The following information is required in order to submit a Land Use and Development application. Prior to submitting an application, it is recommended that you speak to a planner about your project. Planners are available Monday through Friday 8 a.m. to 4 p.m. at the Planning/Building Counter, City Hall 6330 Pine Avenue, Bell, CA 90201. Once submitted, a planner will review your application within 30-days of submittal to determine if the application is complete. A hearing date will be set once it is determined that the application is complete. The Planning Commission meets the first Wednesday of each month.

- Copies of project plans
  - Two (2) sets of project plans for Director/OTC approval
  - Three (3) sets of project plans for initial submittal for projects requiring Planning Commission review. Be advised, Ten (10) additional sets of plans will need to be submitted prior to the distribution of planning commission packets for a public hearing which shall be printed on 24”x36” size paper, folded, and fully dimensioned to Engineer’s or Architect’s scale. Project plans shall include:
  - Site Plan, which shall include:
    - The location of all existing (to remain) and proposed structures, which are dimensioned and uses labeled.
    - Driveways and walkways
    - Loading spaces.
    - Off Street Parking (including table showing parking requirements for all uses on site):
      - Designate handicap parking and the number parking stalls.
      - Dimensions of parking stalls.
      - Curbing and wheel stops.
    - Landscape area and total square footages of landscaping.
    - Adjoining streets & easements on the property.
    - Property lines of the subject property with the lot dimension.
    - Curbline, drive approaches, and improvements within parkway. Dimension the distance between the curb and property line.
    - Trash enclosures & ground mounted equipment.
    - Existing or proposed walls and fences. Include label of wall height and material.
Project Plans (continued)

- **Floor Plan**, which shall include:
  - Show existing and/or proposed individual rooms (include label of use).
  - Room dimensions.
  - Show doors and windows (include any emergency exits).
  - Show layout of room.
  - North arrow & scale of drawings

- **Building Elevations** (if applicable), which shall include:
  - Label type of exterior building materials and colors.
  - Dimensions of windows, trims, eaves, height of building, etc.
  - Label direction of elevation (i.e. north, south, east, west).
  - Scale of drawings

- **Roof Plan** (if applicable), which shall include:
  - Show all future mechanical equipment and screening methods.
  - Height of existing and/or proposed parapet.
  - North arrow & scale of drawings.

- **Landscaping Plan** (if applicable), which shall include:
  - Existing trees to remain.
  - Table showing the quantity and size of all trees and shrubs.
  - Common and botanical names.
  - Total square footage.
  - Irrigation schedule.
  - North arrow & scale of drawings.

- **Preliminary Grading Plan** (if applicable)

**Electronic copy of project plans** — Plans may be submitted by CD, flash drive, or other electronic format

**Reduced copy of project plans** — One (1) black and white copy of a full set of project plans that are reduced to 8½”x11” or 11” x 17”

**Colored site & elevation plan (if applicable)** — A copy of the site plan & elevation drawings shall be colored and submitted on a CD in either .jpg or .pdf format

**Color and Materials Sample Board (if applicable)** — One (1) color and material board (maximum size 9” x 12”), which shall include the actual colors and materials to be used for the project. Board shall list the manufactures name, color name, and location.

**Preliminary Title Report (if applicable)** - The preliminary title report for the property shall be less than one year old

**Land Use and Development Application Form** - The application must be filled out completely and signed by the applicant and the property owner. Please note, the property owner’s signature shall be notarized.

**Supplemental Information Form** - The supplemental information form must be filled out completely and signed by the applicant or the property owner.

**Public Hearing Notice Deposit ($700)** - All applications requiring a public hearing notice shall provide the deposit.
Submittal Requirements for LLA/LM, Certificate of Compliance, TTM, TPM submittals:

- **Tentative Tract Map/Tentative Parcel Map**
  - Three (3) sets of Tentative Tract/Parcel Map for initial submittal for review. Be advised, Ten (10) additional sets of plans will need to be submitted prior to the distribution of planning commission packets for a public hearing, the plans which shall be printed on 24”x36” size paper, folded, and fully dimensioned to Engineer’s or Architect’s scale. Tract/parcel map shall include:
    - Tract or Parcel Map Number (obtain number from Los Angeles County Recorder’s Office).
    - North Arrow and Scale (minimum scale should be 1” = 20’).
    - Legal Description.
    - All easements on the property.
    - Property Owner name, address and phone number.
    - Map Preparer (Civil Engineer or Land Surveyor) name, address, and phone number.
    - Table of all proposed properties, including lot number, depth, width, lot size (may be provided on separate sheet of paper).
- Boundary Survey of site.
- Reduced copy of tract/parcel map — One (1) black and white copy of a full set of project plans that are reduced to 8½”x11”
- Preliminary Title Report - The preliminary title report for the property shall be less than one year old.
- Planning Application Form - The application must be filled out completely and signed by the applicant and the property owner. Please note, the property owner’s signature shall be notarized.
- Supplemental Information Form - The supplemental information form must be filled out completely and signed by the applicant or the property owner.

