



INSTRUCTIONS FOR FILING A MINOR SITE PLAN REVIEW

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

1. **Application Sheet**
2. **Owner's Permission** authenticated by notary. The Owners Permission **MUST** be notarized or the Planning Division will not accept the application.
3. **Filing Fee**
 - a. Minor Site Plan Review/Other: \$1,645.46 Flat Fee
4. **(2) Two copies** of the required large plans (see 3rd 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)
5. **A digital copy** of the full set of plans on a **flash drive**. Our computers do **NOT** accept CD's.
6. **Architectural Treatment**

The Community Development Director may require:

 - a. Colored site plans and elevations mounted on display boards or as reduced copies
 - b. Sample building colors and materials board
7. **Tenant Roster** (if deemed necessary by the Planning Division)
8. **Occupant's Permission To Enter And Investigate Site:** Submit the attached form with an ink signature of the occupant.

*Plans **MUST** be folded and stapled together in sets to maximum 8½" x 13".

*Planning Division will not accept the application if the plans are not folded and stapled together.



EXPLANATION OF ITEMS 1 THROUGH 7

1. Application

To process the Minor Site Plan Review, the attached application sheet must include the notarized authorization of the legal owner.

2. Filing Fee

A flat fee based off the type of project shall be required at the time of submittal of the application.

3. Site Plan

All drawings must be prepared as noted below and folded together to 8½"x13" maximum.

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.



EXPLANATION OF ITEMS 1 THROUGH 7

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.
- 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

4. 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.



EXPLANATION OF ITEMS 1 THROUGH 7

5. 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."

6. 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.

7. Tenant Roster (when required)

Tenant Roster must provide information including business name, use, floor area of each tenant space (including vacancies).



MINOR SITE PLAN REVIEW (MSPR) APPLICATION

A. **Planning Application Requested:**

- ☐ Commercial Building Façade Changes
- ☐ Parking Lot Changes
- ☐ Updating a Wireless Facility
- ☐ Other: _____

Case No.

B. **Project Information:**

Property Address: _____

Assessor's Identification Number (AIN): _____

Zoning Classification of the Subject Property: _____

Lot Area Per Parcel (Square Feet): _____

Building (Footprint) 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

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.



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 Minor Site Plan Review No. _____.

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

Signature: _____

Date: _____

To be filled out by occupant (owner or lessee)



MINOR SITE PLAN REVIEW (MSPR) APPLICATION CHECKLIST

FOR DEPARTMENT USE ONLY

CASE NO: _____

DATE FILED: _____

FILING FEE: _____

RECEIPT NO: _____

APPLICATION COMPLETE?:

Application Submittal Checklist

- ☐ (2) Two Full Sized Set of Plans
- ☐ Digital Copy of Submitted Plans on a Flash Drive
- ☐ Notarized Owner's Permission
- ☐ Occupant's Permission To Enter And Investigate Site