



CITY OF WEST COVINA PLANNING DEPARTMENT

**Instructions For Filing A Large Home Conditional Use Permit**

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

1. Application Sheet, with signature of the property owner authenticated by notary
2. Filing Fees and Deposit Agreement
  - a. Large Home Conditional Use Permit: \$3,000.00 deposit
  - b. Environmental Impact Assessment: funded out of the deposit
  - c. Fish and Game Environmental Review Fee for projects having an adverse effect on fish and wildlife resources:  
\$2,280.75 (for projects involving a negative declaration)  
\$3,168.00 (for projects involving an Environmental Impact Report EIR)
  - d. Completed Deposit Agreement

***NOTE:** Building permits associated with this application will not be issued until all filing fees are collected and deposit accounts are settled.*

3. Applicant's Environmental Information Form
4. Supporting Statements
5. 300-Foot Radius Map
6. Property Owners And Occupants List: 3 copies typed on mailing labels, plus one photocopy
7. Site Plan: 15 prints (required at time application is submitted) \*  
Prints to be folded to maximum 8½" x 13"
8. Floor Plan: 15 prints (required at time application is submitted) \*  
Prints to be folded to maximum 8½" x 13"
9. Elevation Plans: 15 prints (required at time the application is required) \*  
Prints to be folded to maximum 8½" x 13"
10. Architectural Treatment: The Planning Director may require:
  - 1 colored perspective drawing (rendering) or colored elevations
  - Sample building materials board (when ready for public hearing)
  - A written description of proposed building materials
  - Photos of the existing building in the case of a home expansion

## Explanation Of Items 1 Through 10

### 1. Application

To process the Large Home Conditional Use Permit, the attached application sheet must include the notarized authorization of the legal owner.

### 2. Filing Fee

**Prior to issuance of any Building Permits, all planning fees must be collected and deposit accounts settled.**

- a. City Council Resolution requires \$96.36 per hour for each hour of staff time actually spent in the preparation or 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 \$3,000.00 shall be required at the time of submittal of the application, from which the items above (the filing fee and 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.

- b. Environmental Impact Assessment:

The Planning Director will use the Guidelines and Procedures incorporated in the California Environmental Quality Act, Section 26-270, to evaluate the potential environmental impact of proposed projects. If he finds that a proposed action is not categorically exempt from the provisions of the California Environmental Quality Act, the following fees shall be required and charged to the applicant to prepare or process the required environmental impact documents:

I. Fish and Game Environmental Review Fee, and County of Los Angeles Environmental Document Processing Fee

Fish and Game Code Section 711.4 requires a fee for reviewing projects, which will have an adverse effect upon fish and wildlife resources. This fee, payable to the Department of Fish and Game, is \$2,280.75 for a project involving a negative declaration of environmental impact, and \$3,168.00 for a project involving an Environmental Impact Report. In addition, the county requires a \$75 environmental document-processing fee, payable to the County of Los Angeles.

- II. \$96.36 per hour for each hour of staff time spent in the preparation or processing of initial studies, negative declarations, and Environmental Impact Reports, plus City Attorney time at the attorney's current rates, to be funded from the initial deposit required by City Council Resolution No. 9121.

3. Applicant's Environmental Information Form

The Environmental Information form (attached to this packet) must be submitted when you file this application so that an environmental determination can be made. If an Environmental Impact Report (EIR) is then required, processing of the application will cease until an EIR has been submitted.

4. Supporting Statements

This is to show justification for this application.

5. 300-Foot Radius Map

The radius map must be prepared:

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

6. Property Owners And Occupants List

This list must be typed on mailing labels, 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 map. It must be prepared from the last 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. Separately provide six (6) copies of the applicant's address on labels, and one photocopy of a complete address label set.

7. Site Plan

Plot Plan drawings must be prepared to the following specifications and folded to a maximum 8½" x 13" size.

