



CITY OF WEST COVINA PLANNING DEPARTMENT

**Instructions For Filing for a Planning Director's Modification**

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

1. Application Sheet, with signature of the property owner authenticated by Notary
2. Filing Fee and Deposit Agreement:
  - a. Planning Director's Modification: \$1,000.00 deposit (amount of deposit up to \$2000 determined by staff prior to submittal.)
  - b. Completed Deposit Agreement, as attached to this packet

***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: submit 6 copies\*
4. Floor Plan: submit 6 copies\*
5. Building Elevation: submit 6 copies\*
6. Color and Materials Board
7. Tenant Roster (if deemed necessary by the Planning Department)

\* Prints to be folded to maximum 8 ½" x 13"

## Explanation of Items 1 through 7

### 1. Application

To process the Planning Director's Modification, the attached application sheet must include the notarized authorization of the legal owner.

### 2. Filing Fee

- a. City Council Resolution requires a filing fee of \$140.00 for printing, postage, and miscellaneous processing costs, plus \$90.00 per hour for staff time actually spent in the preparation and processing of applications. In addition, any time required of the City Attorney will be billed at the attorney's current rate.

An initial deposit of \$1,000.00 shall be required at the time of submittal of the application, from which the items above (the filing fee and hourly charges) will be funded. When the deposit is used up, additional deposits may be required by the Planning Director before work on the application resumes.

### 3. Site Plans

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)
  - 2) Existing and proposed street width(s) and centerlines
  - 3) Parkway and/or sidewalk width(s)
  - 4) Access and driveway dimensions
  - 5) Median strips and traffic islands
- C. Name, location and width of closest intersecting street.
- D. Existing contours and water courses, for subject property and adjacent properties
- E. Location and dimensions of all existing or proposed easements.

#### III. Proposed Development and Modification

- A. All existing and proposed structures and physical features.
- B. Exterior building dimensions.
- C. Setbacks with dimensions.
- D. Distances between buildings.
- E. Height of structures.
- F. Treatment of open spaces, including landscaped areas.
- G. Walls and fences.
- H. Trash/transformer areas.

- I. Use of building.
- J. Parkway trees.
- K. Parking Area (Per Resolution No. 2513)
  - 1. Layout and dimensions of all parking stalls, including HC accessible stalls
  - 2. Dimensions of all access ways, turnaround areas, driveways, alleys, and walks
  - 3. Off-street loading space and facilities.
  - 4. Surface type
  - 5. Screening and landscaping (including curbs)
- L. Proposed grading.

IV. Map Legend

- A. Net acreage of parcel.
- B. Gross floor area for all buildings.
- C. Percentage of land covered by structures.
- D. Number of permanent seats, beds, classrooms, dwelling units (include size of each unit), etc., as needed for the computation of the parking requirements.
- E. Proposed off-street parking.
- F. Required off-street parking.
- F. Percentage of landscaping for total site (minimum of 8% required).

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. Building Elevation Plans

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".

6. Colors and Material Board

Colors and Material Board (6 copies) shall be submitted with application. The Board must show the colors and kind of materials that will be used on the structures and physical features of the property.

7. Tenant Roster

Tenant Roster must provide information including business name, use, floor area of each tenant space (including vacancies).



# 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  
(name)

property situated at \_\_\_\_\_  
(give street address and general location by street boundaries etc.)

herewith request approval of a \_\_\_\_\_ for \_\_\_\_\_  
(type of application) (nature of project)

on property zoned as \_\_\_\_\_

Assessor's Parcel Number (APN) \_\_\_\_\_  
(required)

Applicant's Signature: \_\_\_\_\_  
=====

Owner's Permission (signature must be notarized)

I (we) do hereby certify, under penalty of perjury, that I (we) am (are) the owner(s) of the real property legally described herein and hereby grant permission for which this application is made.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Please **Print** Name Here)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(Date)

## 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 Planning Director's Modification No. \_\_\_\_\_.

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)

# Deposit Agreement

Case \_\_\_\_\_

This is to certify that I, \_\_\_\_\_  
(applicant)

understand that the \$1,000.00 deposited at the time of the filing of this application is to be used to cover the \$140 filing fee, any additional staff time at the hourly rate determined by City Council Resolution (rate changes effective July 1st of each year) which is currently \$90 per hour, and any City Attorney time at current rates. Should my deposit be depleted at any time prior to the completion of the process, the process will be suspended until additional deposits, the amount of which shall be determined by the City Planner, are made. Failure to provide additional funds within ten (10) days after notification of depletion shall be cause for withdrawal of this application. I also understand that prior to the issuance of any future building permit(s) associated with this application, all fees must be collected and deposit accounts settled.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_