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

- ☐ 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
- ☐ 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

☐ **D. Roof Plans shall include the following: (if applicable)**

- ☐ Show locations of existing and new roof mounted equipment and/or projections
- ☐ 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

Name of Proposed Project: Rilano Covina Retail Cannabis Store		**STAFF USE ONLY**
Project Address: 216 East Rowland Street, Covina CA 91723		**MUNIS NO:**
Assessor's Parcel Number: 8451-001-019		
Phone: ( ) 626-367-6628	E-Mail: Rick@RilanoInc.com	**FILE NO:**
Applicant Name: Richard Probst, President, Rilano Covina Inc.		
Applicant Address: 216 East Rowland Street, Covina CA 91723		
Property Owner Name: WML-200BLDG, LLC (The McIntyre Company)		
Property Owner Address: 370 East Rowland Street, Covina CA 91723		

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.

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

Project Description

Detailed Description of Proposed Project (Attach Additional Sheets if Necessary)

Rilano Covina Inc. intends to open and operate a retail cannabis dispensary per Covina Ordinance guidelines.

Owner Certification

I certify that I am presently the legal 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.

Date: 1/24/25 Signature: Andrew McIntyre

Print Name and Title: Andrew McIntyre President

STAFF USE ONLY

Date Received:	Received by:	Fees:	Receipt No:

Standard Application – 2
Property Owner's Authorization Form

Community Development Department – Planning Division
125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

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

1. Owner Name: WLM-200 Bldg, LLC
   Complete Address: 370 E. Rowland St Covina CA 91723
   Email: themcintyreinc@gmail.com Phone: 626-332-2978

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: Richard Probst, President, Rilano Covina Inc. Phone: 626-367-6628

Applicant's Complete Address: 216 East Rowland Street, Covina CA 91723 Email: Rick@RilanoInc.com

To file and present my/our interest for the referenced application(s): _____

Name (printed): Andrew McIntyre

Title: President Date: 1/24/25

Signature: Andrew McIntyre

Standard Application – 3
Project Description Form

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)

A. General Information

Project Address or Assessor's Parcel Number: 216 East Rowland Street, Covina CA 91723

Site Area: 23,949 sqft Building Area: 3,443 sqft Building Height: _____ No. of Floors: 1

Total anticipated number of employees: 20 Max shift: 15 Hours of operation: 9am-9pm

Does the business involve the sale of any food or beverages? ☐ No ☑ Yes Pre-packaged infused edibles

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: State Cannabis License issued by the California Department of Cannabis Control

Will the project use, store, or dispose of potentially hazardous chemicals, materials, toxic substances, flammables or explosives? ☐ No ☑ Yes If yes, describe: sale of some disposable lighters, customary cleaning chemicals

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: Shopping Center

North: Fast Food Restaurants / Office Building

East: Shopping and Restaurants

South: Medical and Office

West: Shopping and Restaurants

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? _____

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**

_____

_____

_____

Contact person for environmental: _____ Phone: _____

Environmental firm: _____ E-mail: _____

Mailing Address: _____

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 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, Richard Probst, 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): Richard Probst Date: 1/24/25

Signature: _____

Representative for: Rilano Covina Inc.

Title: President

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)

Project Location: 216 East Rowland Street, Covina CA 91723	***STAFF USE ONLY***
Applicant: Rilano Covina Inc.	***FILE NO.:***
Primary Contact Person: Richard Probst, President	***MUNIS:***
	RELATED FILES:
Address: 216 East Rowland Avenue, Covina CA 91723	

Phone: 626-367-6628	*Fax:*	*E-mail Address:* Rick@RilanoInc.com

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

Address:

Phone:	*Fax:*	*E-mail Address:*

Legal Property Owner: WML-200BLDG, LLC (The McIntyre Company)

Address: 370 East Rowland Street, Covina CA 91723

Phone: 626-332-2978	*Fax:* 626-966-1274	*E-mail Address:* themcintyreinc@gmail.com

Architect: Reynoso Design Studio ***Contact Person:*** Danny Reynoso

Address: 17832 E. Edna Place, Covina CA 91722

Phone: 626-536-7786	*Fax:*	*E-mail Address:* ReynosoDesignStudio@gmail.com

Engineer ***Contact Person:***

Address:

Phone:	*Fax:*	*E-mail Address:*

Landscape Architect *Contact Person:*

Address:

Phone:	*Fax:*	*E-mail Address:*

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: Rilano Covina Inc.
Project Address: 216 East Rowland Street, Covina CA 91723
General Plan: Shopping Center
Zoning District: Commercial

