



# Application Checklist Counter Development Review

## PLANNING DIVISION

13230 PENN STREET

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[www.cityofwhittier.org](http://www.cityofwhittier.org)

All development review applications require the items below. Some checklist items are further explained in the sidebar to the left. The sidebar also includes other notes and tips to ensure your application is as complete as possible.

### IMPORTANT NOTES

- All required items must be included you submit your application.
- Parkway trees may only be removed in cases of disease or hazardous circumstances. For information, contact the Park Department at (562) 567-9420.

#### \_\_\_ A. Site Photographs

Provide 4" x 6" minimum-size color photographs showing all sides of the property. Please do not mount the photographs.

#### \_\_\_ B. Architectural Drawings

Site  Elevation  Floor  Roof  Landscape plans, as follows (drawing and lettering must be clear and readable):

1. 4 full-size plan set (11" x 17" min., 24" x 36" max.)
2. 1 reduced-size site plan (8½" x 11" or 8½" x 14")

*The Building Dept. requires three complete, full-size sets of plans at Submittal including MEPs*

#### Site Plan must include:

- \_\_\_ A. Architect's / Contractor's name and contact information
- \_\_\_ B. Project address
- \_\_\_ C. North arrow (orient to top of sheet if possible)
- \_\_\_ D. Graphic and fractional scales
- \_\_\_ E. Date of drawings (including subsequent revisions)
- \_\_\_ F. Property line dimensions
- \_\_\_ G. Required setbacks for the zone  
***\*For all new single-family residences and additions to the front elevation of the existing residence, please provide the current front yard setback of two (2) contiguous properties on each side of the subject property.***
- \_\_\_ H. Location and names of adjacent streets
- \_\_\_ I. Public improvements within the parkway
- \_\_\_ J. Structure location(s), dimensions and floor areas
- \_\_\_ K. Setback dimensions
- \_\_\_ L. Dimensioned driveway widths (include curb cuts)
- \_\_\_ M. Parking configuration
- \_\_\_ N. Curbs, sidewalks and walkways (if applicable, after dedication)
- \_\_\_ O. Walls and fences, existing and proposed (include height)
- \_\_\_ P. Ground-mounted equipment and screening
- \_\_\_ Q. Exterior lighting
- \_\_\_ R. Signs

#### **Paper size vs. drawing size** ◀

Please keep the drawings size proportionate to the paper size (i.e. do not submit 8" x 10" drawings on 24" x 36" sheets)

#### **What is a site plan?** ◀

A site plan is an accurate scaled drawing showing the subject property from a bird's eye view. A sample site plan is available at the Planning Department.

To the right is a list of all the elements you will need to include on your plan. In addition to this information, other exhibits, such as topographic maps and detail sheets may be required. Call the Planning Department if you're not sure if all these items are required.

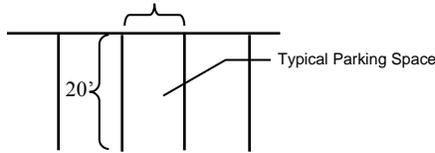
As noted above, existing parkway trees must be preserved in place, unless a waiver from the Park Department is secured.

**Parking space tabulation** ◀

Within the parking area layout, include the number of parking spaces in each parking row (commercial only)

**Uniform parking space size** ◀

Indicate on the plan the typical parking spaces size (i.e. 9' x 20'). This is often done by dimensioning one of the parking spaces and labeling it "typical parking space" (commercial only)

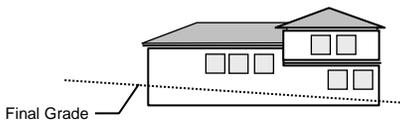


**Lot coverage** is the square footage of all overhead structures on the site divided by the total lot area ◀

**Floor area ratio** is the square footage of all *livable* floor area (including second stories) divided by the lot size ◀

**What are elevations?** ◀

Elevations are dimensioned drawings of the structure as a person standing in front of it would see it. Elevations must accurately represent the final building product.



Project Tabulations, including:

**Non-Residential:**

- A. Net lot area
- B. Number of proposed structures on site and gross floor area
- C. Number of stories for each structure
- D. Parking spaces required, existing and proposed
- E. Area of landscaping (call out separately for parking area)

**Residential:**

- A. Net lot area
- B. Number of units and stories proposed
- C. Area for each unit, and number of bedrooms
- D. Number of parking spaces covered and uncovered—proposed, existing and required
- E. Lot coverage and Floor area ratio (see sidebar, left)

**Floor Plan** must include:

- A. All Floors
- B. Room type and dimensions
- C. Balconies and decks, dimensioned
- D. Window size and type
- E. Door locations
- F. Water heater location

**Elevation Drawings** must include:

- A. Must be drawn to show final grading
- B. Sections through areas of grade differentials
- C. Dimensioned drawings of all relevant elevations
- D. Dimensioned building height
- E. All architectural details intended for final construction, including wall-mounted lighting
- F. Front elevations of immediately adjacent structures
- G. Landscaping with approximately three years of growth
- H. Proposed signs (wall, projecting and freestanding)
- I. Roof pitch

**Roof Plan** must include:

- A. Location of HVAC units, if placed on the roof
- B. Screening of HVAC and other roof-top equipment

**C. Color and Material Samples**

Submit one foam core or similar type board no larger than 18" x 24" with samples or accurate photographic representation of all proposed exterior materials and colors. On the board, include the project address and the designer's name and phone number. Identify the manufacturer and the item specification number of each sample.

**D. Application Filing Fee**