

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

## ***Minor Modification Checklist***

**Applicant Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Welcome to the City of San Gabriel! To expedite the processing of your application, use this checklist to meet the requirements of the Planning Division.**

### **APPLICATION AND FEES**

Prepare and submit three (3) complete sets of plans including site plan, floor plan, and elevation drawings, whichever are applicable to the Planning Division accompanied by the City-provided application and filing fee of \$335, plus \$85 for each modification over one (any incomplete applications will not be accepted).

No.	Item	Verified:
1	<b>Historic Preservation:</b> Are existing structures considered historic per building permits and architectural design?	
2	<b>Complete Site Plan:</b> Include the following -	
	Tabular legend showing address, zoning, size of lot, size of each building, and calculation of lot coverage and floor area ratio	
	Square footage of house: existing and proposed addition	
	Adjacent properties: Show the setback dimensions and building footprints; Label as one or two-story structures.	
	Property lines (PL) fully dimensioned	
	North arrow	
	Scale (All plans must be drawn to scale)	
	Utilities: Show existing and proposed structures, i.e. A/C units, cable, utility or telephone poles.	
	Fences/Walls: Show existing and/or proposed fences or walls; Identify height and materials.	
	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.	
	Landscaped areas	
	Parkway, if any	
	Private streets/alleys/easements	
3	<b>Floor Plan:</b> Include the following (If applicable) -	
	Dimensioned to show the location and size of rooms, walkways, and other internal features. Specify all design features, colors, materials, lengths, and heights.	
	Label use and size of room in square feet.	
	Doors: Show all doors and the direction of which they open.	

4	<b>Elevations:</b> Include the following -	
	Nearest walls of adjacent properties	
	Elevations properly labeled as north, south, east, and west	
	Legend of materials, colors, and design features keyed to elevations	
	Building length and height dimension, drawn to scale	
5	<b>Parking Plan:</b> Include the following (If applicable) -	
	Summary indicating required and provided number of parking spaces including handicap spaces	
	Location of standard (S), compact (C), and handicap (HC) parking stalls, driveways, and ramps with grade ratio and loading zones.	
	Dimensions of parking spaces, drive aisles, back-up spaces, handicap accessible spaces, drive aisles and turning radii, parking bumpers and stripes	
	Gates and equipment locations, utility cabinets, street access, turning lanes, pavement markings, utility poles	
	Landscaping to Code standards: Provide full index showing conformance to Code standards	
6	<b>Photos:</b> Photos of the site, adjacent properties, and street that illustrates both the property itself and conditions on the surrounding properties.	
<b>Per Municipal Zoning Code Regulations</b>		
7	Provide calculation whereby modifications of the rear yard, side yard, lot coverage, floor area ratio, driveway width, or parking stall size do not exceed 20% variation from existing regulations.	
8	Provide calculation whereby modifications of fence, wall, hedge, sign, swimming pool, and storage regulations, including vehicles, boats, trailers, and campers do not exceed 20% variation from existing regulations.	

**SUPPLEMENTARY INFORMATION:** Applications for modifications shall be accompanied by the following:

**1. Brief Statement of Reason for Modification:**

- For modifications of the rear yard, side yard, lot coverage, floor area ratio, driveway, or parking stall size: Provide reason as may be necessary to secure an appropriate improvement of a lot to prevent unreasonable hardship, or to promote uniformity of appearance.
- For modifications of fence, wall, hedge, sign, swimming pool, and storage regulations: Provide reason as may be necessary to secure an appropriate improvement or use of a lot.

**2. Mailing Labels/Radius Map:** Notice of the modification is required to all property owners within 65 feet of the subject property's exterior boundaries. The applicant shall provide two (2) sets of mailing labels and submit a radius map showing the area within a 65 feet radius of the subject property's exterior boundaries.

**3. Written Consent:** The applicant may provide written consent or statement indicating which property owners refused to provide such consent and reasons therefore if known to the modification from these property owners. Statements must include printed name of property owner of record.

**Examples of Modification Requests:**

- Fences/Walls/Hedges:
  - (a) Corner fences at maximum height of 28.8 inches.

- (b) Front yard fences at maximum height of 57.6 inches.
- (c) Side yard fences at maximum height of 86.4 inches.
- Setbacks
  - (a) Side yard no smaller than 4 feet 9 inches.
  - (b) Rear yard no smaller than 20 feet.
- Lot coverage at maximum of 42%.
- Floor area ratio at maximum of 42%.
- Parking stalls size at minimum 9 feet by 16 feet.

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

**Date:** \_\_\_\_\_