I. Format

- A. Title as follows: Name, address, and telephone number of applicant.
- B. North arrow and scale (drawings shall be oriented to the north and shall not be less than 1" = 30' in scale, unless approval has been granted by the Planning Department to reduce the scale.
- C. Legend for the plan shall include all the items in Section IV.

## II. Parcel Specifications

- A. Fully dimensioned subject parcel boundaries.
- B. Abutting street information:
  - 1) Name of street(s)
  - 2) Existing and proposed street width(s) and centerlines
  - 3) Parkway width(s)
  - 4) Sidewalk dimensions
  - 5) Access and driveway dimensions
  - 6) Median strips and traffic islands
- C. Name, location and width of closest intersecting street.
- D. Existing contours and water courses, for subject property and adjacent property.
- E. Location and dimensions of all existing or proposed easements.

## III. Proposed Development and Modification

- A. All existing and proposed structures and physical features.
- B. Exterior building dimensions.
- C. Setbacks with dimensions.
- D. Distances between buildings.
- E. Height of structures.
- F. Treatment of open spaces, including landscaped areas.
- G. Walls and fences.
- H. Trash areas.
- I. Use of building.
- J. Parkway trees.
- K. Parking Area (Per Resolution No. 2513)
  - 1. Layout and dimensions of all parking stalls.
  - 2. Dimensions of all access ways, turnaround areas, driveways, alleys, and walks.
  - 3. Off-street loading space and facilities.
  - 4. Surface type.
  - 5. Screening and landscaping (including curbs).
- L. Proposed or existing grading (indicate topographic elevations).

#### IV. Map Legend

- A. Net acreage of parcel.
- B. Gross floor area for all buildings.
- C. Percentage of land covered by structures.
- D. Floor area ratio
- E. Proposed off-street parking.
- F. Required off-street parking.

#### 8. Floor Plans

Floor plans must include the exact locations and uses (kitchen, bedroom, bathroom, etc.) of all rooms, the location and size of all windows and doors, and the width, rise, and run of any stairs along with the height of handrails.

#### 9. Elevation Plans (Typical Structure)

Elevation plans of front, sides, rear of the proposed developments must 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."

#### 10. Architectural Treatment

If required, the colored elevation drawings, perspective drawings, and/or sample materials boards should be large enough for display purposes.

Sample building materials displays should illustrate typical colors, textures and materials.



# 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  
(name)

property 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)

## Supporting Statements

Prior to the granting of a large home conditional use permit it shall be shown:

- a. That the proposed use at the particular location is necessary or desirable to provide a service or facility which will contribute to the general well being of the neighborhood or community.
  
- b. That such use will not, under the circumstances of the particular case, be detrimental to the health, safety, peace or general welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity.
  
- c. That the site for the proposed use is adequate in size and is so shaped as to accommodate said use, as well as all yards, spaces, walls, fences, parking, loading, landscaping, and any other features necessary to adjust said use with the land and uses in the neighborhood and make it compatible thereto.
  
- d. That the site abuts streets and highways adequate in width and improvements to carry traffic generations typical of the proposed uses and that street patterns of such nature exist as to guarantee that such generations will not substantially impact local residential streets.
  
- e. That the granting of such conditional use permit will not adversely affect the General Plan of the City, any other adopted plan of the City, or the adopted plan of any other governmental agency.

As required by City Code, .Sec. 26-296-1300, before an application for a *large expansion* or *maximum unit size exception* may be granted, the following findings must also be made:

- a. The lot and proposed development is consistent with the general plan, zoning, and meets all other applicable code requirements.
  
- b. The development utilizes building materials, color schemes and a roof style which blend with the existing structure, if any, and results in a development which is harmonious in scale and mass with the surrounding residences.
  
- c. The development is sensitive and not detrimental to convenience and safety of circulation for pedestrians and vehicles.
  
- d. The development can be adequately served by existing or required infrastructure and services.
  
