



## CITY OF WEST COVINA PLANNING DEPARTMENT

### GENERAL INSTRUCTIONS ADMINISTRATIVE USE PERMIT APPLICATIONS

Please note which type of application you are applying for, and use both this packet and the appropriate specialized information packet as you prepare your application.

**REVIEW PROCESS:** All administrative use permit applications require a public notice and a 10 day public review period (14 days for large-family daycare homes). The City will review your plans, request any corrections needed from you, and then send a notice to your neighbors that describes your project. During the public review period, anyone may request that the Planning Director hold a public hearing for the proposed project. If such a request is received, a public hearing will be scheduled and an additional notice will be mailed to surrounding property owners and residents a minimum of seven days prior to the hearing date, indicating the date, time, and location of the scheduled public hearing. At the public hearing, the Planning Director has the authority to approve, deny, or conditionally approve the application. If no one requests a hearing in the review period, the Planning Director makes a decision without holding a public hearing. All decisions of the Planning Director for administrative use permits are subject to a seven day appeal period. Appeals are heard by the Planning Commission.

**SUBMITTAL REQUIREMENTS:** All administrative use permit applications must be accompanied by the items listed below, as well as the additional items listed in the specialized packets for the type of application you are submitting. Plans should be folded to a maximum size of 8.5" x 13".

1. ***APPLICATION:*** To process your request, the attached application sheet must include the notarized authorization of the legal owner.
2. ***FILING FEE AND DEPOSIT AGREEMENT:*** A \$770 deposit for all applications (other than large family daycare, miniature pot-bellied pigs or secondary driveways). City Council Resolution requires \$96.36 per hour for staff time actually spent in the preparation and processing of applications. In addition, any time required of the City Attorney will be billed at the attorney's current rate. The fee for an administrative use permit for a large family daycare is \$500. The fee for an administrative use permit for a pot-bellied pig is \$98. The fee for an administrative use permit for a secondary driveway is \$745.
3. ***PLOT PLAN (as required):*** Submit six copies (additional plans must be submitted if a hearing is requested, if Planning Commission decision is appealed to the City Council a cross-section may be required) of a plot plan that includes the following information:
  - A. Title, with site address, and the applicant's name, address, and phone number.
  - B. North arrow and scale (orient drawings to the north, scale no smaller than 1"=30').
  - C. Legend with project summary information including:
    1. Net area of parcel.
    2. Gross floor area of all existing and proposed buildings.
    3. Percentage of land covered by structures.
    4. Floor area ratio.
    5. Proposed and required off-street parking.

- D. Fully dimensioned subject parcel boundaries, including location and dimensions of all existing and proposed easements.
- E. Names of all abutting streets, including street, parkway, and sidewalk dimensions.
- F. Location and dimensions of all existing and proposed buildings, planters, driveways, walls, fences, parking lots, and signs. Indicate exterior building dimensions.
- G. Distances between buildings.
- H. Setbacks to all property lines with dimensions.

4. *ARCHITECTURAL SUBMITTAL*

I. Floor Plan

Floor plans must be fully dimensioned, and include the exact locations, sizes, and uses (e.g. seating, office, storage, kitchen, etc.) of all rooms, the location and size of all windows, doors, and elevators, and the width, rise, and run of any stairs. Please fold prints to a maximum of 8½" x 13".

J. Elevation Plans

Elevation plans of front, sides, and rear of the proposed development shall be submitted together with the application. Plans must be drawn to scale and should be large enough to be used for display purposes. Please fold prints to a maximum of 8½" x 13".

K. Architectural Treatment

One colored site plan and colored elevation of building or typical structures presented on a minimum 8.5" x 11" sheet or board in order to illustrate typical colors, textures, and materials. In addition, provide an electronic copy of the colored site plan and colored elevation.

L. Digital Files

Include a CD or portable hard drive that contains a full set of plans (site plan, floor plan, elevations), as well as architectural treatment (including color site plan and elevations) in PDF format.

