



INSTRUCTIONS FOR FILING A SECOND UNIT REVIEW

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

1. **Application**
2. **Owner's Permission** authenticated by notary. **The Owners Permission MUST be notarized or the Planning Division will not accept the application.**
3. **Filing Fee**
 - a. New Construction and/or New Floor Area Addition: \$960 Flat Fee
 - b. Existing Structure Conversion: \$615 Flat Fee
4. **Occupant's Permission To Enter And Investigate Site:** Submit the attached form with the ink signature of the current occupant.
5. **(2) Two copies** of the required large plans (see 2nd page for detailed description). They must be 24" x 36" in size and folded to a maximum of 8.5" X 13".
 - a. Site Plan
 - b. Floor Plan
 - c. Elevation Plans (must include elevation(s) or photograph(s) of the existing primary residence)
 - d. Roof Plan
6. **Grant Deed** of the property with current property owners name(s) and legal description.
7. **A digital copy** of the full set of plans on a **flash drive**. Our computers do **NOT** accept CD's.
8. **Three (3) original and current (within 30 days) proofs of residency** documents must be provided for a proposed **JADU and/or UDU**. Acceptable proofs of residency include: REAL California Identification, Property Tax Payment Receipt, Utility Service Statement, Voter Registration, State/Federal Income Tax Documents, Auto Registration, Auto Insurance Statement, Health Insurance Statement, Bank Statement, or Pay Stub. **No more than 1 document will be accepted for each category type listed (i.e. no more than 1 utility statement).**

*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.



INSTRUCTIONS FOR FILING A SECOND UNIT REVIEW

5a. Site Plan

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 Division).
- C. Legend for the plan shall include all the items in Section III.

II. Parcel Specifications

- A. Fully dimensioned subject parcel boundaries.
- B. Abutting street information:
 - i) Name of street(s)
- C. Name, and location of closest intersecting street.

III. Project Data

- A. Net area of parcel.
- B. Gross floor area of all existing and proposed buildings.
- C. Percentage of land covered by structures.
- D. Floor area ratio.

5b. Floor Plans

Floor plans must be fully dimensioned, and include the exact locations, sizes, and uses of all rooms, the location and size of all windows, doors, and elevators, and the width, rise, and run of any stairs, for both the existing house and proposed unit.

5c. Elevation Plans (Typical Structure)

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

5d. Roof Plan

Roof Plan of the existing and proposed development must be submitted together with the application. Plans must be drawn to scale and should be large enough to be used for display purposes.



SECOND UNIT REVIEW (SUR) APPLICATION

A. **Planning Application Requested:**

- Detached Accessory Dwelling Unit (ADU)
- Attached Accessory Dwelling Unit (ADU)
- Junior Accessory Dwelling Unit (JADU)
- Urban Dwelling Unit (UDU)

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/ Footprint Square Footage: _____

Project Description: _____

Code Enforcement Case?: YES _____ NO

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.



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 Second Unit Review 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.

I DO / DO NOT have dog(s) on the premises.

Signature: _____

Date: _____

To be filled out by occupant (owner or lessee)



SECOND UNIT REVIEW (SUR) APPLICATION CHECKLIST

FOR STAFF USE ONLY

CASE NO: _____

REFER TO: _____

DATE FILED: _____

FILING FEE: _____

RECEIPT NO: _____

Application Submittal Checklist:

- (2) Two Full Sized Set of Plans
- A Digital Copy of Submitted Plans on a Flash Drive
- Notarized Owner's Permission
- Occupant's Permission To Enter And Investigate Site
- Grant Deed
- (3) Three Proofs of Residency Documents **(For JADU and UDU Only)**