



CHECKLIST FOR SITE PLAN REVIEW (MAJOR)

Community Development Department, Planning Division

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

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

1. "F" category for Major Site Plan Review requires DRC and/or Planning Commission review. Examples are:
 - Two or more new dwelling units (Single family houses, Duplex, Townhomes, Apartments, Condominiums, etc.)
 - Residential, commercial, industrial subdivisions
 - New commercial, industrial, or institutional buildings and associated improvements
 - Additions to commercial, industrial, or institutional buildings 3,001 square feet or more
 - New standalone wireless communication facility

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 ¼" = 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



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:		STAFF USE ONLY
Project Address:		
Assessor's Parcel Number:		
Phone: ()	E-Mail:	MUNIS NO:
Applicant Name:		FILE NO:
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
<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
<input type="checkbox"/> Time Extension | <input type="checkbox"/> _____
(Other) |
| <input type="checkbox"/> Planned Community Development (PCD) | <input type="checkbox"/> Tentative Tract Map
<input type="checkbox"/> Time Extension | <input type="checkbox"/> _____
(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 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

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

Project Location:		STAFF USE ONLY FILE NO.:
Applicant:		
Primary Contact Person:		
Address:		MUNIS:
Phone:		RELATED FILES:
Fax:	E-mail Address:	

Secondary Contact Person: (Please Specify Name, Company, Title)

Address:		
Phone:	Fax:	E-mail Address:

Legal Property Owner:

Address:		
Phone:	Fax:	E-mail Address:

Architect: **Contact Person:**

Address:		
Phone:	Fax:	E-mail Address:

Engineer: **Contact Person:**

Address:		
Phone:	Fax:	E-mail Address:

Landscape Architect: **Contact Person:**

Address:		
Phone:	Fax:	E-mail Address:



Standard Application - 5 Non-Residential Project Summary Table

Community Development Department – Planning Division

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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)	Acres/Sq. FT.	% of Net Project Area
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
Total:			



Standard Application - 6 Residential Project Summary Table (5 or more Lots/Units)

Community Development Department – Planning Division

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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

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

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.



Certified Property Owner's List Affidavit

Community Development Department – Planning Division

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

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:

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

