listed, even if the lot is owned by a government agency or is located within another City. As noted, the property owners list must be obtained from the most current tax assessor's roll.



**CITY OF SOUTH EL MONTE  
ENVIRONMENTAL INFORMATION FORM**

Date Filed: \_\_\_\_\_

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**GENERAL INFORMATION**

1. Name, address, and telephone number of developer or project sponsor:

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2. Project address:

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3. Name, address, email, and telephone number of contact person:

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4. Indicate specific permit(s) for which this form is submitted:

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5. Indicate other related permits and/or public approvals required for this project. Include type of permit and permitting agency:

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6. Zone district in which the project is located:

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7. Briefly describe the proposed project for which this form is submitted:

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PROJECT DESCRIPTION

8. Site size: \_\_\_\_\_  
(Dimensions and Square Footage)

9. Height of structure and number of floors: \_\_\_\_\_

10. Number of parking spaces provided: \_\_\_\_\_

11. Proposed scheduling: \_\_\_\_\_

12. Associated projects: \_\_\_\_\_

13. If project is residential, include number and type of units, sizes of units, anticipated sales or rental prices, and estimated household size:  
\_\_\_\_\_

14. If project is commercial, indicate the type (neighborhood, community or regional), square footage of retail sales area, and type of tenants:  
\_\_\_\_\_

15. If project is industrial. Indicate type of project, estimated employment, types of uses anticipated:  
\_\_\_\_\_

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ARE ANY OF THE FOLLOWING ITEMS APPLICABLE TO THE PROPOSED PROJECT?  
FULLY EXPLAIN ANY ITEM CHECKED YES. (Attach additional sheets if needed)

	YES	NO
16. Will this project result in the change of any landform, or in substantial alteration of ground contours?	_____	_____
17. Will this project result in any change in scenic views or vistas from existing residential areas or public lands or roads?	_____	_____
18. Will this project result in a change in pattern, scale or character of the general area of the project?	_____	_____
19. Will this project have the potential to create significant amounts of solid waste or litter?	_____	_____
20. Will this project have the potential to create dust, ash, smoke, fumes or odors in its vicinity?	_____	_____

	YES	NO
21. Will this project have the potential to effect ground water resources or to alter existing drainage patterns?	_____	_____
22. Will this project have the potential to create substantial change in existing noise or vibration levels in the vicinity?	_____	_____
23. Will this project be located on filled land or on a slope of 10% or greater?	_____	_____
24. Will this project involve the disposal of potentially hazardous material, such as toxic substances, flammable or explosives?	_____	_____
25. Will this project result in a substantial change in demand for municipal services (police, fire, water, sewage, etc.)?	_____	_____
26. Will this project have the potential of increasing fossil fuel consumption (gas, oil, electricity)?	_____	_____
27. Is this project related to a larger project or series of projects?	_____	_____

ENVIRONMENTAL SETTING

28. Describe the project site as it presently exists, including information on topography, soil stability, plants and animals and a cultural, historical or scenic aspects. Describe any existing structures on the site, and the present use of these structures. Attach photographs of the site and the immediate vicinity.
29. Describe the surrounding properties, including information on existing plants and animals and any cultural, historic or scenic aspects. Indicate the surrounding land use, the types and intensity of land use, and the scale of development, including height, size, general condition of the structure and properties.

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

Date \_\_\_\_\_

\_\_\_\_\_  
Signature