



Applying for Your City of Industry Development Plan Application (Short Form): A Step-by-Step Guide

Welcome to the City of Industry. We look forward to helping you make your business a success – and making sure your required paperwork goes smoothly.

Step 1 → Contact the Planning Department

Contact the Planning Department to discuss your proposal. The Planning Department will determine if your proposed development is permitted and which application is required. A copy of the zoning code can be found on the City of Industry website at:

http://www.cityofindustry.org/PDF/Planning_pdfs/ZoningCode.pdf

15625 Stafford Street, Suite 100
City of Industry, CA 91744
Phone: (626) 333-2211
planning@cityofindustry.org
Hours: 9:00 a.m. to 5:00 p.m.

Step 2 → Obtain Development Plan Application

Download the application: <http://www.cityofindustry.org/page.php?78>

Or

Request an application by email: planning@cityofindustry.org

Or

Request an application by phone: 626-333-2211

Or

Visit us at City Hall (address above)

Step 3 → Fill Out Development Plan Application

Please make sure you have completed all sections of the application prior to moving on to next step. Incomplete applications will not be accepted.

Step 4 → Obtain Valley Vista Services Approval

Take your completed application to Valley Vista Services to obtain approval. You must obtain a signature of approval on "Use Permit Supplement B" prior to submittal.

17445 Railroad Street
City of Industry, CA 91745
Appointment is Required

Please contact Heather at:
(626) 855-5581 or (800) 442-6454 for appointment.

Step 6 → Submit Completed Application to City Hall

Submit the completed application along with all required plans to the Planning Department for approval. Your project will be assigned to a Planner and you will be contacted if any additional information is needed.

Step 7 → Approval Letter Issued

Once your application has been approved, the Planning Department will issue an approval letter that can then be taken to Los Angeles County Department of Building and Safety, along with your stamped plans, so that you may submit for building permits



City of Industry
Development Plan Application (Short Form)
 15625 East Stafford Street • Suite 101 • City of Industry • CA • 91744
 Phone: (626) 333-2211 • Fax: (626) 961-6795
 www.cityofindustry.org

The Development Plan – Short Form – is used for all interior only modifications as well as minor exterior modifications that can be exempted from Environmental Review. Please contact the Planning Department to determine if this application applies to your project.

Please type or print clearly

Project Location: _____ Assessor's Parcel Number _____
Street Zip

Zoning Designation: _____ General Plan Designation: _____

Project Contact Person: _____ Phone Number: _____ Email Address: _____

Address: _____
Street City Zip

Applicant: Property Owner Tenant Architect Engineer Builder

Name: _____ Phone Number: _____

Address: _____
Street City Zip

Property Owner Information:

Name: _____ Phone Number: _____

Address: _____
Street City Zip

Project Description (describe in detail): _____

Project Valuation: _____

	Existing	Proposed
Building Area		
Landscape Area		
Parking Spaces		
Land Area		

Applicant Name: _____ Applicant Signature: _____

Date: _____

****If other than property owner, submit affidavit of owner's approval with this application.***

Please submit the following with this application(see attached examples):

- Two (2) sets – Fully dimensioned and labeled Site Plans (At least one set must be 11 x 17)
- Two (2) sets – Fully dimensioned and labeled Elevations (At least one set must be 11 x 17 and colored)

- Two (2) Sets – Fully dimensioned and labeled Floor Plans (At least one set must be 11 x 17)
- Completed Supplement B Form

****All plans submitted with this application will be kept on file with this office.***



**CITY OF INDUSTRY
SUPPLEMENT B**

Applications will not be accepted without this form **signed** by Valley Vista Visa Services and attached to this application. City of Industry Municipal Code requires every business to arrange for appropriate solid waste collection service with the City approved collector. The requirement applies to any permanent or temporary business operating in the City of Industry.

17445 RAILROAD STREET
CITY OF INDUSTRY, CA 91745

SUPPLEMENT B FORMS ARE SIGNED BY APPOINTMENT ONLY

Please contact Heather at (626) 855-5581 or (800) 442-6454 for appointment.

BUSINESS INFORMATION (please type or print clearly)

Business Name/DBA: _____ Phone: _____

Business Address: _____

Street

Zip

Contact Person's Name: _____ Title: _____

OFFICE USE ONLY

Recycling and solid waste collection services have been reviewed and/or arranged for by the above business as required by City Ordinance.

