



CITY OF WEST COVINA PLANNING DEPARTMENT

Instructions For Filing An Administrative 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 authenticated by notary
2. Filing Fee and Deposit Agreement:
 - a. Administrative Review: \$400.00 deposit
 - 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:
 - a. 6 prints (*required at time application is submitted)
Prints to be folded to maximum 8½" x 13"
4. Floor Plan:
 - a. 6 prints (*required at time application is submitted)
Prints to be folded to maximum 8½" x 13"
5. Business Operations Plan
6. Occupant's Permission to Enter Site: submit attached form with ink signature of occupant

*Plans must be folded to maximum 8 1/2" 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 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 \$400.00 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. The fee for an administrative review for a temporary storage container is \$50.00. When the deposit is used up, additional deposits may be required by the Planning Director before work on the application resumes. Please make your checks payable to "City of West Covina."

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. Business Operations Plan

Business Operations Plan must include the use hours of operation, the number of employees, the number of customers expected, the square footage, and the number of parking spaces available.



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 _____ f or _____
(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 \$400.00 deposited at the time of the filing of this application is to be used to cover the \$140.00 filing fee, any additional staff time at the hourly determined by city Council Resolution (rate changes effective July 1st of each year), which is currently \$90.00 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 Planning Director, 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: _____

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)