



MAJOR AND MINOR SITE PLAN REVIEWS CHECKLIST

Items to include on plans

Welcome to the City of Temple City. To expedite the processing of your application, use this checklist to ensure your plans are complete. 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.

Complete Site Plan:	
	Tabular legend: address, the scope of work, zoning, size of lot, size of each building, size of garage, size of the front porch and/or patio covers, calculation of lot coverage, floor area ratio, and lot permeability coverage.
	Square footage: must list the existing and proposed square footage. For a 2-story residence with a high-ceiling area, the high ceiling area at the second floor level should be listed separately and counted toward the Floor Area Ratio (see Floor Area Ratio next page)
	Adjacent properties: the building footprints and setbacks of the structures on the adjacent properties. Label whether they are a one- or a two-story structures
	Property lines: (PL) fully dimensioned
	Building Setbacks: Indicate the setbacks of the existing and the proposed building(s), including both the first floor and the second floor if it is two stories
	North arrow and Date Drawn
	Scale: All plans must be drawn to scale according to the scale factor used
	Drainage pattern: Existing and proposed changes
	Concrete stoop: for side and rear entrances that are above-grade
	Utilities: Show existing and proposed structures, i.e. A/C units, cable, utilities (gas, water, and electrical meters) and telephone poles (all ground and roof-mounted utilities on-site shall be screened from view)
	Fences/Walls: Show existing and/or proposed fences or walls; and identify height and materials.
	Trees: Show existing and/or proposed trees that will be removed or relocated. Identify size and type of existing trees. Please note that removing/relocating a street tree in the right-of-way requires a permit from the City's Park and Recreation Department
	Landscaped areas: Including all details such as planter beds, walkway paths, and concrete areas created in the landscaped areas. Identify the materials for each area such as stepping-stones, colored concrete, or permeable pavers. Parking areas and driveway should be clearly marked.
	Right of Way Dimensions: Indicate the width of the right-of-way (between the street curb and the front property line) and the components thereof such as the sidewalk and parkway
	Adjacent Streets/alleys/easements
	Existing and proposed public improvements: sidewalks, parkways, and/or ADA ramp
	Street lights/Telephone poles, if applicable

Complete Floor Plans

	Include the existing & proposed layout: Dimensions provided for the size of each room and for the exterior perimeters of the building. Each segments of the exterior wall shall be dimensioned. Show doors, windows, hallways, and other internal features
	Rooms: Label the existing and proposed use for each room
	Bathrooms: Show bathrooms with the plumbing fixtures
	Windows and Doors: Indicate the type of windows and doors

Elevations

	Grade Change: Show section of the site to include the existing grade and the proposed grade, and the difference between the two
	Properly labeled: north, south, east, and west. Show floor/attic vents, landings, steps, and lights proposed.
	Legend: materials and colors are keyed to the elevations
	Building height: Mark the top plate height for each floor and the total height starting from the existing grade. The grade difference between the finished grade and the interior floor must be provided

Color and Material Specifications

	Color and Materials Assignment: Submit on the 8.5" x 11" sheet (electronic file is acceptable) containing samples of all exterior colors, finishes, and materials including the color, name, manufacturer, and numbers. Each material and color assigned should be keyed to the elevation drawings, including all windows and doors, moldings, aluminum and flashing finishes, pavers,
	Cut Sheets: Provide 2 color copies of cut sheets for the following items: windows, doors, garage doors, and lighting fixtures.

Landscape Plan

	WELO Compliance: A project involving additional square footage submitted for a Zoning Clearance or a Minor Site Plan Review which shows that 500 square feet or more new landscaping area will be created is required to submit a landscape plan. Said landscaping plan should be prepared by a qualified professional in landscaping design and comply with the WELO. For a new single-family development using the landscape design as an incentive for an increased Floor Area Ratio, the landscape plan must be prepared by a licensed architect
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Some Calculations

	Floor Area Ratio (two story residences only) * Zoning Code Section 9-1A-9 R-1: (first floor area + second floor area + high ceiling area)/lot size *if the garage is larger than the required dimension, the extra area needs to be counted to FAR R-2: (first floor area + second floor area + high ceiling area+ garages)/lot size R-3: (first floor area + second floor area + high ceiling area+ garages)/lot size
	Lot Coverage: * Zoning Code Section 9-1M-14 (building foot print + garage + front porch +covered patio)/lot size
	Permeable Lot Coverage: * Zoning Code Section 9-1M-14 (total landscaped area + total permeable cover)/lot size * the total landscaped area should exclude that in the public right-of-way * the total permeable cover refers to the type of paver allowing water percolation