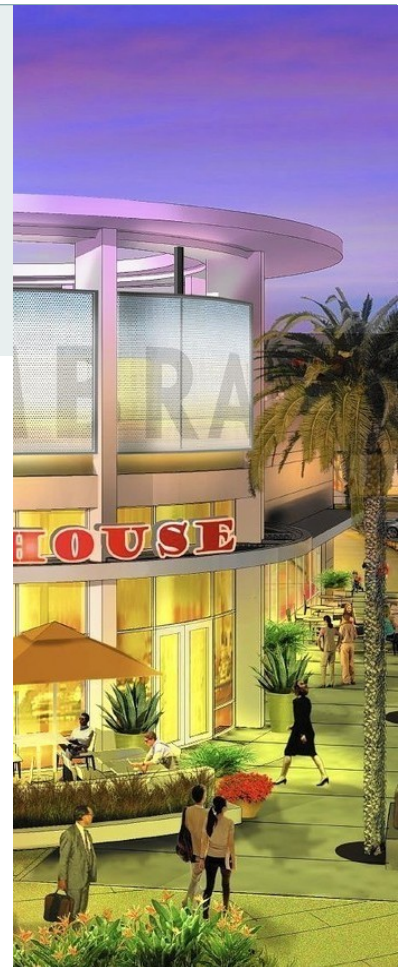
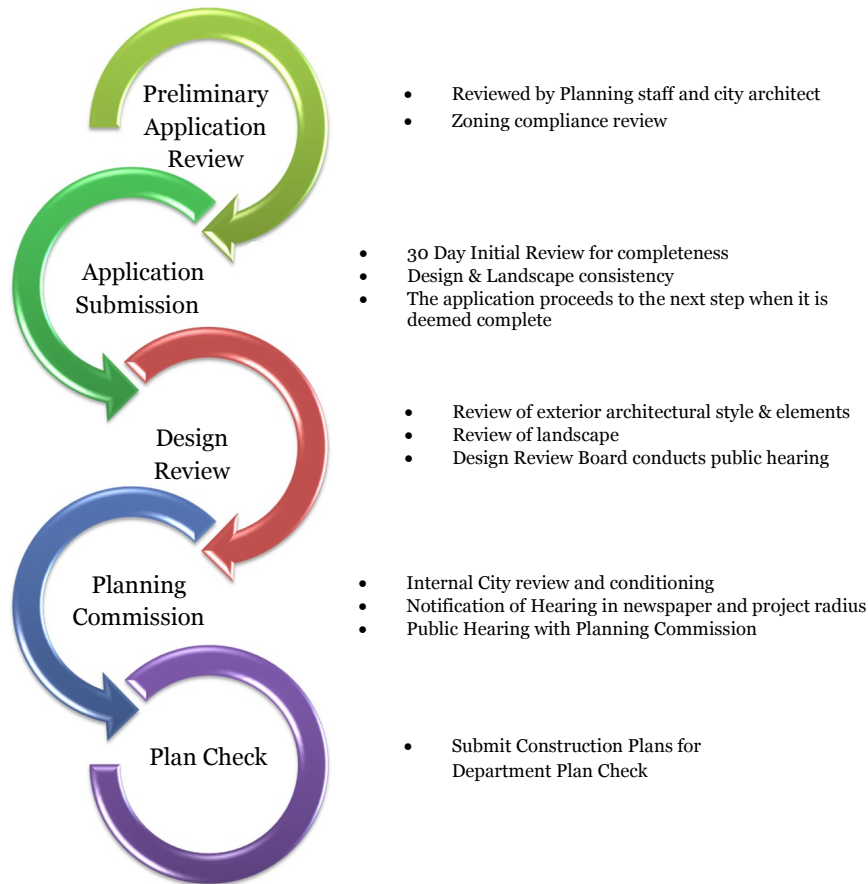


Step by Step Planning Guide

WELCOME TO THE DEVELOPMENT SERVICES DEPARTMENT. The information in this guide is provided to assist you in getting through the steps necessary for the review and eventual approval of your project. Although we can not guarantee the approval of your project, we promise to work with you to make the process as understandable as possible and to help you get from one step to the next. The process outlined within will walk you step by step from the Preliminary Review to the final submission of your approved project to the Building Division for Plan Check.

This diagram illustrates the steps required for processing the application(s) for your project with the City of Alhambra.



