



# Development Review Application

## PLANNING DIVISION

13230 PENN STREET  
WHITTIER, CALIFORNIA 90602-1772  
PHONE (562)464-3380 FAX (562)464-3509  
www.cityofwhittier.org

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**This application is for all developments to be reviewed by the Design Review Board,  
Zoning Administrator, and/or Planning Commission**

### FILING INSTRUCTIONS

1. Determine the level of review your project will require:

**LEVEL A**

Authority: Planning Manager

**PROJECTS:**

Commercial Awnings

Substantial changes to building  
facades

Multi-family developments  
consisting of two or fewer  
dwelling units on a lot

Commercial or industrial buildings  
or additions under 5,000 square  
feet

**LEVEL B**

Authority: Zoning Administrator

**PROJECTS:**

Multi-family developments  
consisting of 3 to 9 dwelling units  
on a lot

Commercial or industrial buildings  
or additions from 5,000 to 15,000  
square feet

**LEVEL C**

Authority: Planning Commission

**PROJECTS:**

Multi-family developments  
consisting of 10 or more  
dwelling units

Commercial or industrial  
buildings over 15,000 square  
feet

In all cases, the **Design Review Board (DRB)** considers the project, serving as an advisory body to the approving authority.

2. Complete the application form attached. In addition to the application form, several other items and exhibits must be submitted as part of your application. A checklist of these items, along with supplemental information follows the application form.
3. Submit your complete application package to the Planning Division, at the address shown in the title block above. An overview of the application process is included on the pages that follow. A flowchart is also included showing the general stages through which your application will be evaluated.

*What other City departments  
might be involved in my project?*

*See the Who to Call sheet at the  
back of this packet*

## Application Review Q&A

### What happens after the application is submitted?

When you submit your application package, a staff planner will be assigned to your project. The planner will check your application for completeness. State Law allows cities 30 days to review applications for completeness. We will notify you in writing of any outstanding items.

### After the application is deemed complete, what is the review procedure, and how long does it take?

Once staff deems your application complete, the application will be scheduled for review before the Design Review Board. After the Design Review Board review, the path your case takes depends on the level of review your application requires.

- Level A** projects require no further review after Design Review Board.
- Level B and C** projects require that a public notice be mailed to the owners of surrounding properties, advising them of the project, and of the date and time of the hearing before the Zoning Administrator or the Planning Commission. You must submit the names and addresses of surrounding property owners along with you application materials. Staff will prepare the notice and complete the mailing. See the checklist for details. Upon final review, projects are subject to a 30-day appeal period.

An application processing flowchart is included on the next page, which outlines the procedures for the three levels of review, and includes approximate time frames for each stage.