Service is: New Temporary Pre-Existing Not Applicable (explain)

Description (*type and frequency*): _____

Approximate Start Date: _____

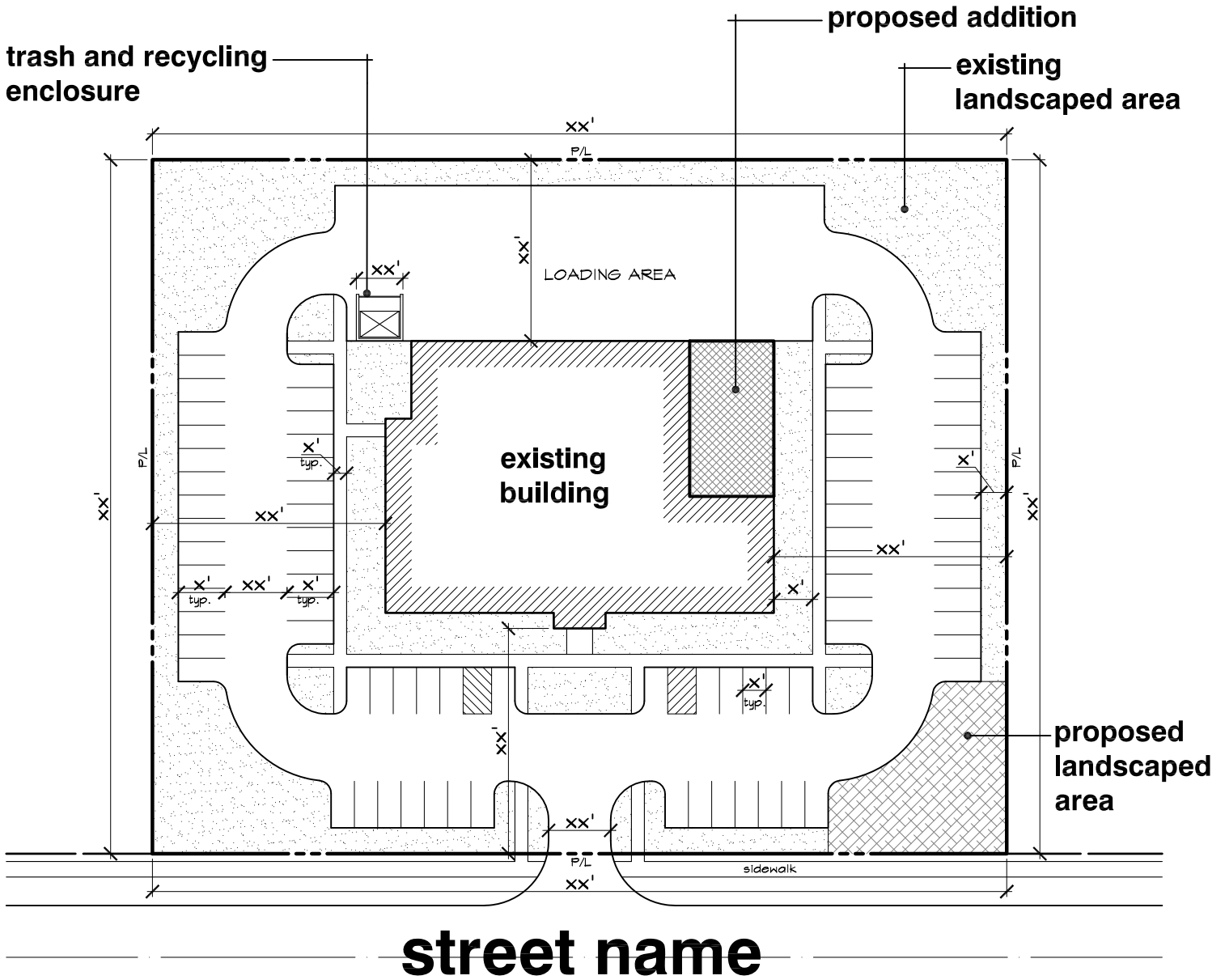
Comments: _____

Refused Service (state reason):

C: Code Enforcement and Sheriff's Department re: code violation/prosecution

Approved by: _____ Date _____

City of Industry Example Site Plan



LEGEND

SITE PLAN DATA

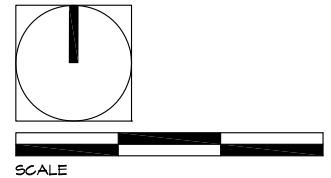
TOTAL SITE AREA:	XX AC.
EXISTING BUILDING AREA:	XX AC.
PROPOSED BUILDING AREA:	XX AC.
TOTAL BUILDING AREA:	XX AC.
REQUIRED BUILDING/LOT RATIO:	XX%
PROPOSED BUILDING/LOT RATIO:	XX%

LANDSCAPE DATA

TOTAL LANDSCAPED AREA:	XX AC.
REQUIRED LANDSCAPE RATIO:	XX%
PROPOSED LANDSCAPE RATIO:	XX%

PARKING DATA

TOTAL PARKING REQUIRED:	XX SPACES
TOTAL PARKING PROVIDED:	XX SPACES



NOTE:

THIS IS AN EXAMPLE OF THE MINIMUM INFORMATION REQUIRED ON SITE PLANS SUBMITTED IN CONJUNCTION WITH APPLICATIONS FOR DEVELOPMENT. FAILURE TO PROVIDE THE NECESSARY INFORMATION MAY RESULT IN THE REJECTION OF APPLICATIONS AND TIME DELAYS. IN SOME INSTANCES, SUCH AS MINOR INTERIOR MODIFICATIONS, STAFF MAY WAIVE THE REQUIREMENT TO PROVIDE SOME INFORMATION THAT IS NOT RELEVANT TO THE PROPOSAL; HOWEVER, THIS WILL ONLY BE DETERMINED BY PLANNING STAFF PRIOR TO APPLICATION SUBMITTAL. IT IS STRONGLY ADVISED THAT ALL APPLICANTS MEET WITH PLANNING STAFF PRIOR TO SUBMITTAL TO REVIEW THE PROPOSED PROJECT AND SUBMITTAL REQUIREMENTS. 10 MINUTES CAN SAVE A LOT OF TIME AND EXPENSE.



