



## INSTRUCTIONS FOR FILING A PRELIMINARY REVIEW

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

1. **Application Sheet**
2. **Filing Fee:** \$3,305 Flat Fee
3. **(2) Two copies** of the required large plans (see 2nd page for details). They must be 24" x 36" in size and folded to a maximum 8.5" X 13".
  - a. Site Plan
  - b. Floor Plans (*Optional*)
  - c. Elevation Plans (*Optional*)
  - d. Roof Plan (*Optional*)
4. **A digital copy** of the full set of plans on a **flash drive**. Our computers do **NOT** accept CD's.
5. **Occupant's Permission To Enter And Investigate Site:** Submit the attached form with the ink signature of the current occupant.

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

\*The Planning Division will not accept the application if the plans are not folded and stapled together.



## EXPLANATION OF ITEMS 1 THROUGH 5

1. Application

To process the Preliminary Review application, the application must include the ink signature of the current occupant.

2. Filing Fee

A flat fee of \$3,305 shall be required at the time of submittal.

3. Site Plan: All drawings must be prepared as noted below and folded together to 8½" x 13" maximum.

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.



## EXPLANATION OF ITEMS 1 THROUGH 5

- 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, dwelling units (include size of each unit etc., as needed for the computation of the parking requirements)
- H. Walls and fences.
- J. Use of building.
- K. Parkway trees

#### 4. Floor Plans (Optional)

Floor plans must include the exact locations, dimensions, and uses (e.g. office, storage, kitchen, etc.) of all rooms, the locations and sizes of all windows, doors, and elevators, and the width, rise, and run of any stairs, along with the height of handrails.

#### 5. Elevation Plans (Optional)

Elevation plans of front, sides, and rear of the proposed development shall be submitted together with the application. Plans must be drawn to scale and should be large enough to be used for display purposes.



# PRELIMINARY REVIEW (PR) APPLICATION

A. **Planning Application Requested:**

- Commercial Development
- Residential Development
- Within The Downtown Plan
- Other: \_\_\_\_\_

**Case No.**

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B. **Project Information:**

Property Address: \_\_\_\_\_

Assessor's Identification Number (AIN): \_\_\_\_\_

Zoning Classification of the Subject Property: \_\_\_\_\_

Lot Area Per Parcel (Square Feet): \_\_\_\_\_

Building (Footprint) Square Footage: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. **Project Coordinator/Applicant Information:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

D. **Property Owner Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_



## OCCUPANT'S PERMISSION TO ENTER AND INVESTIGATE SITE

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 Preliminary Review No. \_\_\_\_\_.

This authorization terminates upon the final decision on the case made by the Planning Division of the City of West Covina.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*To be filled out by occupant (owner or lessee)*



## PRELIMINARY REIEW (PR) APPLICATION CHECKLIST

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### FOR DEPARTMENT USE ONLY

CASE NO: \_\_\_\_\_

DATE FILED: \_\_\_\_\_

FILING FEE: \_\_\_\_\_

RECEIPT NO: \_\_\_\_\_

APPLICATION COMPLETE?:

\_\_\_\_\_

### Application Submittal Checklist

- (2) Two Full Sized Sets of Plans
- Digital Copy of Submitted Plans on a Flash Drive
- Occupant's Permission To Enter And Investigate Site