### When does the Design Review Board and Planning Commission meet?

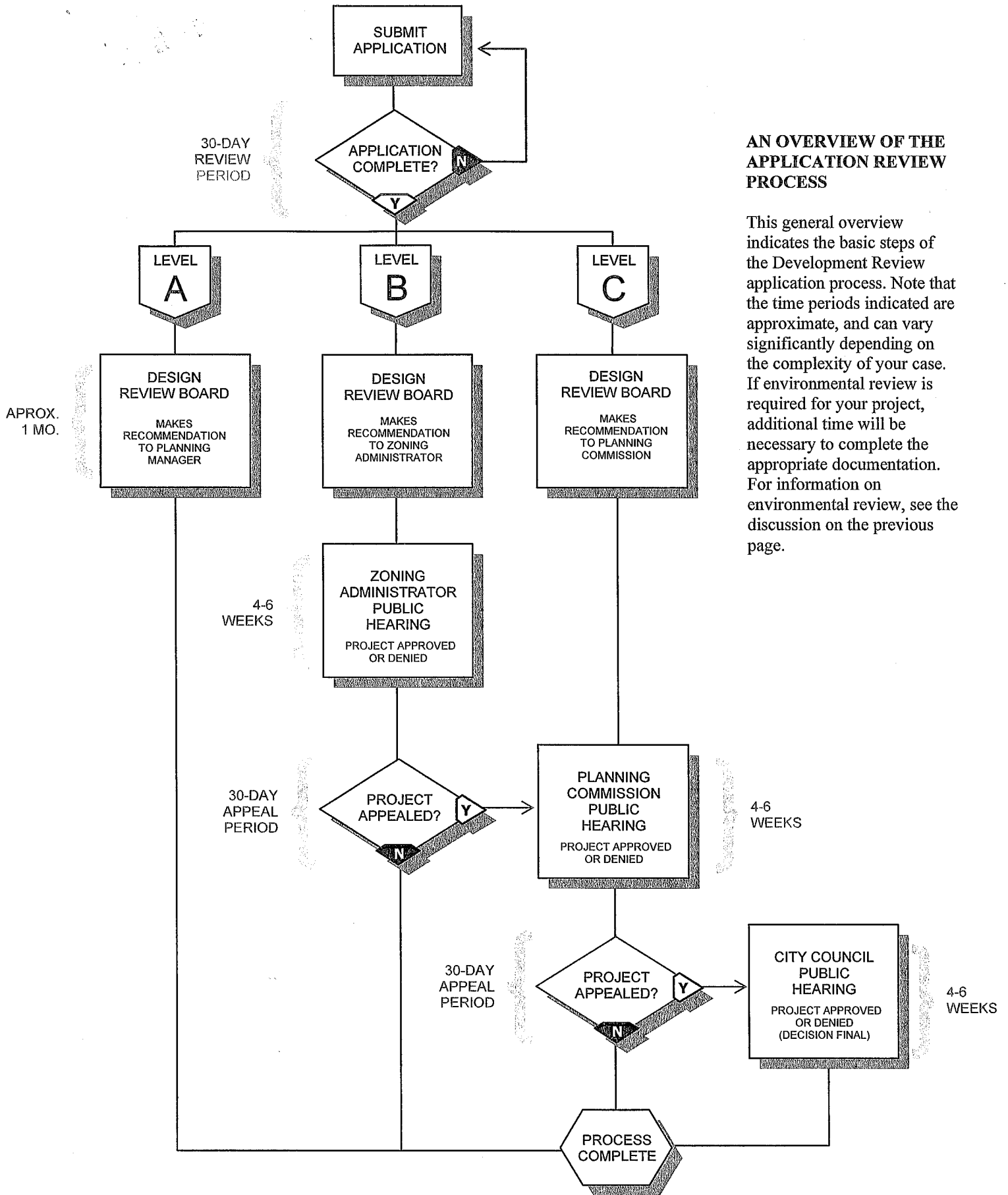
The Design Review Board meets the second and fourth Thursday of each month at 8:00 a.m. The Planning Commission meets the first and third Monday of each month at 7:00 p.m. Both bodies meet in the Council Chambers of City Hall, on the second floor.

### What about environmental review?

If your project requires environmental review under the California Environmental Quality Act (CEQA) additional time will be required for staff to prepare environmental documents, including an environmental initial study and public notices. The amount of time needed can vary considerably depending on the size and complexity of your project. Your staff planner will advise you if environmental review is required. Details of required submittals are found in the attached checklist.

#### *Some background on environmental review*

A state law known as the California Environmental Quality Act requires that all but minor development projects undergo a rigorous environmental review. The Environmental Initial Study discussed above is an outgrowth of this legislation, and provides a consistent framework in which to analyze impacts such as traffic generation, noise, air quality, odor, and aesthetics.



### AN OVERVIEW OF THE APPLICATION REVIEW PROCESS

This general overview indicates the basic steps of the Development Review application process. Note that the time periods indicated are approximate, and can vary significantly depending on the complexity of your case. If environmental review is required for your project, additional time will be necessary to complete the appropriate documentation. For information on environmental review, see the discussion on the previous page.



