



CITY OF WEST COVINA PLANNING DEPARTMENT

**Instructions for Filing for a Precise Plan in the Downtown Area
(Review by Architectural Consultant Required)**

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 Fee and Deposit Agreement:
 - a. Precise Plan Review: \$7,000.00 deposit
 - b. 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 of environmental impact)
 - \$3,168.00 (for projects involving an EIR)
 - c. Completed Deposit Agreement, as attached to this packet
- NOTE: Building permits associated with this application will not be issued until all filing fees are collected and deposit accounts are settled.*
3. Environmental Information Form
 4. 300-foot Radius Map
 5. Property Owners and Occupants Labels: submit 3 sets of labels and 1 photocopy
 6. Site Plan:
 - a. 10 prints (*required at time application is submitted)
Prints to be folded to maximum 8½" x 13"
 7. Floor Plan:
 - a. 10 prints (*required at time application is submitted)
Prints to be folded to maximum 8½" x 13"
 8. Elevation Plans:
 - a. 10 prints (*required at time application is submitted)
Prints to be folded to maximum 8½" x 13"
 9. Architectural Treatment:
 - a. colored elevations and site plan mounted on display boards
 - b. sample building colors and materials board
 10. Digital Files:
 - a. Site Plan, Floor Plan, Elevations, and Architectural Treatment in PDF
 - b. See Supplemental Design Package for further requirements.
 11. Supplemental Design Package: Required for all projects.
 12. Residential Design Questionnaire: Required for multiple family projects only.
 13. Art in Public Places: Required for certain projects.
 14. Occupant's Permission to Enter Site: Submit attached form with ink signature of occupant.
 15. Posting of Public Hearing Site Notice: See Planner for details.
 16. Indemnity Agreement: Required for all projects.

**Plans must be folded and stapled together in sets. Additional plans will be required later, including 15 sets and an electronic copy at the time of public hearing.*

Explanation of Items 1 through 11

1. Application

To process the Precise Plan, the attached application sheet must include the notarized authorization of the legal owner.

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 \$7,000.00 shall be required at the time of submittal of the application, from which 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.

b. Environmental Impact Assessment: The Planning Director will use the Guidelines and Procedures incorporated in the California Environmental Quality Act (CEQA) to evaluate the potential environmental impact of proposed projects. If it is found that a proposed action is not categorically exempt from CEQA, 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: Fish and Game Code Section 711.4 requires a fee for reviewing projects which may 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.

II. \$96.36 per hour for 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 as required by City Council Resolution.

III. The County requires a \$75 environmental document processing fee. Please submit a separate, undated check payable to the **Los Angeles County Clerk**.

3. 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 prepared pursuant to CEQA and local CEQA guidelines.

4. 300-Foot 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

5. Property Owners And 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.

6. Precise Plan All drawings must be prepared as noted below and folded together to 8½” x 13”

I. Format

- A. Title as follows: Name, address, and telephone number of applicant.
- B. North arrow and scale (orient drawings to the north, and do not use a scale less than 1" = 30', unless approval has been granted by the Planning Department).
- 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 and/or sidewalk width(s)
 - 4) Access and driveway dimensions
 - 5) 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 properties
- 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/transformer areas.
- I. Use of building.
- J. Parkway trees.
- K. Parking Area (Per Resolution No. 2513)
 - 1. Layout and dimensions of all parking stalls, including HC accessible 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 grading.

IV. Map Legend

- A. Net acreage of parcel.
- B. Gross floor area for all buildings.
- C. Percentage of land covered by structures.
- D. Number of permanent seats, beds, classrooms, dwelling units (include size of each unit), etc., as needed for the computation of the parking requirements.
- E. Proposed off-street parking.
- F. Required off-street parking.
- G. Percentage of landscaping for total site (minimum of 8% required).

7. Floor Plans

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".

8. 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".

9. Architectural Treatment

One *colored* site plan and *colored* elevation of building or typical structures mounted on display boards shall be submitted with application, and be large enough for display purposes. Sample building materials mounted on a display board shall be submitted to illustrate typical colors, textures, and materials. In addition, provide an electronic copy of the colored site plan and colored elevation.

