

**City of San Gabriel**  
**Community Development Department**  
 425 South Mission Drive, San Gabriel, CA 91776  
 (626) 308-2806  
 www.sangabrielcity.com

## ***Development Review Application Checklist***

**Welcome to the City of San Gabriel!** To expedite the processing of your application, we use this checklist to help explain your permitting needs, fees, and submittal requirements. **A member of staff will fill out this form for you; please bring it with you when you return, or a new form will be issued to you.** All items requested must be returned. Any incomplete applications will not be accepted.

<b>Name</b>			
<b>Address of Property</b>			
<b>Project Description</b>			
<b>Prepared By</b>		<b>Date</b>	

### **WHAT APPLICATIONS DO I NEED? HOW MUCH WILL THEY COST?**

A member of our staff has circled below the applications associated with your project, based on the information we have when we meet you. After reviewing your submittals we may find that other additional items are required, but this represents our best preliminary estimate of what you will need.

Application	Cost	Application	Cost
Conditional Use Permit	\$ 1,750	Pre-Application Review	\$ 655
Density Bonus	\$ 840	Precise Plan of Design: (Staff)	\$ 1,390
Land Transfer and Condo Conversion	\$ 185	Precise Plan of Design: (DRC)	\$ 2,830
General Plan Amendment	\$ 2,940	Tentative Parcel Map	\$ 1,975
Lot Line Adjustment/Merger	\$ 660 or 1975**	Tentative Tract Map	\$ 2,375
Minor Modification	\$ 335***	Standards Variance	\$ 1955 - 5650*
Negative Declaration	\$ 265	Zone Change	\$ 2,945
Check for Notice of Exemption	\$ 35	Master Sign Program: (DRC)	\$ 960
Check for Dept. of Fish & Game Filing Fee		Environmental Impact Report (Staff)	50% Cost of EIR + Cost of EIR
Negative Declaration	\$ 2,044.00		
Mitigated Neg. Dec.	\$ 2,044.00		
Environmental Impact Report	\$ 2,839.25		
Certified Regulatory Program	\$ 965.50		
County Clerk Processing Fee (may apply)	\$ 50		
Two \$75 Checks Payable to "Los Angeles County Clerk"	\$ 75		
<b>DO NOT DATE CHECKS</b>	\$ 75		
Public Hearing Advertising	\$400	Preparation and Posting of Sign	\$150 or \$300****
<b>SUBTOTAL THIS COLUMN</b>	<b>\$</b>	<b>SUBTOTAL THIS COLUMN</b>	<b>\$</b>
<b>TOTAL APPLICATION FEES</b>		<b>\$</b>	

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Note: \*\$1,955 for 2 + \$925/each; no more than \$5,650  
 \*\* \$660 for 4 or fewer parcels; \$1,975 for 5 or more parcels  
 \*\*\*\$335 + \$85 for each modification over one  
 \*\*\*\*\$150 for 2'x3' signs posted on building exteriors and \$300 4' x 6' signs posted on vacant properties

While the above provides an approximation of your permit costs, some other charges may accrue not shown on this list. This list does not include any impact fees or charges associated with environmental impact report mitigation.

**WHAT WILL I NEED TO SUBMIT?**

The following page, when marked and returned to you by a member of staff, describes what you will need to provide.

Each type of plan review requires the following number of complete sets of plans to be submitted:

- |                                                    | <u>Application review (1<sup>st</sup> submittal)</u> |                |
|----------------------------------------------------|------------------------------------------------------|----------------|
| • NO. OF SETS OF FULL SIZE PLANS AT 24" x 36":     | 10                                                   |                |
| • NO. OF SETS OF PLANS AT 8.5" x 11" OR 11" x 17": | 1                                                    |                |
| • NO. OF OTHER ITEMS SUCH AS CATALOG CUT SHEETS:   | 3                                                    |                |
|                                                    | <u>PC</u>                                            | <u>DRC</u>     |
| ▪ NO. OF SETS OF FULL SIZE PLANS AT 24" x 36":     | 15                                                   | 9              |
| ▪ NO. OF SETS OF PLANS AT 8.5" x 11" OR 11" x 17": | 1                                                    | 1              |
| ▪ ELECTRONIC COPY OF PLANS/COLOR ELEVATIONS(pdf)   | 1                                                    | 1              |
| ▪ NO. OF OTHER ITEMS SUCH AS CATALOG CUT SHEETS:   | 3                                                    | 4 color, 5 b&w |

