



## INSTRUCTIONS FOR FILING AN ADMINISTRATIVE PERMIT IN COMMERCIAL AND MULTI-FAMILY RESIDENTIAL ZONES

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

1. **Application Sheet**
2. **Owner's Permission** authenticated by a notary. **The Owners Permission MUST be notarized or the Planning Division will not accept the application.**
3. **Filing Fee and Deposit Agreement**
  - a. Use With Notice - No Construction: \$1,464.41\*
  - b. Use Without Notice - No Construction: \$ 601.74
  - c. With Minor Construction Architecture and Site Plan Review: \$1,645.46
  - d. Color Change, Fence/Wall, or Mechanical Equipment Only: \$548.49
  - e. *An additional fee plus the actual cost of Attorney fees if a public hearing is required and/or requested, will be charged against an initial deposit (\$1,690 minimum) as determined by the Director. If construction or changes to the exterior color is involved, additional fees equaling to 1/2 of categories "c" or "d" shall be paid.*
4. **Property Owners List:** (3) Three copies on self adhesive mailing labels, plus one (1) photocopy and a Radius Map. A notarized certification of the property owners list must be provided. ***NOTE: Only required if project falls under category "a" of Number 3.***
5. **(2) Two copies** of the required large plans (see 3<sup>rd</sup> page for detailed description). They must be 24" x 36" in size and folded to a maximum 8.5" X 13".
  - a. Site Plan
  - b. Floor Plan
  - c. Elevation Plans (when required)
  - d. Roof Plan (when required)

*\*If a public hearing is required, a total of ten (10) sets of large plans must be provided prior to scheduling a public hearing.*
6. **A digital copy** of the full set of plans on a **flash drive**. **E-mailed plans will not be accepted.**



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7. **Occupant's Permission To Enter And Investigate Site:** Submit the attached form with the ink signature of the current occupant.
  
8. **Administrative Permit Findings:** Fill out the corresponding form.  
*NOTE: Only required if project falls under category "a" of Number 3.*



## EXPLANATION OF ITEMS 1 THROUGH 7

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### REVIEW PROCESS:

The City will review your plans and request any corrections needed from you. If the application is complete and no corrections are needed, we will either approve the project within 30 days, or send the neighbor notification if required. During the public review period, anyone may request a public hearing for the proposed project. If such a request is received, a public hearing will be scheduled and an additional notice will be mailed to surrounding property owners a minimum of ten days prior to the hearing date, indicating the date, time, and location of the scheduled public hearing. If no one requests a hearing within the review period, the Community Development Director makes a decision without holding a public hearing. All decisions of the Director for Administrative Permits are subject to an appeal period.

1. Application

To process the Administrative Permit, the attached application sheet must include the notarized authorization of the legal owner.

2. Filing Fee and Deposit Agreement

A flat fee depending on the type of project shall be required at the time of submittal of the application. If a public hearing is required and/or requested, additional fees, plus the actual cost of Attorney fees shall be charged against an initial deposit as determined by the Director. If the deposit is depleted, additional deposits may be required by the Director before work on the application resumes.



## EXPLANATION OF ITEMS 1 THROUGH 7

### 3. Neighbor Notification and Property Owners List

This list must be typed on self adhesive mailing labels (3 sets), and must have the names and mailing addresses of all property owners, *commercial and residential*, within the required radius. It must be prepared from the **most recent** equalized assesment rolls of the Los Angeles County Assessor, which are available in the County Assessor's branch office, 1190 Durfee Avenue, South El Monte. Number all labels 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 three (3) copies of the applicant's address on labels, and one photocopy of a complete address label set.

Radius Map: The radius map must be prepared:

- showing all areas within the radius (the distance should be measured from the nearest edge of the subject property—see enclosed example)
- showing all property lines completely or partly within the radius line
- with the properties inside the line numbered to match the Owners list
- folded to 8½" x 13" maximum size.

