



# CHECKLIST: Pre-Application Review and Conference

Community Development Department – Planning Division

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

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



# 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:	
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

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

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

Community Development Department – Planning Division

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

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 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 – 3 Project Description Form

Community Development Department – Planning Division

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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

**Community Development Department – Planning Division**

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

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>	

**Address:**

<b>Phone:</b>	<b>Fax:</b>	<b>E-mail Address:</b>
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**Secondary Contact Person: (Please Specify Name, Company, Title)**

**Address:**

<b>Phone:</b>	<b>Fax:</b>	<b>E-mail Address:</b>
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**Legal Property Owner:**

**Address:**

<b>Phone:</b>	<b>Fax:</b>	<b>E-mail Address:</b>
---------------	-------------	------------------------

<b>Architect:</b>	<b>Contact Person:</b>
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**Address:**

<b>Phone:</b>	<b>Fax:</b>	<b>E-mail Address:</b>
---------------	-------------	------------------------

<b>Engineer:</b>	<b>Contact Person:</b>
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**Address:**

<b>Phone:</b>	<b>Fax:</b>	<b>E-mail Address:</b>
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<b>Landscape Architect:</b>	<b>Contact Person:</b>
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**Address:**

<b>Phone:</b>	<b>Fax:</b>	<b>E-mail Address:</b>
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# Standard Application - 5 Non-Residential Project Summary Table

Community Development Department – Planning Division

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

**PROJECT INFORMATION**

Project Name: \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 General Plan: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_

**PROJECT AREA**

<b>Gross</b>		<b>Acres</b>
<b>Net (Exclusive of dedication for major external and secondary streets)</b>		<b>Acres</b>
<b>AREA DISTRIBUTION (Net Area)</b>	<b>Acres/Sq. FT.</b>	<b>% of Net Project Area</b>
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>			



# Standard Application - 6

## Residential Project Summary Table (5 or more Lots/Units)

Community Development Department – Planning Division

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

### PROJECT INFORMATION

Project Name: \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 General Plan: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_

PROJECT AREA					
Gross			Acres		
Net (Exclusive of dedication for streets)			Acres		
Density			Units/Acre		
DWELLING UNITS (Based on Net Area)		Number	Unit Size		
Single Family Detached					
Duplex					
Multi Family					
Bachelor					
One Bedroom					
Two Bedroom					
Three Bedroom					
Four Bedroom					
Total:					
AREA DISTRIBUTION (Based on Net Area)		Acres/Sq. Ft.	% of Net Project Area		
Building Coverage					
Landscape Coverage					
Common Open Space					
Private Open Space					
Usable Open Space					
Floor Area Ratio					
PARKING		Parking Ratio	# of Units	Spaces Req'd	Spaces Provided
Single Family Detached					
Duplex					
Multi Family					
Bachelor					
One Bedroom					
Two Bedroom					
Three Bedroom					
Four Bedroom					
Guest Parking					
Total:					



# HOUSING DIVISION SUPPLEMENTAL CHECKLIST

Community Development Department, Planning Division

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

## HOUSING DIVISION – SUPPLEMENTAL FORM

- 1. Building Address: \_\_\_\_\_
- 2. Existing Square Footage of Building: \_\_\_\_\_
- 3. Is the structure/building being demolished?     Yes     No  
If yes, what is the square footage of demolition proposed? \_\_\_\_\_  
How many housing units are being demolished? \_\_\_\_\_
- 4. What type of use is being demolished? i.e. Residential (include number of units), Commercial, Office, Industrial. \_\_\_\_\_
- 5. What is the square footage of commercial/industrial/office use proposed? Please specify what type (Commercial, Industrial, or Office). \_\_\_\_\_  
\_\_\_\_\_
- 6. What is the total number of housing units proposed at the project site? \_\_\_\_\_
- 7. Will this project require a Tentative Tract Map (TTM) or Tentative Parcel Map (TPM)?     Yes     No  
If so, how many subdivisions? \_\_\_\_\_



# Environmental Information Form

Community Development Department – Planning Division

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

## INSTRUCTION SHEET FOR COMPLETING AN ENVIRONMENTAL INFORMATION FORM

The Environmental Information Form will be used to assist staff in determining what type of environmental documentation (i.e., Environmental Impact Report, Mitigated Negative Declaration, Negative Declaration or Exemption) will be required to be prepared for your application per the California Environmental Quality Act (CEQA). The clarity and accuracy of the information you provide is critical for purposes of quickly determining the specific environmental effects of your project.

