



# CONCEPTUAL REVIEW & ENTITLEMENT PHASE CHECKLIST

(RESIDENTIAL AND COMMERCIAL PROJECT APPLICATIONS)

ALL ITEMS BELOW ARE REQUIRED FOR ENTITLEMENT APPLICATIONS EXCEPT WHERE NOTED	ITEMS CHECKED BELOW ARE REQUIRED FOR CONCEPTUAL REVIEW OF PROJECT
<b>A. Planning Application</b> Complete, sign and date the application form.	✓
<b>B. Executed Reimbursement Agreement</b> All projects which require a deposit for application processing (includes projects requiring a subdivision, including a lot split, and proposals for 10 or more units) require a deposit to reimburse staff review time. Agreement document to be provided by City.	
<b>C. Ownership and Consent Affidavit</b> Complete affidavit form provided by City. Signatures must be notarized.	✓
<b>D. Title Report Package</b> A preliminary title report for the subject property dated within six months of application submittal. This title report must include: <ul style="list-style-type: none"> <li>• Copies of easements of records</li> <li>• Copy of the current Grand Deed as proof of ownership and lot legal status. If the property is described by metes and bounds or as a portion of a lot, proof that the property was held in that configuration prior to March 4, 1972. In these cases, also provide a Grant Deed bearing a County Assessor's Recording Date prior to March 4, 1972 and showing the property held in the same configuration as the current Grant Deed. NOTE: A Deed of Trust does <u>not</u> substitute a Grant Deed.</li> </ul>	
<b>E. Development Plans - General Requirements:</b> <ul style="list-style-type: none"> <li>• plans shall be submitted in one in a single PDF file with 300 dpi resolution. Plans larger than 25 sheets may be separate files.</li> <li>• plans must be legible and drawn to scale. The architectural site plan, floor plans, grading plan, topographic map, and landscape plans shall be prepared on the same scale and all must include a north arrow.</li> </ul>	



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<ul style="list-style-type: none"> <li>• title block on in lower right-hand corner of all plan sheets including:               <ul style="list-style-type: none"> <li>○ sheet title (site plan, floor plan, elevation, grading plan, etc)</li> <li>○ sheet number and total sheet count (sheet __ of __)</li> <li>○ original drawing preparation date; and revision date(s)</li> </ul> </li> </ul> <p><b>All Plans shall be submitted in <u>the following order:</u></b></p> <p>Section 1. <u>Development Summary Sheet</u> including:</p> <ul style="list-style-type: none"> <li>• project team – name and phone number of consultants, including engineers, surveyors, architects, designers and contractors.</li> <li>• owner’s name and address</li> <li>• project site legal description, assessor parcel number(s) and address</li> <li>• sheet index</li> <li>• type of construction and occupancy classification per the California building code</li> <li>• zoning designation</li> <li>• gross site area (lot size), floor area, floor area ratio or lot coverage as applicable (required and proposed)</li> <li>• existing and proposed uses including buildings, square footages, unit count (square footage breakdown by use)</li> <li>• residential: breakdown by square footage and number of bedrooms</li> <li>• size and location of common open space, private open space, storage, and landscaped area (required and proposed)</li> <li>• parking count and breakdown by type: (required and proposed)</li> <li>• vicinity map showing the project location</li> <li>• in hillside (and RHR zones): average slope of property</li> </ul> <p><u>Section 2. Photographic Survey</u> – Photographs must be taken from the project boundaries at four or more locations, with on and off-site views including any</p>	<p>Development Summary Sht</p>





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<ul style="list-style-type: none"> <li>• location of utility poles, storm drain catch basins, fire hydrants, and other utility improvements</li> <li>• location of all nearby transit stops (may show on vicinity map if not adjacent to property)</li> <li>• location of all existing trees</li> <li>• in RHR zones or where slope is greater than 10%, show topographic contour lines at 5-foot intervals and delineate all areas where slope exceeds 35%</li> </ul> <p><u>Section 5. Elevations</u> including:</p> <ul style="list-style-type: none"> <li>• show all sides of all buildings, including accessory buildings, identified by direction</li> <li>• dimensions including setbacks, floor heights, and overall height</li> <li>• existing and proposed grades. if existing and proposed are the same, label as such</li> <li>• finished floor elevations based on the topographic source</li> <li>• draw elevations in context with at least 10 feet of adjacent property(ies) (in line drawing)</li> <li>• show all doors, windows, openings</li> <li>• patterns and/or labels for all roof and wall materials, textures and colors</li> <li>• architectural details such as parapets, eaves, moldings, trims, window frames and light fixtures</li> <li>• door and window specifications, if applicable</li> </ul> <p><u>Section 6. Colors and Materials Sheet</u></p> <ul style="list-style-type: none"> <li>• paint or stain swatches for all stucco, trim, doors, windows, fences, and other items to be painted or stained</li> </ul>	<p>Elevations</p>



