Planning Application Requirements Handout

January 2021

The materials requested in this form must be provided by the applicant as part of a complete application. The application must be filed through the Citizen’s Access Portal with the Community Development Department, located on the City’s website. To be accepted, the plans and any other materials or reports shall be submitted as instructed at the bottom of this page. If you have any questions, please contact the Planning Division at (626) 570-5034 or planning@cityofalhambra.org.

The requirements in this form apply to all of the following applications:

- Design Review Board
- Preliminary Design Application
- Planned Development Permit
- Conditional Use Permit
- Modification / Variance
- Amendment to Approved Project
- Tentative Parcel / Tract Map
- Lot Line Adjustment / Parcel Merger
- Zone Change
- Zoning Code Amendment
- General / Specific Plan Amendment
- Miscellaneous

**THE FOLLOWING MATERIALS ARE REQUIRED FOR A COMPLETE APPLICATION:**

- Letter Of Authorization (signed & notarized) - if not the Property Owner
- MS4-1 Form
- Preliminary Title Report (map applications and new construction only)
- Digital Material Board (for Design Review)
- Photos of elevations (north, south, east, west) of property (for Design Review)
- *Land Use Application(s) Findings & Inquiries (see page 2)
- *Radius Map (see page 3)
- *Notice of Public Hearing Requirements & Posting (see page 4 & 5)

*Required for applications that involve Public Notice and/or a change/exception to code.

*At any time during the application process, staff reserves the right to require other materials, studies, or other forms of resources that help further the processing of an application.

SITE PLAN REQUIREMENTS FOR A COMPLETE APPLICATION:

- One (1) Full Set of Architectural Plans which shall include the following:
  - All Plans shall be a minimum of 1/8" scale and shall include “EXISTING” and “PROPOSED”
  - Project Address, Designers Name, Phone, and Address
  - Structure/Footprint (E.G. House, Garage, Sheds, etc.)
  - Property Lines and Dimensions and Setbacks
  - Landscaping Details (Botanical Name and No. of Plants)
  - Project Data Table shall include:
    - Scope of Work, Zoning, Lot Size and Coverage, Floor Area, Building Height, and, Parking Requirements
  - Room Dimensions and Room Type
  - Door Swings and Window Openings
  - Full Elevations and labeled North, South, East, and West.
  - Material Callout
  - Details of Any Architectural Features and Elements (E.G. Down Spouts, Water Heaters, Attic Vents, Etc.)
  - Window Schedule and Roof Plan
  - Window Type, Dimensions, Materials, and Finish.
  - Roof Ridges, Valleys, Hips, etc., Pitch and Slope Direction for all Roof Planes, Materials (Existing and Proposed)

*Some items may not be required depending on the scope of work. Do not provide structural plans.

SUBMITTING PROJECT MATERIALS VIA ALHAMBA CITIZEN’S ACCESS PORTAL

The City of Alhambra has a NEW Citizen’s Access Portal for the purpose of applying for permits and entitlements as well as submitting digital plans, mailing spreadsheets, and other related project requirements. You can submit items on the Community Development’s webpage located on the City’s website, just look for the Citizen’s Access Portal icon (right). All application materials and documents uploaded to your Citizen’s Access Portal shall be named based on submittal number and document type. The following are examples:

- Submittal_2_Site_Plans
- Material.Board
- Owner & Tenant_Mailing_List
A written statement must accompany all of the following applications that require a change or exception to current code, standards, and/or land. Statements need to identify the reasons for the request and describe how the conditions of criteria listed in the following section can be met. The relevant sections of the City’s Zoning Ordinance are identified. If you have any questions, please contact the Planning Division at (626) 570-5034 or planning@cityofalhambra.org.

Within your Citizen’s Access Portal you will need to answer the following findings that are applicable to the proposed project.

**LOT LINE ADJUSTMENT / PARCEL MERGER FINDING & INQUIRES:**

1. Please describe how the parcels resulting in the Lot Line Adjustment/Parcel Merger will conform to the General Plan, any applicable Specific Plan and zoning and building ordinances.

