



CHECKLIST FOR SITE PLAN REVIEW (MAJOR)

Community Development Department, Planning Division

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A Site Plan Review Application is required for all projects which meet any of the following criteria:

1. "E" category for Administrative Approval of Site Plan Review Application. This type of Site Plan Review application requires Development Review Committee (DRC) Review. Examples of site and building improvements are:
 - New single-family dwelling unit, SB 9 two-unit development.
 - Additions to commercial, industrial, or institutional buildings between 1001 square feet and 3,000 square feet
 - Renovations, alteration and remodeling of existing multi-family residential properties
 - Renovations, alterations and remodeling of existing office, industrial and institutional properties
 - Renovations, alterations and façade improvements to existing commercial centers
 - Intensifications to wireless communication facilities other than minor changes to such facilities that can be reviewed in conjunction with Plan Check submittal
 - New roof-, top- or side-mounted, Co-location of existing and approved wireless communication facilities

SECTION 1: FILING REQUIREMENTS

- 1. Standard Application Form
- 2. Project Description Form, Project Contact List Form, Project Owner's Authorization Form
- 3. Environmental Information Form
- 4. Residential Summary Table and/or Non-Residential Summary Table
- 5. **Four (4) sets of the developmental plans, FOLDED** (see Section 4), to be reviewed by staff for completeness and accuracy of filing. All plan sets shall be collated, stapled, and folded to the size of 8" x 13" for each set of plans.
- 6. **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**
- 7. For actions requiring a public hearing, the following information must be submitted:
 - 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.
 - An affidavit certifying property owners' list
- 8. Filing Fees (see Section 2)
- 9. Legal description of Properties – Title Insurance Report not more than 90 days old
- 10. Sample material cardstock sheet to the size of 8 1/2" x 11". Cutouts from product brochure/catalog are acceptable

SECTION 2: FILING FEES

Contact the Planning Division to determine which fees are applicable

- Site Plan Review (Major) See current fee list

- Public Works – Engineering, Environmental Services Section See current fee list
- (CEQA) Environmental Review See current fee list
The applicant is responsible for the preparation of special studies and/or reports, and paying/reimbursing the City, its agent(s), officer(s), and/or consultant(s) for all costs for the preparation, review, analysis, recommendations, mitigations, etc., of special studies and/or reports
- (CEQA) Environmental Challenge/Appeal Fee.....
The applicant is responsible to pay or reimburse the City, its agent, officers, and/or consultants for all costs in the event of an environmental challenge or appeal; and all costs related to required revisions to the Initial Study and/or additional special studies such as traffic, noise, geologic, etc.
- Los Angeles County Fire Department Review:
 - Single Family Residential
 - Commercial/Industrial/Multi-Family Residential
 - Subdivision

SECTION 3: PLAN PREPARATION GUIDELINES

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

- 1. All plans should be drawn on uniform size sheets no greater than 24" x 36"
- 2. All site and landscape plans should be drawn to an engineering scale no smaller than 1":40' and no smaller than 1":40' for Grading Plan. All elevations should be drawn to an architectural scale no smaller than 1/4" = 1'.
- 3. All required plans shall be collated and stapled together as an individual development package set; each set shall be folded to size of 8" by 13" and secured with a rubber band
- 4. All plans should be clear, legible and accurately scaled
- 5. All plans should be clearly labeled with the sheet title, project name and project location
- 6. All plans need to contain a north arrow, a scale clearly labeled and a legend identifying any symbols
- 7. A one-sheet index map should be provided when a plan cannot contain the entire project on a single sheet
- 8. Existing versus proposed improvements must be clearly identified and all items may not apply to all projects

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. Tentative Subdivision Maps:** Tentative subdivision maps shall be drawn to an engineering scale no smaller than 1"=50' with the north arrow oriented toward the top or right side of the sheet, and shall include the following minimum information:
 - Graphic scale and north arrow
 - Name, address and phone number of the applicant, engineer and/or architect, all applicable utility agencies, as well as any soils engineers or geologist whose services were utilized in the preparation of the project
 - The date map was prepared, including any subsequent revision dates
 - Vicinity map showing the precise location of the project
 - All boundary lines of the project site, proposed lots or parcels, and all adjacent (abutting) properties
 - Location of all existing structures on adjacent properties, including storage areas, landscape areas, parking lots and driveways
 - Location of existing trees, specifically noting trees with a trunk diameter of 4-inches or greater
 - Indicate whether the trees are to be preserved in place, relocated or removed
 - Existing land uses and zoning on all adjacent properties
 - A summary to appear as notes on the map, as follows:

1. Adjusted gross and net acreage
 2. Proposed density (dwelling units per adjusted gross acre for residential subdivisions and floor area ratio for commercial and industrial subdivisions)
 3. Minimum and average net lot area
 4. Minimum lot dimensions (width and depth) for interior and corner lots
 5. Assessor's parcel number
- Proposed building pad elevations, and existing and proposed ground contours. Existing contour should extend a minimum of 50-feet past the map boundary
 - Surface watercourses and land subject to inundation
 - Location, height and materials of existing and proposed walls and fences, including height of retaining portions of walls
 - Existing and proposed adjacent rights-of-way (both public and private), alleys and easements, including all curve data and street grades
 - Typical cross sections of all streets, alleys and easements, including railroads
 - Nearest cross streets on both sides of the project site, with plus or minus distances from the site
 - Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain and cable TV)
 - If the map is to be phased, indicated the limits of the phasing. All projects phasing must be disclosed at the time of initial application submittal and review. A phased map which is not disclosed "up-front" will require the filing of a supplemental application ("Modification"), with appropriate fees to defray cost associated with additional City review and expenses
- B. Detailed Site Plans shall include the following:**
- Name, address and phone number of the applicant, engineer and/or architect
 - The date the plan was prepared, including any subsequent revision dates
 - Property lines and lot dimensions
 - Location of all existing structures on the project site and on adjacent properties for a distance of 100-feet beyond the project site, including storage areas, landscape areas, parking lots and driveways
 - Show Internal circulation pattern for pedestrian and vehicular access, showing service areas, points of ingress and egress, and truck turning radii where applicable
 - Show all off-street parking and loading areas, ADA parking, indicating exact location, number and typical dimensions of spaces and drive aisles
 - Setbacks/distance of buildings and structures from property lines and each other
 - Location, height and materials of existing and proposed walls and fences, including height of retaining portions of walls
 - All driveway locations, to scale, on adjacent properties and properties located across the street, for a distance of 100 feet beyond the project site and across the street
 - Existing and proposed curbs, gutters, sidewalks and paving widths within 100-feet of the project site and across the street
 - Existing and proposed adjacent rights-of-way (both public and private), alleys and easements
 - Typical cross sections of all streets, alleys and easements, including railroads
 - Existing median islands within 100 feet of the project site, if applicable
 - Nearest cross streets on both sides of the project site, with plus-or-minus distances from the site
 - Location and dimension of outdoor storage areas, trash enclosures and mechanical service areas
 - Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain and cable TV) **It is strongly recommended you contact SCE to confirm location of transformer. Planning Division requires written confirmation from SCE of approved location of transformer when applicant submits Formal Application.**
- A summary table:

1. Adjusted gross and net acreage
 2. Gross floor area per building and total floor for all buildings
 3. Proposed density (dwelling units per adjusted gross acre for residential subdivisions and floor area ratio for commercial and industrial subdivisions)
 4. Lot coverage ratio (percentage of site covered by buildings or structures)
 5. Landscape coverage ratio (percentage of lot covered by landscaping)
 6. Number of unit types, unit area by type, number of bedrooms, number of stories and number of units per building (as applicable)
 7. Required and proposed number of parking spaces (covered and uncovered, as applicable)
- If the project is to be phased indicate the limits of the phasing. All projects phasing must be disclosed at the time of initial application submittal and review. A phased map that is not disclosed up front will require the filing of a supplemental application (“modification”), with appropriate fees to defray costs associated with additional City review and expenses

C. Conceptual Landscape Plans shall include the following:

- All proposed and existing structures and improvements as shown on the detailed site plan; however, all dimensions shall be excluded. Show roof outlines, including eave overhang
- A comprehensive legend that include the botanic and common name for trees, shrubs, ground cover and vines, the number, the proposed size and the planting distance
- Location of proposed plants and indicate the function of plants i.e. street tree, accent tree, parking lot and canopy tree, screening hedge, etc.
- Location of existing trees, indicate the species and size of the trees , and indicate whether the trees are to be preserved in place, relocated or removed
- Street trees, light standards, parkway treatments
- Location and type of all passive and active recreation equipment or amenities, or outdoor equipment provided for employee welfare (benches, tables, etc.)
- Line of Sight
- Walls or fences and their materials
- Plazas, sidewalls or other hardscape elements such as paving material or rock-scape, water element and public art

D. Conceptual Grading Plan shall include the following:

- A **HYDROLOGY/GRADING REPORT** will be required for those development projects that would result in an increase in storm water run-off as specified by the City Engineer. A hydrology analysis showing existing and proposed storm flows for a 25-year storm frequency (50-year if SUSMP Conditions) to Los Angeles County Modified Rational Methodology
- Proposed grading – structures, curbs, walls (height), gutters, pavement drainage structures, swales, mounding, slopes, open space, and trails.
- The plan shall include: distances, spot elevations, gradients, contours, details, cross-sections, flow arrows, etc.
- Proposed items shall be designated with solid lines and existing items with short dashes or screened
- Location of existing trees, indicate the species and size of the trees, and indicate whether the trees are to be preserved in place, relocated or removed
- Existing grading – same as for proposed grading, except shall be screened as a background for the proposed grading information
- Structures – footprints, pad and floor elevations, retaining walls, stem walls, etc.
- Cross-sections at all site boundaries shall be drawn to both an engineering horizontal and vertical scale showing existing and proposed grading, cut versus fill conditions wall heights (including retaining walls),

and elevation differences (maximum and minimum conditions) between off-site structures and those on-site. Sections shall extend through building pads and/or streets

