City of Temple City

ZONING CLEARANCE (ADUS & JADUs)

SUBMITTAL CHECKLIST

FOR PROJECTS INVOLVING NEW SQUARE FOOTAGE FOR THE PRIMARY HOUSE, PLEASE USE THE SITE PLAN REVIEW APPLICATION

ITEMS REQUIRED

This checklist will be used by staff to determine if an application contains the appropriate requirements to begin the application process. All items listed below must be included for all applications. Certain types of projects may require additional items, as specified on this checklist and supplemental application forms. If any item(s) identified on this checklist is/are not included with the submittal and full payment has not been tendered, the project will not be accepted for submittal. Issuance of a full payment receipt serves as the "Statement of Application," pursuant to GCS 65940. All applicable fees can be found in the city's most current fee schedule. Prior to submittal, consultation with the Planning Division is required to confirm all necessary submittal items to deem the application materially-complete. This checklist is intended to guide applicants in submitting a complete application. The determination of application completeness will be made in accordance with the Permit Streamlining Act.

☒ Fully-executed *Zoning Clearance Application* (Attachment 1)

☒ Applicable Filing Fees: (Zoning Clearance and Address Change) - See current fee schedule

☒ Proof of Ownership (Grant Deed)

☒ Owner Occupancy Status (only required for JADUs – latest water and electricity bills, and a photo ID)

☒ Prelim report or title report (a map must be provided in the report for any utility easement exists on the property)

☒ Required Plans

Plans must be prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Provide required number of copies of the following plans

Click here for the minimum plan requirements: https://www.ci.temple-city.ca.us/DocumentCenter/View/16288

Plans	Full Size (24" x 36")	Digital (PDF)
☒ Site Plan (Existing and Proposed)		1
☒ Floor Plan(s) (Existing and Proposed)		1
☒ Roof Plans (Existing and Proposed)		1
☒ Elevations (All Sides, Existing and Proposed)		1
Landscape Plan *		1
Demolition Plan **		1
Low Impact Development Design***		1

(Note: hard copies are not required at the initial submittal unless specifically requested by the City)

*A landscape plan will be required if the aggregate landscaped area to be rehabilitated equals to or greater than 2,500 SF
** Demolition Disclosure Form is required when a project involves demolition to an existing structure

*** Low Impact Development Form and design are required if the project will result in a new floor area of over 500 SF

PROPERTY INFORMATION

Property Address: _____

Parcel Size (area): _____ _____ Depth: _____

Current Use: _____

9701 LAS TUNAS DRIVE, TEMPLE CITY, CA 91780
T: 626.285.2171 F: 626.285.8192
WWW.TEMPLECITY.US

DESCRIPTION OF PROJECT (Be as specific as possible, attach sheets if necessary)

Unit Size: (living area)	
Detached or Attached:	
Number of Bedrooms and Bathrooms:	
Building Height (from the existing grade)	

APPLICANT INFORMATION

Applicant: _____

Address: _____

Phone: _____ E-mail: _____

Cell / Other Phone: _____ _____

Note: Attach additional lists for multiple property owners. If the property owner or applicant is a trust, partnership, corporation or LLC, on a separate sheet, provide a listing of all persons that make-up the trust, partnership, corporation or LLC

Applicant CERTIFICATION

I hereby certify that the statements furnished in this application and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. In addition, I understand that the filing of this application grants the City of Temple City permission to reproduce submitted materials, including but not limited to, plans, exhibits, and photographs, for distribution to staff, Commission, and City Council Members, and other Agencies in order to process the application, and to make those materials available to the public on the City of Temple City's web site and cable channel, notwithstanding Health & Safety Code § 19851 or any other provision of law. Nothing in this consent, however, shall entitle any person to make use of the intellectual property in plans, exhibits and photographs for any purpose unrelated to the City's consideration of this application.

Wet- Signature: _____ Date: _____

Name (*print or type)*: _____ Phone: _____

CONSENT BY PROPERTY OWNER

If applicant is other than property owner, owner must sign consenting to filing. Alternatively the property owner may submit a letter of authorization.

I/We, as the owner(s) of the subject property, consent to the filing of this application. We further consent and hereby authorize City representative(s) to enter upon my property for the purpose of examining and inspecting the property in preparation of any reports and/or required environmental review for the processing of the application(s) being filed. Attach additional sheets if necessary.

Wet-Signature(s)	Name(s) (please print or type)	Date

Note: This application being signed under penalty of perjury and does not require notarization