- e. The design of the structure has given consideration to the privacy of surrounding properties through the usage and placement of windows and doors, cantilevers, decks, balconies, minimal retaining walls, trees and other buffering landscaping materials.
  
- f. The development is sensitive to the natural terrain, minimizes necessary grading, de-emphasizes vertical massing which could disrupt the profile of a natural slope, and does not impede any scenic vistas or views open to the public or surrounding properties.



# Environmental Information Form

## A. General Information:

1. Name of developer or project sponsor: \_\_\_\_\_  
Address of the above: \_\_\_\_\_  
\_\_\_\_\_ Telephone: \_\_\_\_\_
2. Address or location of project: \_\_\_\_\_  
\_\_\_\_\_
3. Name of project leader or coordinator: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Telephone: \_\_\_\_\_
4. Indicate number(s) of the permit application(s) for the project to which this form pertains: \_\_\_\_\_
5. Existing zoning: \_\_\_\_\_
6. 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:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Proposed use of site: \_\_\_\_\_  
\_\_\_\_\_
8. Proposed zoning (if different than existing): \_\_\_\_\_

## B. Project Description (Include Precise Plan or Development Plan, where applicable)

1. Site size: \_\_\_\_\_
2. Square footage of building coverage: \_\_\_\_\_
3. Number of floors in building(s): \_\_\_\_\_
4. Total floor area: \_\_\_\_\_
5. Amount of off-street parking provided: \_\_\_\_\_
6. Proposed scheduling (phasing) of current development and any anticipated future development: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and types of household size expected: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. If commercial, indicate the type, whether neighborhood, city, or regionally oriented, square footage of sales area, and loading facilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. If industrial, indicate type, estimated employment per shift, and loading facilities:  
 \_\_\_\_\_  
 \_\_\_\_\_
10. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to come from the project:  
 \_\_\_\_\_  
 \_\_\_\_\_
11. If public works, indicate the kind, whether it is taking place within the existing public right of way, and whether it is replacing an existing system of facility: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
12. If the project involves a variance, unclassified use permit, rezoning application, or general plan redesignation, state this and indicate clearly why the application is required: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
13. Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

YES   NO

- |     |     |    |                                                                                                          |
|-----|-----|----|----------------------------------------------------------------------------------------------------------|
| ___ | ___ | a. | Change in existing topography (a substantial alteration of ground contours).                             |
| ___ | ___ | b. | Change in scenic views or vistas from existing residential areas or public lands or roads.               |
| ___ | ___ | c. | Change in pattern, scale or character of general area of project.                                        |
| ___ | ___ | d. | Significant amounts of solid waste or litter.                                                            |
| ___ | ___ | e. | Change in dust, ash, smoke, fumes or odors in vicinity.                                                  |
| ___ | ___ | f. | Change in stream or ground water quality or quantity, or alteration of existing drainage patterns.       |
| ___ | ___ | g. | Substantial change in existing noise or vibration levels in the vicinity.                                |
| ___ | ___ | h. | Site on filled land or on slope of 10 percent or more.                                                   |
| ___ | ___ | i. | Use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives. |
| ___ | ___ | j. | Substantial change in demand for municipal services (police, fire, water, sewage, etc.)                  |

- \_\_\_ \_\_\_ k. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)
- \_\_\_ \_\_\_ l. Relationship to a larger project or series of projects.

C. Environmental Setting

1. 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.

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2. Describe the surrounding properties, including information on plants 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 scale of development (height, frontage, set-back, rear yard etc.). Attach photographs of the vicinity.

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- D. 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: \_\_\_\_\_

**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 and to obtain photographs of the subject property to prepare reports for Public Hearing Case \_\_\_\_\_.

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

To be filled out by occupant (owner or lessee)

## **Deposit Agreement**

**Case** \_\_\_\_\_

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

understand that the \$3,000 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 1st 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 temporarily 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: \_\_\_\_\_