



# AN APPLICANT'S GUIDE

## Conditional Use Permit

\$6,250.00

City of South El Monte  
Planning Division

### PURPOSE

Certain uses of land possess unique or special characteristics, which make it impractical for them to be automatically permitted uses within the various zoning districts. Therefore, a Conditional Use Permit is necessary to ensure that such uses will be compatible with the surrounding area, and to stipulate reasonable conditions to ensure that the basic purposes of the zoning ordinance are being served. A Conditional Use Permit is required for a specific land uses, reference must be made to the zoning ordinance. Examples of uses requiring Conditional Use Permit are on-sale and off-sale alcoholic establishments, large developments, and automotive repair.

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### APPLICATION SUBMITTAL REQUIREMENTS

- One copy of completed and notarized application signed by property owner, or provide letter of authorization from property owner.
- One copy of a radius map provided by applicant showing all properties within 500 feet of the subject property
- List of property owners and occupants within 500 feet of proposed project typed on **two (2)** sets of mailing labels
- 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 ½" by 14" or 8 ½" 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)
- A CD or flash drive containing digital copies of the project's plans, including site plan, floor plans, building elevations, grading plan, and landscape plan
- Photographs of the site, and adjacent areas to the north, south, east and west, if there are existing building photos illustrating all elevations must be included.
- One colored elevation or rendering-maximum size: 24" x 36"
- Color and materials sample board
- Environmental Information Form
- 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 \$2,280.75 filing fee if a Notice of Determination/Negative Declaration is required on separate check - make check payable to Los Angeles County Clerk)
- A copy of title report or grant deed for the property
- Sign program (not for residential projects).





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

## CONDITIONAL USE PERMIT

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

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

Applicant:

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)

Project Description: (briefly describe the proposed project)

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**Project Data:**

Number of Structures \_\_\_\_\_ Square feet of each structure \_\_\_\_\_

Parking Spaces \_\_\_\_\_  
(Required) (Provided)

Landscaping (square feet) \_\_\_\_\_  
(Total) (Parking Area)

Building Height \_\_\_\_\_  
(Feet) (Stories)

Building Setbacks \_\_\_\_\_  
(Front) (Side) (Rear)

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**Specific Information:**

(Explain each item that applies to your request. Use N/A for those items that do not apply)

Will the use involve the sale of alcoholic beverages? \_\_\_\_\_. If so, will it involve the on-sale or off-sale, or both? \_\_\_\_\_.

Will the use involve trucks? \_\_\_\_\_. Will trucks be used to transport products and/or materials on a regular basis? \_\_\_\_\_. Will the trucks be owned by the operator of the use, or will they be leased or independent operators? \_\_\_\_\_

Will the use involve heavy machinery such as punch presses, brakes, drop hammers, lathes and similar machinery? \_\_\_\_\_. If so, Please describe the equipment that will be employed.

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Will the use involve the smelting or casting of metals or other materials? \_\_\_\_\_. If so, please explain the process involved including the number, type and capacity of the various equipment involved. \_\_\_\_\_

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What are the anticipated hours of operation? From \_\_\_\_\_ to \_\_\_\_\_

How many days per week will the use operate? \_\_\_\_\_

How many shifts will be employed? \_\_\_\_\_ What are the shift hours? \_\_\_\_\_

How many employees do you anticipate utilizing? \_\_\_\_\_

How many employees will be on the largest shift? \_\_\_\_\_

Are there any unusual physical characteristics such as size, shape, or topography that would impact the property for the proposed use? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant's signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

\_\_\_\_\_

Department Use

Address map: \_\_\_\_\_ Assessor Data: \_\_\_\_\_

(Book/Page/Parcel)

Pertinent Code Sections: \_\_\_\_\_

Date Application Accepted: \_\_\_\_\_ Fee Paid? Rec # \_\_\_\_\_

Commission Action:

Appeal:

Approved \_\_\_\_\_ Denied \_\_\_\_\_

PC Affirmed \_\_\_\_\_ Refer to PC \_\_\_\_\_

Resolution # \_\_\_\_\_

CC Action: Approve \_\_\_\_\_ Deny \_\_\_\_\_

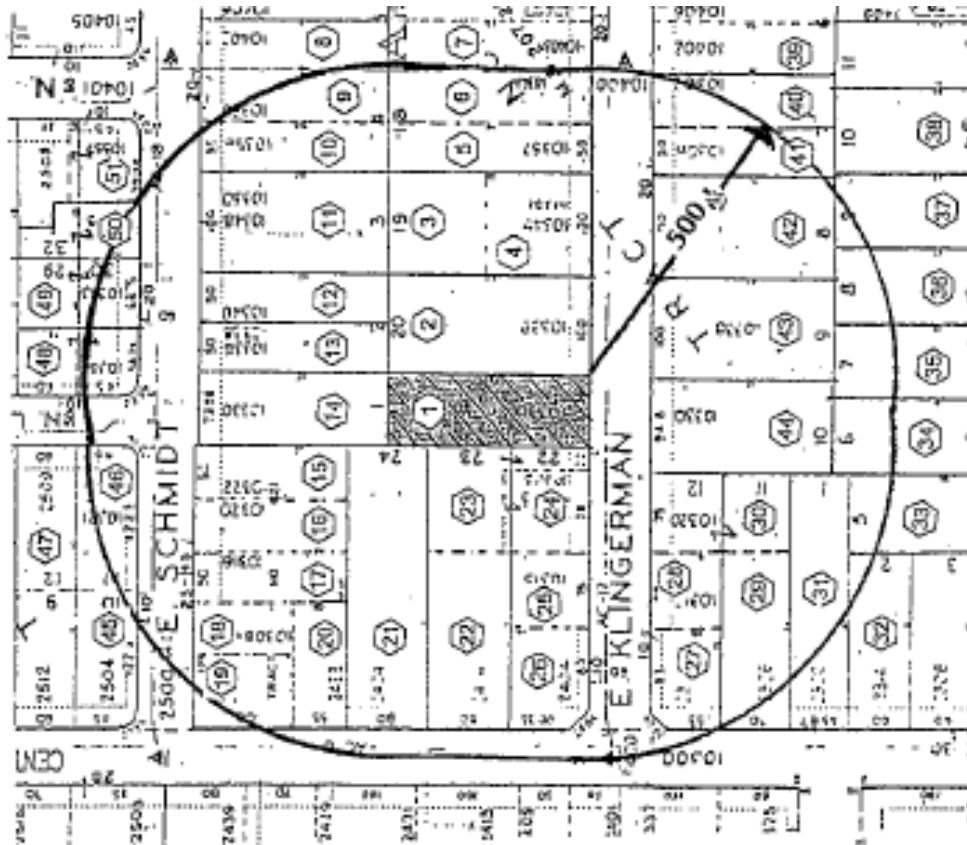
CITY OF SOUTH EL MONTE  
1415 Santa Anita Avenue  
South El Monte, CA 91733

