

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

## **Site Plan Review Checklist** **For the R-1 Zone**

**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 sets of site plan, floor plan, and elevation drawings to the Planning Division accompanied by the City provided application and filing fee (any incomplete applications will not be accepted).

- *Small SPR (Addition of less than 800 sq. ft.): \$170* 4 Sets
- *Large SPR (Addition of greater than 800 sq. ft.; New SFR): \$335* 5 Sets

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)	
	Drainage pattern	
	Concrete stoop for side and rear entrances that are above-grade; to be equivalent to the width of the door opening and 36" deep	
	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)	
	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 including planter beds; Show side yard with a concrete path that includes stepping-stones, colored concrete, or landscaping; 4% of uncovered parking areas (including driveway and vehicle areas) require minimum 3' wide planters.	
	Pad and finished pad elevations where a new grade will be established	

	Manholes, if any	
	Parkway	
	Private streets/alleys/easements	
	Existing and proposed public improvements to center line of street and curb	
	Street lights/Telephone poles	
3	<b>Floor Plan:</b> Include the following –	
	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.	
	Bathrooms: Show proposed bathrooms containing a window or exhaust fan for adequate ventilation.	
	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>Landscape Plan</b> (if applicable): 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.	
6	<b>Grading Plan</b> (if applicable): Include all areas of cut and fill, earthwork calculations, and elevation shown. Show all drainage courses, natural and improved, and all contributing drainage areas to establish impact on/from surrounding parcels.	
<b>Per Municipal Zoning Code Regulations</b>		
7	<b>Property Dimensions:</b> Show the property's width and length (corner lots shall have min. lot depth of 55') and dimensions for newly created lots.	
8	<b>FAR<sup>1</sup>:</b> Show that the floor area ratio does not exceed 0.35 of the lot size, not including the driveway.	
9	<b>Lot Coverage<sup>2</sup>:</b> Show that the lot coverage does not exceed 35% of the lot size.	
10	<b>Setbacks:</b> Show dimensions of property's setbacks -	
	<i>Front:</i> 20' - 35' (Average of adjacent homes)	
	<i>Side:</i> Minimum of 6 feet on any one side (total of 16'); An existing building line (min. 4') may be followed for 50% of the length of the house or 25', whichever is less.	
	<i>Street side (Corner lots):</i> 12'	
	<i>Rear:</i> 25'	
11	<b>Building Height:</b> Building height shall not exceed 28 feet	
12	<b>Accessory Structure<sup>3</sup>:</b> Accessory structures shall not exceed 15 feet in height.	
13	<b>Rear Yard Coverage:</b> Accessory structures shall not exceed 50% of the rear yard (Must maintain a min. 5' rear yard setback).	
14	<b>Garage Space Requirement:</b> 1 to 4 bedrooms <sup>4</sup> must have 2 car garage, 5 or 6 bedrooms must have 3 car garage, 7 or more bedrooms must have 4 car garage plus one additional garage space for every 2 additional bedrooms; 20' x 20' min. interior dimension.	
15	<b>Garage Setbacks:</b> Show dimensions of detached garage setbacks -	
	<i>Side:</i> 4' (If garage is more than 100' from front property line, 2' is allowable)	
16	<b>Separation Between Buildings:</b> Distance between house and detached garage or accessory structure minimum 6' from closest point of the building or structure	