PROJECT AREA		
Gross 23,949 SQ FT		Acres
Net (Exclusive of dedication for major external and secondary streets)		Acres
AREA DISTRIBUTION (Net Area)	**Acres/Sq. FT.**	**% of Net Project Area**
Building Coverage	9,330 SQ FT	39%
Landscape Coverage	250 SQ FT	1%
Vehicular Coverage (Including parking, drive aisles, etc.)	14,705 SQ FT	60%
Floor Area Ratio (FAR)		

FLOOR AREA DISTRIBUTION BY PROPOSED USE (Based on Net Area)			
Area of Building Pad	**No. of Stores**	**Gross Floor Area**	**Proposed Use**
9,330 SQ FT	1 Level Shopping Center	Tennant Space 3,443 SQ FT	Retail Cannabis Dispensary

PARKING (Calculate Each Use Within a Building Separately)			
Type of Use	**Parking Ratio**	**# Spaces Req.**	**# Spaces Provided**
General Retail: 1,672 SQFT / 112 OCC.	1 Space per 250 SQFT 1,672 SQ FT = 7 Spaces 1 Space per 2 Employees 15 Employees = 8 spaces	15 Spaces	45 Spaces 2 ADA Spaces
Total:			

NOTIFICATION PACKAGE

216 E Rowland St, Covina

APNs 8451-001-019

INCLUDES:

300' OWNER LIST

300' RADIUS MAP

(2) SETS OF GUMMED LABELS (IN CITY PKG)

