

PLANNING REVIEW

PROJECT INFORMATION			
Project Address:			
Assessor's Parcel Number(s):		Zoning:	
Lot Size:		Existing Sq. Ft.:	
Proposed Sq. Ft.		Propose Lot Coverage (including project):	
Project Valuation			
Project Description:			
Legal Description:			

PROPERTY OWNER INFORMATION			
Property Owner:			
Mailing Address:			
City, State, Zip:			
Telephone:		Email:	
I/We declare under the penalty of perjury that the information provided on this application is true and correct; and that I/we have familiarized myself/ourselves with the relevant provisions of the South Gate Zoning Code.			
Property Owner's Signature: _____		Date: _____	
APPLICANT INFORMATION (IF DIFFERENT FROM OWNER)			
Applicant:			
Mailing Address:			
City, State, Zip:			
Telephone:		Email:	
I/We declare under the penalty of perjury that the information provided on this application is true and correct; and that I/we have familiarized myself/ourselves with the relevant provisions of the South Gate Zoning Code.			
Applicant's Signature: _____		Date: _____	

For Office Use Only		
Date Received: _____	Received By: _____	Case No. _____
Date Approved: _____	Approved By: _____	
Notes:		

SUBMITTAL REQUIREMENTS

(ALL ITEMS MUST BE INCLUDED AT TIME OF SUBMITTAL)

- A complete Planning Review Form
- Three (3) sets of architectural plans, **24"x36" in size**, scaled to an Engineer's or Architect's scale. Preferred scale is 1/4" foot or 1/8th foot. The plans must be collated, stapled and folded into 8 1/2 x 11 and consist of:
 1. Site Plan
 2. Floor plan
 3. Elevations
 - Legend of materials, colors and design features keyed to elevations
 - Show roof pitches
- Photographs of subject property showing front elevation, rear elevation and the area for the proposed project. (Minimum of 3 photographs)
- Colored Materials Sheet and Window/Door Schedule (can be incorporated into elevations)
- Application Fee

PLANNING REVIEW APPLICATION REQUIRED PLANS

PLAN SIZE: 24" x 36"

FOLDING: Fold all plans to a size of 8½" X 14" or less, Rolled plans will not be accepted.

SCALE REQUIREMENTS: All plans shall be drawn and printed to scale.

REQUIRED SITE PLAN: Preferred Scale (1/8" per foot)

- a. Address of Project
- b. Scope of Project
- c. Property Line (PL) fully dimensioned
- d. North Arrow & Scale
- e. Location Map
- f. Legal description of subject property
- g. Tabular legend showing address, zoning, size of lot, size of each building coverage, floor area ratio, and parking counts(required and proposed)
- h. Setbacks: Label front, side, and rear setbacks in appropriate zone perpendicular to the property line
- i. All existing and proposed structures
- j. Building separation dimensions
- k. Utilities: Show existing and proposed structures; i.e. A/C units, cable, utility or telephone poles on and or over the property lines (all ground and roof-mounted utilities on-site shall be screened from view)
- l. Fences/Walls: Show existing and /or proposed fences or walls; Identify height and materials
- m. Landscape: Label open space requirements per City Code; Show landscaped areas including planter beds
- n. Driveway width
- o. Easements
- p. Parkway & Public right-of-way
- q. Private streets/alleys
- r. Pedestrian walkways

SAMPLE SITE PLAN: Not to Scale



PROJECT DATA

Address: 1234 Street Name,
Baldwin park, CA 91706

Scope of Work: Addition of bedroom, bathroom, and closet at 424 S/F and covered patio at 215 S/F.

Lot Area: 7,200 Sq. Ft.

Existing:
Dwelling: 1,231 Sq. Ft.
Garage: 441 Sq. Ft.
Porch: 48 Sq. Ft.

New:
Addition: 424 Sq. Ft.
Covered Patio: 215 Sq. Ft.

TOTAL:
House: 1,655 Sq. Ft.
Garage: 441 Sq. Ft.
Porch & Patio: 263 Sq. Ft.