**Any environmental studies (i.e., biological, cultural resource, traffic, noise) that are necessary to substantiate a “no impact” or “yes impact” determination should be submitted as an attachment to this Environmental Information Form.** This is especially important when a Negative Declaration is being sought. The more information provided in this form, the easier and quicker it will be for staff to complete the Environmental Impact Assessment Form – Initial Study.

**Environmental Fee:** The applicant is responsible for the preparation of environmental 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 environmental studies and/or reports.

**CITY OF COVINA  
ENVIRONMENTAL INFORMATION FORM  
(TO BE COMPLETED BY APPLICANT)**

Date Filed \_\_\_\_\_ FILE NO. \_\_\_\_\_

**General Information**

1. Name and address of developer or project sponsor \_\_\_\_\_  
\_\_\_\_\_
2. Address of project \_\_\_\_\_  
Assessor's Block and Lot Number \_\_\_\_\_
3. Name, address and telephone number of person to be contacted concerning this project \_\_\_\_\_  
\_\_\_\_\_
4. Indicate number of the permit application for the project to which this form pertains \_\_\_\_\_
5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Existing zoning district \_\_\_\_\_
7. Proposed use of site (project for which this form is filed) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Description (Attach additional sheets if necessary)**

8. Site size \_\_\_\_\_
9. Square footage \_\_\_\_\_
10. Number of floors and construction \_\_\_\_\_
11. Amount of off-street parking provided \_\_\_\_\_
12. Attach plans.
13. Proposed scheduling \_\_\_\_\_
14. List associated projects, if any \_\_\_\_\_
15. Anticipated incremental development \_\_\_\_\_
16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected \_\_\_\_\_  
\_\_\_\_\_
17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities \_\_\_\_\_  
\_\_\_\_\_
18. If industrial, indicate type, estimated employment per shift, and loading facilities \_\_\_\_\_  
\_\_\_\_\_
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project \_\_\_\_\_  
\_\_\_\_\_

20. If the project involves a variance, a conditional use or rezoning application, state this and indicate clearly why the application is required \_\_\_\_\_

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 21. Changes in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours. | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Change in scenic views or vistas from existing residential areas or public lands or roads.                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Change in pattern, scale or character of general area of project.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Significant amounts of solid waste or litter.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Changes in dust, ash, smoke, fumes or odors in vicinity.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Changes in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns. | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Substantial change in existing noise or vibration levels in the vicinity.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Site on filled land or on slope of 10 percent or more.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.               | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Relationship to a larger project or series of projects.   | <input type="checkbox"/> | <input type="checkbox"/> |

**Environmental Setting**

33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.
34. Describe the surrounding properties, including information on plant – and animals and any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and the scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

**Certification**

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief

Date \_\_\_\_\_

Signature \_\_\_\_\_

For \_\_\_\_\_



# Low Impact Development (LID) Plan Determination Form – Planning Design Review

## Committee Review

### Public Works Department – Environmental Services Division

125 East College Street Covina, CA 91723 • (626) 384-5480 Fax: (626) 384-5479

The LID Plan Determination Form is a tool to review a proposed project prior Pre-Application Review to determine if the applicant will need to include a Low Impact Development Plan as part of their project submittal prior to receiving Building Permits. Although this Form is not required, it is recommended that applicants submit a brief narrative and site-plan addressing LID to the Planning staff prior to the submittal of formal application. This will allow the City's stormwater consultant to review and provide input to the applicant or their representative on any potential concerns. This early review process may save the applicant possible delay and expensive plan revisions later in the development review process. Please direct questions regarding this form to Environmental Services at (626) 384-5480. Technical question (LID calculations, BMP selection, etc.) will be referred to City's stormwater consultant and responded to within **30 days** of inquiry.

