



CITY OF WEST COVINA PLANNING DIVISION

**Instructions For Filing A Second Unit Review
(Accessory Dwelling Unit - ADU)**

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

1. Application Sheet, with the signature of the property owner authenticated by a **notary**. **The Property Owners MUST notarize the application or the Planning Division will not accept the application.**
2. Filing Fee and Deposit Agreement:
 - a. Second Unit Review: \$1,000.00 deposit, for planner review at a rate of \$96.36 per hour.
 - b. 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. **(4) Four copies** of the required large plans.
They must be 34" x 25" in size and folded to maximum 8½" x 13"
 - a. Site Plan
 - b. Floor Plan
 - c. Elevation Plans
 - d. Roof Plan
4. **(1) Copy** of a Current Title Report (within the last 3 months)
5. Digital copy of the full set of plans on a flash drive.
6. Occupant's Permission to Enter Site: submit the attached form with ink signature of occupant

*Plans **MUST** be folded to maximum 8½" x 13".

*Plans **MUST** be folded and stapled together in sets.

Planning Division will not accept the application if the plans are not folded and stapled together.

Explanation of Items 1 through 5

1. Application

To process the Second Unit Review, the attached application sheet must include the notarized authorization of the legal owner.

2. Filing Fee and deposit agreement:

A \$1,000 deposit for all applications. The fee consists of staff time spent to review the application at a rate of \$96.36 per hour.

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 area of parcel.
- B. Gross floor area of all existing and proposed buildings.
- C. Percentage of land covered by structures.
- D. Floor area ratio.

Floor Plans

Floor plans must be fully dimensioned, and include the exact locations, sizes, and uses of all rooms, the location and size of all windows, doors, and elevators, and the width, rise, and run of any stairs, for both the existing house and proposed unit. Please fold prints to a maximum of 8½" x 13".

Elevation Plans (Typical Structure)

Elevation plans of front, sides, rear of the existing and proposed development 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."



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 _____ f or _____
(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)

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 Second Unit
Review No. _____.

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 \$1,000.00 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: _____