

CITY OF EL MONTE - ENTITLEMENT PROCESS



1 Planning Counter Visit

- Applicant collect info on zoning and other requirements.
- Staff can provide feedback on conceptual plans to assist applicant in submitting for Initial Plan Review.
- Applicant should also talk to other City departments and LA County Fire.

2 Initial Plan Review

- Applicant submits Initial Plan Review materials and fees.
- This includes plans for architecture, site plan review and landscaping.
- An arborist report is required if the existing site includes protected trees.
- Staff provides formal review on the project's design and how it complies with the City's Zoning Code.
- Also provides info on the entitlement process and fees.

6-8 week staff review period.

3 Application Submitted

- Applicant submits entitlement application packet and fees.
- The plans should demonstrate how the Initial Plan Review comments have been addressed.
- Staff reviews packet for completeness and routes plans for comments.
- Also determines level of environmental review.
- Once packet and environmental are deemed complete, project is scheduled for a public hearing.

30-day staff review period for completeness. Additional time may be required for environmental review.

4 Planning Commission Review

- Public hearing for project and environmental.
- Notice is placed in newspaper and mailed to all property owners within 300 feet.
- A community meeting may be required for some projects.
- The Commission makes the decision for parcel maps, variances, design reviews and conditional use permits.
- Recommends other entitlements to the City Council.

2-3 months from complete date. Additional time may be required for environmental review.

5 City Council Review

- Public hearing required for general plan amendments, zone changes, tract maps and appeals.

2-3 months from Planning Commission hearing date.

6 Plan Check and Construction Phase

- Applicant incorporates conditions of approval and any environmental mitigation measures in construction plans.
- Staff from Planning, Building, Urban Forestry and Public Works/Engineering Divisions and LA County Fire review and issue permits for demolition, grading and construction.
- Staff inspections are made throughout construction.

2-4 week staff review for smaller projects; 4-6 week staff review for larger projects; 2-4 weeks for resubmittals.