



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?

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@laverneca.gov, 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.



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

STAFF & OFFICE USE ONLY

CASE NOS.:

DPN:

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.

Return application AND fees in person during Planning
Counter hours:

7:30AM – 12:00PM, Monday – Thursday
or return via email to your Planner.

PROJECT INFORMATION

Project Address: _____ Date: _____

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

Project Description: _____

APPLICANT INFORMATION

Applicant Name(s): _____

Address: _____

Phone No.: _____ Email: _____

Signature: _____

PROPERTY OWNER INFORMATION

Property Owner Name: _____

Address: _____

Phone No.: _____ Email: _____

Signature: _____



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

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: _____



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

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



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

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.