



**CHECKLIST FOR**  
**Administrative Site Plan Review - Residential & Non-Residential**  
**Community Development Department – Planning Division**  
 125 East College Street • Covina, California 91723 • (626) 384-5450

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

1. “D” category for Administrative Site Plan Review Application. This type of Site Plan Review application is typically for non-residential site and building improvements. The site and building improvements are more intensive and complicated, which require field investigations or verifications, additional research, and may require review by Development Review Committee.

**Examples of site and building improvements are but not limited to:**

- Minor exterior modifications or renovations to multi-family residential properties that include townhouses, apartments, recreational structure(s) within common open space areas, etc.
- Commercial, industrial, or institutional tenant improvement for permitted uses
- A change in use with or without tenant improvements for commercial, industrial, or institutional zone properties
- Parking lot modifications such as compliance with ADA, resurfacing and re-striping, removing existing or installation of new landscape planter areas, installation of parking lot fixtures, etc.
- Additions to commercial, industrial, or institutional buildings less than 1,000 square feet
- Commercial, industrial, or institutional minor exterior improvements of various types such as but are not limited to storefront changes, employee covered eating/social areas
- New or modified ATMs or outside placement of vending machines on walkways
- Commercial, industrial, or institutional lighting plans
- New fencing and/or gates at vehicular entrance to residential commercial, industrial, or institutional development
- Pre-Application for proposed development projects
- New carport or similar structure within existing parking lot for any non-residential use (commercial, industrial or institutional)
- Roof mounted or ground mounted solar panels for any non-residential use (commercial, industrial or institutional)

**SECTION 1: Filing Requirements**

- Standard Applications Form
- Property Owner’s Authorization Form, Project Contact List 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**
- Filing Fees (see Section 2)

**SECTION 2: Filing Fees** (Contact the Planning Division to determine which fees are applicable)

- Site Plan Review (Administrative Approval) D ..... See current fee list
- Public Works – Engineering and Environmental Services Sections ..... 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 gates, columns, walls and fences (Cross sections may be required)
  - Existing improvements to the property, and the location of the proposed uses
  - 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.**
- 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, including building, structure, walls, fences, columns, gates, etc.
- 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
- E. Conceptual Grading Plans shall include the following: (if applicable)**
  - Existing and proposed grading – structures, curbs, walls (height), gutters, pavement drainage structures, swales, mounding, slopes, open space, and trails.

- The plan shall include 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
- Structures – footprints, pad and floor elevations, retaining walls, stem walls, etc.
- Easements, property lines, rights-of-way
- 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
- Indicate location of benchmark(s)
- 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 if applicable
- Total existing impervious area (square feet), total new impervious area (square feet) and total removal and replacement of impervious area (square feet)

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

**SECTION 5: See attached Sample Site Plan, Floor Plan and Elevations**

Note: Contact Building & Safety Division for additional and specific requirements and fees for Building and Safety Plan Review Submittal



# Standard Application Form – (Minor)

## Community Development Department – Planning Division

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

Use this form for minor Residential and Non-Residential Applications. Submit form and all other information to [Planning-submittal@covinaca.gov](mailto:Planning-submittal@covinaca.gov). Refer to Checklists for Site Plan Reviews A, B, C, and D on our handouts page.

### Applicant Information

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

- Site Plan Review- Minor Residential     Site Plan Review-Minor (Non-Residential)

*(Some examples include but are not limited to: New Pool, New Shed, Wall/Fence, Room Addition, Tenant improvement etc. )*

### 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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