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### DEVELOPMENT REVIEW APPLICATION

CASE NO: DR- \_\_\_\_\_


ASSOCIATED CASES:  
\_\_\_\_\_

#### 1. PROJECT INFORMATION

PROJECT ADDRESS	ASSESSOR'S PARCEL NUMBER _____ - _____ - _____
LEGAL DESCRIPTION (I.E. LOT AND TRACT NUMBER)	
BRIEFLY DESCRIBE THE PROJECT	

#### 2. APPLICANT INFORMATION\*

*\*If the applicant is not the property owner, the owner must complete the Owner's Affidavit in Section 3*


NAME (IF THE APPLICANT IS AN ORGANIZATION, PLEASE INCLUDE A CONTACT PERSON)	PHONE
STREET ADDRESS	FAX
CITY, STATE, ZIP	E-MAIL (OPTIONAL)
RELATIONSHIP OF APPLICANT TO PROJECT (ARCHITECT, CONSULTANT, ETC.)	APPLICANT'S SIGNATURE:  DATE: _____

#### 3. OWNER'S AFFIDAVIT

*This affidavit allows the applicant identified in the box above to act in the owner's stead. The Planning Division will assume that the applicant will represent the project at any required public hearings. Although the owner will receive notice of any public hearings, all project correspondence will be sent to the designated project applicant.*

I/We, the owner of the subject property, hereby authorize \_\_\_\_\_ to:  
APPLICANT'S NAME

Make application for Development Review for the subject property and/or;  
 Act for me in my place and stead at any and all meetings connected with this application, and to take such action as deemed advisable in connection with this application.

Owner's Signature:  Date: \_\_\_\_\_  
(Owner agreements not acceptable in lieu of signature)

OWNER'S NAME	PHONE
STREET ADDRESS	FAX
CITY, STATE ZIP	

**TO BE COMPLETED BY CITY STAFF**

REVIEW LEVEL AUTHORITY:  
 A  B  C

SPECIFIC PLAN AREA:  
 W.T.C.S.P.  UPTOWN  
 WHITTIER BOULEVARD SPECIFIC PLAN  
 REDEVELOPMENT PROJECT AREA

ISSUED BY: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

FEE: \$ \_\_\_\_\_ (ACT. PL 452)



## Development Review

# Application Checklist

### PLANNING DIVISION

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All applications require the items below. Additional items are required depending on the application review level, and are listed in section "G." 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 or accounted for when you submit your application
- Incomplete submittals will delay the review process
- Plans must be designed to preserve existing parkway trees. Parkway trees may only be removed in cases of disease or hazardous circumstances. For information, contact the Park Department at (562)464-3375

#### **Applicant vs. Owner** ◀

If you are not the owner of the property, be sure to complete the Owners Affidavit section of the application

#### **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 a scaled drawing showing the subject property from a bird's eye view. A sample site plan is included in this packet.

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 Division 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.

#### — **A. Application Form**

Fill out completely

#### — **B. Site Photographs**

Provide 4" x 6" minimum-size color photographs showing all sides of the property. Also include adjacent properties, and if required, the entire streetscape. Please do not mount the photographs.

#### — **C. Architectural Drawings**

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

#### **PLANS MUST BE FOLDED AND NO LARGER THAN 8 ½ x 11**

1. 11 full-size plan sets (11" x 17" min., 24" x 36" max.)
2. 1 reduced-size plan set (8½" x 11" or 8½" x 14")
3. 1 full-size, mounted set of elevations, colored

#### **Site Plan must include:**

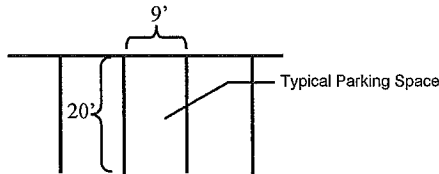
- A. Architect's name and contact information
- B. Project address
- C. North arrow (orient to top of sheet if possible)
- D. Graphic and fractional scales
- E. Date of drawings (including subsequent revisions)
- F. Property line dimensions
- G. Required setbacks for the zone
- H. Location and names 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

### **Parking space tabulation**

Within the parking area layout, include the number of parking spaces in each parking row

### **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"

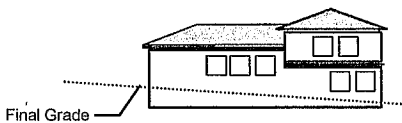


**Lot coverage** is the square footage of all overhead structures on the site divided by the total lot area

**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.



### **What is the purpose of a conceptual landscape plan?**

This plan is a site plan that gives a clear impression of how the landscaping for the development will look. If your project is commercial or industrial in nature, your staff planner will advise you on whether the **City of Whittier Landscape Guidelines** apply. These guidelines discuss the conceptual landscape plan in detail, and contain specific landscape development policies and standards.

