City of West Covina Planning Department

Instructions For Filing a Subcommittee Application

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

1. Application Sheet, as included here, with signature of applicant.

2. Fee: Addition of Floor Area - $230.00
   Non-Floor Area Revisions - $50.00 Flat Fee

3. Site Plan: submit 6 copies*

4. Floor Plan: submit 6 copies*

5. Elevation Plans: submit 6 copies*

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

Case #_____

Property Address: _____

Project Coordinator: name: _____

Project Coordinator's: address: _____

phone _____ fax _____pager/cell _____

e-mail _____

Owner's: name: _____

Owner's: address: _____

phone _____ fax _____pager/cell _____

e-mail _____

Description of Work:

_____

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Applicant's Signature: _____ Date: _____

1444 W. Garvey Avenue South, PO Box 1440, West Covina, CA 91793 Phone (626) 939-8422 Fax (626) 939-8667