



PLANNING DEVELOPMENT APPLICATION

CITY OF LA VERNE – COMMUNITY DEVELOPMENT DEPARTMENT

LA VERNE CITY HALL – 3660 D STREET LA VERNE, CA 91750 – 909-596-8706

Office Hours: Monday -Thursday 7:30AM – 5:30PM, Counter Hours: 7:30AM – 12:00PM

DO I NEED THIS APPLICATION?

If you have been instructed to file by a Planner, proceed.

Always speak with a Building Clerk and/or Planner to determine which kind of approvals or permits your project might require. Most projects requiring Planning approval also require building permits. Building & Safety review & permitting is a separate process taking place after Planning approval is secured (where Planning approval is required). Some projects only require building permits. Always ask before you build!

Over The Counter (OTC) Planning approvals that do NOT require this form:

- Fence/Walls only (separate Planning form, or building permit if retaining)
- Accessory structures such as a patio cover (including pergolas & trellis'), garage, shed, etc., if determined by Planning to not be visible from the street/right of way
- First-floor residential additions determined by Planning to not visible from the street/right of way
- Commercial/Business signage, provided it meets Master Sign Program or Specific Plan requirements as determined by a Planner

Project Types Requiring a Development Application (this form):

- All new residential units (including ADU's)
- Residential additions determined by Planning to be visible from the street/right of way
- All second-floor residential additions and/or balconies
- All exterior remodels (both residential and non-residential) – Changing siding, stucco, stones, or other architectural materials/design
- Some Commercial/Business signage
- Non-residential construction/additions, including new cell/radio/antenna towers.
- Divisions of Land (all map types or adjustments/mergers)
- Land Use Determinations such as: Minor Exceptions, Conditional Use Permits, Classification of Use, Variances, Plans (General, Specific or Master) or Zoning Amendments, etc.)

OTHER APPLICATIONS/PERMITS: Certificate of Use & Occupancy, Business Licenses, Solar Panel (PV) Systems, Heritage Tree Pruning or Removal Permits, Special Events, Home Occupations, Temporary Banners, Massage, Entertainment, or Short-Term Rental permits all have their own applications that can be obtained from their respective departments: Community Development or Finance.

BEFORE YOU BEGIN:

1. Have you spoken with a Planner yet about the project? ☐ Yes ☐ No

We recommend speaking to a Planner by calling 909-596-8706, email planning@cityoflaverne.org, or visit the Planning Counter at City Hall.

2. Has the project been through a preliminary review with a Planner? ☐ Yes ☐ No

If not, speak to a Planner by one of the methods listed above. If you have been instructed by a Planner to apply, proceed.



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STAFF & OFFICE USE ONLY

CASE NOS.:

DPN:

APPROVAL(S):

ENV. REVIEW:

PLANNER:

ROUTE TO: ☐ Fire ☐ Police
☐ Public Works ☐ Admin
☐ Community Services

Respond By: _____

PLEASE READ

1. This application is for **Planning** review only. **Building & Safety** review is a **separate process** once Planning approval has been secured.
2. If filling in by hand, write legibly. This form can be e-signed.
3. **“Applicant” is the main contact person(s)** for the project. The applicant can be the owner, designer, contractor, or other representative.
4. Submit only the plan sets/sheets requested by the Planner; only architectural, landscape, circulation, etc. This application will be routed to other City departments for them to provide comments.
5. Refer to the relevant application guide for more information.
6. Fees are best paid by cash or check. Card transactions require a percentage fee to-be-determined when the cashier swipes the card.