Project Tabulations, including:

#### **Non-Residential:**

- Net lot area
- Number of proposed structures on site and gross floor area
- Number of stories for each structure
- Parking spaces required, existing and proposed
- Area of landscaping (call out separately for parking area)
- Legal description

#### **Residential:**

- Net lot area
- Number of units and stories proposed
- Area for each unit, and number of bedrooms
- Number of parking spaces covered and uncovered—proposed, existing and required
- Area of private and common open spaces
- Legal description
- Lot coverage

#### **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

#### **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

#### **Conceptual Landscape Plan**

Show the location, types and container sizes of all proposed plant materials, including trees, shrubs and groundcover. Also show existing trees to be removed, and indicate type and trunk diameter.

#### **D. Colors and Materials Board**

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.

#### **E. Environmental Assessment Form**

Complete this form if necessary

\_\_\_ F. **Environmental Fees**

Remit the following fees, if required:

- Environmental Initial Study (EIS) and Negative Declaration (ND) fee of \$1,453\*

*\*Planning Staff may hire an outside consultant to complete this study, in which case a deposit equal to 120% of the consultant's budget estimate will be required.*

- One checks for \$50 made out to the **Los Angeles County Recorder**

\_\_\_ G. **Project Level Requirements**

The following items must be submitted depending on whether your project level is A, B or C:

**Level A projects:**

An application filing fee, as follows:

___ Freestanding Signs, Awning, Fence/wall:	\$160
___ Master Sign Program:	\$1191
___ Adds; mjr. Remod; const.up to 5K sq.ft; park.lots:	\$950

**Level B projects:**

- For project fees, refer to the Planning Division Services Fees
- A property radius map, and the names and addresses of surrounding property owners, as follows:
  - The two properties on either side
  - Five properties to the rear
  - Five properties across the street

The names and addresses of the property owners must be from the latest equalized assessment roll of the County Assessor, and must be printed on **Avery 5160 or equivalent** labels.

**Level C projects:**

- For project fees, refer to the Planning Division Services Fees.
- A property radius map, and the names and addresses of all surrounding property owners within 300 feet of the subject site. The names and addresses of the property owners must be from the latest equalized assessment roll of the County Assessor, and must be printed on labels according to the sample attached.

**Property radius map information** ◀

Submit a map at a scale of 1" = 200' or 1" = 100', showing all of the lots within **300 feet** of the boundaries of the subject property.\* Number each of the lots consecutively and assign the number on each lot to the corresponding entry on the property owner's list (do not use assessor's parcel numbers for this purpose.) The attached sample map provides further instruction.

**Property Owners List** From the latest equalized assessment roll of the County Assessor, compile a typewritten list of the names and mailing addresses of the owners of all lots or parcels within 300 feet of the boundary of the subject property as shown on the vicinity map. Using **Avery 5160 or equivalent labels**, arrange the entries so they are numbered consecutively, corresponding with the numbers of the lots on the vicinity map. The property owners list should include address labels for the applicant, owner, and anyone associated with the project who may require a public hearing notice. **(Note: Zip Codes must be included.)**

