



## INSTRUCTIONS FOR FILING A CONDITIONAL USE PERMIT

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

1. **Application Sheet**
2. **Owner's Permission** authenticated by a notary. **The Owners Permission MUST be notarized or the Planning Division will not accept the application.**
3. **Filing Fee and Deposit Agreement**
  - a. Commercial: \$5,555 Flat Fee\*
  - b. Residential: \$4,750 Flat Fee\*

*\*Fee includes one (1) public hearing. Additional public hearings will be charged the Fully Allocated Hourly Rate of Staff against an initial deposit as determined by the Director. Building permits associated with this application will not be issued until all filing fees are collected and deposit accounts are settled.*
4. **Environmental Information Form**
5. **Property Owners List:** (3) Three copies on self adhesive mailing labels, plus one (1) photocopy and a 500-foot radius map are required. A notarized certification of the property owners list must be provided.
6. **(2) Two copies** of the required large plans (see 3<sup>rd</sup> page for detailed description). They must be 24" x 36" in size and folded to a maximum 8.5" X 13".
  - a. Site Plan
  - b. Floor Plan
  - c. Elevation Plans
  - d. Roof Plan (when required)
7. *Prior to scheduling a public hearing a total of ten (10) sets of plans must be provided.*
7. **A digital copy** of the full set of plans on a **flash drive**. Our computers do **NOT** accept CD's.



## INSTRUCTIONS FOR FILING A CONDITIONAL USE PERMIT

### 8. Architectural Treatment

The Director may require:

- a. Colored site plans and elevations mounted on display boards or as reduced copies
- b. Sample building colors and materials board

### 9. Complete Business/Organization Operations Plan **(Only For Commercial Uses)**

10. **Occupant's Permission To Enter And Investigate Site:** Submit the attached form with an ink signature of occupant.

11. **Conditional Use Permit Findings:** Commercial and Residential findings are different. Fill out the corresponding form.

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

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



## EXPLANATION OF ITEMS 1 THROUGH 11

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1. Application

To process the Conditional Use Permit, the attached application sheet must include the notarized authorization of the legal owner.

2. Filing Fee

A flat fee based on the type of project will be required at the time of submittal of the application. If an additional public hearing is required and/or requested, additional fees, plus the actual cost of Attorney fees shall be charged against an initial deposit as determined by the Director. If the deposit is depleted, additional deposits may be required by the Director before work on the application resumes.

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 prepared pursuant to CEQA and local CEQA guidelines. Additional fees may be required.



## EXPLANATION OF ITEMS 1 THROUGH 11

### 4. Property Owners List

This list must be typed on self adhesive mailing labels (3 sets), and must have the names and mailing addresses of all property owners, *commercial and residential*, within or partially within the 500-foot radius. It must be prepared from the **most recent** equalized assessment rolls of the Los Angeles County Assessor, which are available in the County Assessor's branch office, 1190 Durfee Avenue, South El Monte. Number all labels to correspond with the numbers on the radius map. **Labels addressed to property owners must include the assessors parcel number on the first line of the label.** Separately provide three (3) copies of the applicant's address on labels, and one (1) photocopy of a complete address label set.

### 500-Foot Radius Map

The radius map must be prepared:

- showing all areas 500 feet or nearer to the property in this application (the 500 foot distance should be measured from the nearest edge of the subject property)
- showing all property lines completely or partly within the 500 foot line
- with the properties inside the line numbered to match the Owners list
- folded to 8½" x 13" maximum size.

### 5. Site Plan

All drawings must be prepared as noted below and folded together to 8½"x13" 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.



## EXPLANATION OF ITEMS 1 THROUGH 11

### 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).



## EXPLANATION OF ITEMS 1 THROUGH 11

### 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

### 6. Floor Plans

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.

### 7. Elevation Plans (when required)

For uses proposed in existing commercial developments where no changes are proposed to the exterior, elevation plans will not necessarily be required.

When required, elevation plans of front, sides, 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."