RETURN COMPLETED AND SIGNED APPLICATION & FEES IN PERSON TO THE PLANNING COUNTER AT CITY HALL DURING COUNTER HOURS: MONDAY – THURSDAY 7:30AM – 12:00PM

PROJECT INFORMATION

Project Address: _____

Assessor's Parcel No(s): _____ Zone: _____

Project Description: _____

APPLICANT (PRIMARY CONTACT) INFORMATION

Applicant Name(s): _____

Address: _____

Phone No.: _____ Email: _____

Signature: _____

PROPERTY OWNER INFORMATION

Owner Name(s): _____

Address: _____

Phone No.: _____ Email: _____

Signature: _____



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HAZARDOUS WASTE & SUBSTANCE STATEMENT

(required for all projects)

Pursuant to California Government Code Section 65962.5(f), before a city can accept as complete an application for any development project which will be used by any person, the applicant shall consult the lists sent to the appropriate city or county and shall submit a signed statement to the city indicating whether the project and any alternatives located on a site that is included on any of the lists complied and shall specify any list.

The California Environment Protection Agency (Cal/EPA) has compiled lists of Hazardous Waste and Substances Sites for the entire State of California and can be accessed via the following link:

[Hazardous Wastes and Substances Sites List](#)

Hazardous Waste & Substance Signed Statement

I/We _____ the **OWNER** have consulted the most current lists complied pursuant to Section 65962.5 to the Government Code and hereby certify that the development project and any alternatives proposed on this application are not contained on these lists.

Property Owner Signature: _____ Date: _____

OWNER'S AFFIDAVIT

I/We, _____ being duly sworn depose and say that I/we am/are the **OWNER** of the property involved in this application and that I/we have familiarized myself (ourselves) with the rules and regulations of the City of La Verne with respect to preparing and filing this application and that the foregoing statements herein contained and the information documents and all plans attached hereto are in all respects true and correct to the best of my/our knowledge and belief.

Signature: _____ Date: _____

OWNER'S AUTHORIZATION

I/We hereby authorize _____ to act for me/us in all matters relevant to this application. I understand that this person will be the exclusive contact on the project and will be sent all information and correspondence.

Signature: _____ Date: _____



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APPLICANT/REPRESENTATIVE AFFIDAVIT

I/We _____ being duly sworn depose and say that I/we am/are the **APPLICANT/REPRESENTATIVE** of the property involved in this application and that I/we have familiarized myself/ourselves with the rules and regulation of the City of La Verne with respect to preparing and filing this application and that the foregoing statements herein contained and the information documents and all plans attached hereto are in all respects true and correct to the best of my/our knowledge and belief.

Signature: _____ Date: _____

AUTHORIZATION FOR USE AND COPYING ARCHITECTURAL DRAWINGS BY THE PLANNING DIVISION

General Information

The City of La Verne strives for transparency and ease of public access to information related to development applications. As a result, architectural drawings submitted in support of an application may be included in the agenda packets for public hearings and posted on the internet. In compliance with Government Code Section 65103.5 and SB 1214 (Jones), Statutes 2022, a design professional or owner of copyrighted architectural drawings may elect to withhold authorization of the reproduction of copyright-protected architectural drawings when a separate site plan¹ or massing diagram² is prepared and submitted for reproduction within an agenda packet and for posting on the internet for public view and reproduction.

Please select one of the following two options and SIGN below to confirm your election:

☐ **Authorization to Publish and Post Architectural Drawings**

I, _____, hereby certify that I am the design professional or owner of copyright materials who prepared the architectural drawings for the development application of the above-described property. I hereby grant the City authorization to reproduce the architectural drawings within the agenda packet for public hearings and post them on the internet and further acknowledge that members of the public will have access to these architectural drawings, and they may be copied.

☐ **Election to Withhold Authorization (Alternative Site Plan or Massing Diagram Required)**

I, _____, hereby certify that I am the design professional, or owner of copyright if different from the design professional, who prepared the architectural drawings for the development application of the above-described property. I do not wish to grant authorization to reproduce architectural drawings within the agenda packet and post them on the internet. I acknowledge that as an alternative, I must submit a separate site plan or massing diagram for these purposes. [Note that if you fail to submit the required site plan or massing diagram promptly or refuse to submit a site plan or massing diagram, the failure or refusal to submit shall be deemed as having provided permission to reproduce architectural drawings subject to copyright within



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the agenda packet and post on the internet for public access under Government Code Section 65103.5 and SB 1214 (Jones), Statutes 2022. Nonetheless, architectural drawings protected by copyright will be made available for public inspection in the offices of the Community Development Department without copies being produced.]

