



INSTRUCTIONS FOR FILING A SECOND UNIT REVIEW FOR PRE-APPROVED ADU PLAN REVIEW

All of the following must be submitted before the application can be processed:

1. **Application Sheet:** Complete the attached application.
To qualify for this application the project will be required to have the following design features (no exceptions will be made):
 - A New Structure Detached Accessory Dwelling Unit (ADU) up to 1,200 square feet in size with a maximum height of 16 feet, that may have no more than one (1) 30 square foot patio cover or covered porch.
 - Roof design must be either hipped, gable, or dutch-gable with a roof-pitch/slope no lower than 2:12.
 - The exterior elevation of the ADU must be designed utilizing at least two building wall materials (e.g. stucco and stone, stucco and brick, stucco and wood-siding, etc.). Window and/or door trims are not counted towards the second material requirement.
 - The design submitted must incorporate fire-sprinklers.
Note: This is the only item that may be removed/modified if it is not needed when an application utilizing the pre-approved plans are submitted for review for a specific lot/property.
2. **Filing Fee:** \$990.72
3. **Two (2) copies of the required large plans** (see 2nd Page for detailed description). Plans must be 24" x 36" in size and folded together to a maximum of 8.5" x 13". Plans must be stamped and signed by a licensed design professional (Engineer or Architect).
 - a. Floor Plan
 - b. Elevation Plans (must include elevations of all sides of the building)
 - c. Roof Plan
 - d. Structural Plans/Calculations
 - e. Energy Compliance forms (Title 24)
 - f. Fire Sprinkler Plans
4. **A digital copy (PDF)** of the full set of plans on a **flash drive**. **E-mailed plans will not be accepted.**
5. **Licensed Professional Authorization Sheet:** Complete and sign the attached sheet (Page 4).
6. **Building Division and Fire Department Plan Check Fees:** Once submitted, Planning staff will internally route the application/plans, and you will be contacted by both the Building Division and Fire Department via e-mail with information on the cost of each plan check and payment submittal. **Plan check fees must be paid within 7 business days** from the time the e-mail was sent. Failure to pay fees will result in automatic denial.

NOTE: A separate application, plan set, and fees are required for each design.



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3a. Floor Plan

Floor plans must be fully dimensioned, and include the exact locations, sizes, and uses of all rooms, the location and size of all windows and doors, and the width and length of any hallway or doorway/wall opening. Floor plan may be water-marked with the design professional's name.

3b. Elevation Plans (Typical Structure)

Elevation plans of front, sides, and rear of the proposed development. Must be fully dimensioned indicating the total height of the structure from lowest grade to the highest point on the building, building width, plate height, crawl space height, etc. Must also identify proposed building materials, window trim, door trim, color, etc. Plan may be water-marked with the design professional's name.

3c. Roof Plan

Roof Plan of the proposed development must be drawn to scale with dimensions and roof pitch/slope indicated. The roof design must be either hipped, gable, or dutch-gable with a slope no lower than 2:12.

3d. Structural Plans/Calculation

Structural Plans/Calculation must be fully dimensioned and drawn to scale.



SECOND UNIT REVIEW (SUR) APPLICATION FOR PRE-APPROVED ADU PLAN REVIEW

A. Planning Application and Project Information:

New Detached Accessory Dwelling Unit (ADU)

Roof Style: Hipped Gable Dutch-Gable

Roof Pitch: _____ (i.e. 2:12, 3:12, 4:12)

Proposed Size of ADU: _____ square feet

Proposed Height of ADU: _____ feet

Building Materials Proposed _____ and _____

Overall Project Description (include the number of rooms, bathrooms, etc.):

Case No.

FOR STAFF USE ONLY

B. Project Coordinator/Applicant Information:

Name: _____ Title: _____

Address: _____

Phone: _____ E-Mail: _____

C. Licensed Design Professionals Utilized:

Name: _____ Title: _____

Address: _____

Phone: _____ E-Mail: _____

Name: _____ Title: _____

Address: _____

Phone: _____ E-Mail: _____



DESIGN PROFESSIONAL PERMISSION TO POST PLANS ON CITY WEBSITE

I, _____ as project _____,
(architect/engineer)

do hereby authorize representatives of the City of West Covina to post a copy of the Floor and Elevation Plans, as submitted, with the applicant's contact information on the City's Website for the public to view after application approval.

This authorization terminates upon written request by the authorizing design professional requesting the approval of the pre-approved plans to be voided. Once the pre-approved plans are voided, it can no longer be made available to the public and be considered as such.

License Number: _____

Signature: _____

Date: _____

Note: This form is to be filled out by the design professional.