

# **ATTACHMENT A**

**City Application**



# CHECKLIST FOR Conditional Use Permit – Non Development

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

All property in Covina is divided into zones. Each zone is designated with certain permitted, conditional and prohibited uses for the land. The purpose of a “conditional use permit” is to allow for a special review and a determination if the proposed use or the location of that use is compatible with the surrounding uses. In reviewing a conditional use permit application, the staff and Planning Commission will evaluate such items as a building placement, massing, and size, characteristic of the use, traffic generation, noise, hours of operation, adequacy of parking, circulation, proposed intensity, landscaping and overall compatibility of the use with adjoining properties and other related development impacts. Conditions may be imposed as necessary to insure that the proposed use will be compatible with the surrounding properties and environment. The Planning Commission is required to hold at least one public hearing on the Conditional Use Permit Application. At least 10 days prior to the meeting, owners of property within 300 feet of the subject site will be notified by mail of the forthcoming hearing, and a notice of the public hearing will be posted. The Planning Commission’s decision is final, unless an appeal is filed. For further information, refer to Covina Municipal Code Section 17.62.

## SECTION 1: Filing Requirements

- Standard Application Form
- Property Owner’s Authorization Form, Project Contact List Form, Project Description Form
- Four (4) sets of the development plans, FOLDED** (see Section 4), to be reviewed by staff for completeness and accuracy
- One (1) flash drive with complete digital submittal package AND plans** (files smaller than 12.5mb are acceptable as PDF attachments, larger files must be sent via google link, dropbox link, or similar service). **Do NOT embed a google link**
- Public Hearing Information
  - Property ownership list: Two sets of typed, gummed labels on 8-1/2” x 11” sheets, listing the name, address, and assessor’s parcel number of all property owners within 300 feet of the exterior boundaries of the subject property (see format in attached example). The list shall be obtained from the latest equalized assessment roll issued by the Tax Assessor
  - A radius map drawn on the Assessor’s Parcel Maps, spliced together on an 8-1/2” x 11” format, indicating the subject property with a 300 foot radius drawn around the property as shown in the attached example
  - An affidavit certifying property owners’ list

## SECTION 2: Filing Fees

Contact the Planning Division to determine which fees are applicable

- Conditional Use Permit ..... See current fee list
- Public Works – Environmental Services ..... See current fee list

## SECTION 3: Plan Preparation Guidelines

Plans not conforming to these guidelines will not be accepted for processing

- 1. All plans shall be drawn on uniform size sheets no greater than 24” by 36” in size
- 2. All plans shall be drawn to an engineering scale of 1” = 20’, 1” 30’, 1” = 40’, or 1” = 50’ with the scale clearly labeled and with the north arrow oriented towards the top of the sheet
- 3. All required plans shall be collated and stapled together as an individual development plan set; each set shall be folded to the size of 8” by 13” and secured with a rubber band

- 4. All plans shall be clear, legible, and accurately scaled

#### **SECTION 4: Contents of Development Plans**

The items listed below are considered a minimum; additional information may be necessary for clarification during the review process

##### **A. Detailed Site Plan shall include the following:**

- Name, address, and phone number of the applicant and the author of the plan (architect, engineer, etc.)
- Property lines with lot dimensions
- Dimensioned locations of:
  - Setbacks (actual) from all buildings to street curb face and the side and rear property lines
  - Existing street dedications and improvements, including curbs, gutters, sidewalks, and paving widths
  - Nearby areas and driveways
  - Dimensions and square footage of all buildings, structures including the main house, garage, porches, decks, patios and sheds
  - Distances between buildings and/or structures
- Location, height, and materials of the walls and fences (Sections if required)
- Existing improvements to the property, and the location of the proposed uses

##### **B. Elevations shall include the following:**

- All sides of building elevations for all existing and proposed building and structures. Label North, South, East West elevations
- Label all existing and proposed building materials

##### **C. Floor Plan shall include the following:**

###### **Residential**

- All floors, including labels use of each room (bedroom, kitchen, game room, etc.)
- Dimension all exterior walls, doors, windows, and room sizes

