



Land Use and Development Application

Application Checklist

The Land Use and Development Permit is for the following case types:

- Zoning Text Amendment (ZTA)
 - Conditional Use Permit (CUP)
 - General Plan Amendment (GPA)
 - Site Plan Review-Administrative or Discretionary (SPR)
 - Zone Variance (VAR)
 - Zone Change (ZC)
 - Certificate of Compliance
 - Lot Line Adjustment/Merger
 - Tentative Tract Map (TTM)
 - Tentative Parcel Map (TPM)
-

SUBMITTAL REQUIREMENTS

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.

City of Bell - Community Development Department - Planning Division

6330 Pine Avenue, Bell, CA 90201 - Phone (323) 588-6211 - Fax (323) 771-9473



Land Use and Development Application

Application Checklist (*continued*)

- ☐ **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.



Land Use and Development Application

Application Checklist (*continued*)

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.

Case No: _____



Land Use and Development Permit Application

City of Bell - Community Development Department - Planning Division

A Planning Application Requested:

- | | |
|--|--|
| ☐ Zoning Text Amendment (ZTA)- \$5300 Acct: 4318 | ☐ Final Parcel/Tract Map (TTM)
\$1000(Parcel) \$2000(Tract) Acct: 4318 |
| ☐ Conditional Use Permit (CUP)- \$2793.57 Acct: 4402 | ☐ Eng./Bldg. Review Deposit- \$1500 Acct: 2820 |
| ☐ General Plan Amendment (GPA)- \$1182 Acct: 4319 | ☐ Environmental Review- \$800 Acct: 4316 |
| ☐ Site Plan Review-Planning Commission (SPR)
\$2000 Acct: 4315 | ☐ Preliminary/Pre-Application- \$337.50 |
| ☐ Zone Variance (VAR)- \$675 Acct: 4318 | ☐ Complex Zoning Letter- \$350 Acct: 4315 |
| ☐ Zone Change (ZC)- \$5270 Acct: 4318 | ☐ Simple Zoning Letter- \$75 Acct: 4315 |
| ☐ Lot Line Adjustment/Lot Merger- \$1734 Acct: 4317 | ☐ Public Hearing Notice Deposit \$700 Acct: 2801 |
| ☐ Tentative Parcel/Tract Map (TPM)- \$1050 Acct: 4317 | ☐ Categorical Exemption Fee \$250 |

B Project Information:

Property Address _____

Assessor Identification Number(s) _____

Request: _____

C 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 _____



Land Use Permit Application *(continued)*

City of Bell - Community Development Department - Planning Division

D 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)

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): _____

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)



Supplemental Information Form *(continued)*

City of Bell - Community Development Department - Planning Division

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



Supplemental Information Form *(continued)*

City of Bell - Community Development Department - Planning Division

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:

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 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::

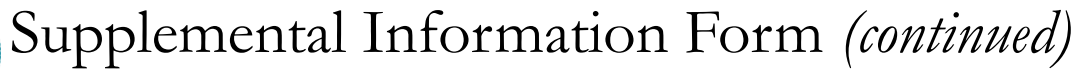
Additional comments:

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

Date



Supplemental Information Form

City of Bell - Community Development Department - Planning Division

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:

Lot Number	Existing			Proposed		
	Depth	Width	Size	Depth	Width	Size

(continued next page)



Radius Map and Labels

City of Bell - Community Development Department - Planning Division

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.

CITY OF BELL

500 FOOT RADIUS MAP

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LEGEND

19. OWNERSHIP NO.
— OWNERSHIP HOOK

CASE NO.
DATE:
SCALE: 1" = 100'
OWNERSHIP MAP



Radius Map and Mailing Label Providers

City of Bell - Community Development Department - Planning Division

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:

Radius Map and Mailing Label Vendors	
Advanced Listing Services P.O. Box 2593 Capistrano Beach, CA 92624 Tel: (949) 361-3921 Fax: (949) 361-3923 Denise@AdvancedListing.com	Alcoholic Beverage Licensing Company 8530 Wilshire Blvd. #404 Beverly Hills, CA 90211-3127 Tel: (310) 854-5386
Cathy McDermott Ownership Listing Service P.O. Box 890684 Temecula, CA 92589-0684 Tel: (951) 699-8064 Fax: (951) 699-8064	Dependable Business Services, Inc. Dennis Stout Tel: (714) 744-2845 Fax: (714) 744-5123
Donna Scales, Donna's Radius Maps 684 S. Gentry Lane Anaheim, CA 92807 Wk: (714) 921-2921 Cell: (714) 458-4798 Fax: (714) 921-0990 ddradiusmaps@sbcglobal.net	Foothill Project Management 117 1/2 28th Street Newport Beach, CA 92660 Tel: (949) 673-3565 Fax: (949) 434-9228
Matt Warmuzek Mailing Pros, Inc. 5261 Business Dr. Huntington Beach, CA 92649 Tel: (714) 892-7251 matt@mailingprosinc.com	N.P.S. + ASSOCIATES 396 W. AVENUE 44 LOS ANGELES, CA. 90065 Telephone: (323) 801-6393 Email: contact.npsassociates@gmail.com www.npsassociates.com
Notificationmaps.com / Karen Martin 668 N Coast Hwy, #401 Laguna Beach, CA 92653 Tel: (866) plancom (752-6266) www.notificationmaps.com	Ownership Listing Solutions Coralee Newman & Joshua Canter 1048 Irvine Ave. #618 Newport Beach, 92660 Tel: (949) 717-7942 josh@govsol.com
Robert Simpson City Radius Maps 300 East Bonita #3641 San Dimas, CA 91773 Tel: (818) 850-3382 robert@cityradiusmaps.com	Radius Maps/Bonnie Perkins 7901 La Carta Circle Buena Park, CA 90620 Tel: (888) 272-3487 Fax: (714) 739-1212
Steven Harvey Property Profilers Tel: (714) 891-2861 www.propertyprofilers.net	Susan W. Case 917 Glenneyre St., Suite 7 Laguna Beach, CA 92651 Tel: (949) 494-6105 Fax: (949) 494-7418 orders@susancaseinc.com
Szeto, Tran + Associates 2714 Stingle Ave. Rosemead, CA 91770 Tel: (626) 512-5050 Fax: (323) 838-0515	T-square Mapping Service/Darla Hammond 969 S. Raymond Ave. Pasadena, CA 91105 Tel: (626) 403-1803 Fax: (626) 403-2972



“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