Required:	No.	Item	Verified:
X	1	<b>Historic Preservation:</b> Are existing structures considered historic per building permits and architectural design?	
X	2	<b>Redevelopment Area:</b> Does the project fall within a redevelopment area?	
X	3	<b>Complete Site Plan:</b> Include the following -	
		A. License # of a State-licensed architect on record preparing for this project on the cover sheet of the plans per California Business & Professions Code Section 5536.1-2 and 5537, if applicable.	
		B. Tabular legend showing address, zoning, size of lot, size of each building, building coverage, floor area ratio, and parking counts	
		C. Adjacent properties: Show the setback dimensions and building footprints; Label as one or two-story structures	
		D. Setbacks: Label front, side, and rear setbacks in appropriate zone perpendicular to the property line	
		E. Building separation dimensions	
		F. Property Lines (PL) fully dimensioned	
		G. North arrow	
		H. Scale (All plans must be drawn to scale)	
		I. Utilities: Show existing and proposed structures, i.e. A/C units, cable, utility or telephone poles (all ground and roof-mounted utilities on-site shall be screened from view) See Utility Room.	
		J. Drainage is clearly shown and complies with NPDES/SUSMP requirements (Refer to SGMC 53)	
		K. Pad and finished pad elevations where a new grade will be established	
		L. Existing and proposed public improvements to centerline of street and curb	
		M. Exterior fire sprinkler apparatus	

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		N. Interior risers	
		O. Trash enclosure(s) locations	
		P. Fences/Walls: Show existing and/or proposed fences or walls; Identify height and materials	
		Q. Existing or relocated trees; Show existing and/or proposed trees that will be removed or relocated; Identify size and type of existing trees. existing deciduous trees may not be removed without a tree removal permit per SGMC 95024. Please obtain a tree removal permit from the Community Development Department if trees will be removed	
		R. Landscape: Label open space requirements per City Code; Show landscaped areas including planter beds	
		S. Driveway width	
		T. Easements	
		U. Manholes, if any	
		V. Parkway	
		W. Private streets/alleys	
		X. Street lights: existing and proposed	
		Y. Stop signs	
		Z. Pedestrian walkways	
X	4	<b>Floor Plan:</b> Include the following -	
		A. Dimensioned floor plan drawn to scale including location and size of rooms, walkways, and other internal features. Specify all design features, colors, materials, lengths, and heights	
		B. Label use and size of room in square feet	
X	5	<b>Building Elevations:</b> Include the following -	
		A. Elevations properly labeled as north, south, east, and west	
		B. Legend of materials, colors, and design features keyed to elevations	
		C. Building length and height dimension, drawn to scale	
		D. Gutters and down spouts	
X	6	<b>Parking Plan:</b> Include the following -	
		A. Summary indicating required and provided number of parking spaces including handicap spaces	
		B. Identify type of tenant space and gross floor area	
		C. Location of standard (S), compact (C) and handicap (HC) parking stalls, driveways, and ramps with grade ratio and loading zones	
		D. Dimensions of parking spaces, drive aisles, back-up spaces, handicap accessible spaces, drive aisles and turning radii, parking bumpers and stripes	
		E. Gates and equipment locations, utility cabinets, street access, turning lanes, pavement markings, utility poles	
		F. Landscaping to Code standards: Provide full index showing conformance to Code standards	
X	7	<b>Architectural Details:</b> Include details of the following -	
		A. Window trim and door moldings	
		B. Exterior wall finish	
		C. Trash enclosure(s)	
		D. Screening materials for utilities and trash enclosure(s)	
		E. Aluminum and flashing finishes, cornices, eaves, corbels, columns, chimney, awning, and other exterior architectural features	
		F. Balconies and patios	
		G. Window recessing	