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

- N/A*  The proposed seating arrangement and number of seats and aisle-ways
- The location of interior uses (i.e. office, bathroom, waiting area, etc.)
- Dimension all room sizes, corridors and hallways, and aisle widths
- Show existing and proposed improvements

- N/A*  Churches and schools shall also indicate location of public assembly rooms (i.e., sanctuary or other meeting rooms for 50 or more persons) and classrooms, nurseries, exit pathway and doors, location of existing or proposed 1-hour fire-rated walls, and label the number of children and adults in each classroom

##### *N/A* **D. Roof Plans shall include the following: (if applicable)**

- N/A*  Show locations of existing and new roof mounted equipment and/or projections
- N/A*  Cross sections showing roof parapet can screen the roof mounted equipment and/or projections

**ALL PLANS ARE TO BE FOLDED, BY THE APPLICANT, PRIOR TO SUBMITTAL.**

**NOTE: After the Conditional Use Permit is approved by the Planning Commission, please contact Building & Safety Division for additional and specific requirements and fees for Building Plan Review Submittal.**



# Standard Application Form – 1

## Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

### Applicant Information

|  |                                   |                         |
|--|-----------------------------------|-------------------------|
| Proposed Project Name: <b>ODA AUTOWERKZ</b>  |                                   | <b>STAFF USE ONLY</b>   |
| Project Address: <b>813 E SAN BERNARDINO RD, COVINA, CA 91723</b>  |                                   |                         |
| Assessor's Parcel Number (APN): <b>8429-010-013</b>  |                                   |                         |
| Applicant Name: <b>JACK LANPHERE</b>   |                                   |                         |
| Phone: <b>619-884-1421</b>   | E-Mail: <b>JACK@LSARCHINC.COM</b> | File No. _____          |
| Applicant address: <b>38516 AMATEUR WAY, BEAUMONT, CA 92223</b>  |                                   | Assigned Planner: _____ |
| Property Owner Name (if different than above): <b>GERARDO CHAVES</b>                                       |                                   |                         |
| Property Owner Contact Information: <b>KEVIN HOLLINGSWORTH (PROPERTY MANAGER) EMAIL: REQUEST@LHREM.COM</b> |                                   |                         |
| Property Owner Address: <b>PO BOX 37, SAN DIMAS, CA 91773</b>  |                                   |                         |
| CC Property Owner in Correspondence? <input checked="" type="radio"/> Yes <input type="radio"/> No         |                                   |                         |

### Project Type

Please check the type of project review requested. If you are applying for more than one review you may check all that apply.

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Conditional Use Permit   | <input type="checkbox"/> PCD Amendment   | <input type="checkbox"/> Tree Preservation Permit<br><input type="checkbox"/> Minor |
| <input type="checkbox"/> Development Agreement               | <input type="checkbox"/> Public Convenience or necessity (ABC)                           | <input type="checkbox"/> Vacation of Alley, Easement, Street                        |
| <input type="checkbox"/> General Plan Amendment              | <input type="checkbox"/> Site Plan Review-Major  | <input type="checkbox"/> Variance   |
| <input type="checkbox"/> Historic Structure Designation      | <input type="checkbox"/> Site Plan Review-Minor (Residential)                            | <input type="checkbox"/> Variance (Minor)   |
| <input type="checkbox"/> Lot Line Adjustment/Lot Merger      | <input type="checkbox"/> Site Plan Review-Minor (Non-Residential)                        | <input type="checkbox"/> Zoning Code Amendment/ Zone Change                         |
| <input type="checkbox"/> Pre-Application Review              | <input type="checkbox"/> Tentative Parcel Map<br><input type="checkbox"/> Time Extension | <input type="checkbox"/> _____<br>(Other)   |
| <input type="checkbox"/> Planned Community Development (PCD) | <input type="checkbox"/> Tentative Tract Map<br><input type="checkbox"/> Time Extension  | <input type="checkbox"/> _____<br>(Other)   |

### Project Description

Provide as much detail as possible/attach additional pages if necessary

The project proposes to construct a 1,620 square feet pre-engineered metal building for auto body paint booth work.

### Property Owner Certification

I certify that I am presently the legal property owner of the above described property. Further, I acknowledge the filing of this application and certify that all of the above information is true and correct. If applicant is different from the legal property owner, a property owner's authorization form must accompany this application (Standard Application – 2). Insert N/A below if submitting authorization form.

