



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540 * FAX (626) 579-2409



General Planning Entitlement Checklist

Unless otherwise stated, ALL of the below items must be uploaded with the entitlement application you are applying for:

- Notarized letter from the property owner giving the applicant authority to apply for the entitlement
- Complete set of plans that includes: site development plan, floor plans, building elevations
- Radius map showing all properties within 500 feet of the subject property
- (2) Two sets of mailing labels that list all property owners and occupants within 500 feet of proposed project (physical copy dropped off or mailed to Planning Department)
- Completed Environmental Information Form - find link to the form below:
<https://www.cityofsouthelmonte.org/DocumentCenter/View/2256/Environmental-Information-Form-PDF>
- Photographs of the existing site
- Title Report or Grant Deed

Conditional Use Permit (In addition to the above listed, please include the following:)

- Conceptual landscape plan including all plant material existing and proposed for the site
- Colored elevations or renderings
- Color and materials sample sheet
- Sign program

Subdivision (In addition to the above listed, please include the following:)

- Tentative map of proposed subdivision