Height of Building: 15'-6"

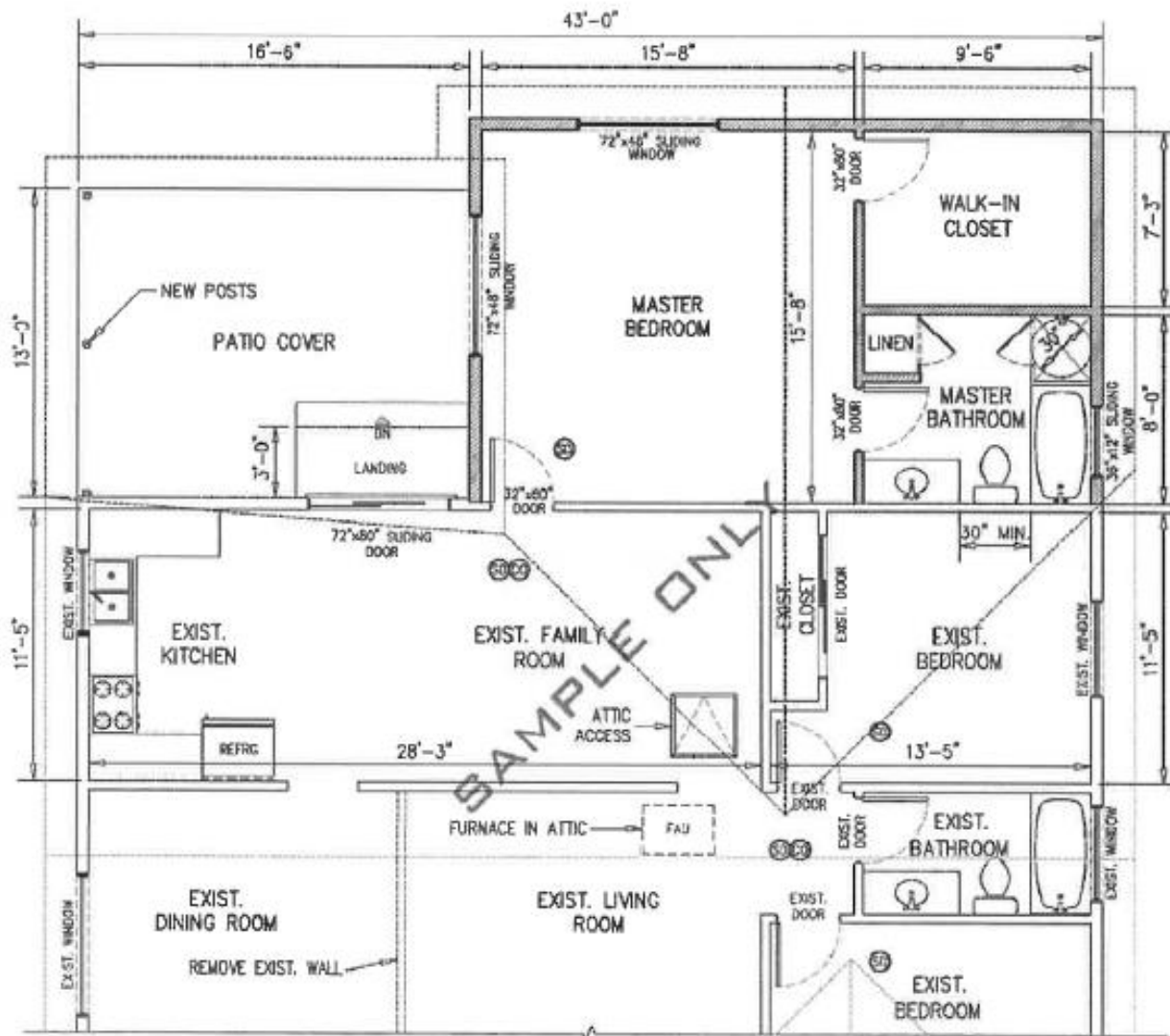
Lot Coverage: (1655+441+263) = 2,359 Sq. Ft.

Coverage Percent: 2359/7200 = 32.7%

REQUIRED FLOOR PLAN: Preferred Scale (1/4" per foot)

- Provide a floor plan for each floor of the building.
- Dimensioned floor plan and square footage calculation for each bedroom, closet, kitchen, room, walkway, and other internal features. Show attached structures such as patio covers or porches.
- Provide a wall schedule identifying existing walls, new walls, and walls to be removed.
- Located all windows and doors. Specify their sizes and opening types (4'x4' sliding window, 3'x4'6" hung, 6'x6'8" French door, etc.).
- Show mechanical and plumbing fixtures including laundry facilities for each dwelling (toilets, sinks, water heaters, furnace, etc.).