Date: N/A Signature: N/A

Print Name and Title: N/A

### STAFF USE ONLY

|                |              |       |             |
|----------------|--------------|-------|-------------|
| Date Received: | Received by: | Fees: | Receipt No: |
|----------------|--------------|-------|-------------|



# Standard Application – 2 Property Owner’s Authorization Form

Community Development Department – Planning Division

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List the name(s) and address(es) of all property owner(s).

1. Owner Name: GERARDO CHAVES  
Complete Address: PO BOX 37, SAN DIMAS, CA 91773  
Email: REQUEST@LHREM.COM Phone: 626-967-2000

~~2. Owner Name: \_\_\_\_\_  
Complete Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_~~

~~3. Owner Name: \_\_\_\_\_  
Complete Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_~~

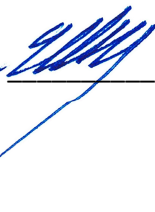
### Certification Statement

This letter shall serve to notify you and certify that I/we am/are the legal owner(s) of the property described in the attached application and do hereby authorize:

Applicant’s Name: JACK LANPHERE Phone: 619-884-1421  
Applicant’s Complete Address: 38516 AMATEUR WAY, BEAUMONT, CA 92223 Email: INFO@LSARCHINC.COM

To file and present my/our interest for the referenced application(s): APN #: 8429-010-013

Name (printed): KEVIN HOLLINGSWORTH  
Title: PROPERTY MANAGER Date: 03/13/24

Signature: 



# Standard Application – 3 Project Description Form

Community Development Department – Planning Division

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**The following information must be completed and submitted with new applications: (Print or type all information entered)**

### A. General Information

Project Address or Assessor's Parcel Number: APN: 8429-010-013

Site Area: 0.36 ACRES Building Area: 1,620 SQ.FT. Building Height: 14'-0" No. of Floors: 1

Total anticipated number of employees: 5 Max shift: 3 Hours of operation: 9AM-5PM

Does the business involve the sale of any food or beverages?  No  Yes

Will the project be built in phases?  No  Yes If **YES**, a phasing plan is required to be submitted.

Will any permits be required from agencies other than the City (including a Hazardous Materials Business Plan)?

No  Yes If yes, list: \_\_\_\_\_

Will the project use, store, or dispose of potentially hazardous chemicals, materials, toxic substances, flammables or explosives?  No  Yes If yes, describe: \_\_\_\_\_

If any of the above answers are **YES**, please describe in detail on a separate sheet.

### B. Existing Land Uses of the Subject and Surrounding Properties

Subject property: M-1; COMMERCIAL, AUTO BODY REPAIR & SERVICE

North: M-1; GOVERNMENT PARCEL, SOUTHERN PACIFIC RAILROAD

East: M-1; COMMERCIAL

South: EAST SAN BERNARDINO ROAD

West: M-1; COMMERCIAL, AUTO, RECREATION EQPT, CONSTRUCTION EQPT, SALES & SERVICE

### C. Physical Site

Will the project modify existing natural features?  No  Yes If **YES**, please describe in detail on a separate sheet?

Estimated cubic yards of grading involved in the project:  None  Cut = \_\_\_\_\_ Fill = \_\_\_\_\_

What is the maximum height and grade of constructed slopes? N/A, NO SLOPES

### D. Archaeological/Historical

Is the project located in an area of archaeological or historical sensitivity as identified in the Covina General Plan?

No  Yes If **YES**, please describe in detail on a separate sheet.

### E. Flora and Fauna

Describe the types of vegetation and trees in the project area: NONE

\_\_\_\_\_

\_\_\_\_\_

Number of Oak trees on the site: 0 Number of Oak trees to be removed: 0 a Tree Permit application must be obtained

Describe the types of wildlife found in the project area: NONE

\_\_\_\_\_

**F. Noise**

Will the project increase noise levels within the project area of surrounding neighborhood?

No  Yes If **YES**, please describe in detail on a separate sheet

Will the project increase the amount of light, vibration, dust, ash, smoke, or odors during construction or after development?  No  Yes If **YES**, please describe in detail on a separate sheet.

