



# 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 municipal code can be found on the City of Industry website at:

15625 Stafford Street, Suite 100  
City of Industry, CA 91744  
Phone: (626) 333-2211  
[www.cityofindustry.org](http://www.cityofindustry.org)  
[planning@cityofindustry.org](mailto:planning@cityofindustry.org)  
Hours: 9:00 a.m. to 5:00 p.m.  
(Closed daily from 12:00 pm – 1:15 pm)

## **Step 2 → Obtain Development Plan Application**

- Download the application from website
- Request an application by email: [planning@cityofindustry.org](mailto:planning@cityofindustry.org)
- Request an application by phone: 626-333-2211
- 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 → Fill Out Construction Waste Management Form**

Please make sure you have completed the application prior to moving to next step. You can contact Jeff Duhamel (562) 432-3700 or [JD@WasteSystemsTech.com](mailto:JD@WasteSystemsTech.com) if you have any questions regarding the Construction Waste Management Form.

## **Step 5 → Obtain Valley Vista Services Approval**

Take your completed application to Valley Vista Services to obtain approval. You must obtain a signature of approval on “Application for Commercial/Industrial Waste Service” prior to submittal.

Valley Vista Services  
17445 Railroad Street  
City of Industry, CA 91745  
(800) 442-6454

## **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.

- A. If subject to Chapter 13.16, Stormwater and Urban Runoff Pollution Control, include a Preliminary LID Layout Plan (See attached sample) and a plan showing sufficient BMP's to comply with the ordinance. Contact CNC Engineering at 626-333-0336 with questions regarding stormwater pollution controls.



**Step 7 → *Approval Letter #1 Issued***

Once your application has been approved, the Planning Department will issue an approval letter #1 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.

**Step 8 → *Approval Letter #2 Issued (Issuance of Building Permit Final)***

Prior to receiving a Building Permit Final the contractor must demonstrate compliance with the City of Industry Integrated Waste Management Plan Ordinance (IMC Chapter 8.20) by providing documentation for all materials re-used or recycled either on or off site for the project.



## 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		

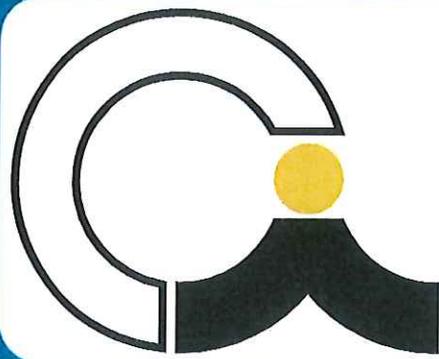
Applicant Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**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)
- Application for Commercial/Industrial Waste Service signed by  
Valley Vista Services.

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



# CITY OF INDUSTRY

## Construction & Demolition Debris Diversion Program

*This brochure provides a summary of the requirements for construction and demolition debris recycling and landfill diversion in the City of Industry.*

### **Background**

- Senate Bill 1374, signed into law in 2002, requires local governments to quantify and account for construction and demolition waste diverted from landfills in their annual reports to CalRecycle. Each jurisdiction is also directed to develop and promote construction and demolition diversion programs that achieve a diversion range of 50%-75% per project.
- Effective January 1, 2011, the 2010 California Green Building Standards (CALGreen) went into effect mandating that all new construction projects develop a Construction Waste Management Plan (CWMP) that describes the diversion of at least 50% of the waste generated by the project.

### **Requirements**

In order to ensure compliance with Senate Bill 1374 and CALGreen standards, all new construction and deconstruction waste generated within the City must comply with the following requirements (Industry Municipal Code Chapter 8.20):

1. All new construction projects must complete the attached Construction & Demolition Waste Management Plan (also known as "CWMP") and divert at least 50% of the project's waste. As a part of a **Development Plan** application, all CWMP's must be submitted to the City of Industry Planning Department for review by the City's Recycling Coordinator prior to issuing a permit.
2. Use of the City's franchise waste hauler (Valley Vista Services) is required for any waste material(s), or construction and demolition debris generated from the construction or deconstruction of any project within the City of Industry, unless that material is recycled. Recycled material(s) must be collected by a recycler that has a valid City of Industry recycling permit.
3. Each construction and demolition project is required to report to the City all materials diverted, reused or disposed from the project. Required information includes the total volume or weight by material type, and the facility where this material was taken for recycling or disposal. This information must be reported prior to the issuance of a building permit final from the City.