### 8. Architectural Treatment (when required)

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

Sample building materials displays should illustrate typical colors, textures, and materials.

### 9. Business/Organization Operations Plan

Provide a complete and detailed account of all activities proposed. The more detailed your plans, the better able staff will be to help craft conditions of approval that achieve public safety and welfare while affording your business or organization the greatest flexibility possible under your individual circumstances.



# CONDITIONAL USE PERMIT (CUP) APPLICATION

A. **Planning Application Requested:**

- Commercial Business Use
- Residential (Large Home/MUSE)
- Other: \_\_\_\_\_

**Case No.**

\_\_\_\_\_

B. **Project Information:**

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

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

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

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

Building Square Footage: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

D. **Property Owner Information:**

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

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

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



## OWNER'S PERMISSION

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. (Attach a supplemental sheet if necessary):

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

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

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

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

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

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

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

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

**The Owner's Permission MUST be notarized or the Planning Division will not accept the application.**





## DEPOSIT AGREEMENT

Case No.

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

understand that if an additional public hearing is required and/or requested, an additional fee plus the actual cost of Attorney fees will be required and charged against an initial deposit as determined by the Director. 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 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.

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

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



**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 Conditional Use Permit No. \_\_\_\_\_.

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.

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

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

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



## **CONDITIONAL USE PERMIT FINDINGS (COMMERCIAL)**

Prior to the granting of a conditional use permit for projects located within all land-use zones it shall be found, as required by City Code, Sec. 26-247:

- 1. That the proposed use at the particular location is necessary or desirable to provide a service or facility which will contribute to the general well being of the neighborhood or community.***
  
- 2. That such use will not, under the circumstances of the particular case, be detrimental to the health, safety, peace or general welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity.***
  
- 3. That the site for the proposed use is adequate in size and is so shaped as to accommodate said use, as well as all yards, spaces, walls, fences, parking, loading, landscaping, and any other features necessary to adjust said use to the land and uses in the neighborhood and make it compatible therewith.***





## **CONDITIONAL USE PERMIT FINDINGS (RESIDENTIAL)**

Prior to the granting of a conditional use permit for projects located within all land-use zones it shall be found, as required by City Code, Sec. 26-401.5:

- 1. The lot and proposed development is consistent with the general plan, zoning, and meets all other applicable code requirements.***
- 2. The development utilizes building materials, color schemes and a roof style which blend with the existing structure, if any, and results in a development which is harmonious in scale and mass with the surrounding residences.***
- 3. The development is sensitive and not detrimental to convenience and safety of circulation for pedestrians and vehicles.***
- 4. The development can be adequately served by existing or required infrastructure and services.***





## ENVIRONMENTAL INFORMATION FORM

### A. General Information

1. Name of Developer or Project Sponsor: \_\_\_\_\_

Address of Developer/Sponsor: \_\_\_\_\_

Phone: \_\_\_\_\_

2. Address or Location of Project: \_\_\_\_\_

3. Name of Project Leader or Coordinator: \_\_\_\_\_

Address of Project Leader/Coordinator: \_\_\_\_\_

Phone: \_\_\_\_\_

4. Existing Zoning: \_\_\_\_\_

5. 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:

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

6. Proposed Use of Site: \_\_\_\_\_

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

7. 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: \_\_\_\_\_



## ENVIRONMENTAL INFORMATION FORM

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: \_\_\_\_\_

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





## ENVIRONMENTAL INFORMATION FORM

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.



## ENVIRONMENTAL INFORMATION FORM

Discuss any “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.

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.



## ENVIRONMENTAL INFORMATION FORM

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.

**Name (Print):** \_\_\_\_\_

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

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



## CONDITIONAL USE PERMIT (CUP) 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
- A Digital Copy of Submitted Plans on a Flash Drive
- Notarized Owner's Permission
- Occupant's Permission To Enter And Investigate Site
- Deposit Agreement
- Environmental Information Form
- Property Owners List
- Complete Business/Organization Operations Plan **(Only for Commercial Uses)**
- Conditional Use Permit Findings