NOTARIZED CERTIFICATION

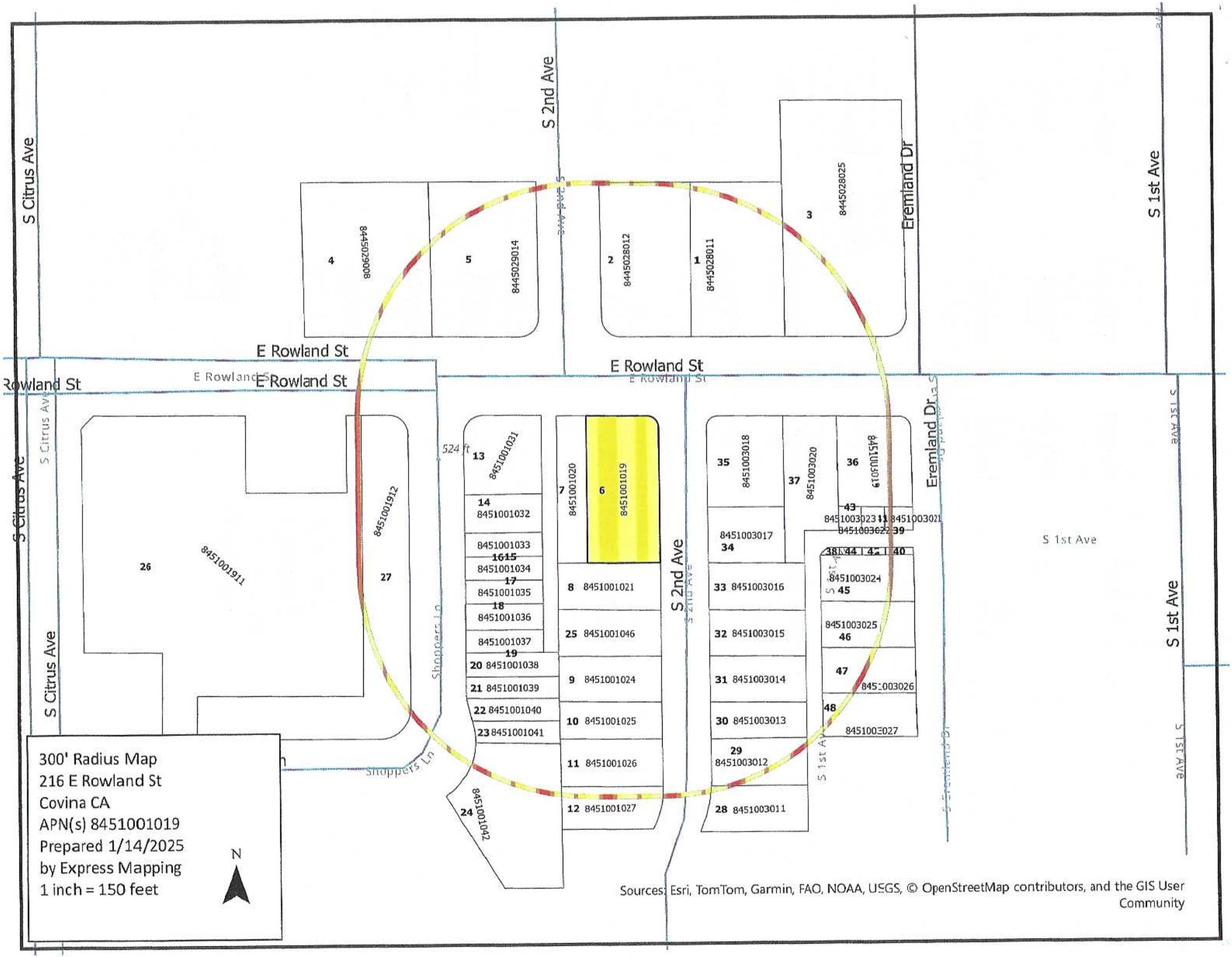
COUNT: 48

PREPARED 01/14/2025

FILE #4371

orders@expressmapping.com
www.expressmapping.com
4000 Barranca Pkwy #250, Irvine CA 92604

Local (949) 771-0051
Toll Free (888) 990-MAPS


S Citrus Ave
S 2nd Ave
Eremland Dr
S 1st Ave
E Rowland St
Shoppers Ln
524 ft
8445029008
8445029014
8445028012
8445028011
8445028025
8451001912
8451001911
8451001031
8451001020
8451001019
8451003018
8451003020
8451003017
8451003016
8451003015
8451003014
8451003013
8451003012
8451003011
8451003024
8451003025
8451003026
8451003027
8451001021
8451001046
8451001024
8451001025
8451001026
8451001027
8451001032
8451001033
8451001034
8451001035
8451001036
8451001037
8451001038
8451001039
8451001040
8451001041
8451001042
300' Radius Map
216 E Rowland St
Covina CA
APN(s) 8451001019
Prepared 1/14/2025
by Express Mapping
1 inch = 150 feet
N
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

Certified Property Owner's List
Affidavit

Community Development Department – Planning Division
125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

Property Description and Certification Statement:

I, Charles Emerson, hereby certify that the attached list contains the names and addresses of all persons to whom property is assessed as they appear on the latest available assessment roll of the County of Los Angeles within the area described and for a distance of **300 feet** from the exterior boundaries of property legally described as:

Parcel # (APN): 8451-001-019

216 E Rowland St, Covina CA 91723

TRACT # 19165 LOT COM N 0 10'17 E 49 FTFROM SE COR OF LOT 4 TH N 89 06'49 W TOA LINE PARALLEL WITH AND DIST W AT R/A 100 FT FROM E LINE OF SD LOT TH N SEE ASSESSOR MAPBOOK FOR MISSING PORTIONTO BEG PART OF LOTS 1,2, 3 AND LOT 4

Name (printed): Charles Emerson

Signature: [signature]

Title: Employee Express Mapping

Date: 01/14/2025

SUBSCRIBED AND SWORN TO BEFORE ME THIS 14th DAY OF January, 2025

[signature]

NOTARY PUBLIC

LAURA EMERSON
Notary Public - California
Orange County
Commission # 2408793
My Comm. Expires Jul 18, 2026

