



SITE PLAN REVIEW (MINOR OR MAJOR)

SUBMITTAL CHECKLIST

ITEMS REQUIRED FOR ALL APPLICATIONS

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.

- ☒ Completed this *Site Plan Review Application* (Attachment 1)
- ☒ Applicable Filing Fees (See current fee schedule)
- ☒ Address change Filing Fee (See current fee schedule)
- ☒ Proof of Ownership – a copy of the Grant Deed
- ☒ Proof of Owner Occupancy (only required for JADUs)-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
- ☒ Plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Plans must be: drawn to scale and fully dimensioned. Provide required number of copies of the following plans in the required sizes:

Plans	Full Size (24" x 36")	Digital (.dwg & pdf)
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
Cross section showing building height, existing grade, and finished grade		1
Landscape Plan (if applicable)		1
Demolition Plan (if applicable)		1
Photometric Plan (if applicable)		1

- ☒ Project information must be provided on the site plan to include: zoning, lot size (width, depth, and area), existing square footage of all structures on the site, the proposed square footage of the addition or of new structures, lot coverage calculation, landscaping coverage, assessor parcel number, and floor area ratio calculation.
- ☒ Color and materials assignment (if applicable).
- ☒ Pictures of the site. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF.
- ☒ Notification Packet – Radius Map & Ownership List, Affidavit, Labels (100' Radius from the property lines and is only required when the project is a two-story structure or a new floor area on the second floor)
- ☒ Demolition Disclosure Form (if the project involves substantial modification to the existing structure)
- ☒ Address Assignment Form (If the application involves an ADU or JADU)
- ☒ Low Impact Development Form (if the project will disturb a ground area of or over 500 square feet)
- ☒ Certification of Landscape Design (if landscape plan is prepared according to WELO)
- ☐ Online Submittal Portal: <http://www.ci.temple-city.ca.us/1202/Apply-Online>



City of Temple City

SITE PLAN REVIEW

APPLICATION

ATTACHMENT 1

PERMIT REQUESTED (PLEASE CHECK ALL APPLICABLE BOXES)

Minor Site Plan Review:

- ☐ New one or two-story single-family residences
- ☐ Additions to a single-family residence
- ☐ Any proposed demolition, where new construction is not proposed.
- ☐ Facade improvements and other exterior changes on commercial, industrial, mixed-use, and institutional uses provided there is no square footage being added.
- ☐ Accessory structures for multi-family, commercial, industrial, mixed-use, and institutional uses, including trash enclosures and other non-habitable structures that are 120 square feet or larger; provided there is no habitable square footage being added.
- ☐ The addition of outdoor seating areas to existing restaurants provided there is no interior square footage being added

Major Site Plan Review:

- ☐ All new commercial, industrial, mixed-use, multi-family residential, and institutional construction, or remodel where new square footage or units is proposed.
- ☐ Any other construction not identified as requiring a minor site plan review or zoning clearance, as determined by the Director.

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

PROPERTY INFORMATION

Property Address: _____

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

Current Use: _____

OWNER / APPLICANT INFORMATION

Property Owner: _____

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: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Cell / Other Phone: _____ E-mail: _____

____ Project Architect ____ Project Engineer ____ Other

Applicant's Representative: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Cell / Other Phone: _____ E-mail: _____

Note: Prior to submittal of this application, it is advised that the applicant review the requested proposal with the Planning Division in order to review ordinance requirements and consistency with the General Plan. In completing the application form, please be as accurate and complete as possible.

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. Attach additional sheets if necessary. Originals signatures only. Fax copies of owner's signature will not be accepted.

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: _____