



City of La Puente

15900 E. Main Street, La Puente, CA 91744 Telephone (626)855-1500 Fax (961)-4626

UNCLASSIFIED USE PERMIT APPLICATION

NOTICE TO ALL APPLICANTS

In order for City Staff to expeditiously process your application and avoid processing delays, it is imperative that your application, plans, and/or other requested attachments are complete and that all requested information is submitted.

A complete description of the required materials is contained in the application. Please check the following items that have been included with the application:

UUP Application Fee: (Check One)

- Categorically Exempt
- Negative Declaration Project
- Categorically Exempt with Other Permits
- Negative Declaration with Other Permits

- Completed application with notarized signatures.
- Completed Environmental Information Form
- 500' radius vicinity map
- List of property owners within the 500' radius
- Mailing labels (Avery 5160) and stamps for list of property owners
- Ten (10) sets of plans and one (1) 8½" x 11" reduction
- Electronic Files in PDF format (if available)
- Other

The Planning Commission meets on the first Tuesday of every month at 7:00 p.m. Applications are not scheduled until the application has been determined to be complete. Planning Department personnel are available between 7:30 a.m. and 5:30 p.m., Monday thru Thursday and between 8:00 a.m. and 5:00 p.m. on alternate Fridays to answer any questions you may have or to receive your application for filing. It is recommended that you make an appointment with a planner if you wish to discuss your application.

Please sign and return this sheet to the Planning Department upon filing an application.

Applicant/Authorized Agent

**CITY OF LA PUENTE
APPLICATION FOR
UNCLASSIFIED USE PERMIT**

File No. _____

Date Filed: _____

Project Address: _____

APPLICANT AND PROPERTY OWNER INFORMATION

Name of Applicant: _____

Applicant's Address: _____

City State Zip

Applicant's daytime telephone number: (____) _____

Applicant's FAX number, if any: (____) _____

Applicant's E-mail Address, if any: _____

Name of Property Owner: _____

Property Owner's Address: _____

City State Zip

To the Planning Commission:

Pursuant to Chapter 10.60, Title 10 of the La Puente Municipal Code, I/we, the owners or authorized representative(s) for real property, hereby petition in writing for a Unclassified Use Permit as specified below:

Address of the property for which this application is made: _____

Legal Description of the Property (attach if necessary):

Describe the present use and development on the property:

Describe exactly what the application is requesting:

REQUIRED FINDINGS OF FACT

Section 10.60.030 of the La Puente Municipal Code requires that specific findings of fact be made before an Unclassified Use Permit can be granted. In order to assist the City in evaluating this application, please describe how each of the required findings can be made:

1. The nature, condition and development of adjacent uses, buildings and structures has been considered, and the proposed Unclassified Use Permit will not adversely affect or be materially detrimental to adjacent uses, buildings or structures or to the public health, safety or welfare.

2. The site for the proposed unclassified use permit is adequate in size and shape to accommodate the yards, walls, fences, parking and loading facilities, landscaping, and other improvements that are necessary to minimize the impacts of the proposed use.

3. The site is served by highways adequate in width and improved as necessary to carry the kind and quantity of traffic such use would generate.

4. The site is, or will be provided prior to implementation, with adequate sewerage, water, fire protection, and storm drain facilities.

5. The proposed use is in conformance with the La Puente General Plan and Specific Plans (if applicable):

REQUIREMENTS FOR FILING AN UNCLASSIFIED USE PERMIT

1. **APPLICATION FORM.** Each question must be answered completely. The application must be signed by the property owner and notarized before a Notary Public. The written consent of all property owners of the property(ies) for which the application is being filed must sign or otherwise authorize their consent to the filing.
2. **FILING FEE.** The Municipal Code requires that a filing fee to cover processing costs be paid at the time of filing the application. The filing fee is not refundable.
3. **VICINITY MAP.** A vicinity map showing each lot within 500 feet of the exterior boundaries of the property under consideration must accompany the application. The map must be drawn accurately and at a scale of 1" = 200'. Each lot must be consecutively numbered to correspond to the names on the property owner list (as explained below). Base maps may be obtained from the City Planning Department.
4. **PROPERTY OWNER LIST.** The identifying numbers on the vicinity map must also be included on a list of property owners and their addresses printed individually on Avery 5160 self-adhesive mailing labels. The list must contain the names and addresses of the property owners identified as being within 500 feet of the exterior boundaries of the property under consideration. The names of property owners may be secured from the County Tax Assessor, East District Office, 1190 Durfee Avenue, South El Monte, California. Private companies also provide this service.
5. **STAMPS.** One (1) self-adhesive U.S. postage stamp for each the property owner identified on vicinity map must be submitted with the application. The stamps will be used to mail the public hearing notification to each owner.
6. **PROPERTY DEVELOPMENT PLANS.** Ten (10) copies of plans and one (1) set of development plans reduced to 8 ½"x11", with at least the following details drawn to scale and dimensioned:
 - a. Location of the subject property and abutting properties.
 - b. Location of the proposed use or uses on the property. A site plan of the property and floor plans of the building(s) in which the proposed use will be located are required. The plans should indicate the number of stories, gross building area, location of entrances/exits of the building(s) involved in the proposed use, and the location and use of various rooms and improvements within the building(s) in question must be shown.
 - c. The property site plan must indicate all existing driveway entrances and exits, trash enclosures, driving lanes, off-street parking areas and loading areas, streets, alleys and easements. All pedestrian walks and open areas for the use of occupants of the development and the public must be shown.
7. **PHOTOGRAPHS.** Photographs (as shown on the attached photographic map) of the subject property including the adjacent properties and areas of the addition or development.
8. **ADDITIONAL REQUIREMENTS.** The Planning Department reserves the right to request any additional plans an/or information that it feels is necessary for the public's understanding of the proposed amendment.