INSTRUCTIONS FOR

- **Planning**
- **Design Review**
- **Public Notice Mailing List Instructions**
- **Fee Schedule**

CITY OF ALHAMBRA
DEVELOPMENT SERVICES
DEPARTMENT
111 SOUTH FIRST STREET
ALHAMBRA, CA 91801
(626) 570-5034

THE PLANNING PROCESS



- Reviewed by Planning Staff and City Architect
 - Comments are provided to assist in addressing code requirements, architectural integrity and environmental concerns.
- Zoning compliance review
 - Determination of allowable development and uses of a property.
- Revised Plans may be required to address comments and concerns.



- 30 Day Initial Review for completeness
 - Application(s), Site Plan, Floor Plans, Elevations, Environmental Document (when applicable)
- Design & Landscape Review for consistency
- Revised plans may be required to address comments or corrections
- The application proceeds to the next step when it is deemed complete



- Review of Exterior Architectural Style & Elements
 - For both Design Review and House Moving, a Preliminary Design Conference with the City Architect is required. The Preliminary Design Conference is a multi-disciplinary review of your project by staff, the purpose of which is to assist you with city requirements and Design Review Board standards. You are to come prepared with two copies of the project site/plot plan, floor plan(s) and building elevations.
- Review of Landscape
- Design Review Board conducts Public Hearing
 - There is a minimum lead time of two weeks after project is deemed complete to schedule project for Design Review Board hearing.
 - Design Review is not required for some applications.



- Internal City Review and Conditioning
- Notification of Hearing in newspaper and project radius
 - Instructions for public notice mailings are outlined on the following page.
- Public Hearing with Planning Commission
 - Planning Commission hearing is not required for some applications.
 - City Council Review may be required for some applications.

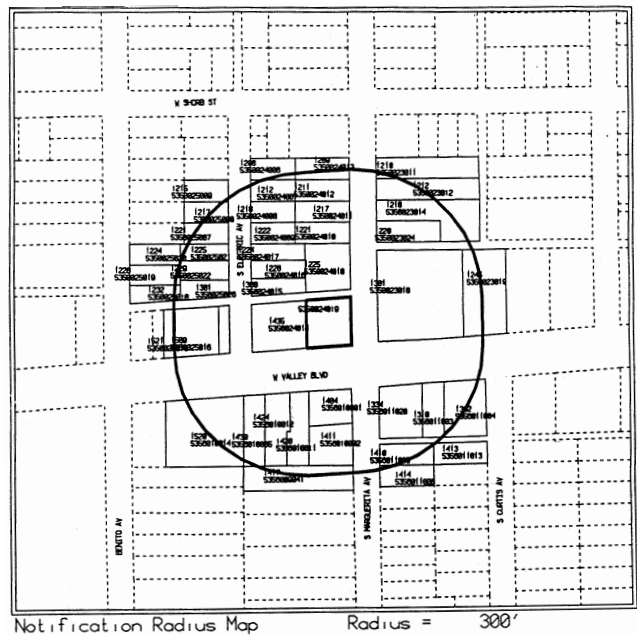


- Submit Construction Plans for Department Plan Check
 - Conditions of Approval must be attached to plans when submitting for plan check.

PROCEDURES FOR COMPILING THE PUBLIC NOTICE MAILING LIST

Applicants must provide a mailing list per the instructions below and a Property Owner's List Affidavit attesting to the date and authenticity of the mailing list.

1. The mailing list must include all properties within the project area and surrounding area within 300 ft. and contain the following information:
 - a. Property Owner's Names, Addresses and assessor's parcel numbers (Note: the mailing list information shall be obtained from the latest Los Angeles County Equalized Assessment Rolls. Parcels numbered 900-999 are publicly owned and parcels numbered 800-899 are owned by public utilities. These are not listed in the Tax Rolls. List the name and address of the party which owns the property, if known from other sources. Properties that do not need to be listed are those owned by the City of Alhambra. Planning Division shall not accept an ownership list which bears a date MORE THAN 180 DAYS PRIOR to the date of the FIRST PUBLIC HEARING).
 - b. Assessor's maps showing the subject site and all properties within 300 ft. of the exterior boundaries of the project site. If two addresses are shown under one name, use only owner's mailing address. The Assessor's pages shall be (11" x 17") with the appropriate radius clearly drawn in red . (300 ft.)
2. Provide one pre-stamped (first class forever stamp) business size envelope (4 1/8" x 9 1/2") prepared for mailing for each name on the mailing list with the City's return address as shown below:



| | |
|--|---------------------------------|
| City of Alhambra Development Services Department 111 South First St. Alhambra, CA 91801 | First Class Forever Stamp |
| 0000-000-000(Assesor's Parcel No.) Property Owner's name Address Alhambra, Ca 91801 | |

