



City of Temple City

ZONING CLEARANCE AND SITE PLAN REVIEW

General Submittal Requirements

What to submit?

Plot plan, **Floor Plan(s)** and **Building Elevations**. (See attached sample plans)

Who conducts the reviews?

A staff member with the Planning Division.

What is the timeframe for the reviews?

Depending on the scope of work, it could take up to 30 days for a round. Projects subject to Minor- or Major Site Plan Reviews usually will involve more than one round. Reviews for projects subject to Zoning Clearance can be expedited.

Who should prepare the plans?

Plans should be prepared by a design professional with knowledge and experience in designing and drafting building plans. It is possible that a home owner could prepare plans for a very simple project such as a patio cover; however, it is highly recommended that you retain a professional for additions and new construction projects. You are also reminded that plans prepared by a professional are more likely to contain the required items and quality necessary for the Site Plan Review. (See the attached sample plans)

What should be the quality of the plans?

- All plans must be **drawn to scale**.
- All plans must be **fully dimensioned**
- All plans must be provided with necessary information as shown on the sample plans, including **Site Data** (see the required content for Site Data provided on the Sample Site Plan)
- **Sheet size and electronic file**: please refer to the Checklist of plan submittal for Minor Site Plan and Major Site Plan Review.

What happens after I receive approval for the Site Plan Review?

1. Except for those projects subject to a public hearing approval, after the Site Plan Review you can start preparing structural plans for the project.
2. The structural plans are subject to the Building Plan Check procedures.

SAMPLE PLANS FOR A ROOM ADDITION

Site Data:

Zoning: R-1
 Lot Size: 60' x 108' = 6,480 SF
 Existing House: 948 SF
 Existing Garage: 400 SF
 Proposed Addition: 648 SF
 Total Living Area: 1,596 SF
 Lot Coverage: 30.8%
 Landscaping Coverage: 35.5%
 Assessor's Parcel Number: 1234-56

For 2-Story, Please Include:

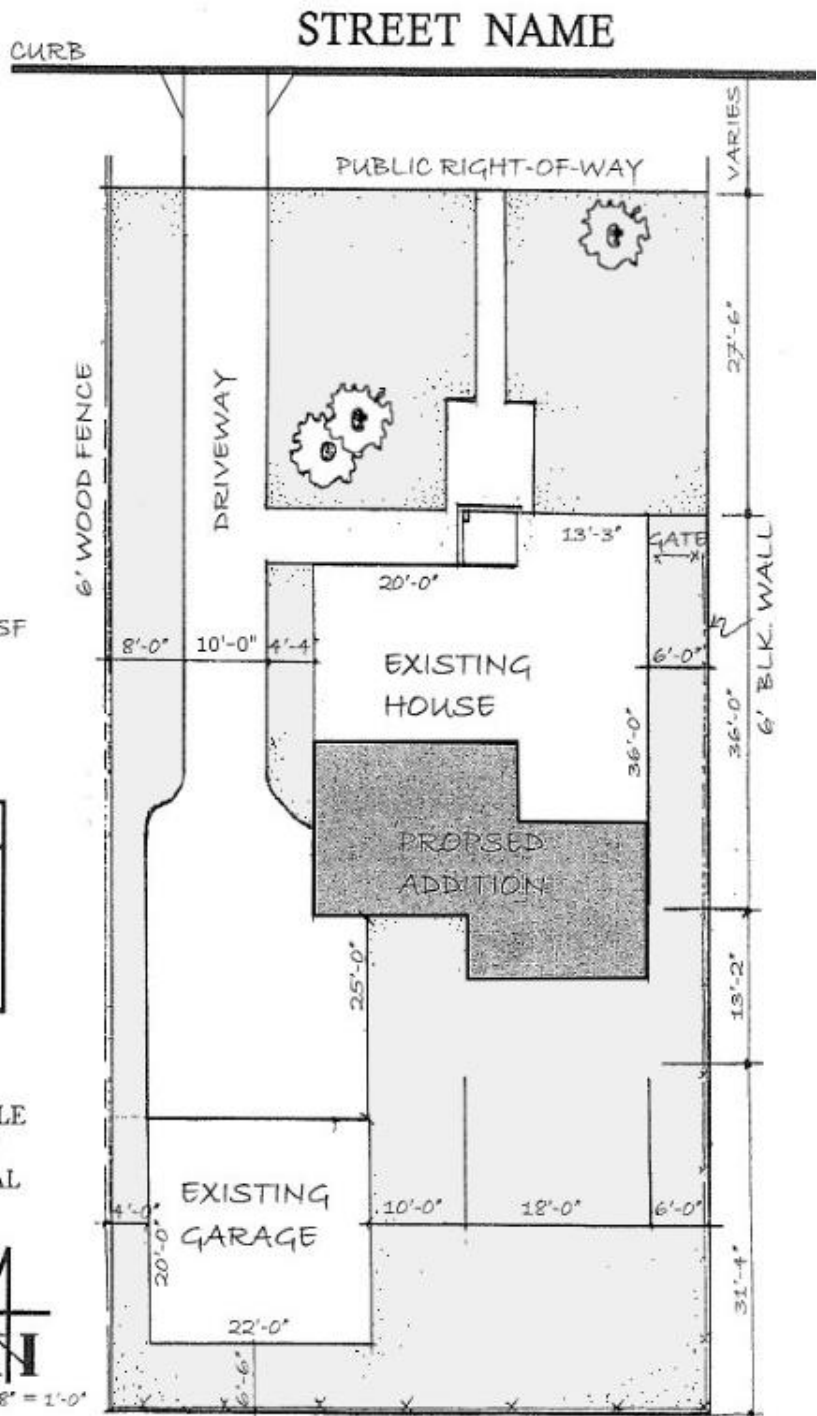
Vaulted Ceiling Area: _____ SF
 Floor Area Ratio: _____ %