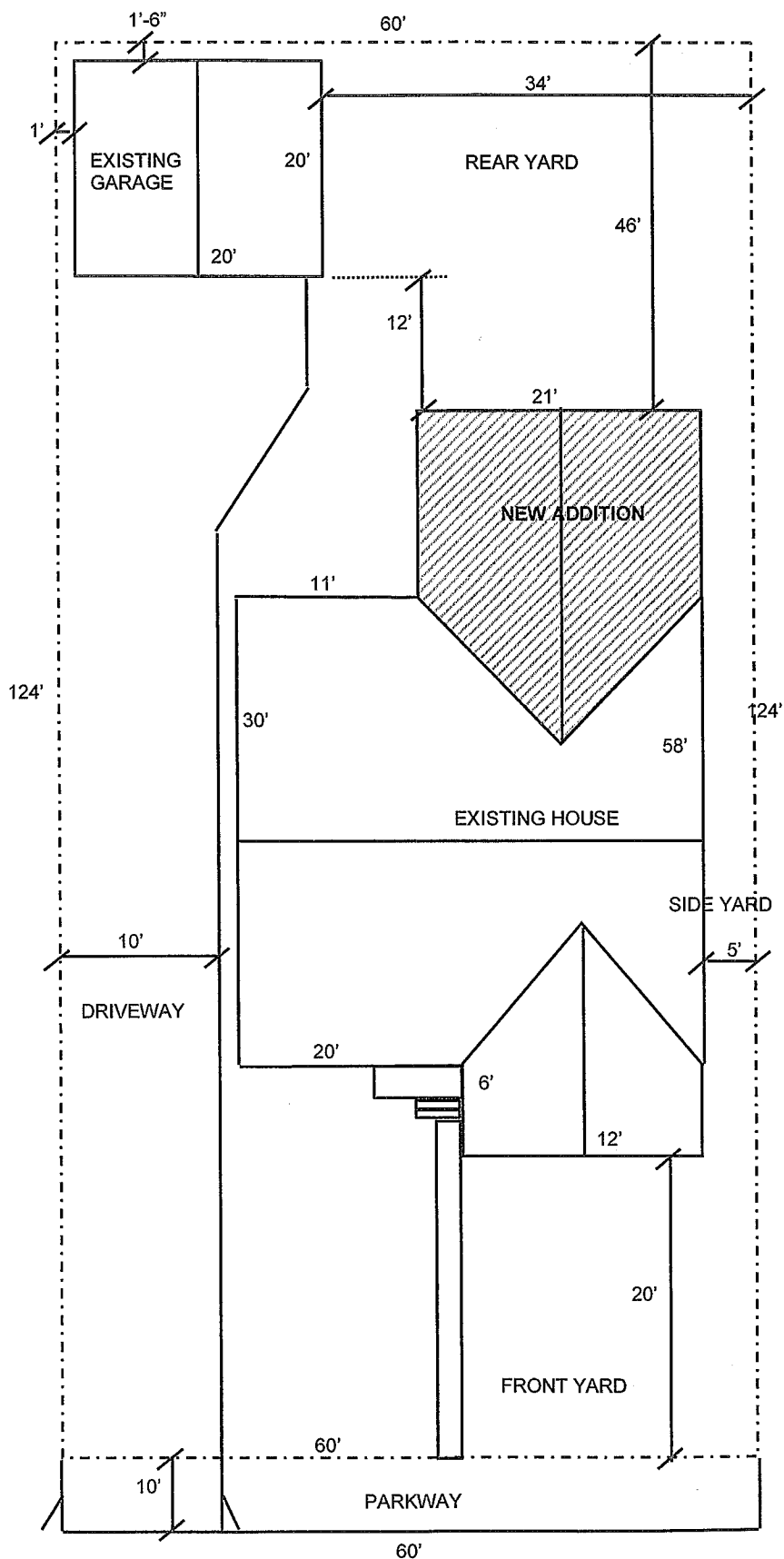
\* Many companies provide this service for a reasonable cost. The Planning Department can provide you with a list of some firms which produce radius maps and ownership lists.



# SAMPLE SITE PLAN

The Site Plan submitted for your home improvement project should show the following:

1. Location and dimensions of the lot lines
2. Location and size of all existing and proposed structures including front, side and rear setback dimensions, as well as structure dimensions
3. Location and width of driveway
4. The Site Plan should be drawn to scale and show a north arrow
5. The street address and name should be clearly indicated
6. The parkway width should be clearly indicated, and all public utilities should be shown
7. A floor plan and elevations may be required
8. All mechanical equipment (i.e. a/c units, water softeners, etc.) should be clearly indicated
9. Other information may be required as deemed necessary by the Planning Division
10. For additional information concerning the preparation of a Site Plan or requirements, or City Zoning Laws, please contact the Planning Division at (562)464-3380.



STREET NAME AND ADDRESS  
Scale: 1/8 in. = 1 Foot

