

**TEMPLE CITY
PLANNING APPLICATION**

FILE NO. _____

(Assigned by City)

- Conditional Use Permit
- Zone Variance
- Minor Zone Modification
- General Plan Amendment
- Zone Change

- Modification of Conditional Use Permit
- Tentative Parcel Map (4 or less units)
- Tentative Tract Map (5 or more units)
- Other: _____

Property Owner: _____ **Phone** _____

Address: _____

Applicant: _____ **Phone** _____

Address: _____

Address/Location of Project: _____

Description of permit requested: _____
(Attached additional sheets if necessary)

Reason given to support your request: _____
(Attached additional sheets if necessary)

- Notes:
1. All applications require site plan, floor plan(s), and elevations to be submitted, unless otherwise specified by staff.
 2. Additional processing documents may or may not be required to be submitted with this application (e.g. environmental evaluation), schedule of classes, hours of operation (days & times), schedule of facilities events.
 3. A grant deed, showing the legal description, is required for all applications.
 4. If applicant does not own the property that is the subject of this application, owner must also sign application.
 5. Applicant declares that this is an application for development approval.
 6. Applications are not deemed complete until **ALL REQUIRED MATERIALS** are submitted.

Date: _____ **Signature** _____
Property Owner

Date: _____ **Signature** _____
Applicant

(For Office Use Only)

Date Filed _____ **Rec'd By** _____ **Fee Pd** _____ **Receipt No.** _____

CHECKLIST FOR ACCEPTANCE OF PLANS

Required items:

- 15 copies of full-size plans (drawn to scale on a min. size paper 11" x 17"), stapled, and folded to 8 1/2" x 11"
- 1 colored set of plans- Should illustrate what colors will be used on the project. Samples of material may also be submitted, but are not required.
- 1 set of transparencies (8 1/2" X 11") or drawings in a digital format (JPEG, TIFF or PDF) on a CD.
- Photographs of existing site
- Radius map (300' for residential and 500' for all other zones)
- Mailing labels (Avery-type) on 8 1/2" X 11" sheets (2 sets and 1 xerox copy)
- Certification Letter verifying accuracy of labels
- Grant deed, showing property, legal description
- Application completely filled out (all necessary signatures, project description, hours of operation, etc.)

There is a list of consultants that can assist you with these on the second to last page.

Plans required for all projects:

- Comprehensive site plan
- Floor plans
- Building elevations

Zoning information (please include all applicable information on plans):

- lot size
- total bldg. sq. footage, including garages
- lot coverage
- F.A. R.
- density
- required yards
- building height
- unit sizes
- driveways and parking
- open space summary (landscaping)
- utility areas
- trash enclosures
- existing / proposed uses
- legal description
- north arrow

Some projects may require the following plans (subdivision, multi-family projects, commercial, industrial/manufacturing):

- Drainage Plan
- Contour Map (commercial / industrial projects)
- Underground utility plans

Required items for Subdivisions (Tract and Parcel Maps):

- A drainage/grading concept plan approved by the Los Angeles County Department of Public Works
- A sewer capacity analysis reviewed and approved by the Los Angeles County Department of Public Works
- If the property is located in a liquefaction zone, a soils/liquefaction report must be approved by the Los Angeles County Department of Public Works.

CITY OF TEMPLE CITY

PLAN SUBMITTAL REQUIREMENTS FOR PUBLIC HEARING APPLICATIONS

1. A **comprehensive site plan** at 1" = 20' or other comparable standardized scale, showing the entire lot with all existing and proposed structures, parking areas, driveways, walkways, private and common open space areas, and landscaped areas. All development plans shall show existing and proposed public improvements from the center of the street. The Site Plan for building setback variance requests shall include building footprints and setbacks for structures on adjacent parcels.
2. **Building elevations**, showing complete building profiles from every direction, including street front elevations. Elevation drawings should stipulate materials and colors.
3. A **contour map** must be provided for multiple family development and major commercial / industrial projects. Major development projects shall show existing and proposed drainage. Cross – section details must be provided for any proposed retaining wall.
4. **Underground utility plans** shall be provided for any subdivision, multiple family development or major commercial / industrial project (for further information on required utility plans contact the City's Public Works Department).
5. Dimensioned floor plans at 1" = 10' or 1/4" = 1' or other comparable standardized scale.
6. All plans **drawn to scale** and **fully dimensioned**.
7. All pertinent zoning information summarized for easy reference on the submitted plans. The following items should be specifically summarized on the plans: (1) lot size; (2) total building square footage for each story, including garages; (3) lot coverage; (4) Floor Area Ratio (F.A.R.); (5) density; (6) required yards; (7) building height; (8) unit sizes; (9) required driveway areas and parking; (10) landscaping; (11) storage; (12) utility area; (13) trash enclosures; (14) open space summary; (15) existing and proposed uses; (16) legal description of the property; and (17) north arrow.
8. Individual sheets of the submitted plans must be stapled or attached together into "complete sets".
9. **Fifteen (15)** copies of complete plans are required for any public hearing application. Plans to be folded to 8 1/2" X 11" size.

One Print of the plot plan and the building elevations should be enhanced with colors which approximate the proposed colors of the development. (These "colored" blue-line prints are displayed at the public hearing.)
10. One transparency (8 1/2" X 10") of each of the plan sheets must be submitted for use on an overhead projector at the public hearing.
11. Photographs of the existing site shall be submitted with the application.

