

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

Development Review Application Checklist

Welcome to the City of San Gabriel! This checklist helps 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 the application will not be accepted.** All applicable items requested must be submitted with your application. Incomplete applications will not be accepted.

Date	
Name	
Address of Property	
Project Description	
Prepared By (Staff)	

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 with you. After reviewing your submittals we may find that other items are required, but this represents our best preliminary estimate of what you will need.

Application	Cost	What is required (Threshold)	Time Standard	Required at Entitlement	Notes
Conditional Use Permit	\$ 1,750	See the commercial land use and parking handout		√	
Density Bonus	\$ 840			√	
Land Transfer and Condo Conversion	\$ 185			√	
General Plan Amendment	\$ 2,940			√	
Lot Line Adjustment/Merger (4 or fewer parcels)	\$ 660			√	
Minor Modification	\$ 335**			√	**\$335 + \$85 for each modification over one
Check for Dept. of Fish & Wildlife Filing Fee:				√	
Negative Declaration (ND)	Latest State fee				
Mitigated Negative Declaration (MND)	Latest State fee				
Environmental Impact Report (EIR)	Latest State fee				
County Clerk Processing Fee (may apply): All Checks must be Payable to "Los Angeles County Clerk" <u>DO NOT DATE CHECKS</u>	\$ 75 x2 (2 separate checks)				
Public Hearing Advertising	\$400			√	
Pre-Application Review	\$655			√	
Precise Plan of Design: (Staff)	\$ 1,390			√	
Precise Plan of Design: (DRC)	\$ 2,830			√	
Tentative Parcel Map	\$ 1,975			√	
Tentative Tract Map	\$ 2,375			√	

DRA Checklist for _____

Standards Variance	\$ 1955 - 5650*			√	*\$1,955 for 2 + \$925/each; no more than \$5,650
Zone Change	\$ 2,945			√	
Master Sign Program: (DRC)	\$960			√	
Preparation and Posting of Sign	\$150 or \$300***			√	***\$150 for 2'x3' signs posted on building exteriors and \$300 4' x 6' signs posted on vacant properties
TOTAL APPLICATION FEES		\$			

Note: While the above provides an approximation of your planning permit fees, there may be additional charges 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:

Internal Staff Review
Application review (1st submittal)

- NO. OF SETS OF FULL SIZE PLANS AT 24" x 36" (minimum size) 9
- NO. OF SETS OF PLANS AT 8.5" x 11" OR 11" x 17": 1
- NO. OF SETS OF CATALOG CUT SHEETS: 3
- COLOR AND MATERIALS BOARD 1
- DIGITAL COPY OF PLANS/COLOR ELEVATIONS(pdf) 1

- | | | |
|--|-------------------|---------------------|
| | <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 |
| • NO. OF OTHER ITEMS SUCH AS CATALOG CUT SHEETS: | 3 | 4 color, 5 b&w |

