



City of La Puente

15900 E. Main Street, La Puente, CA 91744 Telephone (626)855-1500 Fax (626)961-4626

SITE PLAN REVIEW APPLICATION

For Staff Use Only

File # _____

Filing Date _____

Inspection Date / Time: _____

Second Story Notification Needed

CPO: _____

Project address: _____

Zone of the property: _____ General Plan Designation: _____

The present use of the property: _____

Dimensions of lot: _____ Square footage of lot: _____

New Addition Alteration Repair

Description of the proposed project: _____

Existing square footage of dwelling: _____ Proposed: _____

Existing number of stories: _____ Proposed: _____

Existing square footage of accessory building(s): _____ Proposed: _____

Existing number of parking spaces within a carport and/or garage: _____ Proposed: _____

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

City State Zip

Daytime Phone Number (_____) _____

(Signature of property owner)

ARCHITECT, ENGINEER, OR CONTRACTOR INFORMATION (if applicable)

Name: _____

Address: _____

City State Zip

Daytime Phone Number (_____) _____

(Signature of agent for owner)

CITY OF LA PUENTE

REQUIREMENTS FOR FILING A SITE PLAN REVIEW

1. **APPLICATION FORM.** Each question must be answered completely. The property owner must sign the application form.
2. **FILING FEE.** The Municipal Code requires that a filing fee to cover processing costs be paid at the time of filing the application. The filing fee is not refundable.
3. **PLANS.** Three (3) sets of the following plans (drawn to scale) are normally required to process a Site Plan Review:
 - a. Site Plan (showing the entire property)
 - b. Floor Plan
 - c. Elevations
 - d. Roof Plan
4. **ADDITIONAL REQUIREMENTS.** The Planning Department reserves the right to request any additional plans and/or information that it feels is necessary for the understanding of the proposed improvement.

APPLICATION PROCESS

1. The owner or representative must submit the plans, application and filing fee to the Planning Department. At that time, the Planning Department will schedule a site inspection with the owner/representative to check for illegal structures and accuracy of drawings. The Planning Department will also review the drawings prior to the inspection for consistency with zoning ordinance requirements and recommend changes if necessary to comply with the regulations or to improve the design of the proposed addition.
2. Once the inspection is done, the Planning Department will contact the owner/representative to inform him/her of the findings:
 - a). Any illegal structures or additions on the site must be addressed before new permits are issued.
 - b). If the submitted plans do not accurately represent the improvements on the property, revised plans must be submitted for Planning Department approval.
3. Once Planning Department approval has been obtained, the owner/applicant must submit structural plans for plan check with the Building and Safety Department. If there are corrections to be made, the owner/representative will be contacted and he/she must make the corrections and resubmit the plans to the Building and Safety Department.
4. Once the plans have been approved by the Building and Safety Department, the owner/representative may pull building permits.
5. Construction may begin only after permits have been obtained, and in accordance with City approved plans.
6. The owner/representative is responsible for scheduling all necessary construction inspections and finalizing permits.