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		H. Catalog Cut Sheets: Provide four (4) color copies and five (5) black and white copies of catalog cut sheets for the following items: windows, doors, garage doors, exterior lighting fixtures, and roofing materials	
	8	<b>Tentative Map:</b> All required plans shall be prepared by a Registered Professional Engineer. Prepare the following -	
		A. Record Parcel/Tract Map or accomplish applicable requirements of the Subdivision Map Act (Government Code) as may pertain to the project. Map shall be recorded prior to issuance of occupancy on the proposed building.	
		Covenants, Conditions and Restrictions must be approved by the City Attorney and City Engineer and recorded at the County before any processing of the final map.	
	9	<b>Grading Plan:</b> All required plans and studies shall be prepared by a Registered Professional Engineer. Prepare the following -	
		A. Final grading plan showing building footprints, pad elevations, finished grades, drainage routes, retaining walls, erosion control, sloped easements, and other pertinent information in accordance with Chapter 70 of the Uniform Building Code (U.B.C.).	
		Drainage study, including supporting hydraulic and hydrological data. The study shall confirm or recommend changes to the City's existing drainage system by identifying off-site and on-site storm water runoff impacts resulting from build-out permitted General Plan land uses. In addition, the study shall identify the projects contribution and shall provide locations and sizes of catchments and system connection points and all downstream drainage mitigation measures.	
		Record necessary drainage easements to implement the project in accordance with drainage law.	
		Soils/geology report in accordance with Chapter 70, Section 7006 of the U.B.C. A licensed Soils/Geotech shall certify that the project grading is in accordance with the grading and or drainage plans.	
	10	<b>Improvement Plan:</b> Show existing and proposed private and public utility and infrastructure improvements such as Sewer, Storm Drain, Domestic Water and Fire Water construction in the public right-of-way. This includes facilities will that remain on private property, and that will be maintained by city forces.	
		Obtain design and plan approval from appropriate utility companies for undergrounding all utility lines adjoining and interior to the project, including power lines.	
		Utility Room (Applicable for Residential Projects > 12 units OR Commercial > 15,000 sq. ft. AND/OR Mixed-Use Projects):	
	11	<b>Section:</b> Cross section of the site and/or buildings as developed, showing elevation changes, height, and screening of rooftop equipment.	
	12	<b>Landscape Plan:</b> Show all proposed plant material, common and botanical names and varieties, quantities and sizes; paved areas and paving treatments clearly illustrated; property lines and rights of way clearly drawn by a licensed landscape architect. Specify form of irrigation. Provide a landscape material board showing color photographs of the species and samples of hardscape materials. Note: 4% of uncovered parking areas (including driveway and vehicle areas) require minimum 3' wide planters; 15 gallons or 24" box of trees; 5 gallons of shrubs; and 12-16" on center of ground cover.	
	13	<b>Photo Survey:</b> Photographic survey of site, adjacent properties, and street mounted on foam-core board OR individual packet/report that illustrates both the property itself and conditions on the surrounding properties. This photo survey should be sufficient to illustrate design compatibility between the proposal and existing or adjacent properties.	

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		Photo analysis of the street in the project vicinity should also be included.	
	14	<b>Lighting Plan:</b> Note the manufacturer, model name or number and provide illustration of style of proposed fixtures (building, parking lots, pedestrian walkways and decoration, sign lighting). Identify type of lamp and lighting source, proposed wattage and lumens emitted at the fixture, and foot candle rating at ground level. Also provide four (4) color copies and five (5) black and white copies of cut sheets.	
	15	<b>Tree Preservation Plan:</b> Incorporate arborist report and recommendations by the City-approved arborist, construction fencing around the diameter of the drip line of the tree, new and relocated trees, planting diagrams, soil preparation and maintenance, and a performance guarantee to ensure successful establishment of the plant materials.	
	16	<b>Sprinkler Plan:</b> The San Gabriel Municipal Code requires that sprinklers be installed in all new construction (see SGMC Sec. 96.04 for details). Please supply sprinkler plans for review by the Fire Department at time of building plan check. For questions, call the Fire Prevention Bureau at (626) 308-2883.	
	17	<b>Project Narrative Description:</b> With the architectural and landscape plans submitted for commercial, multi-family, or industrial development, the applicant shall provide a cover letter that explains: <ul style="list-style-type: none"> <li>• Inventory of space provided;</li> <li>• Analysis of surrounding area including how natural or built site, characteristics impacted the design;</li> <li>• Analysis of site conditions;</li> <li>• Definition of the design assessment criteria used;</li> <li>• Principles of sustainability reflected in the design;</li> <li>• Any special issues addressed by the architect; and</li> <li>• Relationship of the project to City of San Gabriel general and specific plans.</li> </ul>	
	18	Master Sign Plan Program (Separate Checklist Supplied by Staff)	
	19	<b>Color and Materials Board:</b> An illustration board (min. 8.5" x 11") containing samples of all exterior colors, finishes, and materials identifying color, name, manufacturer, and number. The board should be keyed to the elevation drawings. Include all roofing, window and door moldings, aluminum and flashing finishes, pavers, window mullions, muntins, trims, and materials/colors.	
	20	<b>Representation of the project as it relates to the surrounding properties:</b> Using models, computer graphics, photo-simulation or other techniques, provide a clear depiction of how the height, bulk, and massing of the project relates to adjacent properties.	
	21	<b>Deed of Trust, Preliminary Title Report, Lot Book Guarantee or Subdivision Litigation Guarantee (not more than 90 days old):</b> Application must demonstrate ownership of property, correct legal description, and property encumbrances. In the case of a lease, submit a copy of the lease in addition to the report.	
	22	<b>Mailing Labels:</b> Two (2) sets of mailing labels, plus a photographic copy of the list prepared by a qualified preparer and notarized as to accuracy, providing labels for all property owners within 300 feet of the subject property's exterior boundaries (Ownership lists, known as farm reports may be obtained through real estate brokers and title companies. A copy of the farm package, not more than 90 days old, must accompany).	
	23	<b>Expanded Notification:</b> Notification boundaries may be expanded from 300' to 500' as determined by staff based on significance of project and potential impact. The applicant will provide a check to the City for the	