**GENERAL PLAN / SPECIFIC PLAN AMENDMENT FINDINGS & INQUIRES:**

1. What’s the present use of the property within the proposed amendment boundaries?
2. What’s the reason for the requested amendment?
3. The granting of such amendment will be in the interests of public necessity, convenience, general welfare or good zoning practice for the following reasons.
4. Describe the original deed restrictions, if any, affecting the use of the property involved. Give the expiration date of these restrictions (you may attach a copy of these restrictions after underscoring all appropriate items affecting this property).

**ZONE CHANGE FINDINGS & INQUIRES:**

1. What is the present use of the property within the proposed zone change boundaries?
2. What’s the reasoning for the requested zone change?
3. The granting of such zone change will be in the interests of public necessity, convenience, general welfare or good zoning practice for the following reasons.
4. Describe the original deed restrictions, if any, affecting the use of the property involved. Give the expiration date of these restrictions (you may attach a copy of these restrictions after underscoring all appropriate items affecting this property).
5. Such zone change is necessary for the preservation and enjoyment of a substantial property right of the applicant(s), because?
6. The granting of such zone change will not adversely affect the comprehensive general plan, by reason of the following.
7. The granting of such zone change will not be materially detrimental to the public welfare or injurious to the property of improvements in such zone or vicinity in which the property is located for the following reasons:

**MODIFICATION / VARIANCE FINDINGS & INQUIRES:**

1. What provision(s) or restriction(s) of the zoning ordinance which prohibit the requested use?
2. What are exceptional or special circumstances applicable to the property including size, shape, topography, location or surroundings?
3. The granting of such Modification / Variance will not be materially detrimental to the public welfare or injurious to the property or improvements in such zones or vicinity in which the property is located for the property is located for the following reasons?
4. Such Modification / Variance is necessary for the preservation and enjoyment of a substantial property right of the applicant(s) because?
5. The granting of such Modification / Variance will not adversely affect the comprehensive General Plan, by reason of the following?
California state law requires that property owners within 300-feet of a proposed land use application (Planned Development, Conditional Use Permit, Maps, etc.) be notified prior to the public hearing date. The City of Alhambra complies with this law by requiring a Radius Map and a Property Owners and Tenant list be submitted with the formal application.

THE RADIUS MAP

The Radius Map is required upon submitting any application that requires a public hearing or public notice. The applicant is responsible for providing a radius map which shall include the following items:

- A 300 foot radius circle and measurement (100 foot radius for Modification Permits) from property lines;
- A clear identification of the project site;
- Numeric labeling of all surrounding properties within the 300 foot radius (including the project site);
- Project title at the top of the page;
- Company or third-party name, address, and contact information.

PROPERTY OWNERS LIST

The radius map shall be accompanied by the following mailing items:

- A digital Property Owner Mailing List in an Excel Spreadsheet of property owners and tenants within the 300 foot (100 foot for Modification Permits) radius of the subject property lines. The Excel spreadsheet containing the Property Owner and Property Tenant Mailing List shall be submitted at the time of applying for a Planning Entitlement. The columns within the Excel Spreadsheet shall be formatted as such:
  - Owners/Tenants Name(s);
  - Address;
  - City;
  - State;
  - Zip Code;
  - Assessor Parcel Number (APN)

- One (1) set of postage stamps equaling the amount required to notice one (1) set of property owners & tenants within the 300 (100 foot for Modification Permits) foot radius of the property lines.

NOTE: The City of Alhambra Community Development Department has its own Public Notice fliers and will use the stamps provided by the applicant to properly deliver the Public Notices. Envelopes and Printed Mailing Labels will not be accepted.
Notice of Public Hearing Posting Requirements

January 2021

The on-site posting requirement applies only to projects that require a public hearing before the Planning Commission. The sign must be placed on the project site in an outside location visible and legible to the public. The sign must remain posted and maintained and be free of damage until final project decision. Please read the following instructions carefully. If you have any questions, please contact the Planning Division at (626) 570-5034 or planning@cityofalhambra.org.

