



# City of BELL GARDENS

7100 Garfield Avenue • Bell Gardens, California 90201 • 562.806.7700 • Fax 562.806.7720 • www.bellgardens.org

## SITE PLAN REVIEW APPLICATION Planning Division

**Permit Fee:**

Type 1 (Plot Plan)	\$25
Type 2 (Admin. Approval)	\$50
Type 3 (P.C/C.C. Approval)	\$200

PROJECT ADDRESS OR GENERAL LOCATION

*Dirección del proyecto*

FILE NO.

APPLICANT/APPLICANT'S REPRESENTATIVE

*Nombre del solicitante o representante*

DATE REC'D

MAILING ADDRESS *Dirección*

REC'D BY

CITY/STATE/ZIP CODE *Ciudad/Estado/zona Postal*

TELEPHONE *Teléfono*

PROPERTY OWNER *Nombre del propietario*

OWNER MAILING ADDRESS *Dirección del propietario*

CITY/STATE/ZIP CODE *Ciudad/Estado/Zona Postal*

OWNER TELEPHONE NUMBER *Teléfono del propietario*

CURRENT ZONING & LAND USE OF THE SUBJECT SITE

DESCRIBE THE PROPOSED PROJECT (Give full details describing the type and size of the project, development phasing, and intended use of the property): *Descripción del proyecto (por favor de describir con detalle el tipo de proyecto, tamaño):*

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**Office Use Only**

- PAID (\$25) \_\_\_\_\_
- PAID (\$50) \_\_\_\_\_
- PAID (\$200) \_\_\_\_\_

**AFFIDAVIT**

STATE OF CALIFORNIA                    )  
COUNTY OF LOS ANGELES    ) SS  
CITY OF BELL GARDENS                )

I, \_\_\_\_\_, being duly sworn, depose and say that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof and state that the same is true and correct to the best of my knowledge. Furthermore, all information and data submitted to the City of Bell Gardens in support of my application is true and correct to the best of my knowledge.

\_\_\_\_\_  
APPLICANT (SIGNATURE)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

\_\_\_\_\_  
PHONE

I, \_\_\_\_\_, the owner (if other than the applicant) of the real property involved in this application, do hereby consent to the filing of this application.

\_\_\_\_\_  
OWNER (SIGNATURE)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

\_\_\_\_\_  
PHONE

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
County of Los Angeles  
State of California

## SITE PLAN REVIEW FILING PROCEDURE

The Site Plan Review procedure is established to provide a visual and factual document that may be used to determine and control the physical layout, design or use of a lot or parcel of land, buildings or structures. A site plan shall contain information that may include an application form, plans, diagrams and pictures indicating the location of buildings, site improvements and other pertinent factors sufficient to provide a document that may be used to substantiate and corroborate facts and testimony vital to the administration of the City of Bell Gardens Zoning Ordinance.

A site plan is, or may be, required in order to determine whether or not a proposed development will properly comply with the provisions and development standards prescribed in the Bell Gardens Zoning Ordinance or prescribed by the Commission.

### PROCEDURE

1. Preliminary review of proposed project.
2. Upon completion of the preliminary review, submit Site Plan Review application and filing materials to the Community Development Department at least sixty (60) days prior to the Planning Commission meeting.
3. City prepares all required documentation pursuant to the California Environmental Quality Act (CEQA) Guidelines. Public hearing notices are mailed by the City to surrounding property owners.
4. Planning Commission reviews the proposed project. Planning Commission meets the third Wednesday of each month at 7:00 P.M. at City Hall, 7100 S. Garfield Avenue, Bell Gardens. **THE APPLICANT AND/OR HIS REPRESENTATIVE MUST BE PRESENT AT ALL PUBLIC HEARINGS.**
5. If the Site Plan Review is denied by the Planning Commission, the applicant may submit an appeal to the City Council within 15 days from the Planning Commission meeting pursuant to the provisions of Section 9.58.090 of the Bell Gardens Zoning Ordinance.