USE PERMIT FLOOR PLAN REQUIREMENT

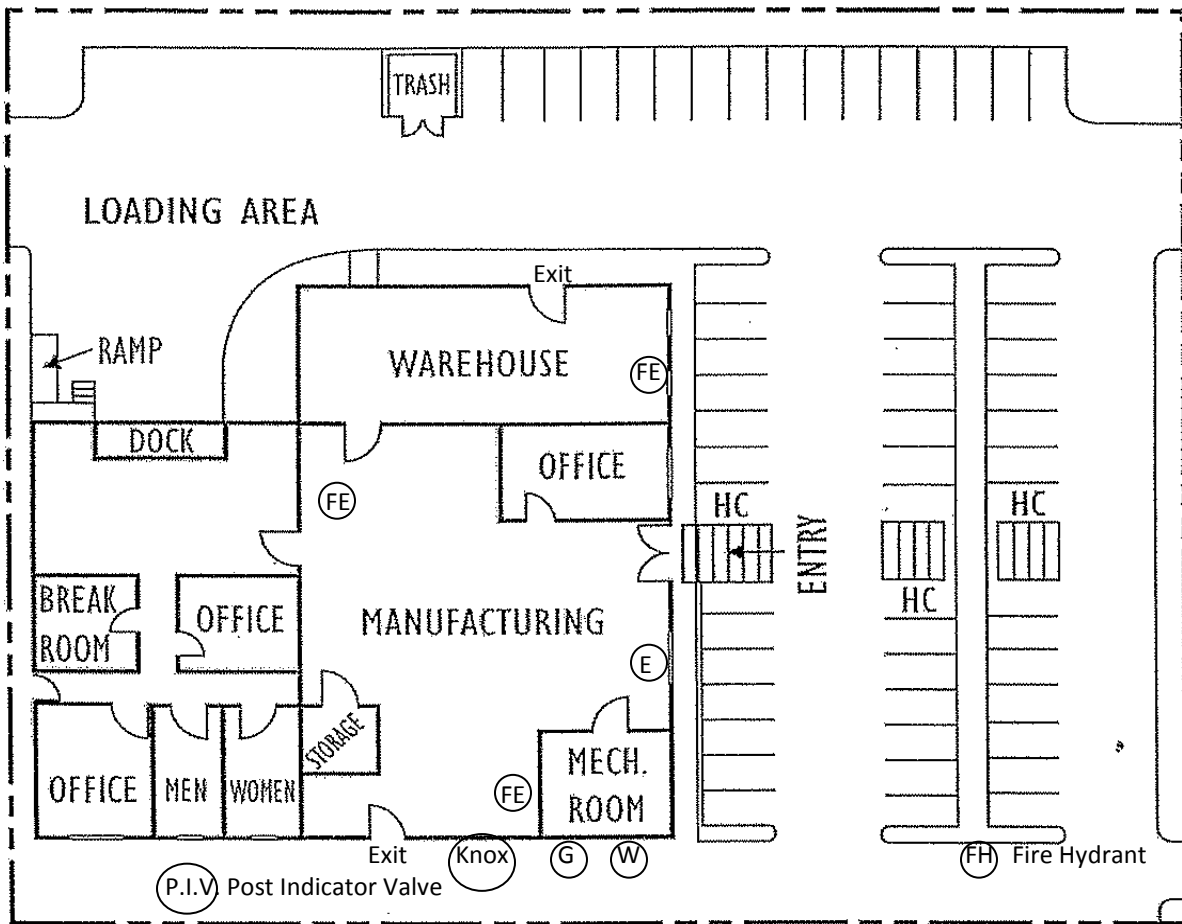
Please submit a site plan and floor plan for your site. The plan needs to show site layout, size and location on property: both in square feet, cross streets, parking and storage areas. The floor plan needs to indicate how the interior floor plan will be used. If you are sharing the space with others, please indicate how the space will be divided. Show all exit doors, fire extinguishers, fire hose cabinets, special fire or life safety systems. This will be used for both the Use Permit requirement and Los Angeles County Fire Department requirement. Please see example below:

EXAMPLE

Floor Plan

Big Ben Furniture Company
12345 Gale Avenue, City of Industry

Gale Avenue



(G) Gas Shut-Off

(W) Water Shut-Off

(FE) Fire Extinguisher

(E) Electrical Panel

(Knox) Access Keys

(FH) Fire Hydrant

Gross Building Area:

Office	12,600 SF
Manufacturing Area:	12,600 SF
Warehousing Area:	6,825 SF
Total Area:	32,025 SF