



CITY OF WEST COVINA PLANNING DEPARTMENT

**Instructions for filing a Conceptual Plan**

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. Conceptual Plan Review: \$2,000.00 deposit
  - b. Completed Deposit Agreement, as attached to this packet
3. Environmental Information Form
4. Site Plan: 15 prints (required with application)  
Prints to be folded to maximum 8½" x 13"
5. Floor Plan: 15 prints (required with application)  
Prints to be folded to maximum 8½" x 13"
6. Elevation Plans: 15 prints (required with application)  
Prints to be folded to maximum 8½" x 13"
7. Architectural Treatment: the following items are helpful but may not be required
  - a. 1 set of colored elevations or a colored perspective drawing (rendering)
  - b. Sample building materials board (10 days before public hearing)
  - c. A written description of proposed building materials
8. Complete Description of Proposal, including business/organization operations plan
9. Occupant's Permission to Enter and Investigate

## Explanation Of Items 1 Through 8

### 1. Application

To process the Conceptual Plan, the attached application sheet must be filled out. The signature of the property owner is strongly encouraged, but not required.

### 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 or 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 \$2,000.00 is required at the time of submittal, from which the items above (the filing fee and hourly charges) will be funded. When the deposit is used up, the City Planner before work on the application resumes may require additional deposits.

### 3. Applicant's Environmental Information Form

The Environmental Information Form (attached to this packet) must be submitted when you file this application so that an environmental determination can be made. This aids the city in determining the level of environmental review that will be required for the project once formal processing begins.

### 4. Site Plan

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

#### I. Format

- A. Title as follows: Name, address, and telephone number of applicant.
- B. North arrow and scale (orient drawings to the north and use a scale not less than 1" = 30', unless approval has been granted by the Planning Division to reduce the scale).
- 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 width(s)
  - 4) Sidewalk dimensions
  - 5) Access and driveway dimensions
  - 6) 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 property.
- 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.
  - 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 or existing grading (indicate topographic elevations).

IV. Map Legend

- A. Net acreage of parcel.
- B. Gross floor area for all buildings.
- C. Percentage of land covered by structures.
- D. Floor-area ratio
- E. Proposed off-street parking.
- F. Required off-street parking.
- G. Number of permanent seats, beds, classrooms, or dwelling units (including size of each unit) as needed for the computation of the parking requirements.
- H. Walls and fences.
- I. Use of building.
- J. Parkway trees

5. Floor Plans

Floor plans must include the exact locations and uses (e.g. 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.

6. Elevation Plans (Typical Structure)

Elevation plans of front, sides, and rear of the proposed developments must 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."

7. Architectural Treatment

If required, the colored elevation drawings, perspective drawings, and/or sample materials boards should be large enough for display purposes.

Displays of sample building materials should illustrate typical colors, textures, and materials.

8. Description of Proposal, and Business/Organizational Operations Plan

Provide a complete and detailed account of all activities proposed, expected, or foreseen at the site, both immediately upon occupancy and into the reasonable future. The more detailed your information, the better able staff will be to determine possible issues with your proposal.

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)

# Environmental Information Form

## A. General Information

1. Name of developer or project sponsor: \_\_\_\_\_  
Address of the above: \_\_\_\_\_  
Telephone: \_\_\_\_\_
2. Address or location of project: \_\_\_\_\_
3. Name of project leader or coordinator: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_
4. Indicate number(s) of the permit application(s) for the project to which this form pertains: \_\_\_\_\_
5. Existing zoning: \_\_\_\_\_
6. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:  
\_\_\_\_\_  
\_\_\_\_\_
7. Proposed use of site: \_\_\_\_\_
8. Proposed zoning (if different than existing): \_\_\_\_\_

## B. Project Description (Include Precise Plan or Development Plan, where applicable)

1. Site size: \_\_\_\_\_
2. Square footage of building coverage: \_\_\_\_\_
3. Number of floors in building(s): \_\_\_\_\_
4. Total floor area: \_\_\_\_\_
5. Amount of off-street parking provided: \_\_\_\_\_
6. Proposed scheduling (phasing) of current development and any anticipated future development: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Please provide complete information for your project.
  - If residential, include the number of units, schedule of unit sizes, range for sale prices or rents, and types of household size expected:
  - If commercial, indicate the type, whether neighborhood, city, or regionally oriented, square footage of sales area, and loading facilities:
  - If industrial, indicate type, estimated employment per shift, number of shifts, and loading facilities:
  - If institutional, indicate the major function, estimated employment per shift, number of shifts, estimated occupancy, loading facilities, and community benefits to come from the project:
  - If public works, indicate the kind, whether it is taking place within the existing public right of way, and whether it is replacing an existing system or facility:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. If the project involves a variance, conditional use permit, zone change, or general plan redesignation, state this and indicate clearly why such application is required: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Are the following items applicable to the project or its effects? Discuss below all items checked yes:

YES   NO

- \_\_\_   \_\_\_   a. Change in existing topography (a substantial alteration of ground contours).
- \_\_\_   \_\_\_   b. Change in scenic views/vistas from existing residential areas, public lands, or roads.
- \_\_\_   \_\_\_   c. Change in pattern, scale or character of general area of project.
- \_\_\_   \_\_\_   d. Significant amounts of solid waste or litter.
- \_\_\_   \_\_\_   e. Change in dust, ash, smoke, fumes, or odors in vicinity.
- \_\_\_   \_\_\_   f. Change in stream or ground water quality or quantity, or alteration of existing drainage patterns.
- \_\_\_   \_\_\_   g. Substantial change in existing noise or vibration levels in the vicinity.
- \_\_\_   \_\_\_   h. Site on filled land or on slope of 10 percent or more.
- \_\_\_   \_\_\_   i. Use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives.
- \_\_\_   \_\_\_   j. Substantial change in demand for municipal services (police, fire, water, sewage, etc.)
- \_\_\_   \_\_\_   k. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)
- \_\_\_   \_\_\_   l. Relationship to a larger project or series of projects.

Discuss "yes" answers below:

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C. Environmental Setting

1. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical, or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site (polaroids OK).

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2. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single-family, apartments, local retail, regional commercial, etc.) and scale of development (height, frontage, set-backs, etc.). Attach photographs of the vicinity (polaroids OK).

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- D. Certification: I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date \_\_\_\_\_

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

For: \_\_\_\_\_

## 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 Public Hearing Case \_\_\_\_\_.

This authorization terminates upon the final decision on the case, made either by the Planning Commission or City Council of the City of West Covina.

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 \$2,000 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: \_\_\_\_\_