



**PLANNING DEPARTMENT
CITY OF INDUSTRY**

15625 East Stafford Street, Suite 100
City of Industry, CA 91744
phone: (626) 333-2211
fax: (626) 961-6795
planning@cityofindustry.org
<http://www.cityofindustry.org>

GUIDE FOR NEW OR REHABILITATED DEVELOPMENT

This Guide is:

- Intended to help you get started on your new or rehabilitated development project
- A general overview of the development process in the City of Industry
- An overview of typical zoning standards for new or rehabilitated development

This Guide is not:

- A substitute for the zoning code – consult Title 17 of the Municipal Code or contact the Planning Department when undertaking any new or rehabilitated development
- A complete picture of all development requirements – it does not address signs, engineering, or landscape requirements, which are separate submittals

This Guide contains:

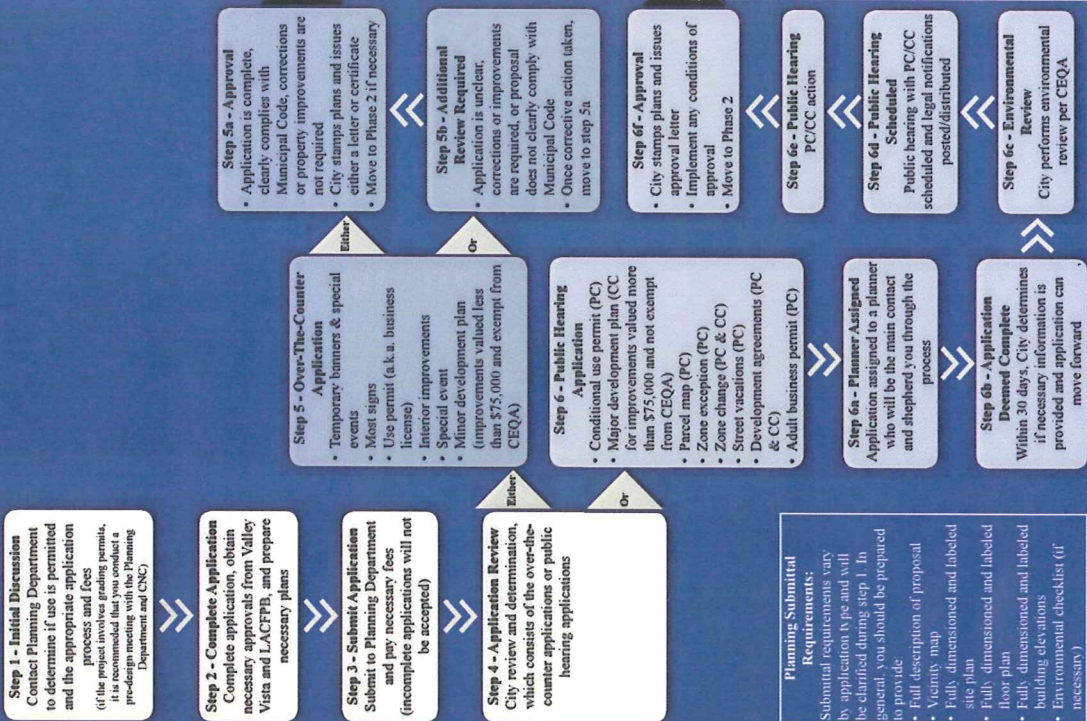
- A description of the permitting process in Industry
- A description of the items that are required to be included in plans for new or rehabilitated development
- A description of the desired of design/aesthetic treatment
- A summary of development standards



HOW DO I GET A PLAN APPROVED IN INDUSTRY?