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<ul style="list-style-type: none"><li>material samples for all brick, stone, prefabricated architectural features, other surface coverings, and roofing</li></ul> <p><u>Section 7. Floor Plans</u> including:</p> <ul style="list-style-type: none"><li>roof plan showing all hips, valleys and ridges. Indicate any mechanical equipment and details of any architectural screening element.</li><li>full interior plans with all rooms labeled and dimensioned</li><li>doors, windows and other openings</li><li>permanent and fixed furniture or equipment</li><li>square footages and number of residential units shown on structures, including all accessory dwelling units</li><li>if remodel, show all walls that are new and to remain</li></ul> <p><u>Section 8. Parking Plan</u> including:</p> <ul style="list-style-type: none"><li>required and proposed parking spaces</li><li>all parking spaces, backup areas (dimensioned), streets, turnaround areas, access areas, and loading or service: all must be dimensioned and striping, wheel stops, markings and directional arrows must be shown</li><li>labeling of standard, compact, tandem, clean air vehicle space, accessible spaces, and guest spaces</li><li>include bicycle storage and bike racks, EV charging facilities, and clean air vehicle space(s)</li></ul> <p><u>Section 9. Landscape Plan</u> including:</p> <ul style="list-style-type: none"><li>delineation of all landscaped and hard surfaces</li></ul>	<p style="text-align: center;">✓ Parking Plan</p>



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<ul style="list-style-type: none"> <li>• specify (symbols/labels) common name, species and size of all vegetation (turf, groundcover, shrubs, trees)</li> <li>• existing and proposed street trees and any landscaping in public right of way (consult Public Works landscaping staff for street tree requirements)</li> <li>• note any hardscape or landscaping that is to be retained from existing conditions</li> <li>• when the project is in a High Fire Hazard Area, provide a fuel modification plan approved by the Los Angeles County Fire Department</li> <li>• all landscape plans must comply with the Water Efficient Landscape Ordinance</li> </ul> <p style="margin-top: 20px;"> <u>Section 10. Proposed Subdivision Map- Tentative Tract Map, Tentative Parcel Map, Lot Line Adjustment</u> (See guidelines for Tentative Tract/Parcel Maps on City website under Engineering Division – Development Review.)         </p> <p> <b>Note for Grading, Hydrology, and Drainage Plans and Soils Report:</b> <i>All plans and reports must be prepared and stamped by professionals allowed and licensed to prepare grading and public right-of-way plans by the California Business and Professions Code. These professionals include civil engineers and in some capacity, registered architects and registered landscape architects.</i> </p> <p style="margin-top: 20px;"> <u>Section 11. Preliminary Grading Plan</u> (if over 50 cubic yards of grading)            See Grading Plan Submittal Checklist for City guidelines)           <ul style="list-style-type: none"> <li>• calculations showing percentage of site graded, total cubic yards and maximum dept of cut and fill activity, net import and export, maximum height of manufactured slope(s), and slope ratio</li> <li>• call out spot elevations as necessary for the reviewer to understand the character of the site</li> <li>• location, height and length of retaining/crib walls including spot elevations of both the bottom of the wall in several locations.</li> </ul> </p>	<div style="font-size: 2em; margin-bottom: 10px;">✓</div> <p>Preliminary Grading Plan – only for hillside projects during conceptual review</p>



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<ul style="list-style-type: none"> <li>• show all buildings, structures and edges of all pavement and other impervious surfaces</li> <li>• existing and proposed retaining walls and drainage devices</li> <li>• all trees with a diameter at breast height (DBH) of 6 inches or greater, labeled as being retained or removed</li> <li>• Public utilities, drainage patterns, swales, surface and sub-surface drainage systems</li> <li>• Show all existing and future dedicated easements. List all horizontal and vertical restrictions.</li> <li>• <b>If the project is in a hillside, include the following information. This only applies to projects located in the hillsides.</b> <ul style="list-style-type: none"> <li>◆ average slope determination per GMC 21.04.030(c)</li> <li>◆ an existing and proposed conditions topography plan with contour lines at 5-foot intervals and delineation of all areas where the slope exceeds 35%</li> <li>◆ colors or patterns showing cut and fill grading activity, limits of grading, including illustration of any grading impacting 35% slopes</li> </ul> </li> </ul> <p><u>Section 12. Preliminary Hydrology Plan (See Hydrology &amp; Hydraulics Report Checklist on City website under Engineering Division-Development Review.)</u></p> <p><u>Preliminary Geotechnical Soil Report</u> Prepared by a Registered Geotechnical Engineer, to check the soil characteristics, water retention and/or infiltration feasibility, fault history and over excavation requirements. <u>(See Grading Plan Review guidelines on City website under Engineering Division-Development Review.)</u></p>	



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<p><b>F. Fee Sheet</b> (to be completed by City) for all application fees and processing deposits associated with staff review time and the California Environmental Quality Act (CEQA) analysis.</p>	
<p><b>G. Historic Resources Information</b> – City staff will confirm whether building and/or site is a potential or designation historic resource. City may be required to hire a certified preservation expert to determine whether historic and if so, how the Secretary of Interior Standards can be met.</p> <p>Potential Historic Resource: If the project site contains a structure built prior to 1950 and is <u>not</u> designated an Historic Landmark, a study completed by a qualified historic resource professional. If the project site / structure is a designated Historic Landmark or located in an Historic District, a study will be completed by a qualified historic resource professional.</p>	
<p><b>H. Public Hearing Notice Package</b> – (See Separate Handout for details and Section 21.01.030.E for the Glendora Municipal Code)</p>	
<p>A. Mailing address labels and information package with radius map and certification</p>	
<p>B. Large Sign: If a large posted sign is required, include large sign application and deposit (not in fee sheet – deposit so that it was removed). We need an application for this. Applicant to post the sign. On initial application, tell them the info on size and location.</p>	