5. *RADIUS MAP:*

- must show all areas 300 feet or nearer to the property in this application (the 300 foot distance must be measured from the nearest edge of the subject property)
- must show all property lines completely or partly within the 300 foot line with the properties inside the line numbered to match the Owners/Occupants list
- must be folded to 8½" x 13" maximum size

<u>Adjacent Property Notification</u>	<u>100 Foot Notification Radius</u>	<u>300 Foot Notification Radius</u>
Secondary Driveway	Large Family Daycare Home Miniature Pot-Bellied Pig Outdoor Uses Sign Exception Review Fence Height Exceptions Recreational Vehicle Parking	Second Story Construction Large Accessory Structure Large Expansion Maximum Unit Size Exception Retaining Walls/Elevated Structure Building/Roof-mounted Wireless Telecommunication Facilities Postal Service Use within "N-C" Off-sale alcohol/undue concentration New Vehicle Storage Slight Modification

6. *PROPERTY OWNERS/OCCUPANTS LIST*: This list must be typed on mailing labels (3 sets), and must have the names and mailing addresses of all property owners, and the mailing addresses of all occupants, *commercial or residential*, within or partially within the 300-foot radius. It must be prepared from the **most recent** equalized assessment rolls of the Los Angeles County Assessor, which are available in the County Assessor's office. Number all names to correspond with the numbers on the radius map. **Labels addressed to property owners must include the assessors parcel number on the first line of the label.** Separately provide six (6) copies of the applicant's address on labels, and one photocopy of a complete address label set.
  
7. *OCCUPANT'S PERMISSION TO ENTER SITE*: Submit the attached form with ink signature of occupant.



# Application

Case \_\_\_\_\_  
(Type and No.)

Applicant's Name: \_\_\_\_\_  
(owner, purchaser, lessee, representative)

Applicant's: address: \_\_\_\_\_

phone \_\_\_\_\_ fax \_\_\_\_\_ pager/cell \_\_\_\_\_  
e-mail \_\_\_\_\_

Project Coordinator: \_\_\_\_\_ Title: \_\_\_\_\_

Coordinator's: address: \_\_\_\_\_

phone \_\_\_\_\_ fax \_\_\_\_\_ pager/cell \_\_\_\_\_  
e-mail \_\_\_\_\_

I, the applicant, \_\_\_\_\_, for the property  
(name)

situated at \_\_\_\_\_  
(give street address and general location by street boundaries etc.)

herewith request approval of a \_\_\_\_\_ for \_\_\_\_\_  
(type of application) (nature of project)

on property zoned as \_\_\_\_\_.

Assessor's Parcel Number (APN) \_\_\_\_\_  
(required)

Applicant's Signature: \_\_\_\_\_

Owner's Permission (signature must be notarized)

I (we) do hereby certify, under penalty of perjury, that I (we) am (are) the owner(s) of the real property legally described herein and hereby grant permission for which this application is made.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Please **Print** Name Here)

\_\_\_\_\_  
(Address) (City) (Date)

## Deposit Agreement

Case \_\_\_\_\_

This is to certify that I, \_\_\_\_\_  
(Applicant)

understand that the \$770.00 deposited at the time of the filing of this application is to be used to cover staff time at the hourly rate determined by City Council Resolution (rate changes effective July 1<sup>st</sup> of each year) which is currently \$96.36 per hour, and any City Attorney time at current rates. Should my deposit be depleted at any time prior to the completion of the process, the process will be suspended until additional deposits, the amount of which shall be determined by the Planning Director, are made. Failure to provide additional funds within ten (10) days after notification of depletion shall be cause for withdrawal of this application. I also understand that prior to the issuance of any future building permit(s) associated with this application, all fees must be collected and deposit accounts settled.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Certification Of Property Owners And Occupants List**

To be filled out by applicant

City of West Covina  
Planning Department  
1444 West Garvey Avenue  
West Covina, CA 91790

Subject: \_\_\_\_\_

I, \_\_\_\_\_, do hereby certify, under penalty of perjury, that the attached list sets forth the names and addresses of the following persons as they appear on the last equalized assessment roll of the Los Angeles County Assessor.

Sincerely,

\_\_\_\_\_  
Printed Name

\_\_\_\_\_

\_\_\_\_\_  
Address

Phone Number (     ) \_\_\_\_\_

Dated \_\_\_\_\_ in the City of \_\_\_\_\_, California.

\_\_\_\_\_  
Signature

**Occupant's Permission To Enter And Investigate Site**

City of West Covina  
Planning Department  
1444 West Garvey Avenue  
West Covina, CA 91790

I, \_\_\_\_\_ as \_\_\_\_\_  
(owner or lessee)

and occupant of the property located at \_\_\_\_\_

do hereby authorize representatives of the City of West Covina to enter upon the above-mentioned property for inspection purposes related to my application for Administrative Use

Permit No. \_\_\_\_\_.

This authorization terminates upon the final decision on the case, made either by the Planning Director, or Planning Commission of the City of West Covina.

I do / do not have a dog on the premises.  
(circle one)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date