Applying for Your City of Industry Development Plan Application (Long 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 "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 who will be the main contact. Within 30 days, City determines that necessary information is provided and application can move forward.

Step 7 → *Environmental Review*

City performs environmental review per CEQA

Step 8 → ***Public Hearing Scheduled***

Public hearing with City Council scheduled and legal notifications posted/distributed

Step 9 → ***Public Hearing***

City Council Action

Step 10 → ***Approval***

Once your application has been approved, the Planning Department will issue an approval letter and conditions of approval.

City of Industry
Development Plan Application (Long 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 – Long Form – is used for most new construction, major exterior modifications and addition of exterior equipment, which cannot 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.

Submittal Requirements for Development Plan – Long Form

- ☐ Two (2) sets at 24x36 and one PDF version on CD – Fully dimensioned site plan(s) to scale, clearly showing 1) legal parcel lines, 2) landscaped areas, 3) parking striping plan, 4) drive isles and driveways, 5) existing and proposed building walls, and 6) adjacent roadways. The site plan shall include calculations showing 1) total site area, 2) total existing building area and/or proposed building area, 3) proposed building area and code required building area, 4) code required landscaped area and proposed landscaped areas, and 5) code required parking and proposed parking. (see attached example)

- ☐ Two (2) sets – Fully dimensioned elevations (one set to be colored)

- ☐ Two (2) Sets – Fully dimensioned floor plan(s) with the use of each room/area clearly labeled (see attached example)

- ☐ Environmental Information Form

- ☐ A vicinity map on an aerial with subject site and streets clearly labeled. The vicinity map shall be of a scale to show entirety of all adjacent properties.

- ☐ Completed Supplement B Form

- ☐ $1200.00 - Environmental Processing Fee (separate check required)
    - This fee is a deposit. If the cost of the environmental review exceeds $1,200.00, the applicant will be billed for the excess cost. If the cost is less than $1200.00, the difference will be refunded to the applicant. . Typical costs normally run from $2,500.00 - $8,000.00, but can be more. If an Environmental Impact Report (EIR) is required for a project, the applicant will be required to pay the entire cost of the preparation of the EIR.

- ☐ $2,010.25 – California Department of Fish and Game Fee (separate check required)

*** Please make checks payable to City of Industry**
***All plans submitted with this application will be kept on file with this office.**

USE PERMIT
FLOOR PLAN REQUIREMENT

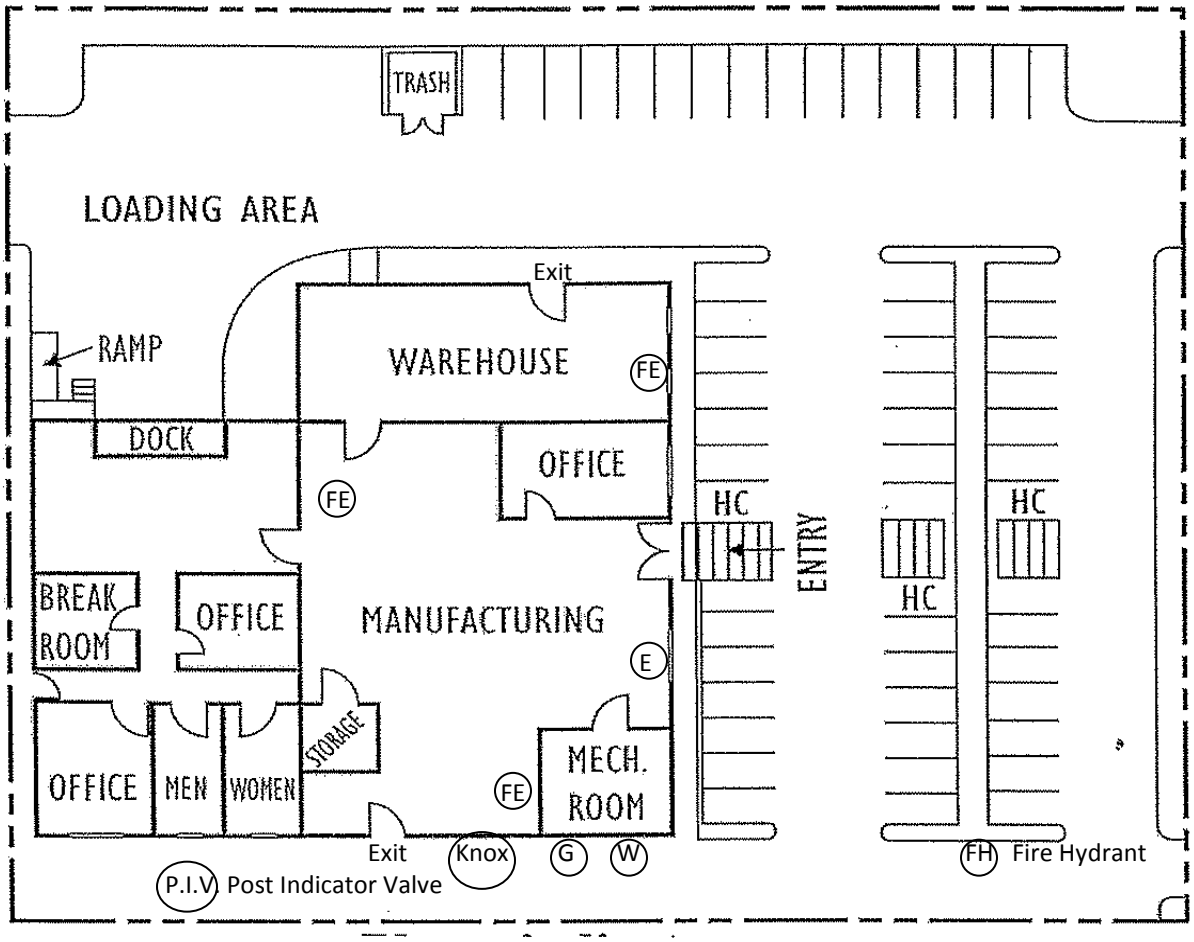
Please submit a site plan and floor plan for your site. The plan needs to show site layout, size and location on property: both in square feet, cross streets, parking and storage areas. The floor plan needs to indicate how the interior floor plan will be used. If you are sharing the space with others, 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 Angles County Fire Department requirement. Please see example below:

E X A M P L E

Floor Plan

Big Ben Furniture Company
12345 Gale Avenue, City of Industry

Gale Avenue

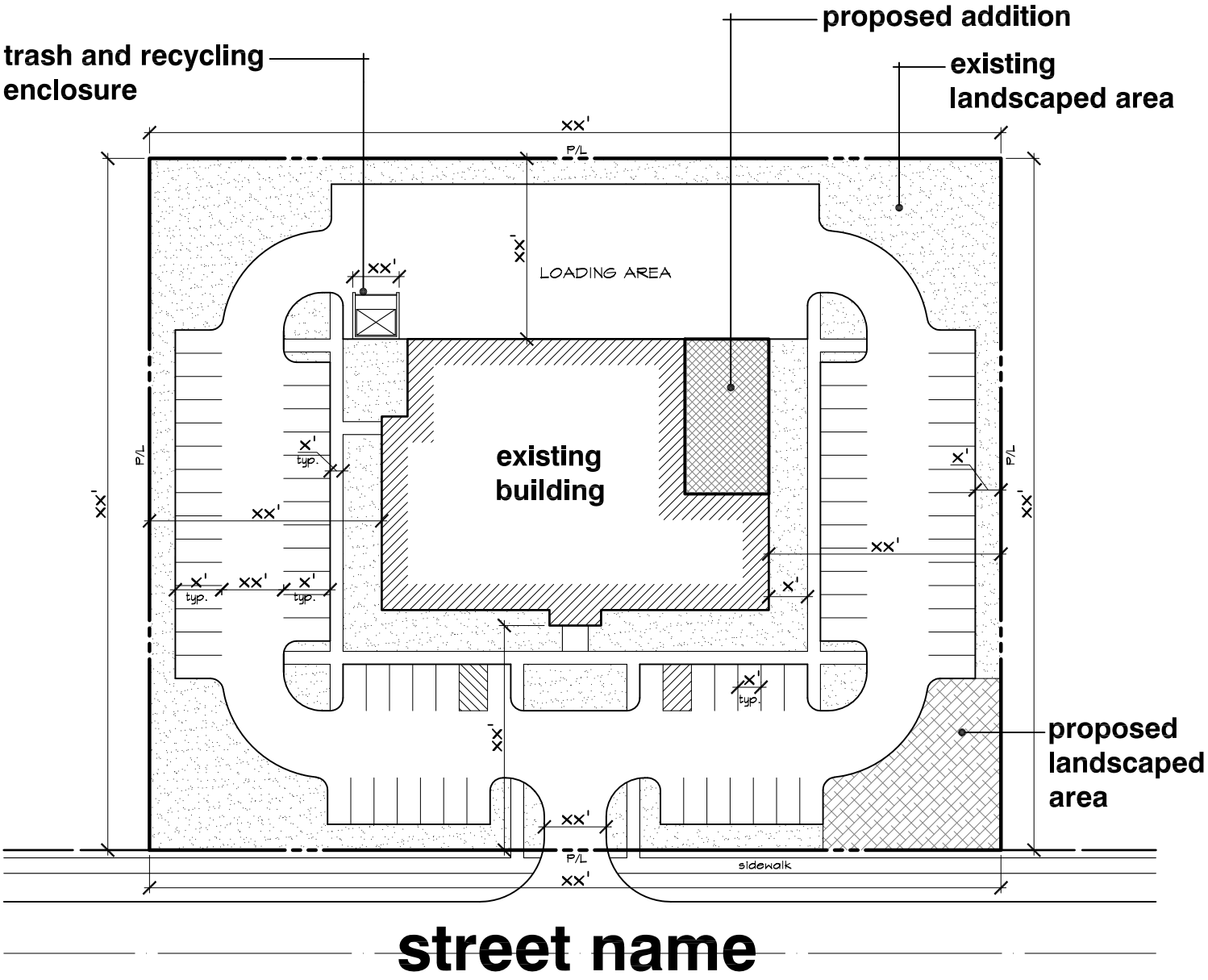


G	Gas Shut-Off	FE	Fire Extinguisher	Knox	Access Keys
W	Water Shut-Off	E	Electrical Panel	FH	Fire Hydrant

Gross Building Area:

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

City of Industry Example Site Plan



LEGEND

SITE PLAN DATA

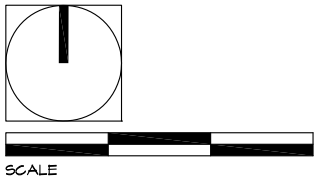
TOTAL SITE AREA:	XX AC.
EXISTING BUILDING AREA:	XX AC.
PROPOSED BUILDING AREA:	XX AC.
TOTAL BUILDING AREA:	XX AC.
REQUIRED BUILDING/LOT RATIO:	XX%
PROPOSED BUILDING/LOT RATIO:	XX%

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.

Environmental Information Form

The Environmental Information Form is intended to provide the basic information necessary for the evaluation of your project to determine its potential environmental impacts. This review provides the basis for determining whether the project may have a significant impact on the environment, as required by state law, or more specifically, the California Environmental Quality Act (CEQA). After this information has been evaluated by the Planning Department, a determination will be made regarding the appropriate environmental documentation for your project, in accordance with the CEQA Guidelines.

If no significant environmental impacts are anticipated, or if impacts can be mitigated or avoided by a change or specific requirement in the project's design or operation, a Negative Declaration or Mitigated Negative Declaration will be prepared. If potential significant environmental impacts are identified, an Environmental Impact Report must be prepared, which focuses on the areas of concern identified by the Initial Study.

The City of Industry, as Lead Agency, is required to comply with CEQA. In order to assist us in completing this required environmental review, please provide us with the information outlined below. Please note that upon review of the submitted information, City staff may request additional supporting documentation to assist in the environmental analysis of your project to ensure compliance with CEQA.

This Environmental Information Form works in concert with the other applications. Both need to be completed in order for your application to be accepted as complete. If you need assistance in completing the Environmental Information Form, or have questions regarding the environmental review procedures, please contact the Planning Department at (626) 333-2211.

