



INSTRUCTIONS FOR FILING A SECOND UNIT REVIEW

All of the following must be submitted before the Planning Division can process an 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. New Construction and/or New Floor Area Addition: \$1,022.42
 - b. Existing Structure Conversion: \$654.99
4. **Occupant's Permission To Enter And Investigate Site:** Submit the attached form with the ink signature of the current occupant.
5. **Two (2) copies** of the required large plans (see 2nd page for detailed description). They must be 24" x 36" in size and folded to a maximum of 8.5" X 13".
 - a. Site Plan
 - b. Floor Plan
 - c. Elevation Plans (*must include elevations and photographs of the existing primary residence*)
 - d. Roof Plan
6. **A copy of the Grant Deed** of the property with the current property owner name(s) and legal description (i.e. "Exhibit A").
7. **A digital copy (PDF)** of the full set of plans on a **flash drive**. E-mailed plans will not be accepted.
8. **Three (3) original proof-of-residency documents** shall be provided for any proposed JADU that **shares sanitation facilities within the existing structure**.

Documents must be current and, where applicable, dated within the last 30 days, and clearly show the property owner's name and subject property address. Acceptable proof-of-residency documents include, but are not limited to: California REAL ID, property tax statement, utility statement, voter registration, documents from a state or federal agency, vehicle registration, vehicle insurance statement, health insurance statement, bank statement, or pay stub. No more than one (1) document per category shall be accepted (e.g., only one utility statement).

NOTES: Incomplete applications will not be processed. Separate applications and applicable fees may be required for additional or related requests for permits, approvals, or entitlements.



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5a. Site Plan

I. Format

- A. Title as follows: Name, address, and telephone number of applicant.
- B. North arrow and scale (orient drawings to the north, and do not use a scale less than 1" = 30', unless approval has been granted by the Planning Division).
- C. Legend for the plan shall include all the items in Section III.

II. Parcel Specifications

- A. Fully dimensioned subject parcel boundaries.
- B. Abutting street information:
 - i) Name of street(s)
- C. Name, and location of closest intersecting street.

III. Project Data

- A. Net area of parcel.
- B. Gross floor area of all existing and proposed buildings.
- C. Percentage of land covered by structures.
- D. Floor area ratio.

5b. Floor Plans

Floor plans must be fully dimensioned, and include the exact locations, sizes, and uses of all rooms, the location and size of all windows, doors, and elevators, and the width, rise, and run of any stairs, for both the existing house and proposed unit.

5c. Elevation Plans (Typical Structure)

Elevation plans of front, sides, rear of the existing and proposed development must be submitted together with the application. Plans must be drawn to scale and should be large enough to be used for display purposes.

5d. Roof Plan

Roof Plan of the existing and proposed development must be submitted together with the application. Plans must be drawn to scale and should be large enough to be used for display purposes.



SECOND UNIT REVIEW (SUR) APPLICATION

A. **Planning Application Requested:**

- ☐ Detached Accessory Dwelling Unit (ADU)
☐ Attached Accessory Dwelling Unit (ADU)
☐ Junior Accessory Dwelling Unit (JADU)
☐ Urban Dwelling Unit (UDU)

Case No.

FOR STAFF USE ONLY

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: _____

Public Safety (Code Enforcement) Case?: ☐ YES CE-_____ ☐ NO

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 Second Unit 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.

I ☐ DO / ☐ DO NOT have dog(s) on the premises.

Signature: _____

Date: _____

To be filled out by occupant (owner or lessee)