



CITY OF WEST COVINA PLANNING DEPARTMENT

**Instructions for Filing for a General Plan Amendment**

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

1. Application
2. Filing fees and fee agreement:
  - a. Plan Amendment: \$8,000.00 deposit
  - b. Fish and Game Environmental Review Fee for projects having an adverse effect on fish and wildlife resources:  
\$2,406.75 (for projects involving a negative declaration of environmental impact)  
\$3,343.25 (for projects involving an Environmental Impact Report (EIR.))
  - c. County of Los Angeles Environmental Document Processing Fee: \$75.00 check payable to **Los Angeles County Clerk**

**Note: Building permits associated with this application will not be issued until all filing fees are collected and deposit accounts are settled.**

3. Environmental Information Form
4. Supporting statements
5. 300-foot radius map
6. Property owners and occupants list: submit 3 sets of labels and 1 photocopy
7. Permission to enter property

1. Application

To process this Plan Amendment application, you must obtain the notarized authorization of the legal owner on the attached application sheet.

2. Filing Fee:

- a. City Council Resolution requires \$96.36 per hour for each hour of 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 \$8,000.00 shall be required at the time of submittal of the application, from which the 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.

b. Environmental Impact Assessment:

The Planning Director will use the Guidelines and Procedures incorporated in the California Environmental Quality Act, Section 26-270, to evaluate the potential environmental impact of proposed projects. If he finds that a proposed action is not categorically exempt from the provisions of the California Environmental Quality Act, the following fees shall be required and charged to the applicant to prepare or process the required environmental impact documents:

- I. Fish and Game Environmental Review Fee: Fish and Game Code Section 711.4 requires a fee for reviewing projects which may have an adverse effect upon fish and wildlife resources. This fee, payable to the Department of Fish and Game, is \$2,280.75 for a project involving a negative declaration of environmental impact, and \$3,168.00 for a project involving an Environmental Impact Report.
- II. \$96.36 per hour for staff time spent in the preparation or processing of initial studies, negative declarations, and Environmental Impact Reports, plus City Attorney time at the attorney's current rates, to be funded from the initial deposit as required by City Council Resolution.
- III. The County requires a \$75 environmental document processing fee. Please submit a separate, undated check payable to the **Los Angeles County Clerk.**

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. If an Environmental Impact Report (EIR) is then required, processing of the application will cease until an EIR has been submitted.

4. Supporting Statements:

Please give reasons in support of your application for a Plan Amendment.

5. 300-Foot Radius Map

The radius map must be prepared:

- showing all areas 300 feet or nearer to the property in this application (the 300 foot distance should be measured from the nearest edge of the subject property—see enclosed example)
- showing all property lines completely or partly within the 300 foot line with the properties inside the line numbered to match the Owners/Occupants list
- folded to 8½" x 13" maximum size.

6. Property Owners And Occupants List

The property owners and occupants list must be typed on mailing labels, and must have the names and mailing addresses of all property owners, and the mailing addresses of all occupants, *commercial or residential*, within or partially within the 300-foot radius map. It must be prepared from the last equalized assessment rolls of the Los Angeles County Assessor. Assessment rolls are available in the County Assessor's office. All names must be numbered to correspond with the numbers on the required radius map. With each of the three (3) sets of labels, please provide six (6) copies of the applicant's address on the bottom row of the labels sheet. Please also provide one (1) photocopy of a complete address label set.

7. A completed statement authorizing the City to enter and investigate the site shall be submitted at the time of the application.



**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)

## **Supporting Statements**

Please state your reasons for requesting an amendment to the General Plan. Show how or why the existing General Plan is inadequate to address current conditions, and demonstrate that the proposed changes will: 1) will be in the good interests of the City generally, and 2) not negatively affect nearby properties, either in value or material enjoyment.

## **Certification Of Property Owners And Occupants List**

To be filled out by applicant

City of West Covina  
Planning Department  
1444 West Garvey Avenue  
West Covina, CA 91790

Subject: \_\_\_\_\_

I, \_\_\_\_\_, do hereby certify, under penalty of perjury, that the attached list sets forth the names and addresses of the following persons as they appear on the last equalized assessment roll of the Los Angeles County Assessor.

Sincerely,

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

Phone Number (\_\_\_\_) \_\_\_\_\_

Dated \_\_\_\_\_ in the City of \_\_\_\_\_, California.

\_\_\_\_\_  
Signature

## 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. Existing general plan designation \_\_\_\_\_
9. Proposed general plan designation \_\_\_\_\_

### B. Project Description (Include Precise Plan)

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. If residential, include the number of units, schedule of unit sizes, schedule of unit sizes, range of sale prices or rents, and types of household size expected: \_\_\_\_\_  
\_\_\_\_\_
8. If commercial, indicate the type, whether neighborhood, city, or regionally oriented, square footage of sales area, and loading facilities: \_\_\_\_\_  
\_\_\_\_\_

9. If industrial, indicate type, estimated employment per shift, and loading facilities:

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10. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits from project:

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11. 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 of facility:

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12. If the project involves a variance, unclassified use permit, rezoning application, or general plan redesignation, state this and indicate clearly why the application is required: \_\_\_\_\_

13. Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

YES NO

\_\_\_ \_\_\_ a. Change in existing topography (a substantial alteration of ground contours).

\_\_\_ \_\_\_ b. Change in scenic views or vistas from existing residential areas or public lands or roads.

\_\_\_ \_\_\_ c. Change in pattern, scale, or character of general area

\_\_\_ \_\_\_ d. Generate significant amounts of solid waste or litter.

\_\_\_ \_\_\_ e. Change in dust, ash, smoke, fumes, 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

\_\_\_ \_\_\_ 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.

C. Environmental Setting

1. Describe the project site as it exists before the project: include information on topography, soil stability, plants, 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).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe the surrounding properties: include information on plants, animals and any cultural, historical or scenic aspects. Indicate type of land use (residential, commercial etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.) and scale of development (height, frontage, set-back, rear yard etc.). Attach photographs of the vicinity (Polaroids OK).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_

**Certification Of Property Owners And Occupants List**  
To be filled out by applicant

City of West Covina  
Planning Department  
1444 West Garvey Avenue  
West Covina, CA 91790

Subject: \_\_\_\_\_

I, \_\_\_\_\_, do hereby certify, under penalty of perjury, that the attached list sets forth the names and addresses of the following persons as they appear on the last equalized assessment roll of the Los Angeles County Assessor.

Sincerely,

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Dated \_\_\_\_\_ in the City of \_\_\_\_\_, California.

\_\_\_\_\_  
Signature

## 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

## Deposit Agreement

Case \_\_\_\_\_

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

understand that the \$8,000 deposited at the time of the filing of this application is to be used to cover staff time at the hourly rate determined by City Council Resolution (rate changes effective July 1st of each year) which is currently \$96.36 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 temporarily 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: \_\_\_\_\_