General Information

1. Name developer, agent, or project sponsor:_____ Phone Number: _____

   Address: _____
   Street *City* *Zip*

2. Project name: _____ Assessor's Parcel Number: _____

   Address: _____
   Street *Zip*

Environmental Setting (Attach additional sheets and photos as necessary)

1. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical, or scenic aspects:

   _____

   _____

   _____

   _____

   _____

2. Provide photographs of the site and describe any existing structures onsite and the use of the structures:

   _____

   _____

   _____

3. Describe the surrounding properties (north, east, south, and west of the project site), including information on plants and animals and any cultural, historical, or scenic aspects. Indicate the type of land use (industrial, commercial, etc.), intensity of land use (warehousing, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.).:

_____

_____

_____

_____

4. Provide photographs of the surrounding uses and adjoining properties.

Project Description (attach additional sheets as necessary)

1. List and describe any other permits and approvals required for project implementation, including those required by local, regional, state, and/or federal agencies:

_____

_____

_____

2. List any other development proposals associated with the project and its relationship to a larger project or series of projects, if any:

_____

_____

_____

3. Demolition proposed: No:____ Yes:____ Square feet:_____

4. Tentative development schedule including start and completion dates, and phasing if proposed:

_____

_____

5. If commercial or office, indicate the type, whether neighborhood, city or regionally oriented, square footage, anticipated hours of operation, estimated employees per shift and number of shifts, and location of loading facilities and anticipated hours of loading/delivery operations:

_____

_____

_____

6. If industrial, manufacturing or warehouse, indicate the type and major function, square footage, anticipated hours of operation, estimated employees per shift and number of shifts, and location of loading facilities and anticipated hours of loading/delivery operations:

_____

_____

_____

_____

_____

7. If institutional, indicate the type and major function, square footage, anticipated hours of operation, estimated employees per shift and number of shifts, location of loading facilities and anticipated hours of loading/delivery operations, and community benefits to be derived from project:

_____

_____

_____

_____

8. If the project involves an exception, conditional use permit, or re-zoning application, state this and indicate clearly why the application is required:

_____

_____

_____

Potential Environmental Impacts

If any of the following items are applicable to your project please discuss (use a separate sheet as necessary).

	Yes	No
1. Change in existing features of any drainage ways or hills, or substantial alteration of any ground contours.		
2. Change in scenic views or vistas from existing residential areas or public lands or roads.		
3. Change in pattern, scale, or character of the general area of the project.		
4. Result in significant amounts of solid waste or debris.		
5. Change in or introduction of air emissions (e.g., dust, ash, smoke, fumes) or odors in the vicinity during grading and/or construction phases.		
6. Change in surface water (e.g., channel, stream) or ground water quality or quantity.		
7. Substantial alteration of existing drainage patterns that could lead to flooding on- or offsite.		☐
8. Substantial change in noise or vibration levels in the project vicinity during grading and/or construction phases.	☐	☐
9. Substantial change in traffic patterns and circulation in the project vicinity.	☐	☐
10. Substantial change in topography of project site and/or vicinity.	☐	☐
11. Site located on filled land or on slopes of 10 percent or more.	☐	☐
12. Use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives.	☐	☐
13. Substantial change in demand for public services and utilities and service systems (police, fire, water, wastewater, solid waste, electricity, gas, etc.)	☐	☐
14. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.)	☐	☐

What studies have been prepared for this site that might assist the City in reviewing the potential environmental impacts of the project? Some examples of such studies include environmental site assessment, soils and geology study, biological resources study, cultural resources study, hydrology study, etc. These studies may have been prepared for this project or some earlier development project. Supporting documentation or studies may answer questions and facilitate the processing of your application.

Certification

I am the legal owner of the property that is the subject of this application or have been authorized by the owner to act on his/her behalf regarding this application. I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. I further acknowledge that any false statements or information presented herein may result in the revocation of any approval or permit granted on the basis of this information.

Name of preparer:_____ Preparer's signature: _____

Date: _____

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 .

SUPPLMENT B FORMS ARE SIGNED BY APPOINTMENT ONLY

You must **call** to set appointment.
Do not attempt to set appointment in person.
Please allow 48 hours to process.
Please contact Heather at: (626) 855-5581 or (800) 442-6454 for appointment.
17445 RAILROAD STREET, CITY OF INDUSTRY, CA 91745

***BUSINESS INFORMATION* (please type or print clearly)**

Business Name/DBA: _____ Phone: _____

Business Address: _____
Street *Zip*

Contact Person's Name: _____ Title: _____

PLEASE COMPLETE IF APPLICATION IS FOR CONSTRUCTION/DEMOLITION PROJECTS
(please complete all sections – estimate where applicable)

Project Start Date: _____ Project Completion Date: _____

Lead Contractor: _____ Contact Person: _____

Collection Type Needed: ☐ Bin ☐ Roll-Off ☐ Trucks ☐ Other Contact Phone Number: _____

Estimate Material Types for Collection: _____

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: _____