



# CHECKLIST FOR Administrative Site Plan Review – Single Family Residential

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 residential projects which meet any of the following criteria:**

1. “A” category fee for Administrative Site Plan Review application. This type of Site Plan Review application is for minor site and building improvements that is usually reviewed and approved over the counter because field investigation and verification is not required. Examples of minor site and building improvements are but not limited to:
  - Reroof with same/similar materials such as asphalt shingles with asphalt shingles or tiles with tiles; or, roof re-constructions and with the same roof materials
  - Water heater replacement and enclosures
  - Window replacements at the same locations
  - Replacement of ground mounted AC-condensers (residential)
  - New or replacement fire place if it is in the interior of the house
  - Roof mounted solar panels
  - Single-family attached and detached covered or lattice patios less than 499 square feet
  - Attached or detached single-story room addition for single-family house less than 499 square feet and not as guest house or second dwelling unit
  - Minor reconstruction of existing improvements due to fire damage and without increase in square footage
  - Detached gazebo
  - Mechanical equipment screening proposals for single-family residential use
  - Pool and/or spa (meet setback requirements including the equipment)
  - Fences and walls
  - Retaining walls

## SECTION 1: Filing Requirements

- Standard Applications Form
- Property Owner’s Authorization Form, Project Contact List Form
- Three (3) sets of the development plan (see Section 4) to be reviewed by staff for completeness and accuracy
- Filing Fees (see Section 2)

## SECTION 2: Filing Fees

Contact the Planning Division to determine which fees are applicable

- Site Plan Review (Administrative Approval) A ..... Seefee schedule

## 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, stapled together and rolled into individual development plan set

- 4. All plans shall be clear, legible, and accurately scales

#### **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:**
  - 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)
- B. Elevations:**
  - All sides of building elevations for all existing and proposed building and structures. Label North, South, East West elevations
  - Label all existing and proposed building materials
- C. Floor Plan:**
  - All floors, including labels use of each room (bedroom, kitchen, game room, etc.).
  - Dimension all exterior walls, doors, windows, and room sizes.
- D. Roof Plan**

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

**Note: Contact Building & Safety Division for additional and specific requirements for Residential Submittal and fees**



# Standard Application Form – (Minor)

## Community Development Department – Planning Division

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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>FILE NO:</b>
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.

- 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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