- **Lot Line Adjustment/Lot Merger** - Lot Line Adjustments/Lot Mergers are processes that can move the location of a lot line between parcels or merge multiple parcels into a one. The following shall be submitted:
  - Planning Application Form - The application must be filled out completely and signed by the applicant and the property owner(s). Please note, all property owners’ signatures shall be notarized.
  - Preliminary Title Report - A preliminary title report for each property shall be provided. The reports shall be less than one year old.
  - Property Survey - The survey shall show all improvements on the site and adjoining rights-of-way. Surveys shall be stamped and signed by a Registered Land Surveyor.
  - Two wet stamped copies of existing and proposed Legal Description
  - Two wet stamped copies of existing and proposed Plat Map
  - Closure report
  - Supplemental Information Form - The supplemental information form must be filled out completely and signed by the applicant or the property owner.
# Land Use and Development Permit Application

City of Bell - Community Development Department - Planning Division

## Planning Application Requested:

- **Zoning Text Amendment (ZTA)**: $1595 Acct: 4318
- **Conditional Use Permit (CUP)**: $2793.57 Acct: 4402
- **General Plan Amendment (GPA)**: $1182 Acct: 4319
- **Site Plan Review-Planning Commission (SPR)**: $2000 Acct: 4315
- **Zone Variance (VAR)**: $675 Acct: 4318
- **Zone Change (ZC)**: $1595 Acct: 4318
- **Lot Line Adjustment/Lot Merger**: $500 Acct: 4317
- **Tentative Parcel/Tract Map (TPM)**: $1050 Acct: 4317
- **Final Parcel/Tract Map (TTM)**: $1000 (Parcel) $2000 (Tract) Acct: 4318
- **Eng./Bldg. Review Deposit**: $1500 Acct: 2820
- **Environmental Review**: $800 Acct: 4316
- **Preliminary/Pre-Application**: $337.50
- **Complex Zoning Letter**: $350 Acct: 4315
- **Simple Zoning Letter**: $75 Acct: 4315
- **Public Hearing Notice Deposit**: $700 Acct: 2801

## Project Information:

- **Property Address**
- **Assessor Identification Number(s)**

## Applicant Information:

- **Name**
- **Business Name**
- **Mailing Address**
- **City** **State** **Zip**
- **Phone** **Fax**
- **Email**

I declare under the penalty of perjury that to the best of my knowledge that the information provided on this application is true and correct.

Applicant’s Signature

Date
Owner Information (signature must be notarized below unless owner is applicant):

Name

Business Name

Mailing Address

City                   State                   Zip

Phone                  Fax

Email

I declare under the penalty of perjury that to the best of my knowledge that the information provided on this application is true and correct. I further hereby authorize the applicant listed in Section C of this application to submit the application and to be my representative on matters regarding the project described herein.

Date

Property Owner Signature

STATE OF CALIFORNIA
CO) COUNTY OF ____________________________

On ____________________________ before me, ____________________________

Date

Name and Title of the Officer

personally appeared ____________________________

Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Notary Seal

Signature of Notary Public

OFFICE USE ONLY

Date filed: ____________________________ Zoning: ____________________________ Fee: ____________________________

Received by: ____________________________ General Plan: ____________________________

Assigned to: ____________________________ CEQA: ____________________________
Supplemental Information Form
City of Bell - Community Development Department - Planning Division

General Information
Property Address: ____________________________  Case No: ____________________________

Property Size: ____________________________  Width: ____________  Length: ____________

Describe property as it currently exists (including any buildings and plants): ____________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

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Project Information
Building Size: ____________________________  Size of Use: ____________________________

Number of floors of construction: ____________  Number of parking spaces on property: ______

Type of use: □ Residential  □ Commercial  □ Industrial  □ Institutional

Number of units: ____________  Number of anticipated employees: ____________

Hours of operation: ________________________________________________

Does the use include:

The sale of food or beverages (not including alcohol)?  □ Yes  □ No

If yes, then square footage of customer area ____________  Number of seats ______

The sale of alcohol?  □ Yes  □ No

If yes, ABC License Type ______

Live entertainment?  □ Yes  □ No

If yes, the type (check all that apply):  □ Bands or Musicians  □ Dancing  □ DJ  □ Karaoke

Proposed hours of live entertainment: ________________________________________________

Square footage of stage ____________  Square footage of dance floor ____________

The purchase or sale of previously owned merchandise?  □ Yes  □ No

The sale or repair of motor vehicles?  □ Yes  □ No

Storage or display of merchandise outside?  □ Yes  □ No

(continued next page)
Environmental Information

Describe how any new construction will blend into the existing neighborhood:

