



CITY OF WEST COVINA PLANNING DEPARTMENT  
**Instructions for Filing for a Special Exception Review - Downtown**

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. SER Review: \$2,500.00 deposit
  - b. Fish and Game Environmental Review Fee for projects having an adverse effect on fish and wildlife resources:
    - \$2,210.00 (for projects involving a negative declaration of environmental impact)
    - \$3,069.75 (for projects involving an EIR)
  - c. Los Angeles County Clerk, Environmental Processing Fee: \$75.00 (separate, undated check)
  - d. 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. Supporting Statements
7. Site Plan:
  - a. 10 prints (\*required at time application is submitted)  
Prints to be folded to maximum 8½" x 13"
8. Floor Plan:
  - a. 10 prints (\*required at time application is submitted)  
Prints to be folded to maximum 8½" x 13"
9. Elevation Plans:
  - a. 10 prints (\*required at time application is submitted)  
Prints to be folded to maximum 8½" x 13"
10. Occupant's Permission to Enter Site: submit attached form with ink signature of occupant
11. Posting of Public Hearing Site Notice: see planner for details

*\*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 9

### 1. Application

To process the Special Exception, 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 \$2,500.00 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 \$2,210.00 for a project involving a negative declaration of environmental impact, and \$3,069.75 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. Supporting Statements

These should provide reasons to support this application.

7. Site Plans

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).

8. 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".

9. 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".

**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: \_\_\_\_\_

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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 \$2,500.00 deposited at the time of the filing of this application is to be used to cover 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 Special Exception, 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.

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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.

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- 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.

\_\_\_\_\_  
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)