



CITY OF WEST COVINA PLANNING DEPARTMENT

Instructions For Filing A Model Home Marketing Complex Application

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. \$770.00 minimum deposit
 - b. \$140 filing fee, plus \$90 per hour of staff time (amount of deposit up to \$2,000 determined by staff prior to submittal) payable to the "City of West Covina"
 - c. Completed Deposit Agreement, as attached to this packet
3. Site Plan: submit 6 prints with the application
(please fold prints to a maximum size of 8½" x 13")
4. Floor Plans: submit 6 prints submitted with application
(please fold prints to a maximum size of 8½" x 13")
5. Elevations: submit 6 prints submitted with application
(please fold prints to a maximum size of 8½" x 13")

Explanation Of Items 1 Through 5

1. Application

To process the Model Home Marketing Complex, you must obtain the notarized authorization of the legal owner on the attached application sheet.

2. Filing Fee

City Council Resolution No. 2008-41 requires a filing fee of \$140.00 for 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 \$770.00 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 depleted, additional deposits may be required by the Planning Director before work on the application resumes.

3. Site Plan

Five copies of a site plan shall be submitted for review and approval by the Planner Director. The site plan shall be a typical representation of the proposed development, showing the proposed location and elevation of all models (not more than 10 models) and of all other structures proposed to be built, the location of roads, walks, parking areas and other improvements within the complex and landscaping plans. Site Plan drawings must be prepared to the following specifications and folded to maximum 8½" x 13" size.

I. Format

- A. Title as follows: Name, address, and telephone number of applicant.
- B. North arrow and scale (drawings shall be oriented to the north and shall not be less than 1" = 30' in scale, unless approval has been granted by the Planning Department to reduce the scale.

II. Parcel Specifications

- A. Fully dimensioned subject parcel boundaries.
- B. Abutting street information:
 - 1) Name of street(s)
 - 2) Parkway width(s)
 - 3) Sidewalk dimensions
 - 4) Access and driveway dimensions
- C. Name, location and width of closest intersecting street.
- D. Existing contours and water courses, for subject property and adjacent property.
- E. Location and dimensions of all existing or proposed easements.

III. Proposed Improvements

- A. Show all proposed permanent and temporary structures and physical features including accessory structures (i.e. gazebos, barbecues, pools, spas, walls, fences, mechanical equipment, landscape and hardscape areas.
- B. Plot model homes on parcels showing setback dimensions from property lines.
- C. Show distances between buildings.
- D. Provide a Sales Office Parking Area (Per Resolution No. 2513)
 - 1. Layout and dimensions of all parking stalls.
 - 2. Dimensions of all access ways, turnaround areas, driveways, and walks.

4. Floor Plans

Floor plans of each model home must include the exact locations and uses (office, storage, kitchen, etc.) of all rooms, the location and size of all window, doors, and elevators, and the width, rise, and run of any stairs, along with the height of handrails.

5. Elevations

Elevations of each model home must include overall building height dimensions, and identify exterior materials, colors and architectural treatment.



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)

Deposit Agreement

Case _____

This is to certify that I, _____
(applicant)

understand that the deposit 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: _____