APPLICANT AFFIDAVIT

STATE OF CALIFORNIA)
) ss
COUNTY OF LOS ANGELES)

_____, _____, being duly sworn, depose and declare to the best of
(I, We) (Applicant's Name)

_____ knowledge that the foregoing is true and correct under the penalty of perjury:
(my, our)

Executed at _____
Address City State Zip

Date _____
Month Day Year

APPLICANT(S) AUTHORIZED AGENT(S):

Print Name

Print Name

Signature

Signature

State of California

County of _____

On _____, before me, _____, personally appeared _____, 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 hereby 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.

Notary Public

Place Notary Seal Above



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ACKNOWLEDGEMENT OF BURDEN OF PROOF

TO ALL APPLICANTS FOR DEVELOPMENT AND SIGN PERMITS, UNCLASSIFIED USE PERMITS, TENTATIVE PARCEL, OR SUBDIVISION MAPS, CHANGE OF ZONE, GENERAL PLAN AMENDMENT, SPECIFIC PLAN, OR VARIANCE.

The employees of the Planning Department and Building Department have been instructed to give every possible assistance to anyone who desires to avail himself of the remedies provided by the Code in special zoning problems involving any of the procedures mentioned.

Such assistance, however, MUST NOT be interpreted as encouragement to the applicant, and THE APPLICANT MUST UNDERSTAND THAT IN ALL CASES THE BURDEN OF PROOF IS UPON HIM TO MAKE THE SHOWING NECESSARY before any of the described petitions can be granted, and that there is no guarantee expressed or implied that any application will be granted whatever agency that has authority in the matter.

The applicant must understand also that each matter must be carefully investigated and that after the investigation has been made, or the public hearing has been held, the Staff's recommendation or decision may be contrary to the position taken in the preliminary discussions.

The staff is NOT PERMITTED to assist the applicant or any opponents to an application in preparing arguments for or against the request.