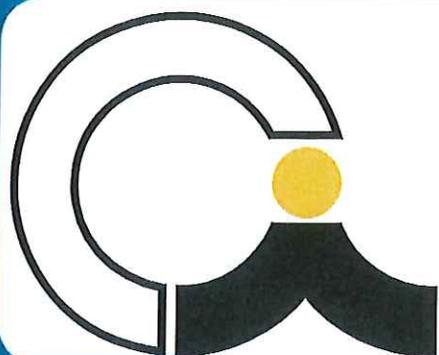
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**For more information about construction/demolition waste, please contact the program consultant:**

Waste Systems Technology, Inc. • Jeff Duhamel • (562) 432-3700 • JD@WasteSystemsTech.com

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Visit the City of Industry's website at [www.cityofindustry.org](http://www.cityofindustry.org)  
to review the Municipal Code.



# CITY OF INDUSTRY

## Construction Waste Management Plan (CWMP)

*This form must be completed for all 1) new construction (including tenant improvement), 2) demolition projects, and 3) additions/alterations to existing structures.*

**All debris and waste generated on-site MUST be hauled by the City of Industry franchise hauler, Valley Vista Services, Inc. The only exception is single-stream, source-separated recyclable materials(s), which MUST be hauled by a recycler with a valid City of Industry collectors permit.**

- Prior to receiving approval of a **Development Plan** by the City of Industry, the project contractor(s) must submit this construction and demolition waste management plan (CWMP).
- Prior to receiving a **Building Permit Final**, the contractor MUST demonstrate compliance with the City of Industry Integrated Waste Management Plan Ordinance (IMC Chapter 8.20) by providing documentation for all materials re-used and/or recycled either on or off-site of the project.

### PROJECT CONTACT INFORMATION

Project Name: \_\_\_\_\_ Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

1. Project Type: (check one)  New Construction  Demolition  Addition/Alteration/T.I.
2. Building Square Footage: \_\_\_\_\_ Project Valuation: \_\_\_\_\_
3. Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_
4. Brief Project Description: \_\_\_\_\_  
\_\_\_\_\_

**For City Use Only:** Project #: \_\_\_\_\_ Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

Received by WST: \_\_\_\_/\_\_\_\_/\_\_\_\_ Plan Reviewer: \_\_\_\_\_

Exempt  CWMP Approved  CWMP Denied Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Project Diversion Report** Approved Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_

Approved for **Building Permit Final** Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_

## CONSTRUCTION WASTE MANAGEMENT PLAN (CWMP)

**The contractor(s) are required to divert at least 50% of all solid waste generated by project activities.  
Please complete steps 1 and 2 for this CWMP submittal.  
Step 3 will be required prior to issuance of a Building Permit Final.**

### Step 1: Check all that apply

- Contractor requests that the franchise hauler, Valley Vista Services, process all or a portion of the project generated material through mixed C&D processing.
- Contractor chooses to conduct certain onsite re-use practices to meet all or part of the 50% diversion requirement.
- Contractor chooses to conduct certain off-site recycling practices to meet all or part of the 50% diversion requirement.

### Step 2: Indicate method(s) of project diversion

\_\_\_\_\_ % Percentage of project-generated materials to be **mixed C&D processing** through the City's franchise hauler.

\_\_\_\_\_ % Percentage of project-generated materials to be recycled **on-site** through "re-use."

\_\_\_\_\_ % Percentage of project-generated materials to be recycled **off-site** through a permitted 3rd party recycler (must be a City of Industry permitted recycler).

### Step 3: Submit project diversion report

Prior to the issuance of a **Building Permit Final**, the contractor must complete and submit a project diversion report to the recycling coordinator. This report **MUST** demonstrate the contractors' successful implementation of the approved CWMP (Steps 1 and 2). Contractor **MUST** provide copies of all weight tickets with the diversion report submittal. See sample project diversion report below:

#### SAMPLE PROJECT DIVERSION REPORT

	Total Tons C&D Processing	Total Tons On-Site Re-Use	Total Tons Off-Site Recycling	Total Tons Total Tons Generated
Mixed Debris	80	0	5	85
Inert Debris	0	100	0	100
<b>Totals</b>	<b>80</b>	<b>100</b>	<b>5</b>	<b>185</b>

