



## INSTRUCTIONS FOR FILING AN ADMINISTRATIVE PERMIT FOR SYNTHETIC TURF REVIEW

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

1. **Application**
2. **Filing Fee:** \$565 Flat Fee
3. **Occupant's Permission To Enter And Investigate Site:** Submit the attached form with an ink signature of the current occupant.
4. **Site Plan:** A site plan including the dimensions and details of the landscaped area, including both the proposed synthetic turf area and live plant material landscaped areas. The plan shall also describe the specific type of synthetic turf to be installed.
  - \* **The Site Plan must be 24" x 36" in size and folded to a maximum of 8.5" x13".**
5. **Sample:** Provide a sample of the synthetic turf to be implemented.
  - Synthetic turf shall consist of lifelike individual blades of grass that emulate real grass in look and color and have a minimum pile height of one and one-half inches.
  - The use of indoor or outdoor plastic or nylon carpeting as a replacement for synthetic or natural turf shall be prohibited.
6. **Manufacturer's Specifications:** Specifications detailing including the synthetic turf materials and components, longevity of the turf.
  - The installation of synthetic turf shall also include a proper drainage system installed underneath to prevent excess runoff or the pooling of water.
7. **Grant Deed** of the property with current property owners name(s) and legal description.
8. **A digital copy** of the full set of plans on a **flash drive**. Our computers do **NOT** accept CD's.



# ADMINISTRATIVE PERMIT APPLICATION FOR SYNTHETIC TURF

A. **Location:**

- Single Family Residential
- Multi-Family Residential
- Commercial/Mixed Use
- 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/Unit (Footprint) Square Footage: \_\_\_\_\_

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

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

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

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

D. **Property Owner Information:**

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

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 Administrative Permit No. \_\_\_\_\_.

This authorization terminates upon the final decision on the case, made either by the Planning Division, Planning Commission, or City Council of the City of West Covina.

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

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

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