*Planning Commission

**Design Review Commission

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No.	Item	When is this required (threshold)	Required at Entitlement	Required at Plan Check
1	Historic Preservation: Existing structures considered historic per building permits and architectural design	Any building 50 years or older	√	
2	Specific plan area or zoning overlay: Additional requirements may apply	A project located in the Mission District or Valley Boulevard Specific Plan area or in a Planned Development Overlay Zone	√	
3	Complete Site Plan: Include the following -		√	
	A. License # of a State-licensed Architect of Record responsible for preparing this project on the cover sheet of the plans per California Business & Professions Code Section 5536.1-2 and 5537, as applicable.	If prepared by a State-licensed Architect	√	
	B. Table showing address, zoning, size of lot, size of each building, lot coverage, floor area ratio, and parking counts	All projects	√	
	C. Adjacent and Abutting properties: Show the setback dimensions (front, side, and rear) and building footprints; Label story(ies) of each structure	All projects	√	
	D. Setbacks for proposed project: Label front, side, and rear setbacks in appropriate zone perpendicular to the property line – show street dimensions to street center line. (For two-story residential, show setbacks for second flr.)	All projects	√	
	E. Building separation dimensions (distance between proposed and/or existing buildings)	All projects	√	
	F. Property Lines (PL) fully dimensioned	All projects	√	
	G. North Arrow	All projects	√	
	H. Scale (All plans must be drawn to an engineering scale)	All projects	√	
	I. Utilities: Show existing and proposed structures, i.e. sewer laterals, A/C units, utility cabinets, utilities or telephone poles (all ground and roof-mounted utilities on-site shall be screened from view) See Utility Room	Required for all projects except those limited to interior construction / improvements	√	
	J. Drainage is clearly shown and complies with NPDES/SUSMP requirements (Refer to SGMC 53)	Required for all projects except those limited to interior construction / improvements	√	
	K. Cal Green Building Standards Code	All projects		√
	L. Pad and finished pad elevations	When a new grade will be established	√	
	M. Existing and proposed public roadway and parkway improvements to centerline of street and curb including street trees and street lights and existing traffic control devices/signs adjacent to site (labeled)	Applicable residential projects New manufacturing, commercial, and mixed-use construction	√	
	N. Conduct Survey: ALTA / Topographic / Boundary Survey	Refer to Engineering Division's "survey checklist" for survey requirements	√	
	O. Locations of: Fire Department Connections/Standpipes/Risers/OS&Y/PIV	Any new construction project and/or alterations to an	√	

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		existing building's sprinkler system as per SGMC (see fire code handout)		
	P. Proposed or Existing Trash enclosure(s) locations	A residential project 4 units or more, mixed-use or any project affecting Title 24/ accessibility compliance	√	
	Q. Fences/Walls: Show existing and/or proposed fences or walls; Identify height and materials	All projects	√	
	R. Existing or relocated mature trees; Show existing and/or proposed trees that will be removed or relocated; Identify size and type of existing trees. Existing mature trees may not be removed without a tree removal permit per SGMC 95.24.	Mature trees are defined by diameter (19" circumference – 6" diameter) Please obtain a tree removal permit from the Community Development Department if trees will be removed	√	
	S. Landscape: Show landscape and hardscape areas (including parking lots) including dimensions and schematic planting plan	New residential, commercial, and manufacturing construction	√	
	T. Open Space: Show and label all common and private open space dimensions as required by code	New multi-family, commercial, manufacturing, and mixed-use construction	√	
	U. Driveway width	All Projects	√	
	V. Easements	All Projects	√	
	W. Private streets/alleys	Where private streets or alleys are present	√	
	X. Parking Plan including: <ul style="list-style-type: none"> • Table indicating required and proposed number of parking spaces including accessible spaces • Type of tenant space (i.e. retail, general office, medical office, industrial, etc.) by gross floor area • Location of standard (S), compact (C) and accessible (AC) parking stalls, driveways, ramps with grade ratio, and loading zones • Dimensions of parking spaces, back-up spaces, accessible spaces, drive aisles and turning radii, parking wheel stops and striping • Pedestrian and vehicular gates and related equipment locations • Parking lot landscaping to Code standards: Table indicating required and proposed parking lot landscaping to Code standards (SGMC Section 153.226) • Fire lane striping and vertical clearance for Fire Department apparatus (min. 13'6") 	All projects with on-site parking	√	
4	Floor Plan: Label the following -	All Projects		
	A. Dimensioned floor plan drawn to an architectural scale including location and size of rooms in square feet. Label use of each room,		√	
5	Building Elevations: Label the following –	All projects requiring design review		
	A. Elevations properly labeled as north, south, east, and west		√	