	walls.	
<b>Two-Story Homes</b>		
17	<b>Setbacks:</b> Show dimensions of setbacks within angled plane -	
	<i>Front:</i> 20' – 35' (average of adjacent homes) and within angled plane of 45 degrees	
	<i>Side:</i> 2 <sup>nd</sup> floor is a minimum of 10' both sides or within angled plane of 45 degrees	
	<i>Street side (Corner lots):</i> 12'	
	<i>Rear:</i> 25' and within angled plane of 35 degrees	
18	<b>Second Floor Ratio:</b> Second floor shall be 25% less than the first floor gross floor area.	
19	<b>Garage Location:</b> For integral <sup>5</sup> , attached or detached garage with door parallel to the street, garage setback shall be an additional 10 feet from the front line of the house.	
20	<b>Encroachments:</b> Cornices or eave overhangs shall not exceed 24" into required side yard.	
	No side yard encroachments (including chimneys, bay windows or any other architectural features) are permitted unless side yard is min. 6'.	
21	<b>Min. Floor Area:</b> Houses with 1 bedroom must have min. 1,000 sq. ft., 2 bedrooms must have min. 1,150 sq. ft., 3 bedrooms must have min. 1,300 sq.ft., 4 bedrooms must have min. 1,450 sq. ft., and for each bedroom in excess of 4, an additional 150 sq. ft. of floor area per bedroom is required.	
<b>Senior Housing Unit (Subject to C.U.P.)</b>		
22	<b>Senior Housing:</b> Unit shall not exceed 640 sq. ft.	
<b>Second Residential Unit (For properties abutting higher residential density zoned property; subject to C.U.P. approval)</b>		
23	<b>Floor Area:</b> Unit shall not exceed 1,200 sq. ft. or 30% of main dwelling floor area, whichever is less.	
<b>Architectural Design Element</b>		
24	<b>Compatibility with the Neighborhood:</b> The proposed design enhances or maintains the community fabric.	
25	<b>Massing, Rhythm, Symmetry:</b> The first floor does not compress the second floor elements; they are proportional.	
26	<b>Windows:</b> The windows on the elevations match those depicted on the floor plan(s); There is an appropriate rhythm to the placement of windows. Raised muntins and mullions (sculpted grids) are used. Submit cut sheet. Show detail of recessed windows one to two inches (1"-2") from the exterior wall. Use of shutters, awnings, or moldings.	
27	<b>Light Fixtures:</b> The design and placement of light fixtures are proportional to the structure.	
28	<b>Details:</b> Proposed roof tile, paint colors, and building materials are labeled or identified to match those of existing structures.	
29	<b>Samples:</b> There is a variety of materials in the color palette, and for the building's exterior (min. of two additional materials, i.e. stucco, aluminum siding, wood, river rock, stone/brick veneer or similar). Must submit for review by staff.	
30	<b>Color and Materials Board:</b> An 8.5" x 11" illustration board containing samples of all exterior colors, finishes, and materials including color, name, manufacturer, and number. The board should be keyed to the elevation drawings. Include all window and door moldings, aluminum and flashing finishes, pavers, window trims, and materials/colors.	
31	<b>Cut Sheets:</b> Provide 2 color copies of cut sheets for the following items: windows, doors, garage doors, and lighting fixtures.	

## **ADDITIONAL REQUIREMENTS:**

**Fire Sprinklers:** Per Municipal Code Section 96.04(D), fire sprinklers are required for new construction and additions over 25% of the existing square footage. Fire sprinklers will be required for the existing and new structures (min. costs \$2.00/sf).

**Impact Fees:** Per Ordinance No. 533 C.S., impact fees apply to new construction and additions greater than 25% of the existing square footage as follows:

- Police – \$644/ unit
- Fire – \$194/ unit
- Open Space – \$1,800/ unit
- Traffic – \$1,970/ new home; \$788/ senior unit; \$1,182/ 2<sup>nd</sup> unit; N/A for additions (based on \$197 per trip)
- Sewer – \$3,394/ unit; \$567/ senior unit; \$849/ 2<sup>nd</sup> unit; \$1,697 for additions over 800 s.f.; N/A for additions < 800 s.f.

**Street Improvements:** If your project is one of the following three categories:

- (1) New construction (vacant lots or demolition of existing);
- (2) Additions greater than 25% of the existing square footage and/or greater than 800 s.f.; or
- (3) Second unit or senior unit additions

The following street improvements may be required:

- Dedicate corner cut-off and/or street right of way to the City;
- Grant landscape easements to the City;
- Install or deposit costs for street lights<sup>6</sup>;
- Install and/or deposit costs for street trees (\$265-\$385 per tree);
- Install street improvements<sup>7</sup>

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<sup>1</sup> **Floor Area Ratio (FAR):** livable area/lot size including covered patios and balconies

<sup>2</sup> **Lot coverage:** House, garage, porch, accessory structures, balconies, patios, decks

<sup>3</sup> **Accessory structure:** Garage, gazebos, children's playhouses, lath or greenhouses, tool sheds, work rooms, barbecues, recreation rooms, home office, pool house/dressing room, and sheds for the housing of domestic animals

<sup>4</sup> **Bedroom:** Any room which is not a kitchen, dining room, living room, family room, or bathroom and is designated as a bedroom or is capable of being used for sleeping quarters

<sup>5</sup> **Integral garage:** One with at least two sides connected to the house

<sup>6</sup> **Street light:** costs/deposit may range from **\$2,500 to \$6,500** per light (includes design, fixtures, conduit & wiring)

<sup>7</sup> **Street Improvements:** costs may range from **\$5.00 to \$20.00** per square foot

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

**Case No.** \_\_\_\_\_