**G. List of Attached Environmental Reports**

NONE

Contact person for environmental: N/A Phone: N/A

Environmental firm: N/A E-mail: N/A

Mailing Address: N/A

**H. Certifications**


Government Code Section 65962.5 requires the Planning Division to make available to applicants the most current list of "Identified Hazardous Waste Sites" from the State Office of Planning and Research. The list is available on the web at [http://www.dtsc.ca.gov/SiteCleanup/Cortese\\_List](http://www.dtsc.ca.gov/SiteCleanup/Cortese_List) under Mandated Web Site Postings.

All applicants must complete and sign the following statement in order for the Planning Division to deem the application complete.

"I, JACK LANPHERE, certify that I have reviewed the list of "Identified Hazardous Waste Sites" from the Office of Planning and Research and have determined that the site that is the subject of this application is not on said list."

I hereby certify that to the best of my ability, the statements furnished above and the exhibits submitted with this application present the data and information required for this initial evaluation and that the facts, statements, and information presented are true and correct to the best of my knowledge. Furthermore, I understand that failure to provide the plans and information required may result in this application not being accepted as complete for planning and processing.

Name (printed): JACK LANPHERE Date: MARCH 11, 2024

Signature: 

Representative for: L & S ARCHITECTS, INC.

Title: ARCHITECT



# Standard Application - 4 Project Contact List

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

**The following information must be completed and submitted with new applications: (Print or type all information entered)**

|  |                  |   |
|--|------------------|---|
| <i>Project Location:</i> 813 E SAN BERNARDINO RD, COVINA, CA 91723 |                  | <b>STAFF USE ONLY<br/>FILE NO.:</b><br><br><b>MUNIS:</b><br><br><b>RELATED FILES:</b> |
| <i>Applicant:</i> JACK LANPHERE                                    |                  |   |
| <i>Primary Contact Person:</i><br>JACK LANPHERE                    |                  |   |
| <i>Address:</i> 38516 AMATEUR WAY, BEAUMONT, CA 92223              |                  |   |
| <i>Phone:</i> 619-884-1421   | <i>Fax:</i> NONE | <i>E-mail Address:</i> INFO@LSARCHINC.COM   |

~~*Secondary Contact Person: (Please Specify Name, Company, Title)*~~

~~*Address:*~~

~~*Phone:*~~

~~*Fax:*~~

~~*E-mail Address:*~~

~~*Legal Property Owner:*~~

~~*Address:*~~

~~*Phone:*~~

~~*Fax:*~~

~~*E-mail Address:*~~

~~*Architect:* L & S ARCHITECTS, INC. *Contact Person:* JACK M. LANPHERE III, ARCHITECT, C-38052~~

~~*Address:* 38516 AMATEUR WAY, BEAUMONT, CA 92223~~

~~*Phone:* 619-884-1421~~

~~*Fax:* NONE~~

~~*E-mail Address:* INFO@LSARCHINC.COM~~

~~*Engineer* *Contact Person:*~~

~~*Address:*~~

~~*Phone:*~~

~~*Fax:*~~

~~*E-mail Address:*~~

~~*Landscape Architect* *Contact Person:*~~

~~*Address:*~~

~~*Phone:*~~

~~*Fax:*~~

~~*E-mail Address:*~~





# Housing Division Supplemental Checklist

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

1. Project Address: 813 E SAN BERNARDINO RD, COVINA, CA 91723
2. Existing Square Footage of Building: 825 SQUARE FEET
3. Is the structure/building being demolished?  Yes  No  
If yes: what is the square footage of demolition proposed? N/A  
How many units are being demolished? N/A
4. What type of use is being demolished? i.e. residential (include number of units), Commercial, Office.  
NONE
5. What is the square footage of commercial/industrial/office use proposed? Please specify what type:  
COMMERCIAL BUILDING: 1,620 SQUARE FEET
6. What is the total number of housing units proposed at te project site? NONE
7. Will this project require a Tentative Tract Map (TTM) or Tentative Parcel Map (TPM)? NO  
If so, how many subdivisions? N/A