### Contact Information:

Project name:	Owner name:	Developer name:
Project address:	Owner address:	Developer address:
MUNIS ID No. (if assigned):	Owner phone:	Developer phone:
Total Project Area in Square Feet:	Owner email:	Developer email:

### REDEVELOPMENT PROJECTS. Complete this section if the project will redevelop an existing development.

#### The redevelopment will:

1. Create and/or replace 5,000 square feet or more of impervious surface and will be a restaurant (SIC 5812)	Yes <input type="checkbox"/>
2. Create and/or replace 5,000 square feet or more of impervious surface and will be a parking lot	Yes <input type="checkbox"/>
3. Create and/or replace 5,000 square feet or more of impervious surface and will be an automotive service facility (SIC 5013, 5014, 5511, 5541, 7532-7534 and 7536-7539)	Yes <input type="checkbox"/>
4. Create and/or replace 5,000 square feet or more of impervious surface and will be a retail gasoline outlet	Yes <input type="checkbox"/>
5. Create and/or replace 5,000 square feet or more of impervious surface and will be on an existing site of 10,000 square feet or more of impervious surface area	Yes <input type="checkbox"/>
6. Create and/or replace 5,000 square feet or more of impervious surface and will be within an industrial park of 10,000 square feet or more of surface area	Yes <input type="checkbox"/>
7. Create and/or replace 5,000 square feet or more of impervious surface and will be within a commercial mall (including strip malls) of 10,000 square feet or more of surface area	Yes <input type="checkbox"/>
8. Create and/or replace 2,500 square feet or more of impervious area; discharge stormwater likely to impact sensitive biological species or habitat; and be in, directly adjacent to, or discharge directly to an ASBS or "Sensitive Ecological Area"	

### NEW DEVELOPMENT PROJECTS. Complete this section if the existing project site is undeveloped.

#### The new development project will:

9. Create 5,000 square feet or more of impervious surface and will be either a restaurant, parking lot, auto service facility (SIC 5013, 5014, 5511, 5541, 7532-7534 and 7536-7539), or retail gasoline outlet	Yes <input type="checkbox"/>
10. Disturb 1 acre or more and add 10,000 square feet or more of impervious surface area	Yes <input type="checkbox"/>
11. Be an industrial park of 10,000 square feet or more of surface area	Yes <input type="checkbox"/>
12. Be a commercial mall (including strip mall) of 10,000 square feet or more of surface area	Yes <input type="checkbox"/>



**LID Determination Form (Continued from Previous Page)**

13. Create 2,500 square feet or more of impervious area; discharge stormwater likely to impact sensitive biological species or habitat; and be in, directly adjacent to, or discharge directly to an ASBS or "Sensitive Ecological Area"	Yes <input type="checkbox"/>
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**STREET OR ROAD CONSTRUCTION PROJECTS.** Complete this section if the project is a street or road.

14. The street or road project will construct 10,000 square feet or more of impervious surface area	Yes <input type="checkbox"/>
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**LID DETERMINATION**

If any of the boxes from 1 to 13 are checked, I understand the project will require a LID Plan. If box 14 is checked, I understand the project will also require a Green Streets Plan. I acknowledge that I will need to follow the City of Covina's Low Impact Development Requirements and submit a Conceptual LID Plan for Planning "Design Review Committee (DRC) review.