PLOT PLAN	
NAME:	JOHN DOE
ADDRESS:	1234 OLIVE ST.
PHONE:	285-9876
DATE:	JUNE 1, 1999

(ALL DIMENSIONS ON THIS SAMPLE PLOT ARE TYPICAL AND ARE NOT INTENDED TO REPRESENT ACTUAL ORDINANCE REQUIREMENT)

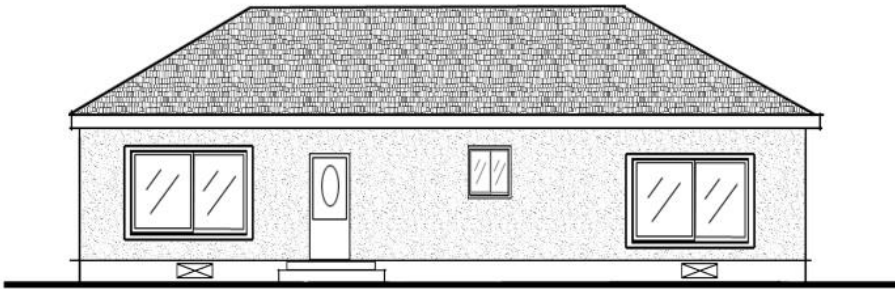


Scale: 1/8" = 1'-0"



SAMPLE PLANS FOR A ROOM ADDITION

SAMPLE ELEVATION PLANS FOR A ROOM ADDITION



REAR ELEVATION

SAMPLE ELEVATION PLANS

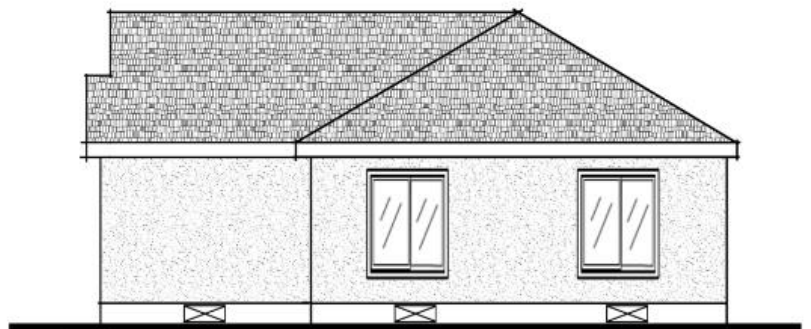
(NOTE: PLAN MUST BE DRAWN TO SCALE)



FRONT ELEVATION



LEFT ELEVATION



RIGHT ELEVATION