



City of Temple City

# ZONING CLEARANCE

SUBMITTAL CHECKLIST

## ITEMS REQUIRED

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 *Zoning Clearance Application*.
- Applicable Filing Fees.
- Proofs of Ownership and Owner Occupied Main Residence (Grant Deed, Water and Electricity Bills)  
(Utility bills are only required for an accessory dwelling unit project)
- Single Family Residential Projects with New Square Footage.

Complete sets of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. 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)			1	1
Floor Plan(s) (Existing and Proposed)			1	1
Roof Plans (Existing and Proposed)			1	1
Elevations (All Sides, Existing and Proposed)			1	1
Landscape Plan (if Applicable)				
Demolition Plan (if Applicable)			1	1
Photometric Plan (if Applicable)				

- Other Projects

Complete sets of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. 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)		1		
Floor Plan(s) (Existing and Proposed)		1		
Roof Plans (if Applicable)		1		
Elevations (if Applicable)		1		
Landscape Plan (if Applicable)				
Demolition Plan (if Applicable)				
Photometric Plan (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, and the photographer.
- Demolition Disclosure Form
- Address Assignment Form (If the application is for an accessory dwelling unit)





City of Temple City

# ZONING CLEARANCE

APPLICATION

## PERMIT REQUESTED (PLEASE CHECK ALL APPLICABLE BOXES)

- |                                                                                |                                                                                |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> Demotion where new construction is not proposed       | <input type="checkbox"/> Single story accessory structure (garage, shed, etc.) |
| <input type="checkbox"/> New single-story, single family residence             | <input type="checkbox"/> Single story addition to single family residence      |
| <input type="checkbox"/> Pool, spa, and related equipment                      | <input type="checkbox"/> Tenant improvements with no exterior changes          |
| <input type="checkbox"/> Patio cover                                           | <input type="checkbox"/> Window Replacement                                    |
| <input type="checkbox"/> Residential remodel with no additional square footage | <input type="checkbox"/> Other: _____                                          |
| <input type="checkbox"/> Single story accessory dwelling unit                  |                                                                                |

## 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: \_\_\_\_\_

## APPLICANT INFORMATION

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell / Other Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## OWNER INFORMATION

Name: \_\_\_\_\_

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 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. Alternatively the property owner may submit a letter of authorization.

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.

\_\_\_\_\_  
\_\_\_\_\_  
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: _____