

This form is part of your development application submittal. If the form does not provide enough space for an answer, you may attach additional sheets. If you feel a question is not applicable to your project, write N/A. Please contact a member of the Planning Division staff for any questions regarding the form or need assistance in filling out the application. No later than 30 days after receipt of the submittal materials, the City shall determine whether they are complete.

**Project Location**

**Request**

- Variance       Conditional Use Permit       Parcel Map  
 Zone Change/General Plan Amendment       Tract Map  
 Appeal       Other: \_\_\_\_\_

**Project Description**

**Applicant**

- Owner       Agent of Owner       Architect  
 Design Professional       Other \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Registered Engineer or Architect:**

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

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Website Posting**

*Attention Design Professionals and Owners of 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) 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 Diagram<sup>1</sup> 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 Diagram<sup>1</sup> 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.**

<sup>1</sup> "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.

**Submittal Checklist**

<u>Req'd</u>	<u>Rec'd</u>	<u>Submittal Materials</u>	<u>Required Copies</u>
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application	1
<input type="checkbox"/>	<input type="checkbox"/>	Narrative of development proposal <sup>2</sup>	1
<input type="checkbox"/>	<input type="checkbox"/>	Detailed Operations Statement	1
<input type="checkbox"/>	<input type="checkbox"/>	Supplemental Questionnaire (attached)	1
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan/Floor Plans/Elevations ( <b>color - 24" x 36"</b> )	1 (hard copy AND PDF)
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan/Floor Plans/Elevations ( <b>1/2 size- 15" x 21"</b> )	3 (hard copy AND PDF)
<input type="checkbox"/>	<input type="checkbox"/>	Tentative Map (Tract/Parcel)	5 (Folded)
<input type="checkbox"/>	<input type="checkbox"/>	Grading Plan	_____
<input type="checkbox"/>	<input type="checkbox"/>	Specific Plan Requirements	_____

**CEQA Document**

- Exemption - Class \_\_\_\_\_ N/A
  
- Environmental Impact Report (EIR) \_\_\_\_\_
- Mitigated Negative Declaration (MND) \_\_\_\_\_
- Negative Declaration (ND) \_\_\_\_\_
- Two \$75 Checks to LA County Recorder (Neg. Dec.)

<sup>2</sup> ***"The Narrative of Development Proposal"*** shall include but not be limited to the following:  
**Site Description** (current zoning, area and dimensions, current use, APN, number of existing lots, etc.);  
**Building Info** (existing and proposed floor areas and occupancy loads, etc.);  
**Parking Info** (number of spaces, existing and proposed parking required and parking provided, etc.)

**Note:** Additional hard copies may be required for public hearings.

FOR STAFF USE ONLY

**Total Fees Paid:** \_\_\_\_\_ **DRC Meeting Date:** \_\_\_\_\_  
 \_\_\_\_\_ **PC Meeting Date:** \_\_\_\_\_

**Date Filed:** \_\_\_\_\_ **Received by:** \_\_\_\_\_

**Public Noticing Required:**  **Public Hearing**  
 Mail (300ft or 500ft mailing radius)  Newspaper Publishing

**CEQA Determination:**  CE Class \_\_\_\_\_  EIR  MND  ND

**Project #'s** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Supplemental Questionnaire**

Required       Not Required      Staff Initial \_\_\_\_\_

Legal Description Attached       Deed Restrictions Attached

**Environmental Setting**

If undeveloped (partially or fully), describe the project site as it exists including information on topography, soil stability, plants and animals. If now developed, describe the existing land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.) and scale of development (height, frontage, setback, rear yard, etc.) Describe any cultural, historical or scenic aspects of the site. (Attach photos of the site.)

**Proposed Public Utilities:**

Water       Gas       Electricity       Telephone       Sewer

Time Schedule for Project completion: \_\_\_\_\_

List and describe any other related permits and other public approvals required for this project including those required by City, regional, state and federal agencies: \_\_\_\_\_

**Environmental Impacts**

	<u>Yes</u>	<u>No</u>
a. Will the proposed project result in a substantial alteration of ground contours and/or alterations of existing drainage pattern?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will the proposed project result in an increase in noise, vibration, dust, dirt, smoke, fumes, odor or solid waste during and/or after construction?	<input type="checkbox"/>	<input type="checkbox"/>
c. Will the proposed project result in the use or disposal of potentially hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>
d. Will the proposed project result in a substantial increase in demand for municipal services and/or energy consumption?	<input type="checkbox"/>	<input type="checkbox"/>
e. Will the project result in a change in scenic views or vistas for existing residential areas, public lands or roads?	<input type="checkbox"/>	<input type="checkbox"/>

Explain in detail any "YES" answers to the above questions on additional sheets.

Provide any additional information which would elaborate on the potential environmental consequences resultant from the proposed project.

**Statements of Verification**

**Applicant:** I hereby certify 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: \_\_\_\_\_  
Name of Applicant (Please Print) \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

**Owner:** I/we hereby certify under penalty of perjury that I/we am/are the owner(s) of the property described in this application, and that all information submitted for this application is true and correct.

Owner of Record (signature) \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Owner of Record (if more than one) \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

**Owner Affidavit**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California, County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_,

by \_\_\_\_\_ proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature \_\_\_\_\_ (Seal)