### FINDINGS FOR APPROVAL

Section 9.58.060 of the Bell Gardens Zoning Ordinance states the following regarding approval of Site Plans:

#### **9.58.060 Basis for Approval of Site Plans**

Approval or disapproval of any site plan shall be based upon the following findings:

- A. That every use, development of land and application of development standards shall take place in compliance with all applicable provisions of this Ordinance.
- B. That every use, development of land, and application of development standards shall be considered on the basis of the suitability of this site for the particular use or development intended.
- C. That the total development, including the application of prescribed development standards, shall be so arranged as to avoid traffic congestion, ensure the protection of public health, safety and general welfare, prevent adverse effects on neighboring property and shall be in general accord with all elements of the General Plan.

- D. That every use, development of land and application of development standards shall be considered on the basis of suitable and functional development design, but it is not intended that such approval be interpreted to require a particular style or type of architecture.

#### FILING REQUIREMENTS

- \_\_\_ 1. Application completed, signed and notarized.
- \_\_\_ 2. Environmental information form completed and signed.
- \_\_\_ 3. Ten sets of plans drawn to scale, neat and legible, to include but not limited to:
  - a. Vicinity map
  - b. Site Plan
  - c. Floor Plan
  - d. Building Elevations
- \_\_\_ 4. One set of plans reduced to 8 ½" x 11" (black and white).
- \_\_\_ 5. Applicant must also submit the site plan, floor plans and building elevations on colored presentation boards and CD.
- \_\_\_ 6. Sample color and material board.
- \_\_\_ 7. Radius map indicating properties within 500 feet of the subject property (radius map must be drawn from all four corners or exterior boundaries of the subject site with the name and addresses of all property owners located within 500 feet). The radius map must include all names of streets and block numbers. Applicant must submit an 8 1/2" by 11" copy of the radius map. The map must also be submitted on a CD. The applicant must submit two sets of labels and a copy of the property ownership list. The labels must be consecutively numbered and these numbers must correspond to the numbers on the property ownership list. The applicant must submit a notarized affidavit signed by the person who prepared the radius map and labels. The names and addresses may be obtained from:
  - a. Los Angeles Tax Assessors Offices  
Los Angeles Office; Hall of Administration  
500 West Temple Street, Room 291  
Los Angeles, CA 90012  
(213) 974-3363  
8:00 A.M. – 4:00 P.M., M-F
  - b. A Licensed Mapping Company
  - c. Obtain information from the City of Bell Gardens for a fee of \$302
- \_\_\_ 8. Filing fees.
- \_\_\_ 9. A copy of the latest Title Report.

All required documents must be filed with the Community Development Department at least sixty (60) days prior to the Planning Commission meeting.

Questions may be addressed to the Community Development Department at Bell Gardens City Hall, 7100 Garfield Avenue, Bell Gardens, CA 90201; (562) 806-7700, extension 7724, Monday through Thursday from 7:30 A.M. to 6:00 P.M.

**INCOMPLETE APPLICATION PACKAGES WILL NOT BE ACCEPTED**

SAMPLE AFFIDAVIT  
CERTIFIED PROPERTY OWNERS LIST

STATE OF CALIFORNIA                    )  
CITY OF BELL GARDENS                ) SS  
COUNTY OF LOS ANGELES    )

I, \_\_\_\_\_, hereby certify that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of Los Angeles within the area described in the attached application and for a distance of five hundred (500) feet from the exterior boundaries of property legally described on the attached application.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

SAMPLE PROPERTY OWNERS LIST

(1)  
6227-026-900  
Name  
Address

(2)  
6227-026-900  
Name  
Address  
City, State, Zip

(3)  
6227-026-900  
Name  
Address  
City, State, Zip

(4)  
6227-026-900  
Name  
Address  
City, State, Zip

(5)  
6227-026-900  
Name  
Address  
City, State, Zip

(11)  
6227-026-900  
Name  
Address  
City, State, Zip

(12)  
6227-026-900  
Name  
Address  
City, State, Zip

(6)  
6227-026-900  
Name  
Address  
City, State, Zip

(7)  
6227-026-900  
Name  
Address  
City, State, Zip

(8)  
6227-026-900  
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City, State, Zip

(9)  
6227-026-900  
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Address  
City, State, Zip

(10)  
6227-026-900  
Name  
Address  
City, State, Zip

(13)  
6227-026-900  
Name  
Address  
City, State, Zip

(14)  
6227-026-900  
Name  
Address  
City, State, Zip

SAMPLE VICINITY MAP