10. 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. Please also include 3-D modeling of the project, a Figure-Ground diagram, Block Characteristics, and photo renderings. Refer to the Supplemental Design Package for more information.

11. Supplemental Design Package

This questionnaire must be fully completed and submitted with the application packet. Digital files and photo renderings must also be included as part of the package. Applications without a completed Design Questionnaire will not be accepted.

12. Residential Design Questionnaire

This questionnaire (available from the Planning Department) must be completed and submitted if the project includes multi-family housing.

13. Art in Public Places

This application (available from the Planning Department) must be completed and submitted if the project consist of any of the following: residential subdivision of ten or more lots, construction of ten or more dwelling units, non-residential development that has a project cost over \$499,999, expansion of non-residential buildings with a project cost over \$249,999, mixed used projects, or City projects that have a project cost over \$499,999.

14. Occupant's Permission to Enter Site:

The attached form must be signed by the property owner or occupant of the site to allow stag to inspect the sire for review of the application.

15. Posting of Public Hearing Site Notice:

The Planning Commission has established a policy of posting a temporary sign on the subject property for new commercial developments and residential developments with five or more units. A separate handout is available detailing posting requirements.

16. Indemnity Agreement:

The applicant or successor in interest shall indemnify, hold harmless and defend the City Of West Covina (City), its agents, officers, and employees from any claim, action, proceeding or damages against the City, its agents, officers, or employees to attack, set aside, void, or annul the approval by the City of this Precise Plan. The indemnity document shall be signed by the applicant prior to the project being determined to be complete and the scheduling of a public hearing.



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)

Deposit Agreement

Case _____

This is to certify that I, _____
(applicant)

understand that the \$7,000.00 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 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: _____

Date: _____

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. Please provide complete information for your project.
 - If residential, include the number of units, schedule of unit sizes, range for sale prices or rents, and types of household size expected:
 - If commercial, indicate the type, whether neighborhood, city, or regionally oriented, square footage of sales area, and loading facilities:
 - If industrial, indicate type, estimated employment per shift, number of shifts, and loading facilities:
 - If institutional, indicate the major function, estimated employment per shift, number of shifts, estimated occupancy, loading facilities, and community benefits to come from the project:
 - 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 or facility:

8. If the project involves a variance, conditional use permit, zone change, or general plan redesignation, state this and indicate clearly why such application is required: _____

9. Are the following items applicable to the project or its effects? Discuss below all items checked yes:

YES NO

- a. Change in existing topography (a substantial alteration of ground contours).
- b. Change in scenic views/vistas from existing residential areas, 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.

Discuss "yes" answers below:

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.

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 (single-family, apartments, local retail, regional commercial, etc.) and scale of development (height, frontage, set-backs, etc.). Attach photographs of the vicinity.

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 **most recent** 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)

SUPPLEMENTAL DESIGN PACKAGE

Design Questionnaire

Questionnaire must be fully completed at the time the application is submitted.
Applications without a completed Design Questionnaire will not be accepted.

1. Which of the following building types currently existing in the surrounding neighborhood?

Duplex Multiplex Rosewalk Bungalow Court
 Row House Live-Work Court Hybrid Court
 Liner Building Flex Building Other*

* If "Other," please provide brief explanation.

2. Which of the following building types is the project building? Refer to the Downtown Plan and Code, Section 5 (Building Standards) for descriptions of each building type.

Duplex Multiplex Rosewalk Bungalow Court
 Row House Live-Work Court Hybrid Court
 Liner Building Flex Building

3. Please provide a brief explanation of how the proposed building will embody the specified building type.

4. Which of the following frontage types does the project include? Refer to the Downtown Plan and Code, Section 6 (Frontage Standards) for descriptions of each frontage type.

Porch Dooryard Stoop Forecourt
 Lightcourt Shopfront Gallery Arcade

5. Identify existing and proposed (public and private) open spaces included in this project.

6. Identify existing and proposed street types in the vicinity of the subject parcel. Refer to the Downtown Plan and Code, Section 7 (Streets and Block Standards) for descriptions of each street type.

