



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. "B" category Fee for Administrative Approval of Site Plan Review Application. This type of Site Plan Review application is for minor site and building improvements, which may require field investigations or verifications and therefore, may not be reviewed and approved over the counter. Examples of minor site and building improvements are but not limited to:
 - Attached or detached single-story room additions for single-family house 500 square feet in one year period and no more than 900 square feet total in a three year period
 - Second story additions to single-family house 500 square feet in on year period and no more than 900 square feet total in a three year period
 - Second story residential decks
 - Roof reconstructions and with a different roof materials
 - Solar panels (where Planning review is requested and for non-residential use or for solar panels that are ground mounted)
 - Exterior building modifications for single-family house: add new windows, remove existing windows, replace wall with sliding door or French door, add architectural elements or materials to building face
 - Fences and walls with Minor Variance to increase the height from 6 feet to 7 feet 6 inches (side and rear yards only)
 - Minor interior improvements for non-residential use that do not increase the intensity of the land use

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) B **See Fee 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 . Refer to Checklists for Site Plan Reviews A, B, C, and D on our handouts page.

Applicant Information

Proposed Project:		STAFF USE ONLY
Project Address:		
Assessor’s Parcel Number:		
Phone: ()	E-Mail:	FILE NO:
Applicant Name:		
Applicant Address:		
Property Owner Name:		
Property Owner Address:		

Project Type

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

- 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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