



CITY OF WEST COVINA PLANNING DEPARTMENT

Instructions For filing for a Code Amendment

All of the following must be submitted before the Planning Department can process the application:

1. Application Sheet
2. Filing Fee and Deposit Agreement:
 - a. Code Amendment: \$2,500.00 Deposit
 - b. Completed Deposit Agreement, as attached to this packet
3. Request for Code Amendment

Explanation of Items 1 through 3

1. Application

To process the Code Amendment the attached application sheet must be submitted.

2. Filing Fee

- a. 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.

An initial deposit of \$2,500.00 shall be required at the time of submittal of the application, from which the items above (the hourly charges) will be funded. When the deposit is used up, additional deposits may be required by the Planning Director before work on the application resumes.

3. Request for Code Amendment

- a. Please submit a letter explaining the need for a Code Amendment and how the Code Amendment will conform to the existing General Plan.



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, _____,
herewith request approval of a _____ for _____
(type of application) (nature of amendment)

Applicant's Signature: _____

Deposit Agreement

Case _____

This is to certify that I, _____
(applicant)

understand that the \$2,500 deposited at the time of the filing of this application is to be used to cover any additional staff time at the hourly rate determined by City Council Resolution (rate changes effective July 1st 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: _____

dated: _____