8445-028-011 (1)
OSKO EUGEN TR OSKO FAMILY
PO BOX 1107
GLENDORA CA 91740

8445-028-012 (2)
JI JOON & YOO HWAN LEE
128 N MANSFIELD AVE
LOS ANGELES CA 90036

8445-028-025 (3)
ROWLAND PLAZA LLC
PO BOX 480797
LOS ANGELES CA 90048

8445-029-008 (4)
WILLIAM R TIMMONS
13184 NORTON AVE
CHINO CA 91710

8445-029-014 (5)
LINETTE S VILTE
758 SUNNYSIDE CT
GARDNERVILLE NV 89460

8451-001-019 (6)
WLM-200 BLDG LLC
370 E ROWLAND ST
COVINA CA 91723

8451-001-020 (7)
WLM-200 BLDG LLC
370 E ROWLAND ST
COVINA CA 91723

8451-001-021 (8)
BRYAN & CAIREEN DAVIS
629 S SECOND ST
COVINA CA 91723

8451-001-024 (9)
JOCELYN H SICAT
643 S 2ND AVE
COVINA CA 91723

8451-001-025 (10)
C AND K MANAGEMENT LLC
651 S 2ND AVE
COVINA CA 91723

8451-001-026 (11)
AHMED & SALMA SAEED
661 S 2ND AVE
COVINA CA 91723

8451-001-027 (12)
MARILYN VELARDE
480 BELLAGIO WAY
WALNUT CA 91789

8451-001-031 (13)
MESHEKOW LLC
5422 CALVIN AVE
TARZANA CA 91356

8451-001-032 (14)
DOUGLAS LIDLE
1415 CALLE ESPANA
SAN DIMAS CA 91773

8451-001-033 (15)
FONDA DON CHON RESTAURANT
618 SHOPPERS LN #620
COVINA CA 91723

8451-001-034 (16)
ELITE FUND MANAGEMENT LLC
13181 CROSSROADS PKWY N #460
CITY OF INDUSTRY CA 91746

8451-001-035 (17)
SERENITY BLESSING PROPERTY
1577 S WESTRIDGE RD
WEST COVINA CA 91791

8451-001-036 (18)
FREDI & THERESA A BECKER
327 PASCAUL LN
LAKE HAVASU CITY AZ 86403

8451-001-037 (19)
AMERICA LODGE NO 385
PO BOX 1063
GLENDORA CA 91740

8451-001-038 (20)
TOMAS R MONTOYA
137 E LOMA VISTA ST
COVINA CA 91723

8451-001-039 (21)
ANGIE L & JOANNE M LIN
19415 CHEYENNE WELLS CIR
WALNUT CA 91789

8451-001-040 (22)
GERALD & MAUREEN COLWELL
650 SHOPPERS LN
COVINA CA 91723

8451-001-041 (23)
POWER MINUTE VISION
630 W GLADSTONE ST
SAN DIMAS CA 91773

8451-001-042 (24)
AMPANG LLC
905 DE LA FUENTE ST
MONTEREY PARK CA 91754

8451-001-046 (25)
MARK S & DEBRA L BECK
150 S GLENWOOD AVE
GLENDORA CA 91741

8451-001-911 (26)
COVINA CITY
125 E COLLEGE ST
COVINA CA 91723

8451-001-912 (27)
COVINA CITY
125 E COLLEGE ST
COVINA CA 91723

8451-003-011 (28)
FULLHOUSE COVINA LLC
8450 GARVEY AVE #200
ROSEMEAD CA 91770

8451-003-012 (29)
FULLHOUSE COVINA LLC
8450 GARVEY AVE #200
ROSEMEAD CA 91770

8451-003-013 (30)
MATRIX DOCUMENT IMAGING INC
13424 WANDERING RIDGE WAY
CHINO HILLS CA 91709

8451-003-014 (31)
MATRIX DOCUMENT IMAGING INC
13424 WANDERING RIDGE WAY
CHINO HILLS CA 91709

8451-003-015 (32)
DOROTHY J WARREN
536 S 2ND AVE #K
COVINA CA 91723

8451-003-016 (33)
WLS 2ND AVENUE LLC
1002 KEMP DR
PLACENTIA CA 92870

8451-003-017 (34)
ROWLAND PARTNERS LLC
228 E ROWLAND ST
COVINA CA 91723

8451-003-018 (35)
ROWLAND PARTNERS LLC
228 E ROWLAND ST
COVINA CA 91723

8451-003-019 (36)
CHRISTINE A CAIRNS
1564 PUERTO VALLARTA DR
SAN JOSE CA 95120

8451-003-020 (37)
4834 SAN BERNARDINO LLC
801 CARLTON PL
COVINA CA 91724

8451-003-020 (38)
4834 SAN BERNARDINO LLC
801 CARLTON PL
COVINA CA 91724

8451-003-021 (39)
CHRISTINE A CAIRNS
1564 PUERTO VALLARTA DR
SAN JOSE CA 95120

8451-003-021 (40)
CHRISTINE A CAIRNS
1564 PUERTO VALLARTA DR
SAN JOSE CA 95120

8451-003-022 (41)
CHRISTINE A CAIRNS
1564 PUERTO VALLARTA DR
SAN JOSE CA 95120

8451-003-022 (42)
CHRISTINE A CAIRNS
1564 PUERTO VALLARTA DR
SAN JOSE CA 95120

8451-003-023 (43)
CHRISTINE A CAIRNS
1564 PUERTO VALLARTA DR
SAN JOSE CA 95120

8451-003-023 (44)
CHRISTINE A CAIRNS
1564 PUERTO VALLARTA DR
SAN JOSE CA 95120

8451-003-024 (45)
SIKH CENTER OF SOUTHERN
625 S EREMLAND DR
COVINA CA 91723

8451-003-025 (46)
RONALD D CUCCIA
20531 E RANCHO LOS CERRITOS
COVINA CA 91724

8451-003-026 (47)
ANNA LIM
1208 KRUSE DR
SOUTH EL MONTE CA 91733

8451-003-027 (48)
LEMERLE B CAPALBO
1119 W 16TH ST
UPLAND CA 91784