



# CHECKLIST FOR Conditional Use Permit – Non Development

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

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.**



# Standard Application Form – 1

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

## Applicant Information

Name of Proposed Project:		<b>STAFF USE ONLY</b>
Project Address:		
Assessor's Parcel Number:		
Phone: (    )	E-Mail:	
MUNIS NO:		
FILE NO:		
Applicant Name:		
Applicant Address:		
Property Owner Name:		
Property Owner Address:		

## Project Type

Please check the type of project review requested. If you are applying for more than one review you may check all that apply.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Conditional Use Permit              | <input type="checkbox"/> PCD Amendment   | <input type="checkbox"/> Tree Preservation Permit<br><input type="checkbox"/> Minor |
| <input type="checkbox"/> Development Agreement               | <input type="checkbox"/> Public Convenience or necessity (ABC)                           | <input type="checkbox"/> Vacation of Alley, Easement, Street                        |
| <input type="checkbox"/> General Plan Amendment              | <input type="checkbox"/> Site Plan Review-Major  | <input type="checkbox"/> Variance   |
| <input type="checkbox"/> Historic Structure Designation      | <input type="checkbox"/> Site Plan Review-Minor (Residential)                            | <input type="checkbox"/> Variance (Minor)   |
| <input type="checkbox"/> Lot Line Adjustment/Lot Merger      | <input type="checkbox"/> Site Plan Review-Minor (Non-Residential)                        | <input type="checkbox"/> Zoning Code Amendment/ Zone Change                         |
| <input type="checkbox"/> Pre-Application Review              | <input type="checkbox"/> Tentative Parcel Map<br><input type="checkbox"/> Time Extension | <input type="checkbox"/> _____<br>(Other)   |
| <input type="checkbox"/> Planned Community Development (PCD) | <input type="checkbox"/> Tentative Tract Map<br><input type="checkbox"/> Time Extension  | <input type="checkbox"/> _____<br>(Other)   |

## Project Description

Detailed Description of Proposed Project (Attach Additional Sheets if Necessary)

## Owner Certification

I certify that I am presently the legal owner of the above described property. Further, I acknowledge the filing of this application and certify that all of the above information is true and correct. If applicant is different from the legal property owner, a property owner's authorization form must accompany this application.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

## STAFF USE ONLY

Date Received:	Received by:	Fees:	Receipt No:
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# Standard Application – 2 Property Owner’s Authorization Form

Community Development Department – Planning Division

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List the name(s) and address(es) of all property owner(s).

1. Owner Name: \_\_\_\_\_  
Complete Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_
2. Owner Name: \_\_\_\_\_  
Complete Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_
3. Owner Name: \_\_\_\_\_  
Complete Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Certification Statement

This letter shall serve to notify you and certify that I/we am/are the legal owner(s) of the property described in the attached application and do hereby authorize:

Applicant’s Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant’s Complete Address: \_\_\_\_\_ Email: \_\_\_\_\_

To file and present my/our interest for the referenced application(s): \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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



# Standard Application – 3 Project Description Form

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The following information must be completed and submitted with new applications: (Print or type all information entered)

### A. General Information

Project Address or Assessor's Parcel Number: \_\_\_\_\_

Site Area: \_\_\_\_\_ Building Area: \_\_\_\_\_ Building Height: \_\_\_\_\_ No. of Floors: \_\_\_\_\_

Total anticipated number of employees: \_\_\_\_\_ Max shift: \_\_\_\_\_ Hours of operation: \_\_\_\_\_

Does the business involve the sale of any food or beverages?  No  Yes

Will the project be built in phases?  No  Yes If YES, a phasing plan is required to be submitted.

Will any permits be required from agencies other than the City (including a Hazardous Materials Business Plan)?

No  Yes If yes, list: \_\_\_\_\_

Will the project use, store, or dispose of potentially hazardous chemicals, materials, toxic substances, flammables or explosives?  No  Yes If yes, describe: \_\_\_\_\_

If any of the above answers are YES, please describe in detail on a separate sheet.

### B. Existing Land Uses of the Subject and Surrounding Properties

Subject property: \_\_\_\_\_

North: \_\_\_\_\_

East: \_\_\_\_\_

South: \_\_\_\_\_

West: \_\_\_\_\_

### C. Physical Site

Will the project modify existing natural features?  No  Yes If YES, please describe in detail on a separate sheet?

Estimated cubic yards of grading involved in the project:  None  Cut = \_\_\_\_\_ Fill = \_\_\_\_\_

What is the maximum height and grade of constructed slopes? \_\_\_\_\_

### D. Archaeological/Historical

Is the project located in an area of archaeological or historical sensitivity as identified in the Covina General Plan?

No  Yes If YES, please describe in detail on a separate sheet.

### E. Flora and Fauna

Describe the types of vegetation and trees in the project area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Oak trees on the site: \_\_\_\_\_ Number of Oak trees to be removed: \_\_\_\_\_ a Tree Permit application must be obtained

Describe the types of wildlife found in the project area: \_\_\_\_\_

\_\_\_\_\_

**F. Noise**

Will the project increase noise levels within the project area of surrounding neighborhood?