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		<p>additional postage costs. At minimum, any project which meets the following criteria will require expanded notification:</p> <ul style="list-style-type: none"> <li>A. Any project requiring a Environmental Impact Review;</li> <li>B. Any project involving construction of greater than 10,000 square feet; or</li> <li>C. Any project requiring a traffic study.</li> </ul>	
	24	<p><b>Community Meeting:</b> May be required as determined by staff based on significance of project and potential impact, as well as any potential controversial change in land use. At minimum, any project which meets the following criteria will require a community meeting:</p> <ul style="list-style-type: none"> <li>A. Any project requiring a Environmental Impact Review; or</li> <li>B. Any project requiring a discretionary permit and involving new construction greater than 10,000 square feet or renovation of greater than 15,000 square feet.</li> </ul>	
	25	<p><b>Sign posting on property:</b> For all projects requiring a public hearing and for significant community projects as may be determined by staff, a sign should be posted on the property within 30 days of the project's submittal to the City. The sign shall be revised to reflect the date and time of public hearings or public meetings scheduled to discuss the project. The applicant will provide a check to the City for the additional costs. At minimum, any project which meets the following criteria will require a sign posted on their property:</p> <ul style="list-style-type: none"> <li>A. Any project which requires a public hearing;</li> <li>B. Any project requiring a Environmental Impact Review;</li> <li>C. Any project involving construction of greater than 10,000 square feet; or</li> <li>D. Any project requiring a traffic study.</li> </ul>	
	26	<p><b>Vicinity and Land Use Map:</b> Show all zoning and general plan designations within 300' of the property at 1"=100'. Use standard land use colors and include a list of the surrounding uses by address and occupant names.</p>	
	27	<p><b>Setback Map:</b> Show all parcels within 500 feet along the same street, dimensioned to show actual setbacks from property line, parking and parking restrictions on that section of the street, dimensioned from curb to structure and from property line to structure.</p>	
	28	<p><b>Market Study:</b> A document assessing the market potential, economic benefits and impacts and mitigations of the project, prepared by a company under contract, and to the specifications of the Community Development Department.</p>	
	29	<p><b>Access or Parking Agreements:</b> Agreements prepared to the satisfaction of the City Attorney.</p>	
	30	<p><b>Hours of Operation:</b> Provide information concerning hours of operation, including information concerning what activities are conducted during what periods. Your project manager can assist you in identifying the information needed.</p>	
	31	<p><b>Supplemental Police Department Checklist (Supplied by Staff):</b> This form should be completed for alcohol serving establishments, VIP rooms, and other businesses that may require a public safety review.</p>	
	32	<p>Environmental Information Form (Supplied by Staff)</p>	
	33	<p>Density Bonus Supplemental Checklist (Supplied by Staff)</p>	
	34	<p><b>Streetscape Plan:</b> To include ornamental street lighting, street furniture, street trees to be installed every 25 feet, landscaping to be</p>	

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		stepped with layered plants, etc. (Streetscape Standards Supplied by Staff)	
	35	<b>Public Art Program:</b> Refer to the Valley Blvd. Specific Plan for standards.	
	36	<b>Focused Traffic Study:</b> To include but not limited to: Site plan; ADT/intersection/driveway counts; trip generation information; trip distribution; AM and PM peak hour information; existing/future/growth rate/project information; signal and/or stop warrants (if applicable).	
	37	<b>Focused Sewer Study:</b> Site plan; existing sewer system/service; flow metering (if applicable); project waste generation; pipe sizing requirements; video information (if applicable).	
	38	<b>Acoustical Study:</b> Analysis shall indicate the existing and projected CNEL's on the site and the method by which the noise is to be controlled or reduced to no more than 65 db within the exterior living space and no more than 45 db within the interior living space of all proposed dwelling units. In addition, an air quality analysis shall be provided which describes existing and projected concentration of air pollutants at the site in relation to standards set by the California Air Resources Board and the U.S. Environmental Protection Agency. Design features shall be incorporated which would control or reduce pollutant concentration to State standards, or if such provisions are not feasible, an explanation of overriding considerations shall be provided which justifies approval of the project despite unmitigated air pollutant exposure.	

**Handy Hints For Filers**

- Each exhibit you supply should clearly state applicant's name, project address, and case number. Please do not provide oversize or untrimmed sheets.
- Deadlines supplied by staff are final; staff will not guarantee hearing dates for projects that have not met all minimum requirements on this list.
- If you have any questions, please call us at (626) 308-2806. We encourage applicants to set appointments with staff members, since your project manager may be in the field or otherwise occupied when you visit.

**Checked by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments Returned (Date):** \_\_\_\_\_