



# City of La Puente

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

## DEVELOPMENT AGREEMENT 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:

- Development Agreement Deposit (\$8,709 Deposit)
- Completed application with notarized signatures
- Completed Environmental Information Form
- Environmental Processing Fee of \$75.00 (made payable to the Los Angeles County Clerk, if applicable.)
- 500' radius vicinity map
- Two (2) sets of the list of property owners within the 500' radius on mailing labels (Avery 5160)
- Two (2) sets of stamps for the 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 alternating Fridays between 7:30 a.m. and 4:30 p.m. 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  
DEVELOPMENT AGREEMENT**

**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: (\_\_\_\_) \_\_\_\_\_

Applicant's E-mail Address: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

\_\_\_\_\_

City	State	Zip
------	-------	-----

**To the Planning Commission:**

Pursuant to Chapter 10.118, 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 Development Agreement as specified below:

Address of the property for which this application is made:

\_\_\_\_\_

Assessor Parcel Number for the property(s) for which this application is made:

\_\_\_\_\_

Legal Description of the Property (attach additional sheet(s) if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the present use and development on the property (attach additional sheet(s) if necessary):

\_\_\_\_\_

\_\_\_\_\_

---

---

Describe exactly what the application is requesting (attach additional sheet(s) if necessary):

---

---

---

---

---

---

---

---

---

---

**REQUIRED FINDINGS FOR APPROVAL**

Section 10.118.050 of the La Puente Municipal Code requires that specific findings be made for approval of a Development Agreement. In order to assist the City in evaluating this application, please describe how each of the required findings can be made:

1. The development agreement provides clear and substantial benefit to the residents of the City;

---

---

---

---

2. The development agreement is consistent with the purpose, intent, goals, policies, programs, and land use designations of the General Plan, any applicable specific plan, and this Zoning Code;

---

---

---

---

3. The development agreement complies with the requirements of Government Code Sections 65865 through 65869.5, or as these sections may be modified from time to time;

---

---

---

---

4. The development agreement will promote the public convenience, health, interest, safety, and general welfare of the City and will not be detrimental to or cause adverse effects to adjacent property owners, residents, or the general public;

---

---

---

---

---

5. The development agreement is compatible with the uses authorized in, and the regulations prescribed for, the zone in which the real property is located;

---

---

---

---

---

6. The development agreement will not adversely affect the orderly development of property or the preservation of property values;

---

---

---

---

7. The development agreement will further important citywide goals and policies that have been officially recognized by the Council;

---

---

---

---

8. The development agreement will provide the City with important, tangible benefits beyond those that may be required by the City through project conditions of approval;

---

---

---

---

9. The development agreement will not be detrimental to the health, safety and general welfare; and

---

---

---

---

10. If the development agreement includes a subdivision, as defined in Government Code Section 66473.7 that the development agreement provides that any tentative map prepared for the subdivision will comply with the provisions of Government Code Sections 66473.7 through 66474.10.

---

---

---

---

---

## **REQUIREMENTS FOR FILING A DEVELOPMENT AGREEMENT**

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/properties for which the application is being filed must sign or otherwise authorize their consent to the filing.
2. **DEPOSIT.** The Municipal Code requires a deposit be made at the time an application is filed to cover the actual costs charged against the application.
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.
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. **DEVELOPMENT PLANS:** Ten (10) sets of site plan, floor plans, roof plan, and building elevations. Commercial developments must furnish a sign plan and landscaping plans if applicable, to include 1) Common Name, 2) Botanical Name, 3) Tree & Plant Size (trees should be a minimum 24" box), plus one (1) set of 8 1/2" x 11" reductions with at least the following details shown to scale and dimensioned:
  - a. Buildings and structures:
    1. Building height including number of stories.
    2. Gross building area.
    3. Location of all entrances, doors, windows and other openings.
    4. Setbacks from property lines.
    5. Square footage of the proposed structure(s).
    6. Architectural type and materials of construction.
  - b. Hardscape and landscape areas:
    1. Landscape areas, walkways, courts, plazas, and other open areas within the proposed development (both public/private).
    2. Types of surfacing materials proposed for all walls and driveways.
    3. Off-street parking showing location, number of spaces, dimensions of parking spaces, driveways, loading areas, handicapped spaces and points of entry and exit.
    4. Square footage of hardscape & landscape.
  - c. All existing structures or trees to remain or proposed new structures such as fire hydrants, light posts, walls and fences, drainage facilities, and utility vaults.

- d. All streets, roads, highways contiguous to the property and/or parcel showing relative locations, names, and traffic flow.
  - e. Location and size of sewer and water lines (domestic and fire) and utility lines that will service the proposed development.
  - f. Street dedications and improvements.
  - g. Easements on the property that restrict development.
7. **PRESENTATION MATERIALS.** Color elevation on foam board. Color and materials board.
8. **PHOTOGRAPHS.** Photographs (as shown on the attached photographic map) of the subject property including the adjacent properties and areas of the addition or development.
9. **ADDITIONAL REQUIREMENTS.** The Planning Department reserves the right to request any additional plans and/or information that it feels is necessary for the public's understanding of the proposed amendment.



**APPLICANT AFFIDAVIT**

\_\_\_\_\_, \_\_\_\_\_, 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):**

I hereby certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

\_\_\_\_\_  
Print Name Print Name

\_\_\_\_\_  
Signature Signature

State of California

County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,  
by (1)\_\_\_\_\_, proved to me on the basis of satisfactory  
evidence to be the person who appeared before me and  
(2)\_\_\_\_\_, proved to me on the basis of satisfactory evidence to  
be the person who appeared before me.

\_\_\_\_\_  
Notary Public

Place Notary Seal Below

**PROPERTY OWNER'S AFFIDAVIT**

\_\_\_\_\_, \_\_\_\_\_, 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

**PROPERTY OWNER(S) AUTHORIZED AGENT(S):**

I hereby certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

State of California

County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,  
by (1) \_\_\_\_\_, proved to me on the basis of satisfactory  
evidence to be the person who appeared before me and  
(2) \_\_\_\_\_, proved to me on the basis of satisfactory evidence to  
be the person who appeared before me.

\_\_\_\_\_  
Notary Public

Place Notary Seal Below



# City of La Puente

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

## 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



# City of La Puente

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

## 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(s): \_\_\_\_\_

\_\_\_\_\_

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 buildings: \_\_\_\_\_
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 the 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.

---

---

---

---

---

---

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