



DEVELOPMENT REVIEW COMMITTEE APPLICATION

Department of Community Development Planning Division

(626) 932-5565
www.monroviaca.gov

FILING DEADLINE–WEDNESDAY AT NOON, TWO WEEKS PRIOR TO MEETING¹

Project Address

_____ Zoning _____

Applicant

Owner Agent of Owner Architect

Name _____

Address _____ City _____ Zip _____

Telephone _____ Email _____

Request

Design Review Signage Advisory Review
 Minor Exception Other (describe): _____

Website Posting Approval

Attention Design Professionals and Owners of a Copyright: Pursuant to SB 1214 and Government Code Section 65102; a local planning agency shall ensure architectural drawings that contain protected information are made available to the public in a manner that does not facilitate their copying. If your submittal includes architectural drawings containing protected information, please choose one (1) of the following options below:

Option 1: *I am allowing the City of Monrovia, Planning Division to post the official copyrighted architectural drawings on the City Website (Internet) as a public record.*

Option 2: *I am not allowing the posting of my copyrighted material. I have provided a Site Plan and Massing Diagram² for posting on the City Website (Internet) as a public record.*

Certification: I hereby certify that I am the design professional or the owner of the copyright named herein that I allow the submitted official copyrighted architectural drawings to be posted on the internet as a public record *OR* I have provided the Planning Division with a Site Plan and Massing Diagram² to post on the internet as a public record.

Date: _____

(Signature of Design Professional or Owner of the Copyright) **If Not Applicable, write N/A.**

Please see reverse for applicant(s) signature

¹ This deadline applies to most projects.

² "Massing Diagram" means a document that displays the three-dimensional form of a building and describes the general profile, bulk, setbacks, and size of the building, but does not contain specific architectural detail.

The Fine Print: The Development Review Committee (DRC) was established to streamline City review processes and is staffed by the Planning Division. DRC meets the first and third Wednesday of each month at 4:00 p.m. in the City Council Chambers. The meeting is open to the public and you are encouraged to attend. Unless additional information is requested by the Committee, DRC will either approve or deny your application or will make recommendations to the Planning Commission at the scheduled meeting. This request does not constitute an application for a building permit. A separate application is required. Additional information, including fees and submittal requirements, is available on the City's website: www.monroviaca.gov/planning

ALL DECISIONS OF THE DEVELOPMENT REVIEW COMMITTEE CAN BE APPEALED TO THE PLANNING COMMISSION IF FILED IN WRITING WITH THE PLANNING DIVISION WITHIN TEN (10) DAYS OF THE FINAL DECISION. (Fee required).

Certification: I hereby certify that I am the applicant or designated agent named herein and that I am familiar with the rules and regulations with respect to preparing and filing this petition for discretionary action, and that the statements and answers contained herein and the information attached are in all respects true and accurate to the best of my knowledge and belief under penalty of perjury statements and information presented in this application and in the submitted exhibits are true and correct to the best of my knowledge and belief.

Date: _____

(Signature of Applicant)

FOR STAFF USE ONLY

Application No: _____ **DRC Meeting Date:** _____

Date Received: _____ **Fees:** _____

Public Noticing Required: **Posting of Property** **Public Hearing**
 15-Day Development Sign Mailing Notice Newspaper Publishing

CEQA Determination: CE Class _____

Staff Review: Field Check Pictures Surrounding Uses/Neighborhood Compatibility

- Arch Plans (Site, Floor, Elevations)
- Colored Elevations/Renderings
- Landscape Plan
- Comments/Conditions – FIRE, PD, PW/ENG, BLDG
- Other Supporting Docs _____

Comments/Recommendation:
