



SITE PLAN REVIEW APPLICATION
CITY OF BELL GARDENS PLANNING DEPARTMENT
7100 S GARFIELD AVENUE, BELL GARDENS, CA 90201
(562) 806-7700 (562) 806-7720 FAX

PROJECT ADDRESS OR GENERAL LOCATION

Dirección del proyecto

APP #

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):*

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 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, drawings, and diagrams or pictures indicating uses, forms, dimensions 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. Submit Site Plan Review application and filing materials to the Planning Department at least thirty (30) days prior to the Planning Commission meeting date.
3. Item is placed on the Planning Commission Agenda. City staff mails public hearing notices to surrounding property owners and prepares documents to comply with CEQA requirements.
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 appeal to the City Council within 15 days from the Planning Commission meeting.

FINDINGS FOR APPROVAL

Prior to approval of a Site Plan Review, the Planning Commission must make the following findings:

1. Every use, development of land and application of development standards shall take place in compliance with all applicable provisions of this ordinance.
2. Every use, development of land and application of development standards shall be considered on the basis of the suitability of the site for the particular use or development intended, and the total development, including the application of prescribed development standards, shall be so arranged as to avoid traffic congestion, insure 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.

3. 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. Six 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. Elevations, etc.
- ___ 4. One set of plans reduced to 8 ½ x 11 in acetate format.
- ___ 5. Radius map indicating properties within 500 feet of the subject property (radius 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 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 265
Los Angeles CA 90012
(213) 974-3363
8:00 A.M. – 4:00 P.M., M-F
 - b. South El Monte Office
1441 Santa Anita Avenue
South El Monte CA
(818) 350-4694
8:00 A.M. – 5:00 P.M., M-F
 - c. Long Beach Office
5898 Cherry Avenue
Long Beach CA
(562) 984-5111

- _____ 6. Filing fees will include:
- a. SPR filing fee - \$25.00
 - b. Preliminary Environmental Review fee - \$50.00
 - c. Los Angeles County Clerk's Office fee - \$25.00
- _____ 7. A copy of the latest Title Report or Deed.

All required documents must be filed with the Planning Department at least thirty (30) days prior to the Planning Commission meeting.

Questions and/or further information may be addressed to the Planning Department at Bell Gardens City Hall, 7100 Garfield Avenue, Bell Gardens; (562) 806-7700 during business hours, Monday – Thursday, 7:30 A.M. to 6:00 P.M.

INCOMPLETE APPLICATION PACKAGES WILL NOT BE ACCEPTED

SAMPLE PROPERTY OWNERS LIST

6227-026-900
Name
Address
City, State, Zip

6227-026-900
Name
Address
City, State, Zip

6227-026-900
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City, State, Zip

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SAMPLE VICINITY MAP