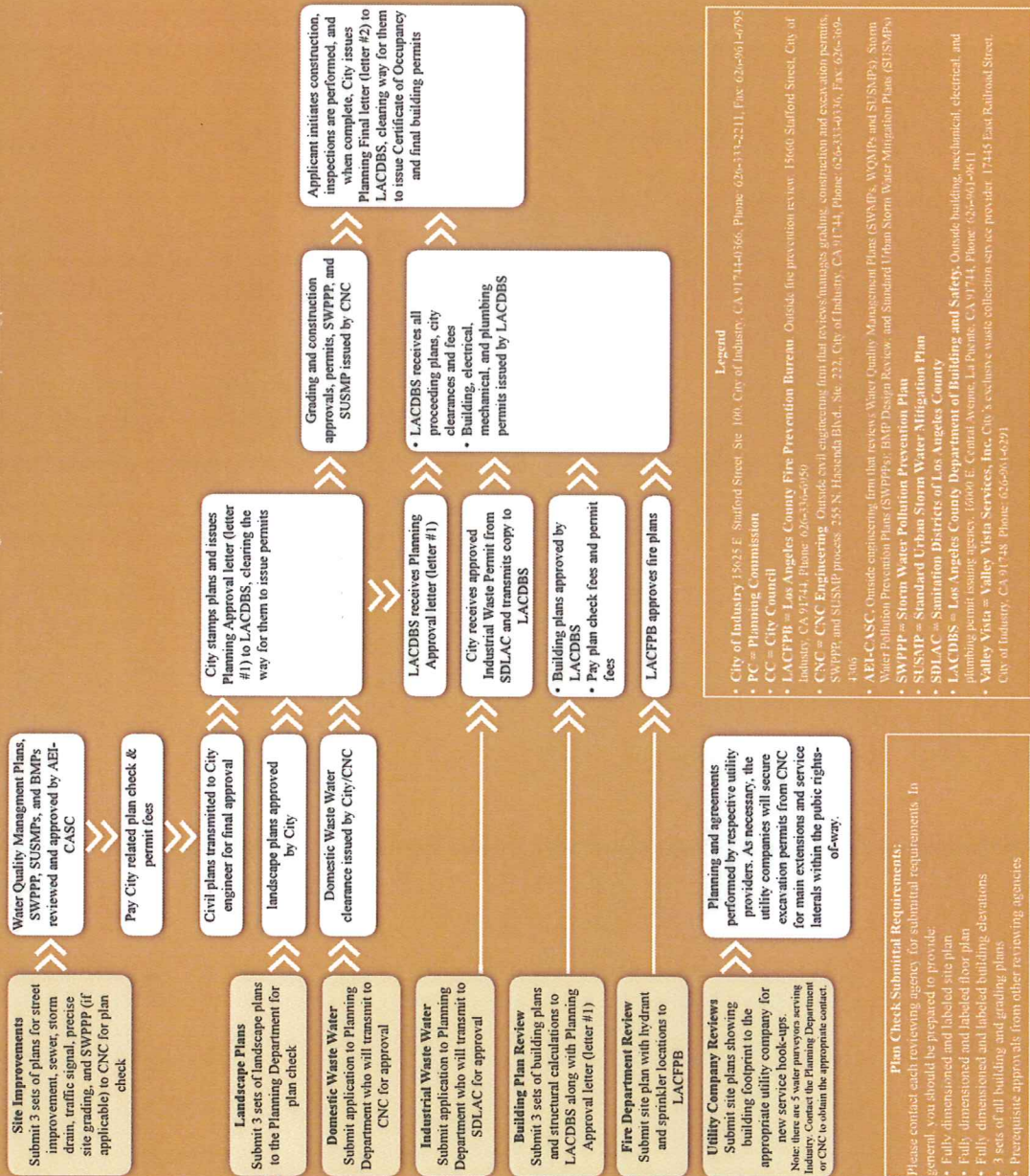
Phase 1 - Planning Approval

Required for all applications for improvements, building occupations, or Use Permits (AKA business licenses)



Phase 2 - Permit Process

After obtaining planning approval, you may now submit plans for grading, construction and excavation permits, Water Quality Management Plans, SWPPP, SUSMPs, BMPs, building, electrical, mechanical, and plumbing permits



There are a variety of permits and processes necessary depending upon the nature of your proposal. It is important to note that industry does not conduct all the reviews in-house or issue many of its own permits. Instead, it utilizes the services outside public and private agencies to perform these functions. This flow chart is to help you understand the steps in the processes of obtaining permits and the various agencies you will need to contact along the way.