Signature: _____ Date: _____

1"Site Plan" means a document for a project that is drawn to scale and displays most, if not all, of the following as applicable to the project: 1) property lines; 2) setback lines; 3) topographic lines; 4) easements; 5) drainage; 6) utilities; 7) lighting; 8) driveways; 9) surrounding streets and traffic flow; 10) parking lots and parking spaces; 11) landscaped areas; 12) setback distance between buildings and property lines; 13) outline of existing and proposed buildings and structures; 14) distance between buildings; and 15) ground sign location.

2"Massing Diagram" means a document that displays the three-dimensional form of a building and describes the general profile, bulk, setbacks, and size of the building, but does not contain specific architectural detail.



PLANNING DEVELOPMENT APPLICATION FOR A CONDOMINIUM CONVERSION

PERMIT (ENTITLEMENT)

PLEASE READ:

- All of the following items are required for the application to be deemed “complete”. A written determination of the application’s completeness will be made by the City within 30 calendar days of the application submission date.
- The applicant is responsible for providing **complete, fully dimensioned** plans meeting current zoning code standards. Should the application be submitted with items missing, the application will be considered incomplete, and no further work will be done on the project until the application is made complete.
- All case files made for new projects are digital, so the majority of projects will require digitally formatted plan sets/items. Simpler plan sets drawn by hand can be scanned in, so long as they are legible in digital format.
- Note that replacement housing information will be required for projects requiring demolition of existing housing.
- Tentative Tract Map Application shall be submitted at the same time.
- Condominium Conversions are governed by La Verne Municipal Code section 18.92.

REQUIRED SUBMITTAL ITEMS

FORMAT	ITEM OR PLAN SET
Digital (.pdf)	Only submit plan pages containing requested architectural plans/items. You will submit construction and energy details during Building & Safety review AFTER Planning approval.
Required	<u>INFORMATION REGARDING EACH UNIT INCLUDING:</u> • Dwelling unit number • Size of Unit • Name of tenant • Number of people in the household • Income level of the household by very low, low, moderate, and above moderate level category without an exact amount.
Required	<u>AFFORDABLE HOUSING:</u> • Identification of units that have a restriction on them regarding affordability. • Information regarding available affordable rentals within a 10-mile radius for the same level of housing affordability for restricted units or based on income level of households. • Information as to whether the building was constructed under a publicly assisted rental housing program and if so, is currently serving the housing needs of low and moderate income households. • Relocation Counseling/Assistance Plan to mitigate the impact of relocation of lower income tenants or lower or moderate income tenants living in a restricted unit.
Required	<u>OWNERSHIP VERIFICATION/PERMISSION:</u> • Applicants must show ownership of the property by providing us with a copy of one of the following documents: Deed of Trust, Title Report, Letter of Authorization, Lot Book, or Subdivision Litigation Guarantee. • Include a legal description, property encumbrances, • In cases where there is a lease, a copy of the lease shall be submitted in addition to the above.



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CONDOMINIUM CONVERSION
PERMIT (ENTITLEMENT)

Required	<u>NOTICE OF INTENT:</u> 60-day Notice of Intent to File an application letter.
Required	<u>TENANT NOTIFICATION:</u> Proof of Tenant Notification

APPLICATION FILING FEES (CUP)

COMMERCIAL APPLICATION:	☐ \$ 2,000DP
RESIDENTIAL APPLICATION (single family, second unit/duplex, large family day care):	☐ \$ 1,500DP
RESIDENTIAL APPLICATION (multi-family):	☐ \$ 2,000DP
RECORDS MANAGEMENT:	☐ \$ 150.00
ENVIRONMENTAL DETERMINATION:	☐ \$ 25.00
MAILING LABELS/RADIUS MAPS (City prepared):	☐ \$ 175.00
TOTAL:	\$

*DP=deposit