Will the project involve the use or transportation of hazardous material such as toxic substances, flammables, corrosives, or explosives?: □ Yes □ No  If yes, describe:

Will the project involve the use of equipment that creates noise and/or vibration?: □ Yes □ No  If yes, describe:

Describe the surrounding properties (including uses, buildings, and plants):

If the project is being developed in relationship to a larger project or a series of projects, describe the larger project:

Certification

I hereby certify that the statements furnished on this supplemental information form (including any attached exhibits) present the most current information, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief:

Applicant or property owner signature _____________________________ Date ___________________________
For Conditional Use Permits

Explain how the site for the proposed use is adequate in size, shape and topography to accommodate the proposed use:

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Explain how the site has sufficient access to public streets and highways adequate in width and pavement type, to carry the quantity and quality of vehicular and pedestrian traffic expected to be generated by the proposed use:

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Explain how all buildings and structures proposing to be constructed or utilized in conjunction with the use will be architecturally compatible with existing and prospective uses of land located in the immediate vicinity of the site:

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Explain how the location of the proposed use on the site will be compatible with existing and prospective uses of land located in the immediate vicinity of the site:

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Explain how the conduct of the proposed use will be in compliance with the applicable provisions of any specific plan applicable to the site, and with the City’s General Plan:

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Additional comments:

___________________________________________________________________________________________
___________________________________________________________________________________________
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___________________________________________________________________________________________

Certification

I hereby certify that the statements furnished on this supplemental information form (including any attached exhibits) present the most current information, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief:

___________________________________________________________________________________________

Applicant or property owner signature Date
For Site Plan Review
Describe how the site plan is consistent with the goals and policies embodied in the General Plan and other plans and policies adopted by the Council:
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Describe how the proposed development is in accordance with purposes and objectives of this article and the zone in which the site is located:
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Describe how the proposed development’s site plan and its design features, including but not limited to architecture and landscaping, will integrate harmoniously and enhance the character and design of the site, the immediate neighborhood, and the surrounding areas of the City:
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Describe how the proposed development will improve the community appearance by preventing extremes of dissimilarity or monotony in new construction or in alterations of facilities:
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Describe how the site plan and design considerations shall upgrade property in the immediate neighborhood and surrounding areas with an accompanying betterment of conditions affecting the public health, safety, comfort and welfare:
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Additional comments:
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Certification
I hereby certify that the statements furnished on this supplemental information form (including any attached exhibits) present the most current information, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief:

Applicant or property owner signature

Date
Supplemental Information Form (continued)
City of Bell - Community Development Department - Planning Division

For Variances
Describe the special circumstances applicable to the property or to the intended use of such property, such as size, shape topography, location or surroundings which do not generally apply to other properties in the vicinity, in the same zone:

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Explain how granting a variance will not constitute a special privilege, inconsistent with the limitations imposed upon other property in the vicinity and similarly zoned
___________________________________________________________________________________________
___________________________________________________________________________________________

Explain how granting a variance will not be materially detrimental to the public welfare or injurious to the adjacent property:
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Explain how granting a variance will be consistent with the purpose and intent of the Bell Municipal Code:
___________________________________________________________________________________________
___________________________________________________________________________________________
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Additional comments:
___________________________________________________________________________________________
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Certification
I hereby certify that the statements furnished on this supplemental information form (including any attached exhibits) present the most current information, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief:

Applicant or property owner signature ________________________ Date ________________________
For Lot Line Adjustments/Certificates of Compliance, Tentative Tract and Parcel Maps

Property Address: ________________________________  Case No: __________________________

Property Size: ___________________________  Width:_______________  Length: ____________

Describe property as it currently exists (including any buildings and plants): __________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Project Information

Number of parcels existing: _________________  Number of parcels proposed: _________________

Type of use:  ☐ Residential  ☐ Commercial  ☐ Industrial  ☐ Institutional

For Lot Line Adjustments fill out the following table:

<table>
<thead>
<tr>
<th>Lot Number</th>
<th>Depth</th>
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(continued next page)
Provide a radius map and mailing labels that shows the names and addresses of the property owners within:

- 100 Feet
- 300 Feet
- 500 feet

-100 foot radius map and labels are required for new residential units subject to review by the Community Development Director.

-300 foot radius maps are required for all Site Plan Review and Variance applications that are subject to review by the planning commission, and most Conditional Use Permit applications.

-500 foot radius maps are required for Conditional Use Permits involving the sale or consumption of alcoholic beverages.