**PLEASE WAIT FOR A PLANNER TO INSTRUCT YOU BEFORE PROCEEDING WITH PAGES 4 & 5.**

**REQUIRED SIGN CRITERIA**

1. The sign must be constructed of durable outdoor material (such as corrugated plastic) to be a minimum of 24” x 36” and shall be placed on the subject site. For parcels with multiple street frontages, the signs are to be placed along each adjacent street frontage. All signs shall be placed parallel to the roadway.

2. No sign shall be placed in the public right-of-way. The sign shall be placed on-site and setback five (5) feet from the property lines. The notification sign shall be installed on a minimum of two (2) 2’ x 4’ post, raised four (4) feet from grade. If the property restricts such installation, the applicant shall obtain permission from the Director of Community Development Director or his/her designee for an alternate method of installation.

3. The notification sign shall have a white background with black lettering.

4. The illustration shall be a minimum of 9” x 11” in size and shall be an image that clearly displays the proposed project and is noticeably visible from the adjacent sidewalk or curb. The illustration can be in color, but is not required.

5. The font for the title (“NOTICE OF PUBLIC HEARING PLANNING PERMIT”) shall have a font size of 90 in height and shall be formatted as indicated herein. The remaining text shall be a font size of 50 in height. All fonts shall be Arial and bolded where indicated.

6. The applicant is responsible for all costs associated with the site posting requirements as well as coordinating the posting.

7. Prior to the hearing, the sign(s) shall be installed on the property no more than 30 days but less than 15 days.

8. The sign shall be removed by the applicant or property owner within 10 days of the project decision.

9. The applicant shall submit a signed affidavit stating the sign has been posted and a photograph showing the sign(s) on the site at least 15 days prior to the advertised hearing. Affidavits and photos should be forwarded to: City of Alhambra, ATTN: Planning Division @ 111 South First Street or planning@cityofalhambra.org.

10. A copy of the template, in Microsoft Publisher, is available at the Planning Division. Contact a Planner for more information.

**NOTE:** If the sign is not posted on the subject property by the deadline described and/or the Public Notice sign does not meet the standards outlined in this handout, the project will be continued to the next Public Hearing. NO EXCEPTIONS WILL BE MADE.
Certificate of Posting

January 2021

If you are required to post a “Notice of Public Hearing” on the subject site, the following must be completed and submitted to the Planning Division after erecting said sign. Please read the following instructions carefully. If Certificate of Posting does not meet the standards outlined in this handout, the project will be continued to a future date. NO EXCEPTIONS WILL BE MADE. If you have any questions, please contact the Planning Division at (626) 570-5034 or planning@cityofalhambra.org.

Certificate of Posting Requirements

Applicant: ________________________________

Project Address/Number: ________________________________

The signatories does hereby declare that the sign (shown in the attached photograph) has been posted on the site at least 15 days prior to the scheduled Planning Commission meeting. The sign has been posted in conformance with page 4 [Notice of Public Hearing Requirements] of the Uniform Planning Application Requirements.

I do further agree to indemnify, defend all lawsuits, including reasonable attorney’s fees, save and hold the City of Alhambra, its officers and employees, free and harmless for any and all liability that may arise from posting the sign on the property. Please fill out the following Certificate of Posting and attach a photo of the project sign on-site:

CERTIFICATE OF POSTING

I, ________________________________ say that I posted a true copy of the required on-site sign,

“NOTICE OF PUBLIC HEARING”

for application ________________________________

[File No. or Address]

On the subject property located at: ________________________________ Alhambra, CA

At __________ AM / PM on __________________

Time Date

I declare under penalty of perjury that the foregoing is true and correct.

__________________________________________  __________________________________________

APPLICANT SIGNATURE                      DATE

__________________________________________

APPLICANT’S PRINTED NAME