3. The accuracy of the property owners mailing list is the responsibility of the applicant. IMPROPERLY PREPARED DOCUMENTS MAY DELAY THE APPLICATION OR BE CAUSE FOR DENIAL.
4. The radius map, mailing list, property owner's affidavit and prepared envelopes must be submitted with the other application materials.

FEE SCHEDULE

| Pre-Application/Preliminary Review | | Design Review | |
|--|-------------|--|------------------------|
| First Review | \$162.75 | Multi-Fam & Commercial | \$960.00 |
| Second Review | \$162.75 | Single Family | \$480.00 |
| Third Review | \$48.50 | Signs | \$228.80 |
| Zoning Clearance | \$400.00 | Landscape Plan Review(MWELO) | \$500.00 |
| Zoning Compliance/Rebuild Letter | \$130.00 | Window Change-outs, Front Yard Fences, Roofs requiring DRB review | \$195.00 |
| Public Works Department/City Engineer Review | \$446.00 | Front Yard Landscape Plan Review, Window Change-outs, Re-roofs and items <u>not</u> requiring DRB review | \$40.00 |
| Planned Development Permits | | | |
| Commercial or Industrial | | Residential | |
| New Structures | | Base Fee - New multi-unit projects | \$1,521.00 |
| Base Fee | \$1,873.00 | Each new unit | \$101.00 |
| Each 2,000 sq. feet of new building area | \$108.25 | 2nd story additions & additions increasing gross living area (over 50%) | \$1,589.75 |
| Addition to Existing Structure | | New single family residences | \$1,051.50 |
| Base Fee | \$1,630.00 | Extension of Approved Planned Development Permit | \$400.00 |
| Each 2,000 sq. feet of new building area | \$108.25 | Revision to approved Planned Development Permit | \$918.00 |
| Change of Use | | Periodic Review of Approved Planned Development Permit | \$51.00 |
| Base Fee | \$1,582.00 | | |
| Each 5,000 sq. feet of building area | \$108.25 | Site Plan Review | \$16.00 |
| Re-Use of Space Vacant More Than 6 Months | | House Moving | \$1,138.50 |
| Base Fee | \$1,582.00 | | |
| Each 10,000 sq. feet of building area | \$108.25 | | |
| Conditional Use Permits | | Tentative Map | |
| Base fee | \$1,500.00 | New Construction (1st 4 units) | \$485.00 |
| Each 2,500 sq. feet of building or use (no charge when in conjunction with a Planned Development Permit) | \$71.00 | Subdivision of Land (1st 4 units) | \$485.00 |
| | | Each additional units above 1st 4 units | \$108.25 |
| Revision to approved Conditional Use Permit | \$1,019.00 | Extension of Tentative Map | \$400.00 |
| Code Variations | | | |
| Variance | | Modification | |
| First | \$1,023.50 | First | \$212.00 |
| Each additional | \$218.00 | Each additional | \$26.75 |
| California Environmental Quality Act Document Preparation, Review, Noticing and Filing Fees | | Other Fees | |
| Preparation of Environmental Documents | Actual Cost | Public Hearing Publication | \$35 + \$1.38 per line |
| Review of Environmental Documents | Actual Cost | General Plan Amendment | \$1,138.50 |
| Negative and Mitigated Negative Declaration Filing Fee | \$2,210.25 | Zoning Amendment | \$1,099.75 |
| Environmental Impact Report (EIR) Filing Fee | \$3,070.00 | Specific Plan Amendment | \$1,600.00 |
| Los Angeles County Clerk Processing Fee for environmental documents | \$75.00 | Lot Line Adjustment | \$1,012.75 |
| | | Parcel Merger by Document | \$986.00 |
| Appeal to City Council | \$940.00 | Appeal to Planning Commission | \$1,425.00 |

NOTE: All fees are non-refundable once a public hearing has been held on the application. Full or partial refunds may be available if the application is withdrawn prior to the public hearing. See Planning Division Staff for details.