



City of Temple City

ZONING CLEARANCE

SUBMITTAL CHECKLIST

ITEMS REQUIRED

This checklist will be used by staff to determine if an application contains the appropriate requirements to begin the application process. All items listed below must be included for all applications. Certain types of projects may require additional items, as specified on this checklist and supplemental application forms. If any item(s) identified on this checklist is/are not included with the submittal and full payment has not been tendered, the project will not be accepted for submittal. Issuance of a full payment receipt serves as the "Statement of Application," pursuant to GCS 65940. All applicable fees can be found in the city's most current fee schedule. Prior to submittal, consultation with the Planning Division is required to confirm all necessary submittal items to deem the application materially-complete. This checklist is intended to guide applicants in submitting a complete application. The determination of application completeness will be made in accordance with the Permit Streamlining Act.

- ☒ Fully-executed *Zoning Clearance Application* (Attachment 1)
- ☒ Change of Address Filing Fee (if the project includes an ADU or JADU) - See current fee schedule
- ☒ Zoning Clearance Filing Fee - See current fee schedule
- ☒ Proof of Ownership (a copy of the Grant Deed)
- ☒ Proof of Owner Occupancy (only required for JADU)-must submit the latest water and electricity bills for the last three months and a copy of the photo ID showing the address of the subject property
- ☒ Required Plans

Complete sets of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Provide required number of copies of the following plans in the required sizes:

Plans	Full Size (24" x 36")	Digital
Site Plan (Existing and Proposed)		1
Floor Plan(s) (Existing and Proposed)		1
Roof Plans (Existing and Proposed)		1
Elevations (All Sides, Existing and Proposed)		1
Landscape Plan (if Applicable)		
Demolition Plan (if Applicable)		1
Photometric Plan (if Applicable)		

- ☒ Demolition Disclosure Form (if project involves any demolition to an existing structure)
- ☒ Address Assignment Form (If project includes an ADU or JADU)
- ☒ Low Impact Development Form (if the project includes a new floor area over 500 SF)
- ☐ Online Submittal Portal: <http://www.ci.temple-city.ca.us/1202/Apply-Online>

Typical projects subject to a zoning clearance:

- Accessory Dwelling Units and/or Junior Accessory Dwelling Units
- All fences and walls, or driveway paving
- All pools, spas, and their related equipment
- Residential patio covers
- Commercial, industrial, mixed-use and institutional tenant improvement
- Residential interior remodel and modification
- Water heaters and air conditioning units located outside the structure
- Solar panel installation or parking lot re-striping



ZONING CLEARANCE

APPLICATION

PERMIT REQUESTED (PLEASE CHECK ALL APPLICABLE BOXES)

- | | |
|--|---|
| ☐ Structure demolition where new construction is not proposed | ☐ Pool, spa, and related equipment |
| ☐ Single story accessory structure (garage, shed, etc.) | ☐ Tenant improvements (no exterior change) |
| ☐ Single story ADU and/or JADU | ☐ Solar installation |
| ☐ Patio cover | ☐ New water heater or A/C units |
| ☐ Residential remodel with no additional square footage | ☐ Window replacement |
| ☐ Driveway paving | ☐ Other _____ |

DESCRIPTION OF PROJECT (Be as specific as possible, attach sheets if necessary)

PROPERTY INFORMATION

Property Address: _____

Parcel Size (area): _____ Width: _____ Depth: _____

Current Use: _____

APPLICANT INFORMATION

Applicant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Cell / Other Phone: _____ E-mail: _____

Note: Attach additional lists for multiple property owners. If the property owner or applicant is a trust, partnership, corporation or LLC, on a separate sheet, provide a listing of all persons that make-up the trust, partnership, corporation or LLC

APPLICANT CERTIFICATION

I hereby certify that the statements furnished in this application 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. In addition, I understand that the filing of this application grants the City of Temple City permission to reproduce submitted materials, including but not limited to, plans, exhibits, and photographs, for distribution to staff, Commission, and City Council Members, and other Agencies in order to process the application, and to make those materials available to the public on the City of Temple City's web site and cable channel, notwithstanding Health & Safety Code § 19851 or any other provision of law. Nothing in this consent, however, shall entitle any person to make use of the intellectual property in plans, exhibits and photographs for any purpose unrelated to the City's consideration of this application.

Wet-Signature: _____ Date: _____
Name (*print or type*): _____ Phone: _____

CONSENT BY PROPERTY OWNER

If applicant is other than property owner, owner must sign consenting to filing. Alternatively the property owner may submit a letter of authorization.

I/We, as the owner(s) of the subject property, consent to the filing of this application. We further consent and hereby authorize City representative(s) to enter upon my property for the purpose of examining and inspecting the property in preparation of any reports and/or required environmental review for the processing of the application(s) being filed. Attach additional sheets if necessary.

Wet-Signature(s) Name(s) (please print or type) Date

Note: This application being signed under penalty of perjury and does not require notarization.

FOR OFFICE USE ONLY

Case Number: _____ Receipt Number: _____
Submittal Date: _____ Approval Date: _____