DIGITAL FILES TO BE SUBMITTED:

- Site Plan, Floor Plan, Elevations, and Architectural Treatment in PDF Format
- 3D Model of Proposed Project
 - Minimum of two (2) illustrative three-dimensional sketches, illustrations, drawings, digital models, or renderings (or combinations thereof) of the proposed project.
- Figure-Ground Diagram
 - Illustrative diagram of the proposed project and surrounding area showing the relationship between built and unbuilt space.
- Massing/Organization Diagrams
 - Illustrative two-and-three-dimensional diagram (axonometric, 3D virtual model, exploded drawing, etc.) showing the project massing and building organization concepts, such as circulation, exiting, private and common open space, exterior storage, etc.
- Block Characteristics
 - Illustrative diagram of proposed block characteristics. Please refer to Section 7.2 (Block Standards) of the Downtown Plan and Code for development standards and design objectives.
- Visual Context Photo Montage
 - Color photographs of existing buildings on the site and existing buildings on both sides of the street between two cross streets. Photographs should be taken perpendicular to the building. If the project is on a corner lot, photographs should include both streets. Please also provide physical copies on minimum 8 1/2" x 11" paper.
 - Color photos of varied angles of the project site, showing walls, trees, and existing structures. Please also provide physical copies on minimum 8 1/2" x 11" paper.
 - Composite photo of existing building/property frontages along the proposed project's block, with an image of the proposed façade inserted at the same scale. Indicate the height and scale of each structure immediately adjacent to the subject property. Please also provide a physical copy on minimum 8 1/2" x 11" paper.

DESIGN GUIDELINES

A. Design Consideration

- a. Buildings should be oriented toward streets, pedestrian pathways and/or active spaces.
- b. Site planning and building design shall provide for convenient pedestrian access from the public street, through such means as courtyards, plazas, walkways, and street furniture.
- c. Open areas shall be designed large enough to be usable.
- d. The area where the first floor meets the second floor shall clearly define a change in materials, colors, and style between the first and second floors.
- e. All visible frontages shall be detailed with architectural elements.
- f. Primary building entries shall be accented with strong architectural definition.
- g. Facades without openings or changes in wall planes shall be avoided.
- h. Articulations shall add three-dimensional interest to the façade and not rely on “false” detailing.
- i. Detailing of the building facades shall be integral to the architectural design and a permanent feature of the surface.
- j. Building facades shall have elements that relate to the scale of a person.
- k. Entrances to residential, office or other upper story uses shall be clearly distinguishable in form and location from retail entrances.
- l. If residential is included:
 - i. The project shall provide for internal compatibility between the residential and non-residential uses on the site
 - ii. Potential glare, noise, odors, traffic, and other potentially significant impacts on residents shall be limited to the greatest extent possible.

B. Building Elevations/Architecture – To ensure that buildings, particularly large structures, are designed with elements that relate to a human scale, the following should be incorporated into the design:

- a. Commercial buildings shall be articulated to reflect a small-scale street frontage rhythm, with building bay widths of approximately 25 feet.
- b. If building frontage length is over 400 feet, a massing break must be provided.
- c. A ground floor retail use should have a minimum floor-to-ceiling height of 12 feet.
- d. Where multiple-tenant spaces are incorporated into a building, individual tenant spaces shall be located within the building bays. This can be achieved by any of the of following:

- i. Placing a column, pier or pilaster between façade elements.
 - ii. Applying vertical slot or recess between façade elements.
 - iii. Providing variation in plane along the building wall.
 - iv. Varying the building wall by recessing the storefront entrance or creating an opportunity for landscaping or pedestrian area.
- e. Materials
 - i. Within a design theme, a variety of durable material and textures is strongly encouraged. Materials such as granite, marble, polished stones, and other panels should be used as accent materials on the building's base.
 - ii. In concert with the primary building material(s), a variety of materials is encouraged to articulate different building elements, such as the ground floor façade, the building base, horizontal break bands, pier or column bases, roof terminations, sills, awnings and similar building components.
- f. Roofs – Roof design shall contribute to the overall building design.
 - i. The form, color and texture of the roofs shall be integral component of the building design.
 - ii. Roofs should be compatible with the architectural style of the building.
 - iii. The roof shape should reflect the configuration of the building's mass and volume, and should be consistent in its character from all vantage points.
 - iv. False fronts, applied mansard forms and other artificial rooflines that are not an integral component of the architectural design should be avoided.
 - v. The roof should be flat. However, well-designed sloping roof forms that are typical of a local context may be appropriate. Special corner elements, entrance area massing, and similar conditions may require the roof to vary from the suggested flat roof form.
 - vi. All buildings shall provide cornice or parapet detailing in order to delineate a strong roofline along the primary facades.
 - vii. Cornices and horizontal bands of genuine materials, such as wood trim rather than foam are strongly encouraged.
 - viii. Reflective roofing materials shall not be used on roof surfaces that are visible from either ground level or elevated viewpoints, such as freeways.
- g. Windows
 - i. All windows on a building shall be related in design.

- ii. Windows on the upper floors shall be smaller in size than storefront windows on the first floor and shall encompass a smaller proportion of façade surface area.
- iii. Upper story windows shall be detailed with architectural elements, such as projecting sills, molded surrounds and/or lintels.
- iv. Deeply tinted glass or applied films should be avoided.
- v. Buildings should include vertically proportioned façade openings with windows that have greater height than width.
- vi. Windows should maintain consistency in shape and location across the façade. Unifying patterns should include common windows and doors. The overall effect should create a harmonious pattern along the streetscape.
- h. Gutters and Downspouts – Gutters and downspouts shall comply with Section 26-568 (a) (3), as required by the underlying zone.
- i. Awnings/Canopies
 - i. Awning/canopies over building entries shall be incorporated into the design of the building, including colors and material detailing.
 - ii. Backlighting of transparent or translucent awnings are discouraged.
 - iii. Awnings on multi-tenant buildings should be the same color and style.
 - iv. Awning design should be consistent with the character and design of the building.
 - v. The awning material should be compatible with the overall design of the building. The use of vinyl and plastic awnings are discouraged.
- j. Exterior Lighting - All exterior lighting shall comply with the Parking Lot Design & Lighting Standards (Planning Commission Resolution No. 2513).
- k. Mechanical Equipment - Rooftops should be designed in a way that acknowledges their visibility from other buildings and the street. Equipment shall be screened on all four sides from both the street and neighboring buildings using parapets or similar architectural features as required by Section 26-520.
- l. Walls - In addition to the standards below, all walls and fences shall meet the requirements of Part 4, Section 10.1C of the Downtown Plan and Code.
 - i. Walls shall have a decorative texture that matches the walls of the development.
 - ii. All walls shall be painted with anti-graffiti coating.
- m. Service Areas, Refuse Areas, and Backflow Preventers

- i. Service areas, garbage receptacles, utility meters and mechanical and electrical equipment shall be located in unconstructive locations, screened from public view and located for convenient access by service vehicles.
 - ii. Screening of these areas shall be integrated into the overall building and landscape design.
 - iii. Trash enclosures shall be constructed to match the color; texture and architectural detailing that shall be consistent with the overall site and building design.
 - iv. Roofs of enclosures should be designed to complement the project buildings, roof style and colors.
 - v. Where trash compactors are visible, they shall be screened from public view within a trash enclosure or within a building volume.
 - vi. Backflow prevention devices shall be fully screened from public view through the use of landscaping, berms, low walls or other screening techniques. They should be located inside the building where possible.
- n. Landscape shall meet design criteria as required by Part 4, Section 9 of the Downtown Plan and Code. Standards not addressed in the Downtown Plan and Code must adhere to the West Covina Municipal Code, Section 26-572.
 - o. Maintenance of buildings, structures and parking lots. All buildings, structures and parking lots shall be maintained as required by section 26-584 to protect the appearance, character and integrity of nonresidential zoned properties and promote a safe and decent environment by establishing minimum standards as they relate to the maintenance of nonresidential buildings and structures.
 - p. Underground utilities. All utilities shall be underground in accordance with section 26-779 and approved by the city engineer.