# Standard Application - 5 Non-Residential Project Summary Table

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

## PROJECT INFORMATION

Project Name: **ODA AUTOWERKZ**

Project Address: **813 E SAN BERNARDINO RD, COVINA, CA 91723**

General Plan: **COMMERCIAL**

Zoning District: **M-1 LIGHT MANUFACTURING ZONE**

### PROJECT AREA

|  |                    |
|--|--------------------|
| Gross  | <b>0.357 Acres</b> |
| Net (Exclusive of dedication for major external and secondary streets) | <b>0.357 Acres</b> |

### AREA DISTRIBUTION (Net Area) Acres/Sq. FT. % of Net Project Area

|  |                                     |               |
|--|-------------------------------------|---------------|
| Building Coverage  | <b>2,445 SQUARE FEET</b>            | <b>15.73%</b> |
| Landscape Coverage   | <b>0 SQUARE FEET</b>                | <b>0.00%</b>  |
| Vehicular Coverage (Including parking, drive aisles, etc.) | <b>12,000 SQUARE FEET</b>           | <b>77.22%</b> |
| Floor Area Ratio   | <b>2,445 SQ.FT. ÷ 15,540 SQ.FT.</b> | <b>0.16</b>   |

### FLOOR AREA DISTRIBUTION BY PROPOSED USE (Based on Net Area)

| Area of Building Pad | No. of Stores | Gross Floor Area    | Proposed Use                     |
|----------------------|---------------|---------------------|----------------------------------|
| <b>1,620 SQ.FT.</b>  | <b>1</b>      | <b>1,620 SQ.FT.</b> | <b>COMMERCIAL,<br/>AUTO BODY</b> |

### PARKING ( Calculate Each Use Within a Building Separately)

| Type of Use                   | Parking Ratio             | # Spaces Req.   | # Spaces Provided |
|-------------------------------|---------------------------|-----------------|-------------------|
| <b>AUTO BODY / PAINT SHOP</b> | <b>3 PER ROLL-UP DOOR</b> | <b>9 SPACES</b> | <b>9 SPACES</b>   |
| <b>Total:</b>                 |                           | <b>9 SPACES</b> | <b>9 SPACES</b>   |



# Standard Application - 6 Residential Project Summary Table (5 or more Lots/Units)

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

## PROJECT INFORMATION

Project Name: ODA AUTOWERKZ  
 Project Address: 813 E SAN BERNARDINO RD, COVINA, CA 91723  
 General Plan: COMMERCIAL  
 Zoning District: M-1 LIGHT MANUFACTURING ZONE

### PROJECT AREA

Gross \_\_\_\_\_ Acres  
 Net (Exclusive of dedication for major external and secondary streets) \_\_\_\_\_ Acres

| DWELLING UNITS (Based on Net Area) | Number | Net Density |
|------------------------------------|--------|-------------|
| Single Family Detached             |        |             |
| Duplex                             |        |             |
| Multi Family                       |        |             |
| Bachelor                           |        |             |
| One Bedroom                        |        |             |
| Two Bedroom                        |        |             |
| Three Bedroom                      |        |             |
| Four Bedroom                       |        |             |
| Total:                             |        |             |

| AREA DISTRIBUTION (Based on Net Area) | Acres/Sq. Ft. | % of Net Project Area |
|---------------------------------------|---------------|-----------------------|
| Building Coverage                     |               |                       |
| Landscape Coverage                    |               |                       |
| Common Open Space                     |               |                       |
| Private Open Space                    |               |                       |
| Usable Open Space (Common + Private)  |               |                       |
| Floor Area Ratio                      |               |                       |

| PARKING                | Parking Ratio | # of Units | Spaces Req'd | Spaces Provided |
|------------------------|---------------|------------|--------------|-----------------|
| Single Family Detached |               |            |              |                 |
| Duplex                 |               |            |              |                 |
| Multi Family           |               |            |              |                 |
| Bachelor               |               |            |              |                 |
| One Bedroom            |               |            |              |                 |
| Two Bedroom            |               |            |              |                 |
| Three Bedroom          |               |            |              |                 |
| Four Bedroom           |               |            |              |                 |
| Guest Parking          |               |            |              |                 |
| Total:                 |               |            |              |                 |