CITY OF LA PUENTE • DEVELOPMENT SERVICES

SITE PLAN AND DESIGN REVIEW APPLICATION

PLANNING DIVISION

CITY USE ONLY
FEE: $
SPDR:

01 PROJECT DESCRIPTION

Project Address: _____

Assessor's Parcel Number(s): _____

Zone: _____

Proposed Project / Scope of Work: _____

_____

_____

_____

02 APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____

Company (if applicable): _____

Phone Number: _____

Email: _____

FOR CITY USE ONLY - DATE/TIME STAMP

03 PROPERTY OWNER INFORMATION

☐ Same as Applicant

Property Owner Name: _____

Mailing Address: _____

Phone Number: _____

Email: _____

04 LETTER OF AUTHORIZATION REQUIREMENT AND APPLICANT CERTIFICATION

NOTE: If the property owner is not the applicant, a signed and notarized Letter of Authorization (LOA) must be submitted with this application. The LOA must authorize the applicant to act on the property owner's behalf in all matters related to the application. Failure to submit the required LOA may result in the application being deemed incomplete.

During application review, Planning staff may require additional materials, studies, or information necessary to complete the review. Structural and engineering plans are subject to separate Building and Safety requirements.

I hereby certify that the facts, statements, and information provided in this application and its accompanying documents are true and correct to the best of my knowledge and belief. I understand that any misrepresentation, omission, or failure to provide required information may result in delays in processing or denial of the application. I further certify that I have read and understand the requirements and information provided in this application.

Applicant's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

05 FILING REQUIREMENTS AND CHECKLIST

The materials identified in this form must be submitted by the applicant for the application to be considered complete. Applications must be submitted in person at the Development Services Department counter at City Hall. Application forms are available at the counter and on the City's website. All plans must be folded to 8½ × 14 inches or smaller. For questions or additional information, please contact the Planning Division at (626) 855-1500.

THE FOLLOWING MATERIALS ARE REQUIRED FOR A COMPLETE APPLICATION:

☐ Planning Application

☐ Letter of Authorization (signed and notarized), if applicable

☐ Two (2) sets of 24" x 36" architectural plans **(NO STRUCTURAL OR ENGINEERING PLANS OR NOTES)**

☐ One (1) USB drive containing a digital set of architectural plans

ADDITIONAL MATERIALS THAT MAY BE REQUIRED BY PLANNING STAFF:

☐ **Radius Map Package:** See the Radius Map Handout for requirements.

☐ **Property Survey:** A current survey prepared by a licensed California land surveyor showing property lines, easements, existing improvements, and proposed improvements, including dimensions to all property lines.

FULL ARCHITECTURAL SETS SHALL INCLUDE THE FOLLOWING:

☐ All plans shall be legible, dimensioned, and drawn to scale. Site plans shall be at a minimum scale of ⅛" = 1'-0", unless otherwise approved by Planning staff.

☐ **Project Information and Data Table:** Property address, project description, zoning designation, APN, lot area, existing and proposed building square footage, lot coverage calculations, building height, and total habitable and non-habitable space, as applicable.

☐ **Designer and Property Owner Information:** Name, phone number, and address.

☐ **Site Plan:** Existing and proposed site plans presented side-by-side, identifying all permitted and unpermitted structures, property lines and dimensions, setbacks, driveways, site improvements, landscaping, and existing and proposed fences and walls, including locations and heights, as applicable.

☐ **Parking and Access:** Existing and proposed parking spaces, dimensions, driveways, and vehicle access, as applicable.

☐ **Structure Square Footages:** Identify the existing and proposed square footage of each permitted and unpermitted structure on the property, as applicable.

☐ **Setbacks:** Existing and proposed setbacks from all property lines, as applicable.

☐ **Floor Plans:** Existing and proposed floor plans presented side-by-side, showing room layouts, uses, dimensions, mechanical equipment, and window and door locations and schedules, as applicable. Partial floor plans will not be accepted.

☐ **Building Elevations:** Existing and proposed elevations presented side-by-side, showing all building sides, building height, roof design, mechanical equipment, and all exterior materials, finishes, textures, and colors, clearly identified and labeled (e.g., stucco finish, siding, and trim).

☐ **Roof Plans:** Existing and proposed roof plans presented side-by-side, showing roof materials and colors (clearly identified and labeled), ridges, hips, roof pitch, and slope directions, as applicable.