12. **RADIUS MAP:** Each application shall be accompanied with a reproducible radius map which shows the subject property and all other properties within a radius of 300 feet (residential) or 500 feet (commercial) of the exterior boundaries of the subject property requesting a public hearing. (Maps may be obtained from the Assessor's Office showing all parcel numbers.)
13. **MAILING LABELS:** Two complete sets of typewritten, self-adhesive address labels must accompany each application. The addresses should be typed on an 8 ½' X 11" sheet of labels (approx. 30 to 33 labels per sheet). Each of the two required lists must include the property owner names and mailing addresses and Assessor Parcel Numbers of every property within 300 feet of residential or 500 feet of commercial property and must include the name and mailing address of the owner, applicant, engineer, architect and any other representative for the application. The names of property owners must be secured from the most recent Tax Assessor's Rolls. A Certification Letter verifying label accuracy must accompany the labels.

In addition to the two complete sets of type written, self-adhesive labels, a Xerox copy of the mailing list must be provided at the time of application submittal.

IMPORTANT Before spending time and money to prepare and reproduce complete detailed plans for submittal, you are advised to bring "rough plan designs and layouts" to the Planning counter for a preliminary staff review. Small-scale projects, such as room additions and accessory structures, may not require all of the above listed items.

LIST OF LAND USE, PLANNING AND ZONING CONSULTANTS

The following is a list of consultants who, for a fee, will prepare radius maps, address listings and/or labels needed for various applications. Please note that this list is provided as a reference only. The companies listed have requested to be included in this list and the City does not recommend any particular company.

You may develop the property owner list and labels yourself by acquiring the required maps at the public counter and gathering the property owner information at the Los Angeles County Assessors Office.

<u>NAME</u>	<u>PHONE NUMBER</u>	<u>SERVICE</u>
Sue Moreno "More Services" 2270 Cogswell Road El Monte, CA 91732	(626) 350-5944	Ownership of Listings & Radius Maps
Boone's Quality Maps 263 E. Olive Avenue, Suite 161 Burbank, CA 91502	(310) 930-0239	Radius Maps, Owner/Occupant List, Mapping Services
T-Square Mapping Service 969 S. Raymond Ave. Pasadena, CA 91105	(626) 403-1803 Fax (626) 403-2972	Radius Map Packages Owner/Occupant List
EZ Mapping Services P.O. Box 661464 Arcadia, CA 91066	(626) 241-5151	Radius Map Packages Owner/Occupant List
NotificationMaps.com 23412 Moulton Parkway, Suite 140 Laguna Hills, CA 92653	1-866- 752-6266 Email: sales@notificationmaps.com	Public Notification, Radius Maps, Ownership Listings
Szeto & Associates 2714 Stingle Avenue Rosemead, CA 91770	(626) 512-5050 Fax (323) 838-0515	C.U.P, Variance, ABC License, Mapping Service
Susan W. Case 917 Glenneyre St., Ste. 7 Laguna Beach, CA 92651	(949) 494-6105 Fax (949) 494-7418	Ownership Listings
Kimberly Wendell P.O. Box 264 Los Alamitos, CA 90720	(562) 431-9634 Fax (562) 431-6175	Ownership listing, Radius Maps
GC Mapping Service 711 Mission St., Ste. B South Pasadena, CA 91030	(626) 441-1080 Fax (626) 441-8860	Radius Maps, Plot Plans
Angeles Planning Group 225 South Lake Ave. # 300 Pasadena, CA 91101	(323) 351-3961	Mapping Services

PLANNING, ZONING, AND SUBDIVISION FEES

Conditional Use Permit	\$811.00
Modification of Conditional Use Permit	\$405.00
Zone Variance:	
R-1 Zone	325.00
All Other Zones	489.00
Modification of Zone Variance:	
R-1 Zone	244.00
All Other Zones	405.00
Minor Zoning Modification	162.00
Appeals	162.00
General Plan Amendment	975.00
Zone Change	811.00
General Plan Amendment and Zone Change	1,625.00
Residential Planned Development:	
Provisional Plan	811.00
Precise Plan	713.00
Sign Permit	42.00
Site Plan Review	82.00
Environmental Analysis &	75.00/
County Clerk Posting Fee	150.00
Environmental Impact Report	Cost plus 20% Administrative Fee Resolution No. 82-2042)

SUBDIVISION FEES

Tentative Parcel Map (3 to 4 units)	811.00 plus 161.00 per lot or unit
Plan Check Fee for Tentative Parcel Map	5,596.00
Tentative Tract Map (5 or more units)	811.00 plus 161.00 per lot or unit
Plan Check Fee for Tentative Track Map	5,620.00
Final Parcel or Tract Map	161.00 plus fees charged by and payable to County
Extension of Time	244.00
Modification of Tentative Maps	244.00
Lot Combination	244.00
Minor Lot Line Adjustment	325.00 plus
Plan Check Fee for Minor Lot Line Adjustment	649.00
<u>SEWER RECONSTRUCTION FEE:</u> (R-2, R-3, RPD zones)	\$2,500/unit or lot

Please note that all fees are subject to change at the beginning (July) of each fiscal year.