I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

Date

APPLICANT: _____
Print or type name

Signature

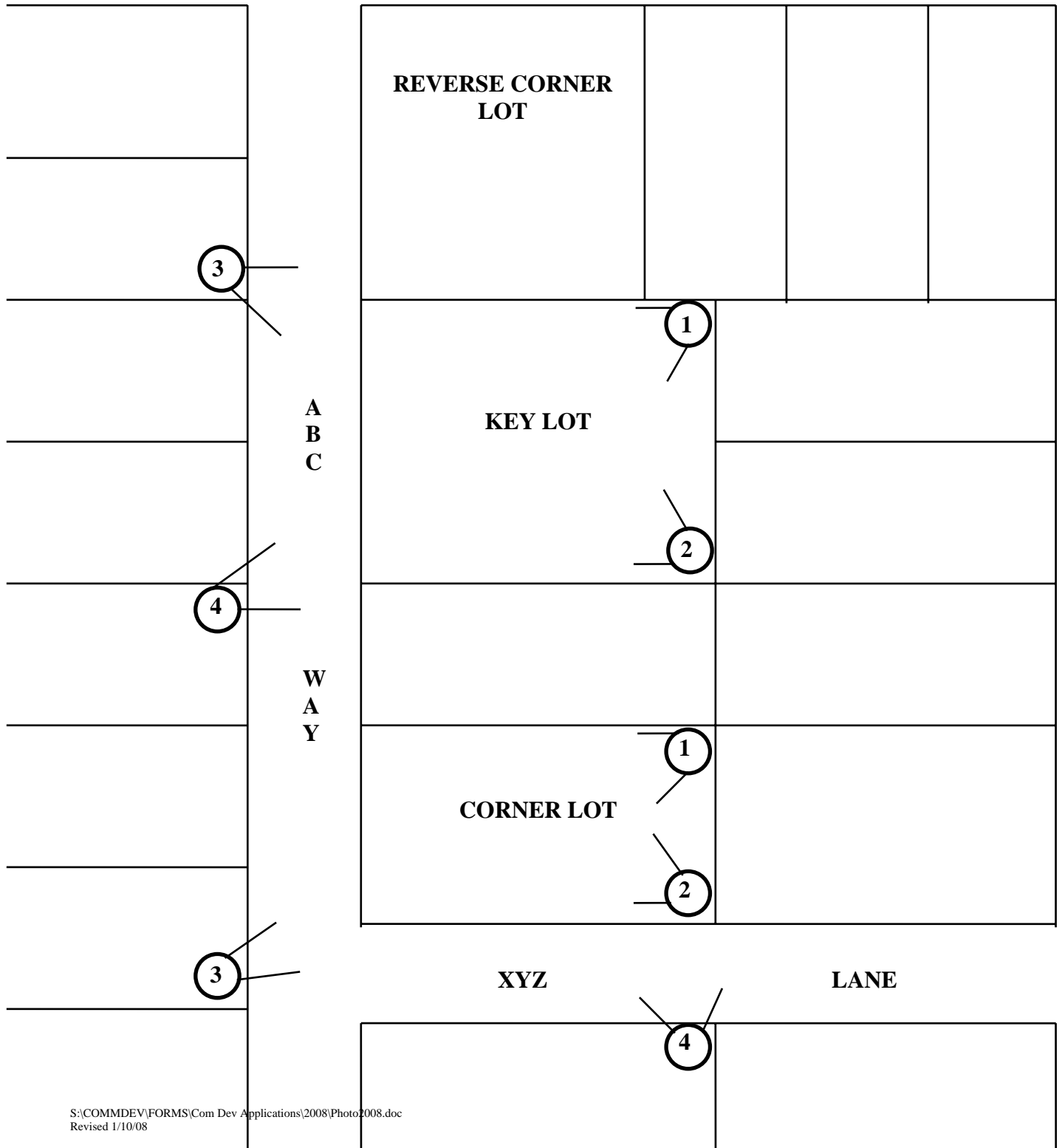
Address

City State Zip

Application No. _____

CITY OF LA PUENTE GENERAL INSTRUCTIONS FOR PHOTOGRAPHS OF SITES

The applicant must submit photographic prints from all angles (as shown below) of the subject property including the adjacent properties and area of the addition or development. All photographs must be captioned and numbered corresponding to the sample photograph map shown below. (A copy of location map may be obtained from the Community Development Department).





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ENVIRONMENTAL INFORMATION FORM

(To be completed by applicant)

Date filed: _____

File No: _____

GENERAL INFORMATION

1. Name and address of developer or project sponsor: _____

2. Address or location of project: _____

Assessor's Map Book, Page and Parcel Number: _____

3. Name(s), address(es), and telephone number(s), of person(s) to be contacted concerning this project:

4. Type of permit applied for: _____

5. 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 : _____

6. Existing zoning district: _____

7. Proposed use of site (project for which this form is filed); _____

PROJECT DESCRIPTION (attach additional sheets if necessary)

8. Site size: _____
9. Square footage of building(s): _____
10. Number of floors on construction: _____
11. Amount of off-street parking provided: _____
12. Proposed scheduling: _____
13. Associated projects: _____
14. Anticipated incremental development: _____

15. If **residential**, include number of units, schedule of unit sizes, range of sales price or rents and type of household sizes expected: _____

16. If **commercial**, indicate the type (whether neighborhood, city or regionally-oriented), square footage of building area and loading facilities:

17. If **industrial**, describe type, estimated employment per shift and loading facilities:

18. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities and community benefits to be derived from the project:

19. If the project involves a variance, conditional use permit, zone change, General Plan or municipal code amendment or specific plan application, state why the application is needed:

20. What utilities are available to the project site?

Are the following items applicable to the project of its effects? Discuss below all items checked yes (attach additional sheets if necessary).

- | YES | NO | |
|-------|-------|--|
| _____ | _____ | 21. Change in existing features of any hills, or substantial altering of ground contours. |
| _____ | _____ | 22. Change in scenic views or vistas from existing residential areas or public lands or roads. |
| _____ | _____ | 23. Change in pattern, scale or character of general area of project. |
| _____ | _____ | 24. Significant amounts of solid waste or litter. |
| _____ | _____ | 25. Change in dust, ash, smoke, fumes or odor in vicinity. |
| _____ | _____ | 26. Change in ground water quality or quantity, or alteration of existing drainage patterns. |
| _____ | _____ | 27. Substantial change in existing noise or vibration levels in the vicinity. |
| _____ | _____ | 28. Site on filled land or on slope of 10 percent or more. |
| _____ | _____ | 29. Use or disposal of potentially hazardous materials, such as toxic substances, flammable, or explosives. |
| _____ | _____ | 30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.) |
| _____ | _____ | 31. Substantial increase fossil fuel consumption (electricity, oil, natural gas, etc.). |
| _____ | _____ | 32. Relationship to a larger project or series of projects. |
| _____ | _____ | 33. Has a prior environmental impact report been prepared for a program, plan, policy or ordinance consistent with this project? |
| _____ | _____ | 34. If you answered yes to question 33, may this project cause significant effects on the environment that were not examined in the prior EIR? |

ENVIRONMENTAL SETTING

35. 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 use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.

36. Describe the surrounding properties, including information on plants and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

37. Attach plans showing all existing and/or proposed development.

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.

Date: _____

(Signature)

For: _____