_____	_____
Applicant name	Applicant Signature
_____	_____
Applicant Title	Date

**FOR STAFF USE:**

Date LID Plan Determination Form Received: \_\_\_\_\_ Reviewed by (staff initials): \_\_\_\_\_

Was Site Plan(s) or Brief Narrative Provided by Applicant? Yes  No

Forwarded to City Consultant on: \_\_\_\_\_ Date Response provided back to Applicant: \_\_\_\_\_ By (staff initials): \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has pre-application technical review been requested by applicant? Yes  No  By Planning/Building? Yes  No

Final LID Determination: LID Plan Required  LID Plan is Not Required

ES Staff, please confirm a copy of this Form was sent to Planning and Building Staff. Yes  By (staff initials): \_\_\_\_\_

## Definitions

**Areas of Special Biological Significance (ASBS).** As defined in the Water Quality Control Plan for Ocean Waters of California (California Ocean Plan), ASBS are all those areas designated by the State Water Board as ocean areas requiring protection of species or biological communities to the extent that maintenance of natural water quality is assured.

**Best Management Practices (BMPs):** Practices or physical devices or systems designed to prevent or reduce pollutant loading from stormwater or non-stormwater discharges to receiving waters.

**Development:** Any construction, rehabilitation, redevelopment or reconstruction of any public or private residential project (whether single-family, multi-unit or planned unit development); industrial, commercial, retail and other non-residential projects, including public agency projects; or mass grading for future construction. It does not include routine maintenance to maintain original line and grade, hydraulic capacity, or original purpose of facility, nor does it include emergency construction activities required to immediately protect public health and safety.

**Directly Adjacent:** Projects situated within 200 feet of the contiguous zone required for the continued maintenance, function, and structural stability of an environmentally sensitive area.

**Green Streets Plan:** A plan that follows U.S. EPA guidance regarding Managing Wet Weather with Green Infrastructure: Green Streets (December 2008 EPA-833-F-08-009) to the maximum extent practicable. Street and road construction applies to standalone streets, roads, highways, and freeway projects. Temporary access roads are not subject to this requirement. Projects under this category are exempt from the BMP Performance Requirements of a LID Plan.

**Impervious:** Surfaces that do not allow stormwater runoff to percolate into the ground. Impervious surfaces include but are not limited to concrete, asphalt, and roofing materials.

**Low Impact Development (LID):** The implementation of systems and practices that use or mimic natural processes to: 1) infiltrate and recharge, 2) evapotranspire and/or 3) harvest and use precipitation near to where it falls to earth.

**LID Plan:** A plan that meets the Priority Development Project requirements in Part VIII.F of the MS4 NPDES Permit, Order No. R4-2021-0105, Permit No. CAS004004.

**Maintenance Agreement and Transfer:** Developments subject to post-construction BMP requirements, with the exception of simple LID BMPs implemented on single family residences, must provide an operation and maintenance plan, monitoring plan, where required, and verification of ongoing maintenance provisions for LID practices, Treatment Control BMPs, and Hydromodification Control BMPs including but not limited to: final map conditions, legal agreements, covenants, conditions or restrictions, CEQA mitigation requirements, conditional use permits, and/or other legally binding maintenance agreements. Maintenance records must be kept on site for treatment BMPs implemented on single family residences. Verification must include the developer's signed statement accepting responsibility for maintenance until the responsibility is legally transferred; and either: (a) A signed statement from the public entity assuming responsibility for BMP maintenance; or (b) written conditions in the sales or lease agreement, which require the property owner or tenant to assume responsibility for BMP maintenance and conduct a maintenance inspection at least once a year; or (c) written text in project covenants, conditions, and restrictions for residential properties assigning BMP maintenance responsibilities to the Homeowners Association; or (d) any other legally enforceable agreement or mechanism that assigns responsibility for the maintenance of BMPs.

**Sensitive Ecological Area:** Sensitive Ecological Areas are identified by the County of Los Angeles' Significant Ecological Areas Program. See <http://planning.lacounty.gov/site/sea/home/>

**Surface Area:** The surface area is the total footprint, not to include the cumulative area above or below the ground surface.