DRA Checklist for _____

No.	Item	When is this required (threshold)	Required at Entitlement	Required at Plan Check
	B. Legend of materials, colors, and design features keyed to elevations		√	
	C. Building length and height dimension, drawn to an architectural scale		√	
	D. Exterior gutters and down spouts		√	
	E. Section Drawings: Cross section of the site and buildings as proposed, showing elevation changes, height, and screening of rooftop equipment.	All buildings with proposed rooftop equipment	√	
6	Exterior Architectural Details: Label details of the following -	All projects that require design review		
	A. Window and door trim, molding, details including recessed dimension		√	
	B. Wall finishes and details (fenestration, articulation, etc.)		√	
	C. Trash enclosure(s)		√	
	D. Screening materials for roof top or ground mounted equipment and utilities and trash enclosure(s)		√	
	E. Roofing, parapet, and flashing materials, cornices, eaves, corbels, columns, chimney, awning, and other exterior architectural features		√	
	F. Balconies and patios		√	
	G. Catalog Cut Sheets for windows, doors, garage doors, exterior lighting fixtures, and roofing materials		√	
7	Tentative Map: All required plans shall be prepared by a Registered Professional Engineer. Prepare the following -	All projects that involve subdivisions, condominiums, and those including lot consolidation projects		
	Parcel/Tract Map or accomplish applicable requirements of the Subdivision Map Act (Government Code #66410.66413.5) as may pertain to the project. A final parcel/tract map will need to be prepared and recorded prior to certificate of occupancy.	Parcel map required for 4 parcels or less Tract map for 5 parcels or more	√	
8	Grading/Drainage Plan: All required plans, studies, and reports shall be prepared by a California Registered Civil Engineer. Prepare the following -	All projects with new construction which require site work and those with site work moving more than 50 cubic yards of material or cutting or filling to a depth exceeding one foot		
	A. Final grading/drainage plan showing building footprints, pad elevations, finished grades, drainage routes, retaining walls, erosion control, slopes, and other pertinent information in accordance with current local standards and codes.			√
	B. Drainage study report, including supporting hydraulic and hydrological data. The study shall confirm adequacy of or recommend changes to, the City's existing drainage system by identifying off-site and on-site storm water runoff impacts resulting from permitted land uses. The study shall identify the project's runoff contribution and shall provide locations and sizes of drainage devices, and system connection points and all downstream drainage mitigation measures.		√	

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No.	Item	When is this required (threshold)	Required at Entitlement	Required at Plan Check
	C. Soils/geology report in accordance with current local standards and codes.			√
9	Infrastructure Improvement Plan: Show existing and proposed private and public utility and infrastructure improvements such as street, sewer, storm drain, domestic water, and fire suppression construction in the public right-of-way. This includes facilities that remain on private property, and that will be maintained by City forces.	Typically applicable for Residential Projects > 12 units OR Commercial > 15,000 sq. ft. and/or Mixed-Use Projects – <i>Engineering Division to determine requirements within 30 days of application submittal</i>		√
10	Landscape Plan: 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.	New multi-family, commercial or manufacturing construction and any applicable renovation or addition exceeding 25% of building square footage. Any changes to the parking lot may then require landscaping requirements.	√	
11	Photo Survey: Photographic survey of site, adjacent properties, and photo analysis of the street in the project vicinity illustrating both the property itself and conditions on the surrounding properties. This photo survey should illustrate design compatibility between the proposal and adjacent properties and both sides of the street to the nearest intersection in each direction. The survey shall be mounted on a single foam-core board, 8.5x11 color copies, and an electronic set of all photos. Provide reference plan for all photographs.	Projects requiring approval from Design Review Commission	√	
12	Lighting Plan: 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.	Projects requiring approval from Design Review Commission	√	
13	Tree Preservation Plan: Incorporate arborist report and recommendations by a 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.	Generally required for site plans with protected Class 1 tree species per SGMC 95.24.	√	
14	Project Narrative Description: 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"> • Inventory of space provided; • Analysis of surrounding area including how natural or built site, characteristics impacted the design; • Analysis of site conditions; • Discussion related to adherence to applicable City design guidelines; • Principles of sustainability reflected in the design; • Any special issues addressed by the architect; and • Special relationship of the project to City of San Gabriel general and specific plans, if any. 	Projects requiring approval from Design Review Commission or Planning Commission	√	