No  Yes If YES, please describe in detail on a separate sheet

Will the project increase the amount of light, vibration, dust, ash, smoke, or odors during construction or after development?  No  Yes If YES, please describe in detail on a separate sheet.

**G. List of Attached Environmental Reports**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact person for environmental: \_\_\_\_\_ Phone: \_\_\_\_\_

Environmental firm: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

**H. Certifications**

Government Code Section 65962.5 requires the Planning Division to make available to applicants the most current list of "Identified Hazardous Waste Sites" from the State Office of Planning and Research. The list is available on the web at [http://www.dtsc.ca.gov/SiteCleanup/Cortese\\_List](http://www.dtsc.ca.gov/SiteCleanup/Cortese_List) under Mandated Web Site Postings.

All applicants must complete and sign the following statement in order for the Planning Division to deem the application complete.

"I, \_\_\_\_\_, certify that I have reviewed the list of "Identified Hazardous Waste Sites" from the Office of Planning and Research and have determined that the site that is the subject of this application is not on said list."

I hereby certify that to the best of my ability, the statements furnished above and the exhibits submitted with this application present the data and information required for this initial evaluation and that the facts, statements, and information presented are true and correct to the best of my knowledge. Furthermore, I understand that failure to provide the plans and information required may result in this application not being accepted as complete for planning and processing.

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

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

Representative for: \_\_\_\_\_

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



# Standard Application - 4

## Project Contact List

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The following information must be completed and submitted with new applications: (Print or type all information entered)

<b>Project Location:</b>		<b>STAFF USE ONLY</b> <b>FILE NO.:</b>  <b>MUNIS:</b>  <b>RELATED FILES:</b>
<b>Applicant:</b>		
<b>Primary Contact Person:</b>		
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	<b>E-mail Address:</b>
<b>Secondary Contact Person: (Please Specify Name, Company, Title)</b>		
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	<b>E-mail Address:</b>
<b>Legal Property Owner:</b>		
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	<b>E-mail Address:</b>
<b>Architect:</b>		<b>Contact Person:</b>
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	<b>E-mail Address:</b>
<b>Engineer</b>		<b>Contact Person:</b>
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	<b>E-mail Address:</b>
<b>Landscape Architect</b>		<b>Contact Person:</b>
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	<b>E-mail Address:</b>



# Standard Application - 5

## Non-Residential Project Summary Table

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### PROJECT INFORMATION

Project Name: \_\_\_\_\_

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

General Plan: \_\_\_\_\_

Zoning District: \_\_\_\_\_

### PROJECT AREA

Gross		Acres
Net (Exclusive of dedication for major external and secondary streets)		Acres
AREA DISTRIBUTION (Net Area)		% of Net Project Area
	Acres/Sq. FT.	
Building Coverage		
Landscape Coverage		
Vehicular Coverage (Including parking, drive aisles, etc.)		
Floor Area Ratio (FAR)		

### FLOOR AREA DISTRIBUTION BY PROPOSED USE (Based on Net Area)

Area of Building Pad	No. of Stores	Gross Floor Area	Proposed Use

### PARKING ( Calculate Each Use Within a Building Separately)

Type of Use	Parking Ratio	# Spaces Req.	# Spaces Provided
<b>Total:</b>			





# Certified Property Owner's List Affidavit

**Community Development Department – Planning Division**

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## Property Description and Certification Statement:

I, \_\_\_\_\_, hereby certify that the attached list contains the names and addresses of all persons to whom property is assessed as they appear on the latest available assessment roll of the County of Los Angeles within the area described and for a distance of **300 feet** from the exterior boundaries of property legally described as:

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Name (printed): \_\_\_\_\_

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

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

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

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_

NOTARY PUBLIC

# RADIUS MAP, OWNERSHIP LIST & MAILING LABEL INSTRUCTIONS

## Radius Map

The radius map is used to identify the properties that will receive written notice of the public hearing for your project. The radius is drawn as a distance of **300 feet** from the perimeter of the property/properties for which the application is being filed. All owners of the properties within or touched by the radius will be notified.

It is important that the radius map, ownership list, and labels be accurate. Failure to properly notify an affected property owner could cause the project to be delayed and/or potentially require re-noticing and rehearing

## Property Ownership List and Mailing Labels

Once the radius map identifies the affected properties, prepare a mailing list and mailing labels. The list of property owners must be obtained from the latest Los Angeles County Tax Assessment Role. The ownership list and labels must contain the Assessor's Parcel Number and the name and address of the property owner.

Any other persons you want to receive a written notice of the public hearing should also be included on the list and on the sets of address labels (e.g. yourself, project architect, engineer, etc.)

Two sets of typed or printed labels on 1" x 2 5/8" self-adhesive labels (i.e., Avery #5160) are required.

1  
Sonny Bernard  
300 North "D" Street  
Covina, CA 91723  
0151-101-01-0000

### Note:

To save time and effort, the ownership list requirement may be met by providing a photocopy of the sheets containing the completed address labels

## Sample Radius Map