<u>No Notice Required</u>	<u>100 Foot Radius</u>	<u>500 Foot Radius</u>	<u>1,000 Foot Radius</u>
Fence/Wall Construction	Sign Exception Review	Off-Sale Alcohol/Undue Concentration	Non-Exempt Public Utility Project
Building Color Change	Outdoor Uses	On-Sale Alcohol General (Restaurant)	
Parking Lot Restriping/ Remodeling	Canopy Structures	Athletic Clubs/Gyms	
Uses Requiring an AP		Game Arcades (No Alcohol)	
On-Sale Beer & Wine (Restaurant)		Indoor Golf Course	
Minor Construction (No Addnl. Bldg. Floor Area)			
Trash Enclosure District Review			



## EXPLANATION OF ITEMS 1 THROUGH 7

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4. Site Plan: All drawings must be prepared as noted below and folded together to 8½" x 13" max.
  - I. Format
    - A. Title as follows: Name, address, and telephone number of applicant.
    - B. North arrow and scale (orient drawings to the north and use a scale not less than 1" = 30' , unless approval has been granted by the Planning Division 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/transformer areas.
    - I. Use of building.
    - J. Parkway trees.



## EXPLANATION OF ITEMS 1 THROUGH 7

- 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 or existing grading (indicate topographic elevations).

### IV. Map Legend

- A. Net acreage of parcel.
- B. Gross floor area for all buildings.
- C. Percentage of land covered by structures.
- D. Floor-area ratio
- E. Proposed off-street parking.
- F. Required off-street parking.
- G. Number of permanent seats, beds, classrooms, dwelling units (include size of each unit etc., as needed for the computation of the parking requirements)
- H. Walls and fences.
- J. Use of building.
- K. Parkway trees

### 5. Floor Plans

Floor plans must include the exact locations, dimensions, and uses (e.g. office, storage, kitchen, etc.) of all rooms, the locations and sizes of all windows, doors, and elevators, and the width, rise, and run of any stairs, along with the height of handrails.

### 6. Elevation Plans (when required)

For uses proposed in existing commercial developments where no changes are proposed to the exterior, elevation plans will not necessarily be required.

When required, elevation plans of front, sides, rear of the proposed developments 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."

### 7. Architectural Treatment (when required)

If required, the colored elevation drawings, perspective drawings, and/or sample materials boards should be large enough for display purposes. Sample building materials displays should illustrate typical colors, textures, and materials.



# ADMINISTRATIVE PERMIT APPLICATION FOR NON-RESIDENTIAL AND MULTI-FAMILY ZONES

A. **Planning Application Requested:**

- Commercial Business Use
- Alcohol/ ABC License
- Minor Construction Arch. & Site Plan Review
- Color Change, New Fence/Wall, or Mechanical Equipment
- Other: \_\_\_\_\_

**Case No.**

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FOR STAFF USE ONLY

B. **Project Information:**

Property Address: \_\_\_\_\_

Assessor's Identification Number (AIN): \_\_\_\_\_

Zoning Classification of the Subject Property: \_\_\_\_\_

Lot Area Per Parcel (Square Feet): \_\_\_\_\_

Building Square Footage: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. **Project Coordinator/Applicant Information:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

D. **Property Owner Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_



## OWNER'S PERMISSION

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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. (Attach a supplemental sheet if necessary):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**The Owner's Permission MUST be notarized or the Planning Division will not accept the application.**



## DEPOSIT AGREEMENT

Case No.

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This is to certify that I, \_\_\_\_\_  
(applicant)

understand that if a public hearing is required and/or requested, an additional fee plus the actual cost of Attorney fees will be required and charged against an initial deposit as determined by the Director. 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 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.

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

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

***NOTE: Only required if project falls under category "a" of Number 3.***



**OCCUPANT'S PERMISSION TO ENTER AND  
INVESTIGATE SITE**

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 Administrative Permit No. \_\_\_\_\_.

This authorization terminates upon the final decision on the case, made either by the Planning Division, the Planning Commission or the City Council of the City of West Covina.

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

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

*To be filled out by the current occupant (owner or lessee)*







## ADMINISTRATIVE PERMIT APPLICATION CHECKLIST

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### FOR DEPARTMENT USE ONLY

CASE NO: \_\_\_\_\_

REFER TO: \_\_\_\_\_

DATE FILED: \_\_\_\_\_

FILING FEE: \_\_\_\_\_

RECEIPT NO: \_\_\_\_\_

APPLICATION COMPLETE?:

\_\_\_\_\_

### Application Submittal Checklist:

- (2) Two Full Sized Sets of Plans
- Digital Copy of Submitted Plans on a Flash Drive
- Notarized Owner's Permission
- Deposit Agreement (if required)
- Occupant's Permission To Enter And Investigate Site
- Property Owners List (if required)
- Administrative Permit Findings (if required)