



City of La Puente

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

MUNICIPAL CODE AMENDMENT

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:

- Completed application with notarized signatures
- Municipal Code Application fee & deposit
- Completed Environmental Information Form
- 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. 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 include this sheet with the filling of your application.

Applicant/Authorized Agent

**CITY OF LA PUENTE
REQUIREMENTS FOR FILING A
MUNICIPAL CODE AMENDMENT**

1. **APPLICATION FORM.** Each question must be answered completely. The application must be signed by the applicant.
2. **FILING FEE & DEPOSIT.** The Municipal Code requires that a filing fee plus a deposit to cover processing costs (the actual staff hours are charged against the deposit) be paid at the time of filing the application. The filing fee is not refundable. Unencumbered portions of the deposit will be refunded to the applicant.
3. **ADDITIONAL REQUIREMENTS.** The Planning Department reserves the right to request any additional information that it feels is necessary for the public's understanding of the proposed amendment.

**CITY OF LA PUENTE
APPLICATION FOR
MUNICIPAL CODE AMENDMENT**

File No. _____
Date _____
Env. Status _____

APPLICANT INFORMATION

Name of Applicant: _____

Applicant's Address: _____

City	State	Zip
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Applicant's Daytime Phone Number: (_____) _____

Applicant's Fax Number, if any: (_____) _____

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

Applicant Signature: _____

Description of proposed amendment, including reasons why the proposed amendment will be consistent with the General Plan and the purpose and intent of the zone(s) affected by the amendment:

If the proposed amendment is to include a land use currently not permitted, describe the use and its potential impacts including, but not limited to, parking and traffic generation, noise and/or vibration, air and water quality impacts from effluents or odors, aesthetic impacts, and public assembly and/or loitering.



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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

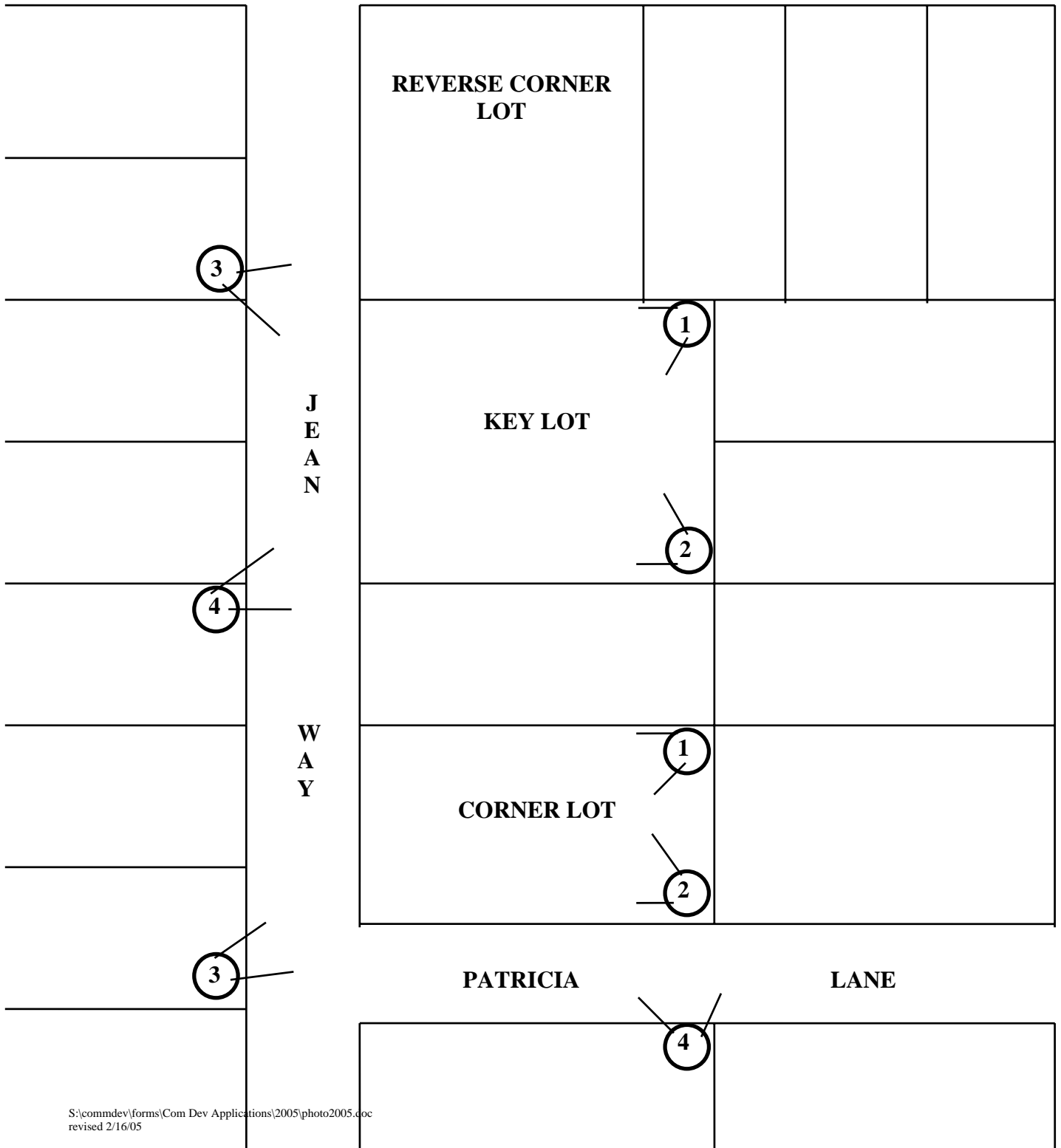
Address

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 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 or its effects? Discuss below all items checked yes (attach additional sheets if necessary).

- | | |
|--|---|
| <p>YES NO</p> <p>_____ _____</p> <p>_____ _____</p> <p>_____ _____</p> | <p>21. Change in existing features of any hills, or substantial altering of ground contours.</p> <p>22. Change in scenic views or vistas from existing residential areas or public lands or roads.</p> <p>23. Change in pattern, scale or character of general area of project.</p> |
|--|---|

- _____ 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: _____