



# CHECKLIST FOR Conditional Use Permit – Non Development

Community Development Department – Planning Division

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All property in Covina is divided into zones. Each zone is designated with certain permitted, conditional and prohibited uses for the land. The purpose of a “conditional use permit” is to allow for a special review and a determination if the proposed use or the location of that use is compatible with the surrounding uses. In reviewing a conditional use permit application, the staff and Planning Commission will evaluate such items as a building placement, massing, and size, characteristic of the use, traffic generation, noise, hours of operation, adequacy of parking, circulation, proposed intensity, landscaping and overall compatibility of the use with adjoining properties and other related development impacts. Conditions may be imposed as necessary to insure that the proposed use will be compatible with the surrounding properties and environment. The Planning Commission is required to hold at least one public hearing on the Conditional Use Permit Application. At least 10 days prior to the meeting, owners of property within 300 feet of the subject site will be notified by mail of the forthcoming hearing, and a notice of the public hearing will be posted. The Planning Commission’s decision is final, unless an appeal is filed. For further information, refer to Covina Municipal Code Section 17.62.

## SECTION 1: Filing Requirements

- Standard Application Form
- Property Owner’s Authorization Form, Project Contact List Form, Project Description Form
- Four (4) sets of the development plans, FOLDED** (see Section 4), to be reviewed by staff for completeness and accuracy
- One (1) flash drive with complete digital submittal package AND plans** (files smaller than 12.5mb are acceptable as PDF attachments, larger files must be sent via google link, dropbox link, or similar service). **Do NOT embed a google link**
- Public Hearing Information
  - Property ownership list: Two sets of typed, gummed labels on 8-1/2” x 11” sheets, listing the name, address, and assessor’s parcel number of all property owners within 300 feet of the exterior boundaries of the subject property (see format in attached example). The list shall be obtained from the latest equalized assessment roll issued by the Tax Assessor
  - A radius map drawn on the Assessor’s Parcel Maps, spliced together on an 8-1/2” x 11” format, indicating the subject property with a 300 foot radius drawn around the property as shown in the attached example
  - An affidavit certifying property owners’ list

## SECTION 2: Filing Fees

Contact the Planning Division to determine which fees are applicable

- Conditional Use Permit ..... See current fee list
- Public Works – Environmental Services ..... See current fee list

## SECTION 3: Plan Preparation Guidelines

Plans not conforming to these guidelines will not be accepted for processing

- 1. All plans shall be drawn on uniform size sheets no greater than 24” by 36” in size
- 2. All plans shall be drawn to an engineering scale of 1” = 20’, 1” 30’, 1” = 40’, or 1” = 50’ with the scale clearly labeled and with the north arrow oriented towards the top of the sheet
- 3. All required plans shall be collated and stapled together as an individual development plan set; each set shall be folded to the size of 8” by 13” and secured with a rubber band

- 4. All plans shall be clear, legible, and accurately scaled

#### **SECTION 4: Contents of Development Plans**

The items listed below are considered a minimum; additional information may be necessary for clarification during the review process

- A. Detailed Site Plan shall include the following:**
  - Name, address, and phone number of the applicant and the author of the plan (architect, engineer, etc.)
  - Property lines with lot dimensions
  - Dimensioned locations of:
    - Setbacks (actual) from all buildings to street curb face and the side and rear property lines
    - Existing street dedications and improvements, including curbs, gutters, sidewalks, and paving widths
    - Nearby areas and driveways
    - Dimensions and square footage of all buildings, structures including the main house, garage, porches, decks, patios and sheds
    - Distances between buildings and/or structures
  - Location, height, and materials of the walls and fences (Sections if required)
  - Existing improvements to the property, and the location of the proposed uses
- B. Elevations shall include the following:**
  - All sides of building elevations for all existing and proposed building and structures. Label North, South, East West elevations
  - Label all existing and proposed building materials
- C. Floor Plan shall include the following:**
  - Residential**
    - All floors, including labels use of each room (bedroom, kitchen, game room, etc.)
    - Dimension all exterior walls, doors, windows, and room sizes
  - Non-Residential**
    - The proposed seating arrangement and number of seats and aisle-ways
    - The location of interior uses (i.e. office, bathroom, waiting area, etc.)
    - Dimension all room sizes, corridors and hallways, and aisle widths
    - Show existing and proposed improvements
    - Churches and schools shall also indicate location of public assembly rooms (i.e., sanctuary or other meeting rooms for 50 or more persons) and classrooms, nurseries, exit pathway and doors, location of existing or proposed 1-hour fire-rated walls, and label the number of children and adults in each classroom
- D. Roof Plans shall include the following: (if applicable)**
  - Show locations of existing and new roof mounted equipment and/or projections
  - Cross sections showing roof parapet can screen the roof mounted equipment and/or projections

**ALL PLANS ARE TO BE FOLDED, BY THE APPLICANT, PRIOR TO SUBMITTAL.**

**NOTE: After the Conditional Use Permit is approved by the Planning Commission, please contact Building & Safety Division for additional and specific requirements and fees for Building Plan Review Submittal.**