



CITY OF WEST COVINA PLANNING DEPARTMENT

**Instructions for Filing for a Tentative Tract or Parcel Map**

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. Tentative Tract Map Review: \$8,000.00 deposit  
Tentative Parcel Map Review: \$4,000.00 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. 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 List: submit 3 sets of labels and 1 photocopy
6. Tentative Map: 10 prints (\*required at time application is submitted)  
Prints to be folded to maximum 8½" x 13"  
1 additional copy of map to be submitted on letter or legal size sheet
7. Art in Public Places: Required for certain projects
8. Occupant's Permission to Enter Site: submit attached form with ink signature of occupant
9. Posting of Public Hearing Site Notice: see planner for details
10. 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 7

### 1. Application

To process the Tentative Tract or Parcel Map, 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 \$8,000.00 (Tentative Tract Map) or \$4,000.00 (Tentative Parcel Map) shall be required at the time of submittal of the application, from which the items above (the filing fee and 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 should 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 label set.

6. Tentative Tract or Parcel Map: Maps must be prepared as noted below and folded together to 8½" x 13"

A. The Tentative Tract or Parcel Map shall conform to all of the following provisions:

1. The map shall be drawn at a clear and legible scale.
2. Show the parcel/tract map number obtained from the County Engineer.
3. Show name of owner or land divider whose property is proposed to be divided.
4. Show a north arrow and the scale used.
5. Clearly mark the boundary lines.
6. Show the location, width, and proposed names of all the streets or alleys within or adjacent to the division and the approximate grade.
7. Show lot lines and approximate dimensions and numbers of each lot.
8. Show approximate elevation contours.
10. Show approximate locations of all existing buildings and structures.
11. Record the width and location of all existing or proposed public or private easements.
12. Include a Tree Inventory Report (please include the type, size, and location of all on-site trees and any public trees adjacent to the site).

**NOTE: After the Tentative Tract or Parcel Map has been approved by the Planning Commission, the subdivider will be required to file a final map for City Council approval, prepared in accordance with the provisions of the Municipal Code.**

B. Prior to the City Council approval of the final map, the following items, where required, will be provided:

1. Deeds for street widening, service roads, alleys, sanitary sewers, or storm water drainage easements, if not to be dedicated by map.

2. Approved plans and profiles for street improvements, service roads or alleys, sanitary sewers, and storm sewers as required.
3. Approved estimate for cost of all improvements.
4. Agreement to install improvements.
5. Bond to cover cost of all improvements.
6. Inspection and plan check fees, as needed, in cash.
7. Street light deposit, as needed, in cash.
8. Final map fee, in cash.
9. Street tree fee, in cash.
10. Sewer connection charges, as needed, in cash.
11. A grading and drainage plan showing existing and proposed elevations and drainage structures on subject site shall be submitted prior to issuance of a building permit.
12. Fire protection system deposit (fire hydrants), as needed, or letter from water company.

*After noting the above requirements*, we request the subdivider to confer with the staff of the Planning, Building and Engineering Divisions before preparing the Tentative Map.

7. 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.

8. Occupants Permission to Enter site:

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

9. 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.

10. Indemnity Agreement:

The applicant of 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 Tentative Tract of Parcel Map. 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: \_\_\_\_\_  
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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 \$8,000.00 (Tentative Tract Map) or the \$4,000.00 (Tentative Parcel Map) 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 1<sup>st</sup> 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: \_\_\_\_\_

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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:

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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 Division  
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

**Occupant's Permission To Enter And Investigate Site**

City of West Covina  
Planning Division  
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)