SAMPLE FLOOR PLAN: Not to Scale



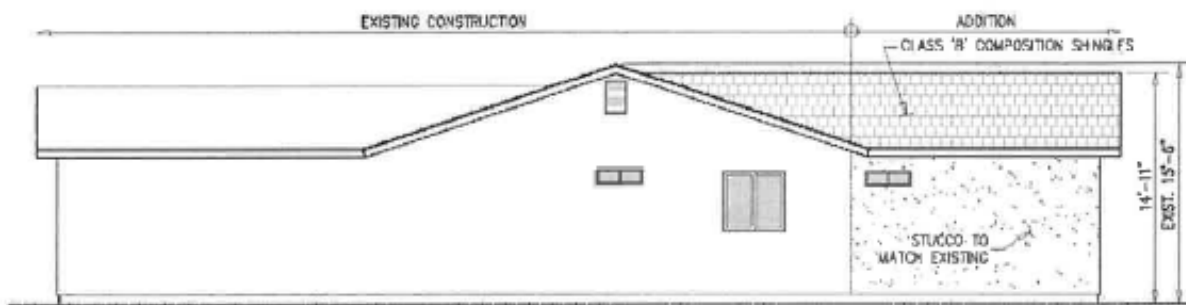
WALLS SCHEDULE	
	NEW WALLS
	(E) WALLS TO REMAIN
	(E) WALLS TO BE REMOVED

- SMOKE DETECTORS
- CARBON MONOXIDE DETECTORS

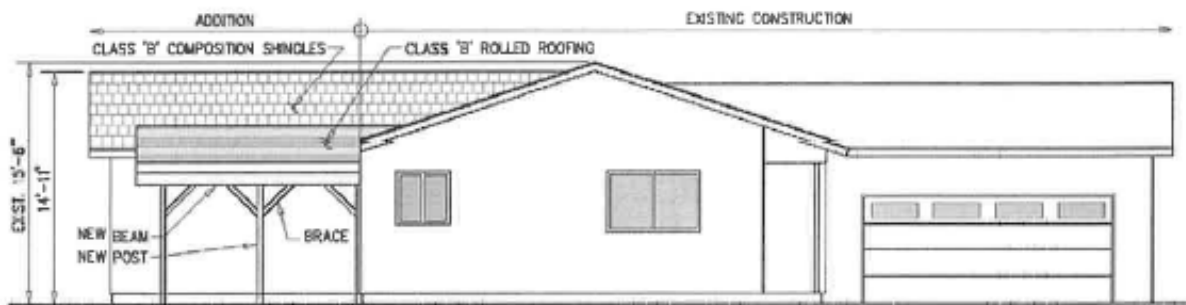
REQUIRED ELEVATION PLANS: Preferred Scale (1/4" per foot)

- a. Elevation drawings shown from north, south, east, and west perspective. For additions clearly define existing and proposed portions of the building.
- b. Legend of materials, colors, and design features keyed to elevations
- c. Building length and height dimensions- specify height to the highest point of the roof structure.
- d. Indicate exterior wall openings
- e. Show roof pitches
- f. Door and window details
- g. Roof materials and roof pitch
- h. Towers, chimneys and other roof projections
- i. Location, size and color of all signs, if applicable

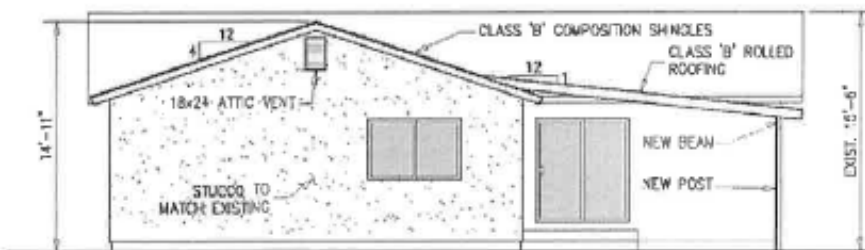
SAMPLE ELEVATIONS and BUILDING SECTION: Not to Scale



EAST ELEVATION



WEST ELEVATION



NORTH ELEVATION