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No.	Item	When is this required (threshold)	Required at Entitlement	Required at Plan Check
15	Master Sign Plan Program (Separate Checklist to be supplied by staff)	All commercial buildings with more than one tenant and subdivisions of existing single tenant into multi tenant.	√	
16	Color and Materials Board: 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 (including but not limited to all exterior finishes and elements including but limited to roofing, window and door moldings, aluminum and flashing finishes, pavers, window mullions, muntins, trims, and materials/colors).	Projects requiring approval from Design Review Commission	√	
17	Representation of the project as it relates to the surrounding properties: Using models, computer graphics, photo-simulation or other techniques, provide a clear depiction of how the height, bulk, massing, and setbacks of the project relates to adjacent properties.	May be required for Residential Projects > 12 units OR Commercial > 15,000 sq. ft. and/or Mixed-Use Projects – <i>Planning Division to determine requirements within 30 days of application submittal for smaller projects.</i>	√	
18	Deed of Trust, Preliminary Title Report, Lot Book Guarantee or Subdivision Litigation Guarantee (not more than 90 days old): Applicant 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.	Required for all applications except site plan reviews	√	
19	Mailing Labels: Two (2) sets of mailing labels, plus a photographic copy of the list prepared by a qualified preparer and <i>notarized</i> as to accuracy, providing labels for all property owners and occupants within 500 feet of the subject property's exterior boundaries. (Ownership lists not more than 90 days old may be obtained through real estate brokers and title companies.) Note: Include City Planning Division and Applicant on mailing list.	Any project requiring a public hearing	√	
20	Market Study: 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.	For all projects requesting Density Bonus.	√	
21	Density Bonus Supplemental Checklist (Supplied by Staff)	For all projects requesting Density Bonus.	√	
22	Access or Parking Agreements: Agreements prepared to the satisfaction of the City Attorney. Staff can provide a sample.	Any project requiring offsite parking to meet parking standards.	√	
23	Hours of Operation: Provide hours of operation, including what activities are conducted during what periods.	Any project requiring a Conditional Use Permit (CUP).	√	
24	Supplemental Police Department Checklist (Supplied by Staff):	Required for massage businesses, establishments serving or selling alcohol, establishments offering live entertainment (including live music, dancing, karaoke and KTV), restaurants with dining rooms open between 2:00 a.m. and 6:00 a.m., Internet game arcades (more than three computers), and facial or tanning salons.	√	

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No.	Item	When is this required (threshold)	Required at Entitlement	Required at Plan Check
25	Environmental Information Form (Supplied by Staff)	Any project not exempted from CEQA as determined by staff.	√	
26	Streetscape Plan: Streetscape Standards supplied by staff	All new developments in the VBSP, MDSP and former redevelopment areas.	√	
27	Public Art Program: Art installation or 1% of project cost	All new developments within the VBSP and MDSP areas	√	
28	Traffic Impact Study: Refer to Traffic Study Guideline handout.	Applicable projects	√	
29	Sewer Capacity Study: Site plan; existing sewer system/service; flow metering (if applicable); project waste generation; pipe sizing requirements; video information (if applicable).	All new commercial development or redevelopment that would substantially increase plumbing fixture units or any project requiring environmental review.	√	
30	Acoustical Study: 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.	Prior to the issuance of any building permits for new homes within 1,000 feet of the I-10 Freeway		√
31	Water Supply Assessment: An analysis of current and projected water supply necessary to serve the new development based on its anticipated water demand. The water supply assessment must demonstrate there will be sufficient supply to serve the proposed development in order for the City to issue any permits upon entitlement.	All new multi-family, commercial and mixed-use development as determined by the water purveyor. Check with your water purveyor for applicability.	√	

