



CHECKLIST: Pre-Application Review and Conference

Community Development Department – Planning Division

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The Pre-Application review is intended to promote quality development and that the new development will strengthen and sustain the character, desirability and stability of the community. Although Pre-Application review is not required, it is recommended that the applicant submit a development proposal to the Planning staff prior to the submittal of formal application. This will allow city staff to review and provide input to the application on potential environmental concerns, zoning and engineering requirements, and specific traffic, site planning, landscaping and building design criteria. This early review and input by city staff should save the applicant possible delay and expensive plan revisions later in the development review process.

The Pre-Application Review and Conference

- **Step 1.** Planning Staff consultation (in person, via Zoom, or email) - the applicant meet with staff to discuss the development proposal and based on the information provided, staff will offer advice regarding the Pre-Application review process.
- **Step 2.** Submittal - the applicant submits the development proposal and fees.
- **Step 3.** Pre-Application review - after a review by city staff consisting of Planning, PW-Engineering, PW-water, PW-Environmental Services, Covina Police, Los Angeles County Fire Department, staff will discuss the comments at a Design Review Committee (DRC) meeting with the applicant.
- **Step 4.** Formal Application – the applicant submits the application(s) and fees to begin the formal development review process for such applications as Conditional Use Permit, Tentative Tract Map, Site Plan Review, etc.

SECTION 1: Filing Requirements

- Standard Application Form and Project Description Form
- Property Owner’s Authorization Form and Project Contact List Form
- **Four (4) 11” x 17” sets** of the development plans, **FOLDED** (see Section 4), to be reviewed by staff for completeness and accuracy
- **One (1) flash drive with digital set 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**

SECTION 2: Filing Fees

Contact the Planning Division to determine which fees are applicable

Pre-Application Review \$ 632.00

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 11” by 17” 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.
4. All plans shall be clear, legible, and accurately scaled

SECTION 4: Contents of Development Concept Plans

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

A. Site Opportunities and Constraints Plan: The plan should show the location of the proposed project site, the site's environmental setting, natural features if any, and the relationship of the proposed project site to the existing surrounding uses. **The plan should show all parcel lines, easements, streets, locations and use of structures, adjacent access and circulation, existing zoning and land use, within 600 feet radius of the proposed project site. The scale of the plan should not be less than 1 inch to 100 feet.**

B. Site Plan:

- 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
- Location of Trash Enclosure. Must follow Public Works Engineering Division Specifications ([trash_enclosure_specs.pdf \(covinaca.gov\)](#))
- **Contact Public Works, Environmental Services Division and confirm whether Low Impact Development (LID) is required for your project. Contact Sandy Costandi at (626) 384-5487. Planning requires written confirmation from Environmental Services if LID is required. Email confirmation is acceptable. Include email confirmation with your Pre-Application submittal.**
- **Include Rough Grading Plan**
- **It is strongly recommended you contact SCE during the Pre-Application Review phase to confirm location of transformer. Planning Division requires written confirmation from SCE of approved location of transformer when applicant submits Formal Application.**

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. Elevations:

- All sides of building elevations for all existing and proposed building and structures. Label North, South, East West elevations
- Roof plan