- Sections shall be drawn where the adjacent property is affected to the greatest extent
 - Separate cut and fill areas with a clearly identified line
 - Easements, property lines, rights-of-way
 - Natural areas to preserved (undisturbed – no grading)
 - Parkway culverts where drainage is directed to streets, except for single family residences
 - Provide all wall and retaining wall height, both existing and proposed with top and footing elevations
 - Location, elevation, and size of proposed building pads
 - Low Impact Development (LID). Any new development and significant redevelopment projects must address the quality and quantity of storm-water runoff through the incorporation of permanent (post-construction) best management practices (BMPs) in project design. Provide a separate Preliminary Storm Water Pollution Prevention Plan (SWPPP) and Standard Urban Storm Water Mitigation Plan (SUSMP). The purpose is to prevent and control the discharge of pollutants to the storm-drain system and the receiving waters. Examples of best management practices may include but are not limited to infiltration basin/trench and its size, bio-retention and its size, water quality inlets, etc. Show the proposed types of facilities used for the project site. (CMC Section 8.50)
 - Streets – existing and proposed cross-sections, improvements, rights-of-way, etc. Show centerline radii and gradient
 - Existing and proposed sewers or other method of sewerage
 - Existing and proposed domestic water
 - Indicate location of benchmark(s)
 - Line of sight
 - All sheets must have the Geotechnical Engineer and Civil Engineer’s California registration seal and original signature prior to plan submittal
 - Cut and fill quantities, exclusive of street quantities in cubic yards. These shall also be placed on the plan cover sheet in addition to submittal by letter
 - Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed with, or as part of, the proposed work, together with a map showing the drainage area and the estimated runoff of the area served by any drains
 - Provide dimensions, elevations, or proposed contours to be achieved by the grading
 - Show side yard and rear yards swale
 - Show the actual setbacks (property line to structure and all distance between structures)
 - Provide cross-sections along the property perimeter and typical interior lots
 - Provide percent of slope for driveways
 - Total existing impervious area (square feet), total new impervious area (square feet) and total removal and replacement of impervious area (square feet)
- E. Building Elevations shall include the following:**
- Illustrative elevations of all sides of all buildings and structures. “Illustrative” building elevations means drawn with shadows to give depth with people, cars, or trees for scale. Do not cover the elevation with trees, cars or people – place them behind or on the side
 - Conceptual uniform sign program (location, size, type) for commercial development
 - Illustrative elevations of all walls and/or fences
 - Illustrative cross sections and enlargements or architectural elements or details as needed
 - All exterior building materials shall be clearly labeled on each sheet of elevations.
 - Dimension the height of the highest wall and/or roof element and the height of any architectural features such as towers or cupolas

- All building elevations shall be fully dimensioned and the plan shall be of sufficient size to show architectural detail
- All sides of existing and proposed structures
- Indicate vertical dimensions and all proposed materials, textures and finishes

- F. Floor Plans shall include the following:**
 - Fully dimensioned floor plans
 - Show the locations of all existing and proposed walls and partitions, and the use of all rooms and areas
 - Show the location of permanent fixture and stationary equipment

- G. Roof Plan**
 - Show locations of roof mounted equipment and/or projections
 - Cross sections to demonstrate the roof parapet can screen the roof mounted equipment and/or projections

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

Supplementary Materials and Information:

- Supplementary materials and information that may be required are listed below. You are encouraged to discuss your proposed project with Planning/Engineering Division staff prior to submission of your application for City review and action to determine whether the submission of additional materials and information is necessary

- A TRAFFIC STUDY** will be required if:
 1. 50 or more new trips added to any peak travel direction to or from the project site during any peak hour, including projects such as: (1) the development of 25 or more residential dwelling units, (2) the development of 25,000 or more square feet of office space, (3) the development of 1,000 or more square feet of retail, convenience or fast food space, (4) the development of 100,000+ industrial space, and (5) will be required for projects which exceed the thresholds specified in the regional Congestion Management Plan
 2. The City's Traffic Engineer determines that the preparation of a traffic and circulation study is warranted due to the nature and/or size of a specific proposed land use
- A BIOLOGICAL REPORT** will be required for those development projects which would result in a negative change in the diversity or number of any unique, rare or endangered species of plant, animal or habitat
- An **ARBORIST REPORT** will be required for those development projects which would result in a negative change in the number of trees existing on a project site with a trunk diameter greater than 4-inches
- An **AIR QUALITY STUDY** will be required for those projects that exceed the thresholds established within the SCAQMD CEQA Handbook
- A **CULTURAL RESOURCE REPORT** will be required if existing structure(s) on project site is more than 50 year of age, or the project site contributes to the significance of an historic area.
- ADDITIONAL MATERIALS** and information may be required depending upon project scope and complexity