



## CITY OF WEST COVINA PLANNING DEPARTMENT

### Instructions For Filing a Preliminary Review

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

1. Application Sheet, with signature of the property owner authorizing the applicant's request.
2. Fees:
  - Basic Preliminary Review; \$3,000.00 flat fee.
  - Preliminary Review with architectural review for projects in the Downtown Area; \$3,000.00 deposit plus \$96.36 per hour for staff time actually spent in the preparation and processing of applications.
    - *\$2,000 fee for architectural consultant's review of architectural plans, if applicable*
    - *Additional fees may be due for optional architectural consultant's presence at Preliminary Review meeting*
3. Site Plan: submit 8 copies\*
4. Floor Plan (Optional): submit 8 copies\*
5. Elevation Plans (Optional): submit 8 copies\* (optional)

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

### Explanation of Items 1 through 5

#### 1. Application

To process the Administrative Review, the attached application sheet must include the authorization of the legal owner.

#### 2. Filing Fee

- Basic Preliminary Review; \$3,000.00 flat fee.

- 30 day review period
- Meeting with department officials to discuss comments and recommendations from City Departments

- Preliminary Review with architectural review for projects in the Downtown Area; \$3,000.00 deposit, plus \$96.36 per hour for staff time actually spent in the preparation and processing of applications.

- 30-day review period plus architectural review period
- Meeting with department officials to discuss comments and recommendations from City Departments

- \$2,000 fee for architectural consultant's review of architectural plans, if applicable
  - Documents will be routed to the architectural design consultant of the City, if applicable
  - Additional fees may be required for optional architectural consultant's presence at the Preliminary Review meeting

3. Site 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)
- C. Name, and location of closest intersecting street.

III. Map Legend

- A. Net acreage of parcel.
- B. Gross floor area for all buildings.
- C. Number of permanent seats, beds, classrooms, dwelling units (include size of each unit), etc., as needed for the computation of the parking requirements.
- D. Proposed off-street parking.
- F. Required off-street parking.

4. 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".

5. Elevations

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".



# 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 situated at  
(name)

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

herewith request approval for \_\_\_\_\_  
(nature of project)

\_\_\_\_\_  
(attach additional sheets if necessary) on property zoned as \_\_\_\_\_.

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

Applicant's 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 Administrative Review.  
This authorization terminates upon the final decision on the case, made by the Planning Department.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

To be filled out by occupant (owner or lessee)