### 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

## NOTICE OF ADDITIONAL FEES

The state law requires the California Department of Fish and Game to **IMPOSE AND COLLECT FEES** from project proponents to help pay the costs of wildlife management.

The fees are intended to be a **USER FEE** to allocate the transactional costs for management of fish and wildlife resources adversely affected by urbanization and development to the projects which impact those resources. **However, those projects with no adverse impacts upon, or use of, wildlife resources MAY be exempt from payment of the fees.**

Whether or not a project should be exempted from a fee assessment is solely to the discretion of the City. This discretion, however, is based upon the City's evaluation of the project's potential for adversely affecting wildlife resources.

If you believe your project will not adversely impact wildlife resources and should be **EXEMPTED** from the Department of Fish and Game wildlife resource impact fee you must provide this City with a **written request** for an exemption and include the **reasons why** you believe your project should be exempted.

Your request must be **typewritten** on sheets of plain white 8 ½ x 11 inches on your company's letterhead and must include:

- The address of the project
- A short description of the project
- A request that the project be exempted
- Your reasons why you think your project should be exempted

Remember, it is better to write too much than too little.

Normally, you will be notified in writing of the City's decision within (5) working days from the date of your submittal.

# **NOTICE OF FEDERAL CLEAN WATER ACT REQUIREMENTS**

The Federal Clean Water Act (33 U.S.C. Section 1251, et seq.) as implemented under Order No. 96-054 of the California Regional Water Quality Control Board – Los Angeles Region (National Pollutant Discharge Elimination System No. CAS614001) prohibits the Building Department from issuing a final certificate of occupancy unless proof is provided that the applicant is in full compliance with the requirements of the Federal Clean Water Act; as amended and implemented. Proof of compliance with these requirements may be shown either by providing the Building Department with a copy of an NPDES General Industrial Activity Stormwater Permit Issued by the State Water Resources Control Board or the United States Environmental Protection Agency (USEPA), or by applying for and obtaining a Storm Drainage Connection Permit issued by the City's Public Works Department.

## **GENERAL INDUSTRIAL ACTIVITY PERMITS**

Pursuant to Federal law, the following businesses are required to obtain a General Industrial Activity Permit. To obtain this Permit, contact the State Water Resources Board, General Industrial Storm Water Section at (916) 341-5543.

Cement Manufacturing	(40 CFR Part 411)
Feedlots	(40 CFR Part 412)
Fertilizer Manufacturing	(40 CFR Part 418)
Petroleum Refining	(40 CFR Part 419)
Phosphate Manufacturing	(40 CFR Part 422)
Steam Electric	(40 CFR Part 423)
Coal Mining	(40 CFR Part 434)
Mineral Mining and Processing	(40 CFR Part 436)
Ore Mining and Dressing	(40 CFR Part 440)
Asphalt Emulsion	(40 CFR Part 443)

Manufacturing Facilities with Standard Industrial Classifications (SIC's) of 24 (except 2411 and 2434), 26 (except 265 and 267), 28 (except 283 and 285), 29, 311, 32 (except 323), 33, 3441, and 373.

Oil and Gas/Mining Facilities (SIC's 10 through 14)

Hazardous Waste Treatment, Storage or Disposal Facilities

Landfills, Land Application Sites, and Open Dumps

Recycling Facilities (SIC's 5015 and 5093) which include metal scrapyards, battery reclaimers, salvage yards, motor vehicle dismantlers and wreckers, and recycling facilities that are engaged in assembling, breaking up, sorting, and wholesale distribution of scrap and waste material such as bottles, wastepaper, textile wastes, oil wastes, etc.

Steam Electric Power Generating Facilities

Transportation Facilities, SIC's 40, 41, 42 (except 4221-25), 43, 44, 45, and 5171 which have vehicle maintenance shops, equipment cleaning operations, or airport deicing operations.

Sewage or Wastewater Treatment Facilities with a design flow of 1 million gpd.

Manufacturing Facilities Where Materials Are Exposed To Stormwater with SIC's of 20, 21, 22, 23, 2434, 25, 265, 267, 27, 283, 285, 30, 31 (except 311), 323, 34 (except 3441), 35, 36, 37 (except 373), 38, 39, and 4221-4225.

## **STORM DRAIN CONNECTION PERMIT**

All facilities and/or business operations not listed above must apply for and obtain a Storm Drainage Connection Permit issued by the City's Public Works Department. The application for this Permit is attached for your convenience.