



CITY OF WEST COVINA
PLANNING DEPARTMENT

Instructions For Filing A Slight Modification

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

1. Application Sheet, with signature of the property owner authenticated by notary
2. Filing Fee and Deposit Agreement:
 - a. \$1300 deposit for commercial projects
\$770 flat fee for one single-family lot
 - b. Completed Deposit Agreement, as attached to this packet
3. Supporting Statements
4. Radius Map
5. Property Owners and Occupants List: submit 3 sets typed on mailing labels,
and 1 photocopied set
6. Site Plan: a. submit 10 prints with the application
(please fold prints to a maximum size of 8½" x 13")
7. Floor Plan: a. submit 10 prints submitted with application
(please fold prints to a maximum size of 8½" x 13")

Explanation Of Items 1 Through 7

1. Application

To process the Slight Modification, you must obtain the notarized authorization of the legal owner on the attached application sheet.

2. Filing Fee

City Council Resolution requires \$96.36 per hour for each hour of staff time actually spent in the preparation or processing of applications.

In the case of a slight modification involving commercial development, an initial deposit of \$1300.00 is required when you submit the environmental information portion of the application. This deposit covers staff time needed to review the application. When the deposit is exhausted, additional deposits may be required by the Planning Director.

In the case of a slight modification involving one single family lot, an initial deposit of \$770 required when you submit the environmental information portion of the application. This deposit covers staff time needed to review the application. When the deposit is exhausted, additional deposits may be required by the Planning Director.

In addition, any time required of the City Attorney will be billed at the attorney's current rate.

3. Supporting Statements

This is to show justification for this application.

4. 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.

5. 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 branch office. Number all names to correspond with the numbers on the required radius map. Separately provide six (6) copies of the applicant's address on labels, and one photocopy of a complete address label set.

6. Site Plan

Site Plan drawings must be prepared to the following specifications and folded to 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 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, bowling lanes, or dwelling units (including size of each unit) whichever is applicable in the computation of the parking requirements.
- E. Proposed off-street parking.
- F. Required off-street parking.
- G. Percentage of landscaping for total site. (8% required)

7. Floor Plans

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

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)

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

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, 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, conditional 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

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

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 (poloroids OK).

- 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: _____

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 \$1300/\$770 (**circle one**) 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 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: _____