Plan Contents

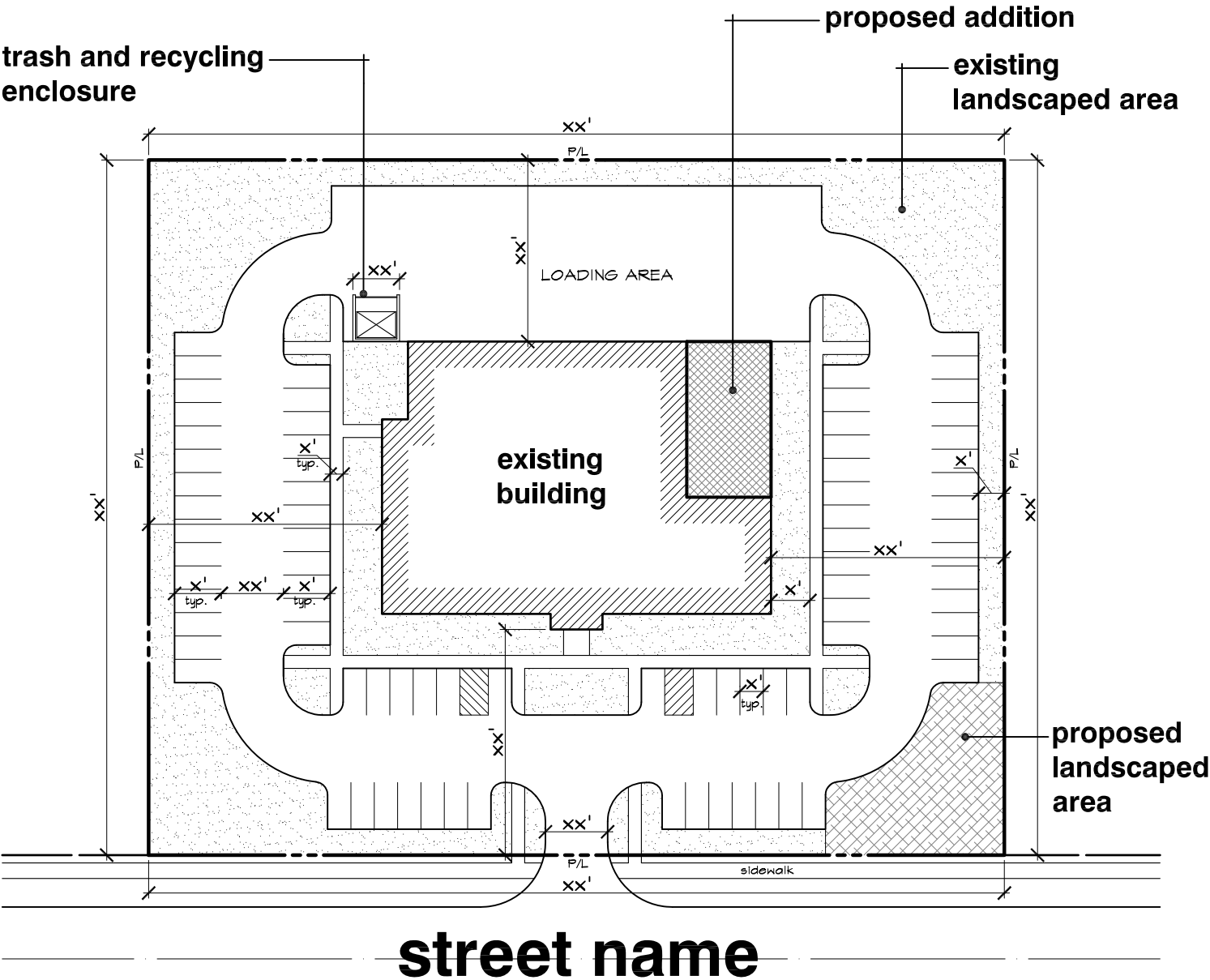
The contents of your application may vary depending upon the exact nature of your proposal. However, the plans for new or rehabilitated development must consist of:

1. **Vicinity map** – one vicinity map on an aerial with project site and streets clearly labeled and of a scale to show entirety of all adjacent properties
2. **Site Plan** (see example) – two sets at 24x36 and one pdf version on CD drawn to scale, clearly labeling and dimensioning the following:
 - Property lines (existing and, if applicable, proposed)
 - Adjacent roadways (existing and, if applicable, proposed)
 - Street sidewalks (existing and, if applicable, proposed)
 - Buildings and structures (existing and, if applicable, proposed)
 - Setbacks from property lines and distances between buildings
 - Building walls (existing and, if applicable, proposed)
 - Truck loading facilities with minimum clearances
 - Landscaped and open space areas (existing and, if applicable, proposed)
 - Parking striping plan
 - Drive isles and driveways
 - Vehicular and pedestrian gates
 - Walls (note height)
 - Pedestrian access and circulation
 - Trash bin enclosures
 - Recycling bin enclosures
 - Outdoor lighting fixtures, including location, type and shielding, if any
 - Development information summary as follows (form may vary but content must be included on plan):

Development Information Summary			
	Code Required	Existing	Proposed
Parcel size (site area)			
Building area			
Mezzanine area			
Building-to-lot ratio			
Landscape area (sf & %)			
Parking spaces			

3. **Elevations** – two sets of fully dimensioned elevations (one set to be colored) showing:
 - Walls and fences, including size, materials and colors
 - Exterior walls, including height, length, materials, colors and architectural treatment, size and spacing of windows, doors and other openings
 - Proposed materials of construction, calling out materials on each elevation
 - Detail/section of proposed reveals or score lines
4. **Floor Plans** – two sets of fully dimensioned floor plan(s) with the use of each room/area labeled (see example)

City of Industry Example Site Plan



LEGEND

SITE PLAN DATA

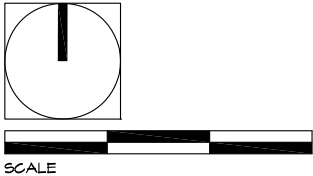
TOTAL SITE AREA:	XX AC.
EXISTING BUILDING AREA:	XX AC.
PROPOSED BUILDING AREA:	XX AC.
TOTAL BUILDING AREA:	XX AC.
REQUIRED BUILDING/LOT RATIO:	XX%
PROPOSED BUILDING/LOT RATIO:	XX%

