



City of Temple City

# SITE PLAN REVIEW

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 application might require additional items, as specified on supplemental application forms. If any items are not included the project will not be accepted for submittal. This checklist does not determine a project complete for purposes of the Permit Streamlining Act.

- Completed *Site Plan Review Application*.
- Applicable Filing Fees.
- Complete sets of 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	Letter Size (8.5" x 11")	Tabloid (11" x 17")	Full Size (24" x 36")	Digital
Site Plan (Existing and Proposed)				
Floor Plan(s) (Existing and Proposed)				
Roof Plans (Existing and Proposed)				
Elevations (All Sides, Existing and Proposed)				
Preliminary Grading & Drainage Plan (with elevation points on adjacent sites)				
Cross section showing building height, existing grade, and finished grade				
Landscape Plan (if applicable)				
Demolition Plan (if applicable)				
Photometric Plan (if applicable)				

- Project information including: 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.
- One color and materials samples mounted on an 8½"X11" board (if applicable).
- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer,
- Grant Deed or Lease Agreement.
- Notification Packet – Radius Map & Ownership List, Affidavit, Labels (100' Radius from the property lines).
- Demolition Disclosure Form
- Certificate of LID Design





City of Temple City

# SITE PLAN REVIEW

APPLICATION

## PERMIT REQUESTED (PLEASE CHECK ALL APPLICABLE BOXES)

### Major Site Plan Review:

- New construction of a commercial, industrial, mixed use, multi-family residential, or institutional structure
- Addition to commercial, industrial, mixed use, multi-family residential, or institutional structure
- Renovation of more than 50 percent of an existing commercial, industrial, mixed use, multi-family residential, or institutional structure
- Subdivision of land or air space where construction is proposed
- An affordable housing project involving a concession under the state's density bonus law

### Minor Site Plan Review:

- New two-story single-family residences
- Second story addition to a single-family residence
- Facade improvements on commercial, industrial, mixed use, and institutional uses, with no square footage being added
- Accessory structures (including trash enclosures and structures more than 120 square feet in size) for multi-family, commercial, industrial, mixed use, and institutional uses
- The addition of outdoor seating areas to existing restaurants provided there is no interior square footage being added

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

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## 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.

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.

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_____	_____	_____
Signature(s)	Name(s) (please print or type)	Date

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

<b>FOR OFFICE USE ONLY</b>	
Case Number: _____	Receipt Number: _____
Submittal Date: _____	Approval Date: _____