



CITY OF WEST COVINA PLANNING DEPARTMENT

Instructions For Filing a Preliminary Review

All of the following must be submitted before the Planning Department can process the application:

1. Application Sheet, with signature of the property owner authorizing the applicant's request.
2. Fee for a Preliminary Review:
A \$1,350.00 flat fee is required.
3. Site Plan: submit 8 copies*
4. Floor Plan (Optional): submit 8 copies*
5. Elevation Plans (Optional): submit 8 copies* (optional)

* Plans must be folded to maximum 8½" x 13." Plans must be folded and stapled together in sets.

Explanation of Items 1 through 5

1. Application

To process the Administrative Review, the attached application sheet must include the authorization of the legal owner.

2. Filing Fee

A \$1,350.00 flat fee is required.

NOTE: Building permits associated with this application will not be issued until all filing fees are collected and deposit accounts are settled.

3. Site Plan All drawings must be prepared as noted below and folded together to 8½" x 13"

I. Format

- A. Title as follows: Name, address, and telephone number of applicant.
- B. North arrow and scale (orient drawings to the north, and do not use a scale less than 1" = 30', unless approval has been granted by the Planning Department).
- C. Legend for the plan shall include all the items in Section IV.

II. Parcel Specifications

- A. Fully dimensioned subject parcel boundaries.
- B. Abutting street information:

- 1) Name of street(s)
- C. Name, and location of closest intersecting street.

III. Map Legend

- A. Net acreage of parcel.
- B. Gross floor area for all buildings.
- C. Number of permanent seats, beds, classrooms, dwelling units (include size of each unit), etc., as needed for the computation of the parking requirements.
- D. Proposed off-street parking.
- F. Required off-street parking.

4. Floor Plans

Floor plans must be fully dimensioned, and include the exact locations, sizes, and uses (e.g. seating, office, storage, kitchen, etc.) of all rooms, the location and size of all windows, doors, and elevators, and the width, rise, and run of any stairs. Please fold prints to a maximum of 8½" x 13".

5. Elevations

Elevation plans of front, sides, and rear of the proposed development shall be submitted together with the application. Plans must be drawn to scale and should be large enough to be used for display purposes. Please fold prints to a maximum of 8½" x 13".



Application

Case _____

(Type and No.)

Applicant's Name: _____
(owner, purchaser, lessee, representative)

Applicant's: address: _____
phone _____ fax _____ pager/cell _____
e-mail _____

Project Coordinator: _____ Title: _____

Coordinator's: address: _____
phone _____ fax _____ pager/cell _____
e-mail _____

I, the applicant, _____, for the property situated at
(name)

_____ (give street address and general location by street boundaries etc.)

herewith request approval for _____
(nature of project)

_____ (attach additional sheets if necessary) on property zoned as _____.

Assessor's Parcel Number (APN) _____
(required)

Applicant's Signature: _____

Occupant's Permission To Enter And Investigate Site

City of West Covina
Planning Department
1444 West Garvey Avenue
West Covina, CA 91790

I, _____ as _____
(owner or lessee)

and occupant of the property located at

do hereby authorize representatives of the City of West Covina to enter upon the above- mentioned property for inspection purposes and to obtain photographs of the subject property to prepare reports for Administrative Review. This authorization terminates upon the final decision on the case, made by the Planning Department.

I do / ~~do not~~ have a dog on the premises.
(circle one)

Signature

Date

To be filled out by occupant (owner or lessee)