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



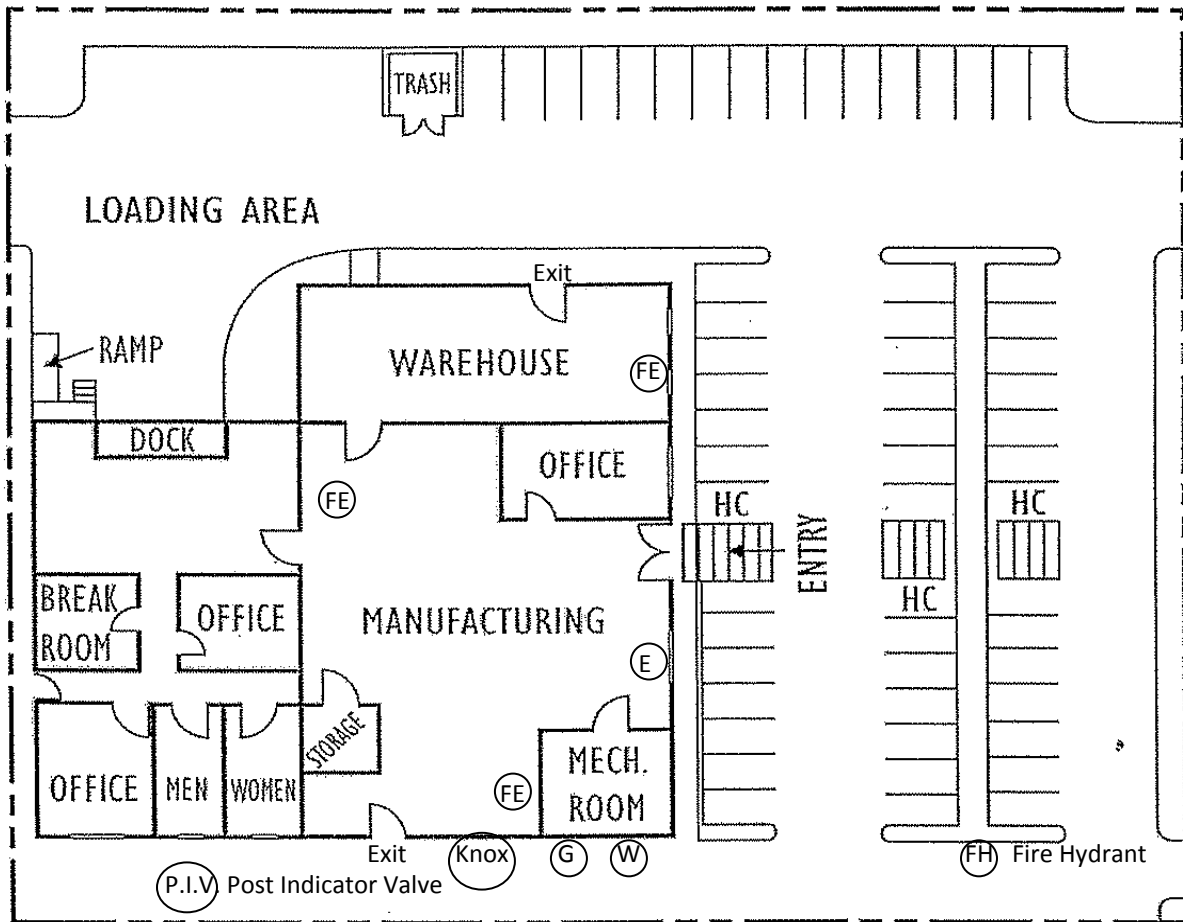
NOTE:
THIS IS AN EXAMPLE OF THE MINIMUM INFORMATION REQUIRED ON SITE PLANS SUBMITTED IN CONJUNCTION WITH APPLICATIONS FOR DEVELOPMENT. FAILURE TO PROVIDE THE NECESSARY INFORMATION MAY RESULT IN THE REJECTION OF APPLICATIONS AND TIME DELAYS. IN SOME INSTANCES, SUCH AS MINOR INTERIOR MODIFICATIONS, STAFF 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.

City of Industry Example Floor Plan

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:

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

Design Treatment

- All buildings shall be constructed of concrete, concrete tilt-up, stucco, masonry, or brick. No metal buildings are permitted.
- New development or the alteration or enlargement of existing development shall be compatible with the character and quality of surrounding development and shall enhance the appearance of the area in which the development is located.
- All exterior doors, except glass doors, of all buildings shall be painted to match the adjacent wall of the building.
- New development which takes place on a parcel which is subdivided from a larger parcel that is improved with an existing development shall be developed with architectural treatment similar to, and compatible with, the building materials, colors, and architectural style of such existing development unless good cause is demonstrated to the satisfaction of the Planning Director. In the event such existing development is in a dilapidated condition or is not developed to current Code standards, such new development shall be in accordance with the normal design criteria for structures as provided in Chapter 17.36.
- The location, configuration, size, and design of buildings and structures shall be visually harmonious with their sites and with the surrounding sites, buildings, and structures and should not create pedestrian or vehicular traffic hazards.
- Architectural treatment shall be provided and may consist of, but shall not be limited to, the use of textured concrete, paint, glass panels, horizontal and/or vertical scorelines, doors, different forms of masonry construction, building layouts which include configurations other than squares and rectangles or, where applicable, distinguishing office areas from manufacturing areas by projecting office areas out from manufacturing structures. Variety in the design of buildings, structures and grounds and the use of architectural treatment to achieve such variety shall be required to avoid monotony in the external appearance.
- Architectural treatment of buildings and structures and their materials and colors shall be visually harmonious with the natural environment, existing buildings and structures, and surrounding development, and shall enhance the appearance of the area.
- Architecture and landscaping areas shall be innovative in design and shall be considered in the total graphic design to be harmonious and attractive. Review shall include materials, textures, colors, illumination and landscaping areas.
- Garish, inharmonious or out-of-character colors shall not be used on any building, face, or roof visible from any public right-of-way or from an adjoining site. Exposed metal flashing or trim shall be anodized or painted to blend with the exterior colors of the building.
- All mechanical equipment, towers, chimneys, roof structures, radio and television masts, and all other mechanical equipment external to the main or accessory structures shall be screened from public view, and such screening shall be of the same color as the main or accessory structure or, if screening is impracticable, as determined by the Planning Director, the applicant must paint such roof structures and mechanical equipment so as to be non-reflective and compatible with the main or accessory structures.
- Rooflines on a building or structure should be compatible throughout the building or structure and with existing buildings and structures and surrounding development.
- The design of accessory structures, fences, and walls shall be harmonious with the principal building and other buildings on the site. Insofar as possible, the same building materials should be used on all structures on a site.

Design Treatment *(continued)*

- Boundary and other walls should generally be of decorative masonry and/or wrought iron which are complimentary in color, texture and material to the development as a whole, although it is recognized that these materials may not be appropriate in all situations.
- Electrical transformers shall be screened with landscaping whenever possible.
- Building additions shall be designed to match the existing building in color and materials. All building appurtenances shall be painted to match the building. Roof gutters and downspouts shall be painted to match the surface to which they are attached. Vents, louvers, exposed flashing, tanks, stacks, overhead doors, rolling and service doors are to be painted consistent with the color scheme of the building.

Summary of Development Standards

The following table provides a summary of the City's development standards. When designing a project, do not rely solely on this summary. Contact the Planning Department and consult the Municipal Code for the complete development standards.

Requirement	Industrial Zone	Commercial Zone
Maximum building square footage (includes the square footage of any mezzanine or multiple stories of building)	<ul style="list-style-type: none"> • Lots less than 50,000 sf = 33% of lot area • Lots 50,000 sf to 59,999 sf = 40% of lot area • Lots greater than 60,000 sf = 50% of lot area • Office area cannot exceed 1/3 of floor area 	<ul style="list-style-type: none"> • 50% of lot area
Maximum height	<ul style="list-style-type: none"> • 150' 	<ul style="list-style-type: none"> • 5 stories or 50', whichever is greater
Minimum parcel frontage	<ul style="list-style-type: none"> • 50' 	
Minimum parcel size	<ul style="list-style-type: none"> • 50,000 sf 	
Parking	<ul style="list-style-type: none"> • 0 - 25,000 sf = 1 space per 500 sf of floor area • 25,000 - 100,000 sf = 50 spaces plus 1 space per 750 sf of floor area over 25,000 sf • Over 100,000 = 150 spaces plus 1 space per 1,000 sf of floor area over 100,000 sf 	<ul style="list-style-type: none"> • Commercial and fast food restaurants = 1 space per 250 sf of floor area • Eating and drinking establishments and entertainment uses = 1 space for every 2 ½ fixed seats available for use by the public and 1 space per 50 sf of floor area not occupied by fixed seating • Gasoline station with retail store = parking spaces required for gasoline service station plus 1 space per 167 sf of floor area within the retail store, or a total of 6 spaces, whichever is greater, for the exclusive use of the retail store
Shared Driveways	<ul style="list-style-type: none"> • Not permitted 	
Truck Loading	<ul style="list-style-type: none"> • Minimum of 1 dock high loading door or 1 truck well with loading door for each separate business 	
Recycling Bin Enclosure	<ul style="list-style-type: none"> • Minimum of 10'x 8' with 6' tall walls • Self-latching gate • Constructed of same materials as the main structure or masonry block 	

