



City of West Covina Planning Department

Instructions For Filing a Subcommittee Application

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

1. Application Sheet, as included here, with signature of applicant.
2. Fee: Addition of Floor Area - \$500.00
Non-Floor Area Revisions - \$100.00 Flat Fee
3. Site Plan: submit 6 copies*
4. Floor Plan: submit 6 copies*
5. Elevation Plans: submit 6 copies*

* Prints to be folded to maximum 8½" x 13." Plans must be folded and stapled together in sets.

Case # _____

Property Address: _____

Project Coordinator: name: _____

Project Coordinator's: address: _____

phone _____ fax _____ pager/cell _____

e-mail _____

Owner's: name: _____

Owner's: address: _____

phone _____ fax _____ pager/cell _____

e-mail _____

Description of Work:

Applicant's Signature: _____ Date: _____