FIRE DEPARTMENT REQUIREMENTS			
32	<p>Fire Sprinkler Plans: The San Gabriel Municipal Code requires that sprinklers be installed in all new construction as listed in SGMC Sec. 96.03. Fire sprinklers will also be required as listed in SGMC Sec. 93.03. Please supply sprinkler plans for review by the Fire Department at the same time as building plan check. For questions, contact the Fire Prevention Bureau at Fire Station 51 (626) 308-2883.</p>	<p>A. All new buildings; B. Addition(s) to any building creating a total area exceeding 4,000 square feet of floor area between unpierced separation walls; C. Additions, alterations or repairs to any building which exceed 25% of the existing square footage of the building within any (12) month period; D. Whenever a change in occupancy or use increases the fire hazard to the structure or the life safety of the occupants.</p>	√
33	<p>Fire Alarm Plans: The San Gabriel Municipal Code requires an approved manual, automatic or combination manual and automatic fire alarm system in all buildings as listed in SGMC Sec. 96.03. Please supply fire alarm plans for review by the Fire Department at the same time as building plan check. For questions, contact the Fire Prevention Bureau at Fire Station 51 (626) 308-2883.</p>	All buildings exceeding 3,000 square feet	√
34	<p>Knox Key Box: The San Gabriel Municipal Code requires the purchase of Knox key boxes and Knox gate switches as required by the Deputy Fire Marshal as listed in SGMC Sec. 96.02. Keys with permanent identification for all exterior doors, gates, fire alarm panel, and others as directed by the Deputy Fire Marshal shall be provided to the Fire Prevention Bureau. For order forms, contact the Fire Prevention Bureau at Fire Station 51 (626) 308-2883.</p>	All new commercial buildings, mixed use, apartments, townhomes and condominiums. Some buildings shall be required to have Knox Key boxes/gate switches during a tenant improvement as deemed necessary by the Deputy Fire Marshal.	√
35	<p>Hood System Plans: The San Gabriel Municipal Code requires that any restaurant or food establishment with deep fryers that produce fats, oil and grease (FOG) shall be required to provide a Type I hood and UL300 automatic and manual suppression system as listed in SGMC Sec. 96.02. Please supply plans for review by the Fire Department at the same time as building plan check. For questions, contact the Fire Prevention Bureau at Fire Station 51 (626) 308-2883.</p>	Any restaurant or food establishment with deep fryers that produce fats, oil and grease (FOG)	√
36	<p>Spray Booth Plans: The San Gabriel Municipal Code requires that sprinklers be installed in all automotive spray booths as listed in SGMC Sec. 96.02. Please supply sprinkler plans for review by the Fire Department at the same time as building plan check. For questions, contact the Fire Prevention Bureau at Fire Station 51 (626) 308-2883</p>	Any use with a spray booth	√
37	<p>Fire Extinguishers: The San Gabriel Municipal Code requires that business owners provide a 3A-40BC fire extinguisher mounted on the wall, 3-5 feet from the floor. Extinguishers shall be placed in easily accessible locations where they will be readily</p>	All existing and new commercial, and industrial buildings (<i>Includes all new apartments and condominiums</i>).	√

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	accessible and immediately available for use. The number required and distance between shall depend on the occupancy type.			
38	FDC Knox Caps: The San Gabriel Municipal Code requires that all new fire department connection sprinkler systems shall have FDC Knox caps as listed by SGMC Sec. 96.02. Existing systems that are missing FDC caps or appear to have been damaged or vandalized shall have to provide FDC Knox caps as directed by the Deputy Fire Marshal. For order forms, contact the Fire Prevention Bureau at Fire Station 51 (626) 308-2883.	All buildings with fire department connection sprinkler systems		√
39	Emergency Responder Radio Coverage: The San Gabriel Municipal Code requires that all buildings shall have approved radio coverage for emergency responders within the building based upon the existing coverage levels of the public communication system as listed by SGMC Sec. 96.02. The need for ERRC shall be required as directed by the Deputy Fire Marshal. For questions, contact the Fire Prevention Bureau at Fire Station 51 (626) 308-2883.	Required when radio strength will be impaired by very large commercial/mixed use buildings using Type I,II, III construction and underground parking.		√
40	Carbon Monoxide Alarms: The San Gabriel Municipal Code requires that all single family homes with an attached garage shall have carbon monoxide alarms installed outside of each sleeping area where a fossil fuel is used (including basements). New Construction: All new construction single family residences shall install hardwired and inter-connected carbon monoxide alarms on each level of the building where a fossil fuel source is used as listed by SGMC Sec. 96.02. All buildings shall be required to have carbon monoxide alarms by January 01, 2013.	A. All single family homes with an attached garage. B. All new single family homes.		√