Summary of Development Standards *(continued)*

Standards Applicable to all Zones	
Setbacks	<ul style="list-style-type: none"> • 30' from the curbline of all streets
Trash enclosures	<ul style="list-style-type: none"> • Minimum size 10' x 8' with 6' tall walls • Constructed of the same materials as main structure or masonry block
Driveways	<ul style="list-style-type: none"> • Minimum width = 26' • Located to allow unobstructed view of the street and on-coming traffic • If the building height exceeds 34', a 28' wide fire lane on 1 or more sides of the building (Fire Department requirement)
Landscaping	<ul style="list-style-type: none"> • 12% of the total lot area • Concentrated along public streets and areas clearly visible to public • Compliance with Chapter 13.18, Water Efficient Landscapes
Parking	<ul style="list-style-type: none"> • Minimum stall size = 9' x 19' • Compact parking spaces (min 8' x 16') up to 20% of required parking • Minimum aisle width = 26'
Truck Loading Docks	<ul style="list-style-type: none"> • Located at the rear of the building when possible • If located on front or side of a building, screened by an 8' high masonry wall, accessory structures, or landscaping • Minimum 100' unobstructed clearance behind loading docks required
Parcel Drainage	<ul style="list-style-type: none"> • Surface drainage shall not "sheet flow" onto any adjacent parcel • Each parcel shall provide for the collection and discharge of surface runoff to an improved street, storm drain, or established watercourse independently of adjacent parcels • Sharing surface drainage gutters is not permitted; however, sharing underground storm drains is permitted
Transportation Demand Management - Applicable to all Zones	
Developments of 25,000 sf or more	<ul style="list-style-type: none"> • A bulletin board, display case or kiosk identified on the plans displaying the following: <ul style="list-style-type: none"> - Current maps, routes and schedules for public transit routes serving the site - Telephone numbers for referrals on transportation information including numbers for the regional ridesharing agency and local transit operators - Ridesharing promotional material supplied by commuter-oriented organizations - Bicycle route and facility information, including regional/local bicycle maps and bicycle safety information - A listing of facilities available for carpoolers, vanpoolers, bicyclists, transit riders and pedestrians at the site
Developments of 50,000 sf or more	<ul style="list-style-type: none"> • Requirement for 25,000 sf or more plus: <ul style="list-style-type: none"> - At least 10% of employee parking located near employee entrance(s) - At least 1 space for projects of 50,000 sf to 100,000 sf and 2 spaces for projects over 100,000 sf will be signed/stripped for carpool/vanpool vehicles - Bicycle racks or other secure bicycle parking shall be provided to accommodate 4 bicycles per the first 50,000 sf of development and 1 bicycle per each additional 50,000 sf of development. Bicycle parking may be a fully enclosed space or locker
Developments of 100,000 sf or more	<ul style="list-style-type: none"> • Requirements for 25,000 sf and 50,000 sf plus: <ul style="list-style-type: none"> - Vanpool and carpool boarding area - Pathways from the external pedestrian circulation system to building - Bus stop improvements, if necessary to mitigate impacts - Access from the external circulation system to onsite bicycle parking