



# City of Whittier

## PLANNING DEPARTMENT

3230 PENN STREET  
WHITTIER, CALIFORNIA 90602-1772  
PHONE (562)464-3420 FAX (562)464-3509

### PRELIMINARY REVIEW APPLICATION (PRA)

CASE NO: \_\_\_\_\_

ASSOCIATED CASES: \_\_\_\_\_

#### PROJECT INFORMATION

PROJECT ADDRESS	ACCESSOR'S PARCEL NUMBER
LEGAL DESCRIPTION	
BRIEFLY DESCRIBE THE PROJECT	

#### APPLICANT / PROPERTY OWNER\* INFORMATION

*\*If the applicant is not the property owner, the owner must complete the **Owner's Affidavit***

NAME	PHONE
ADDRESS	FAX
CITY, STATE, ZIP	E-MAIL (IF REGULARLY MONITORED)
RELATIONSHIP OF APPLICANT TO PROJECT (ARCHITECT, CONSULTANT, ETC.)	APPLICANT'S SIGNATURE:

#### OWNER'S AFFIDAVIT

*This affidavit allows the applicant identified in the box above to act in the owner's stead. The Planning Department will assume that the applicant will represent the project at any required public hearings. Although the owner will receive notice of any public hearings, all project correspondence will be sent to the designated project applicant*

I/We, the owner of the subject property, hereby authorize \_\_\_\_\_ to:  
APPLICANT'S NAME

Make application for Preliminary Review for the subject property and/or;  
 Act for me in my place and stead at any and all meetings connected with this application, and to take such action as deemed advisable in connection with this application.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OWNER'S NAME	PHONE
ADDRESS	FAX
CITY, STATE ZIP	

#### TO BE COMPLETED BY STAFF:

REVIEW LEVEL AUTHORITY: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	RECEIVED BY: _____ DATE: _____
ZONE: <input type="checkbox"/> R-1 <input type="checkbox"/> C-O <input type="checkbox"/> M <input type="checkbox"/> R-2 <input type="checkbox"/> C-1 <input type="checkbox"/> UPTOWN SPECIFIC PLAN <input type="checkbox"/> R-3 <input type="checkbox"/> C-2 <input type="checkbox"/> WHITTWOOD TOWNCENTER <input type="checkbox"/> R-4 <input type="checkbox"/> C-3 <input type="checkbox"/> WHITTIER BLVD SPECIFIC PLAN	REDEVELOPMENT AREA: <input type="checkbox"/> Whittier Blvd. <input type="checkbox"/> Earthquake Rec. <input type="checkbox"/> Commercial Corr.



## PRELIMINARY REVIEW

# Application Checklist

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#### IMPORTANT NOTES:

- Check with staff to determine which items are required for your project
- All required items must be included or accounted for when you submit your application

- A. Application Form - Read entirely and fill out completely
- B. Submittal Fee.
- C. Photographs - Site photographs taken from all sides of subject site, adjacent properties and, if necessary, the entire streetscape. Photographs must be in color, with a minimum size 4" x 6".
- D. Architectural Drawings (Staff may waive or add to the requirements set forth below as they deem necessary to accomplish the proper review of the application.)
  - Submittal
    - Submit 11 sets of site, elevation, floor and roof plans on sheets no smaller than 11" x 17" and no larger than 24" X 36".
    - Submit one set of site, elevation, floor, and roof plans on sheets no smaller than 8<sup>1</sup>/<sub>2</sub>" x 11".
    - Submit one COLORED set of site and elevation plans on sheets no smaller than 11" x 17" and no larger than 24" X 36" (if applicable to project).
  - Site Plans must include:
    - a. Street Address
    - b. Architect/designer's Name and Telephone number
    - c. Date of drawings and of revisions
    - d. North Arrow (preferably oriented to the top of the sheet)
    - e. Fractional and Graphic Scales
    - f. Property line dimensions
    - g. Location and names of adjacent streets
    - h. Structure location(s), dimensions and floor areas: existing and proposed
    - i. Setback dimensions
    - j. Driveway width(s): existing and proposed curb cuts
    - k. Parking layout: existing and proposed spaces
    - l. Landscaping: existing, relocated and proposed material
    - m. Curbs, sidewalks, and walkways (if applicable, after dedication also)
    - n. Walls and fences: existing and proposed, identify height
    - o. Street trees: existing and proposed. Indicate approximate trunk diameter or container size
    - p. Mechanical equipment location and screening (include a roof plan if necessary)
    - q. Exterior lighting: existing and proposed
    - r. Signs: existing and proposed
    - s. Public improvements within parkway (utility poles, water and gas meters, catch basins, etc.)
  - Floor Plans must include:
    - a. All floors
    - b. Existing rooms and new rooms
    - c. Room type and dimensions
    - d. Balconies and decks, including dimensions
    - e. Window size and type and door locations

#### PARKWAY TREES

Parkway trees may not be removed under most circumstances. For information, contact the Public Works Department at (562)567-9500

**Elevation Drawings** must be drawn to represent final grading of the property and must include the following:

- a. Dimensioned drawings of all relevant elevations. Note, elevations must be full elevations.
- b. Dimensioned building height
- c. All exterior materials, existing and proposed
- d. All architectural details intended for final construction
- e. Proposed signs (wall, monument, and projecting)

**Roof Plan** must include the following:

- a. Location of HVAC units, if placed on the roof
- b. Screening of HVAC or other roof top equipment

**Project Tabulations**

Non-Residential

- a. Net lot area
- b. Number of proposed structures on site and the gross floor area
- c. Number of stories for each structure
- d. Parking spaces required, existing and proposed
- e. Square footage of landscaping for total lot area and parking area
- f. Legal Description
- g. Complete scope of work

Residential

- a. Net lot area
- b. Number of units and stories proposed
- c. Square footage of each residence or apartment unit and number of bedrooms.
- d. Number of parking spaces covered and uncovered, proposed, existing, and required.
- e. Square footage of private and common open space areas
- f. Lot coverage
- g. Legal Description
- h. Complete scope of work

**F. Reductions** - If sheets larger than 11 x 17 are used, one copy of each different drawing must be reduced to 8 1/2" X 11" with a clarity suitable for photocopying and reading all pertinent information.

**G. Colors and Materials Board** - Submit one board NO LARGER THAN 18" X 24" foam-core or similar light-weight rigid material, with samples or accurate photographic representation of ALL proposed exterior materials and colors. Include on the board, the project address, designer name and number and the IDENTIFICATION OF EACH SAMPLE WITH A MANUFACTURER'S NAME AND ITEM SPECIFICATION NUMBER. Submit two description sheets summarizing the materials, colors, manufacturer, and specification numbers.

**H. County of Los Angeles Fire Department** – Check box and initial below if you would like City staff to route the project to the County of Los Angeles Fire Department for comments. Please note that you will be subject to pay a separate fee to the County of Los Angeles Fire Department. \_\_\_\_\_(initial)

I have included all of the required information in items A through H, and have, to the best of my knowledge, submitted a complete application:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Note:

Building and Safety requires all Commercial projects (including multifamily development 3 units or more) plans to be done by a licensed design professional.