Also include two (2) sets of self-adhesive address labels.
The City of Bell is providing the following radius map and label vendors as a courtesy. The City in no way endorses or recommends a firm to provide these services:

<table>
<thead>
<tr>
<th>Radius Map and Mailing Label Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advanced Listing Services</strong></td>
</tr>
<tr>
<td>P.O. Box 2593</td>
</tr>
<tr>
<td>Capistrano Beach, CA 92624</td>
</tr>
<tr>
<td>Tel: (949) 361-3921</td>
</tr>
<tr>
<td>Fax: (949) 361-3923</td>
</tr>
<tr>
<td><a href="mailto:Denise@AdvancedListing.com">Denise@AdvancedListing.com</a></td>
</tr>
<tr>
<td><strong>Cathy McDermott</strong></td>
</tr>
<tr>
<td>Ownership Listing Service</td>
</tr>
<tr>
<td>P.O. Box 890684</td>
</tr>
<tr>
<td>Temecula, CA 92589-0684</td>
</tr>
<tr>
<td>Tel: (951) 699-8064</td>
</tr>
<tr>
<td>Fax: (951) 699-8064</td>
</tr>
<tr>
<td>Donna Scales, Donna’s Radius Maps</td>
</tr>
<tr>
<td>684 S. Gentry Lane</td>
</tr>
<tr>
<td>Anaheim, CA 92807</td>
</tr>
<tr>
<td>Tel: (714) 921-2921</td>
</tr>
<tr>
<td>Cell: (714) 456-4799</td>
</tr>
<tr>
<td>Fax: (714) 921-0990</td>
</tr>
<tr>
<td><a href="mailto:ddradiusmaps@sbcglobal.net">ddradiusmaps@sbcglobal.net</a></td>
</tr>
<tr>
<td><strong>Matt Warmuzak</strong></td>
</tr>
<tr>
<td>Mailing Pros, Inc.</td>
</tr>
<tr>
<td>5261 Business Dr.</td>
</tr>
<tr>
<td>Huntington Beach, CA 92649</td>
</tr>
<tr>
<td>Tel: (714) 892-7251</td>
</tr>
<tr>
<td><a href="mailto:matt@mailingprosinc.com">matt@mailingprosinc.com</a></td>
</tr>
<tr>
<td>**Notificationmaps.com / Karen Martin</td>
</tr>
<tr>
<td>668 N Coast Hwy, #401</td>
</tr>
<tr>
<td>Laguna Beach, CA 92653</td>
</tr>
<tr>
<td>Tel: (866) plancomc (752-6266)</td>
</tr>
<tr>
<td><a href="http://www.notificationmaps.com">www.notificationmaps.com</a></td>
</tr>
<tr>
<td><strong>Robert Simpson</strong></td>
</tr>
<tr>
<td>City Radius Maps</td>
</tr>
<tr>
<td>300 East Bonita #36-41</td>
</tr>
<tr>
<td>San Dimas, CA 91773</td>
</tr>
<tr>
<td>Tel: (818) 800-3382</td>
</tr>
<tr>
<td><a href="mailto:robert@cityradiusmaps.com">robert@cityradiusmaps.com</a></td>
</tr>
<tr>
<td><strong>Steven Harvey</strong></td>
</tr>
<tr>
<td>Property Profilers</td>
</tr>
<tr>
<td>Tel: (714) 691-2861</td>
</tr>
<tr>
<td><a href="http://www.propertyprofilers.net">www.propertyprofilers.net</a></td>
</tr>
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<tr>
<td><strong>Szeto, Tran + Associates</strong></td>
</tr>
<tr>
<td>2714 Single Ave.</td>
</tr>
<tr>
<td>Rosemead, CA 91770</td>
</tr>
<tr>
<td>Tel: (626) 512-5050</td>
</tr>
<tr>
<td>Fax: (323) 838-0515</td>
</tr>
</tbody>
</table>
“At Risk” Plan Check Acknowledgement
City of Bell - Community Development Department - Planning Division

By executing this At-Risk Plan Check Acknowledgement, I formally indicate my knowledge and acceptance of the risks associated with the initiation of an early plan check review by the City of Bell Building Division of the project construction drawings for my proposed construction project involving the property located at: ________________________________
Bell, CA.

By executing this At-Risk Plan Check Acknowledgement, I formally indicate my knowledge and acceptance of the fact that I may incur both extra cost and effort associated as a result of requesting commencement of the plan check review process prior to securing the requisite approval from the Planning Division for my project.

By executing this At-Risk Plan Check Acknowledgement, I am also indicating my knowledge and acceptance of the fact that plan check fees will not be refunded if the necessary Planning Division approvals for this project are not granted.

ACKNOWLEDGEMENT:

_______________________________________  ____________________________
Applicant's/Owner's Signature                  Date

_______________________________________
Printed Name

_______________________________________
Planning Case/Entitlement File Number

_______________________________________  ____________________________
Authorization by Planner                  Date