\_\_\_\_\_  
John Smith  
Name

\_\_\_\_\_  
*John Smith*  
Signature

\_\_\_\_\_  
9/14/2020  
Date

**For assistance in completing this report, please contact the program consultant:**  
Waste Systems Technology, Inc. • Jeff Duhamel • (562) 432-3700 • JD@WasteSystemsTech.com

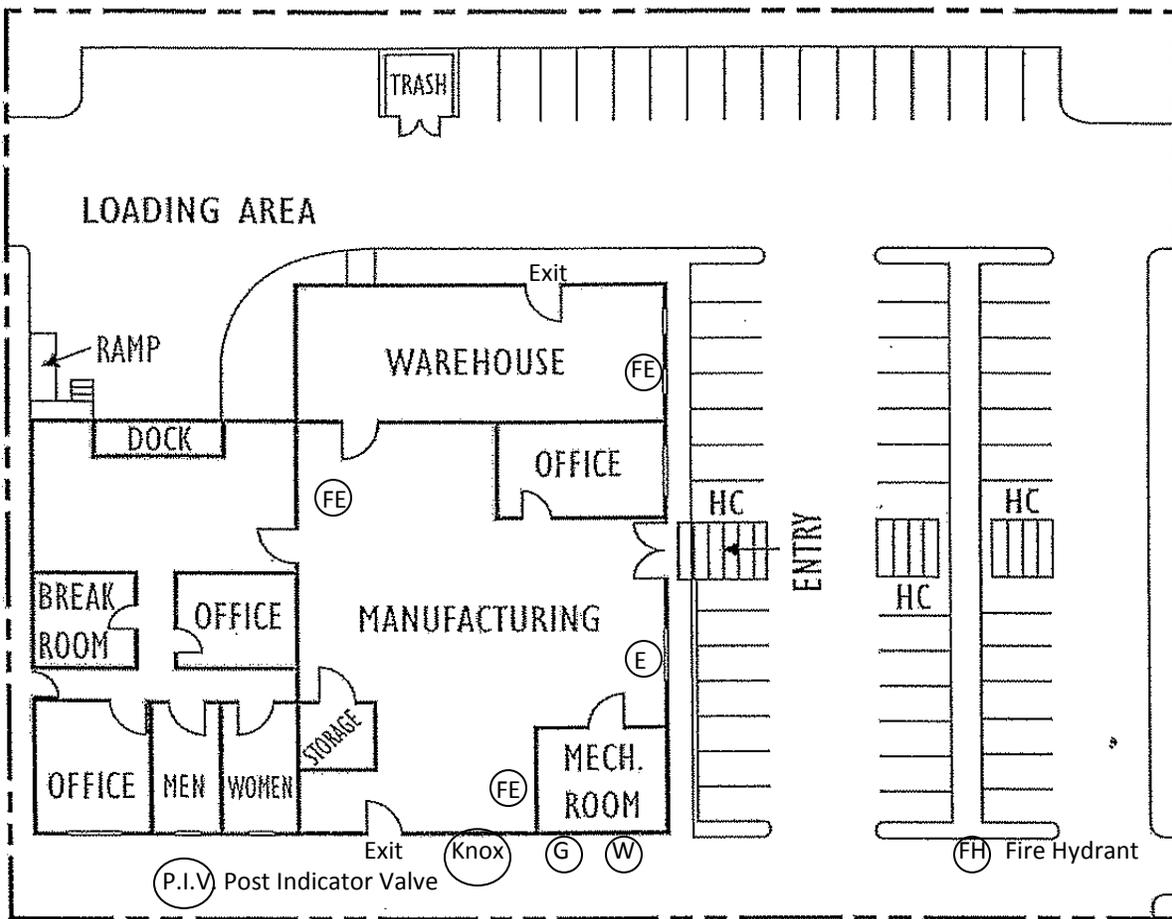


# City of Industry Floor Plan Example

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

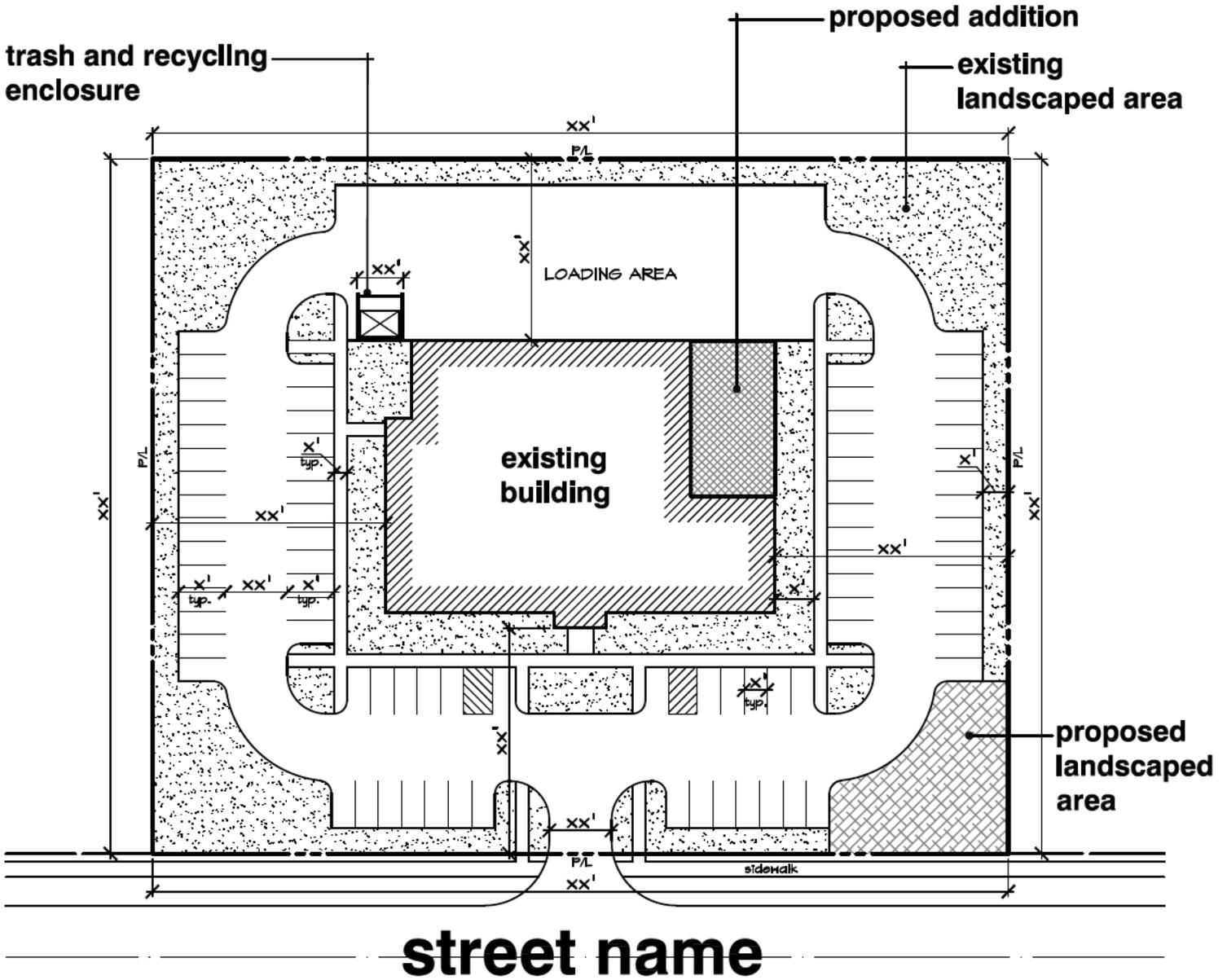


- |                    |                        |                    |
|--------------------|------------------------|--------------------|
| (G) Gas Shut-Off   | (FE) Fire Extinguisher | (Knox) Access Keys |
| (W) Water Shut-Off | (E) Electrical Panel   | (FH) Fire Hydrant  |

### 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

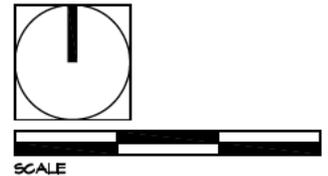
TOTAL SITE AREA:	XX AC.
EXISTING BUILDING AREA:	XX AC.
PROPOSED BUILDING AREA:	XX AC.
TOTAL BUILDING AREA:	XX AC.
REQUIRED BUILDING/LOT RATIO:	XX%
PROPOSED BUILDING/LOT RATIO:	XX%

### LANDSCAPE DATA

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

### PARKING DATA

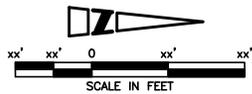
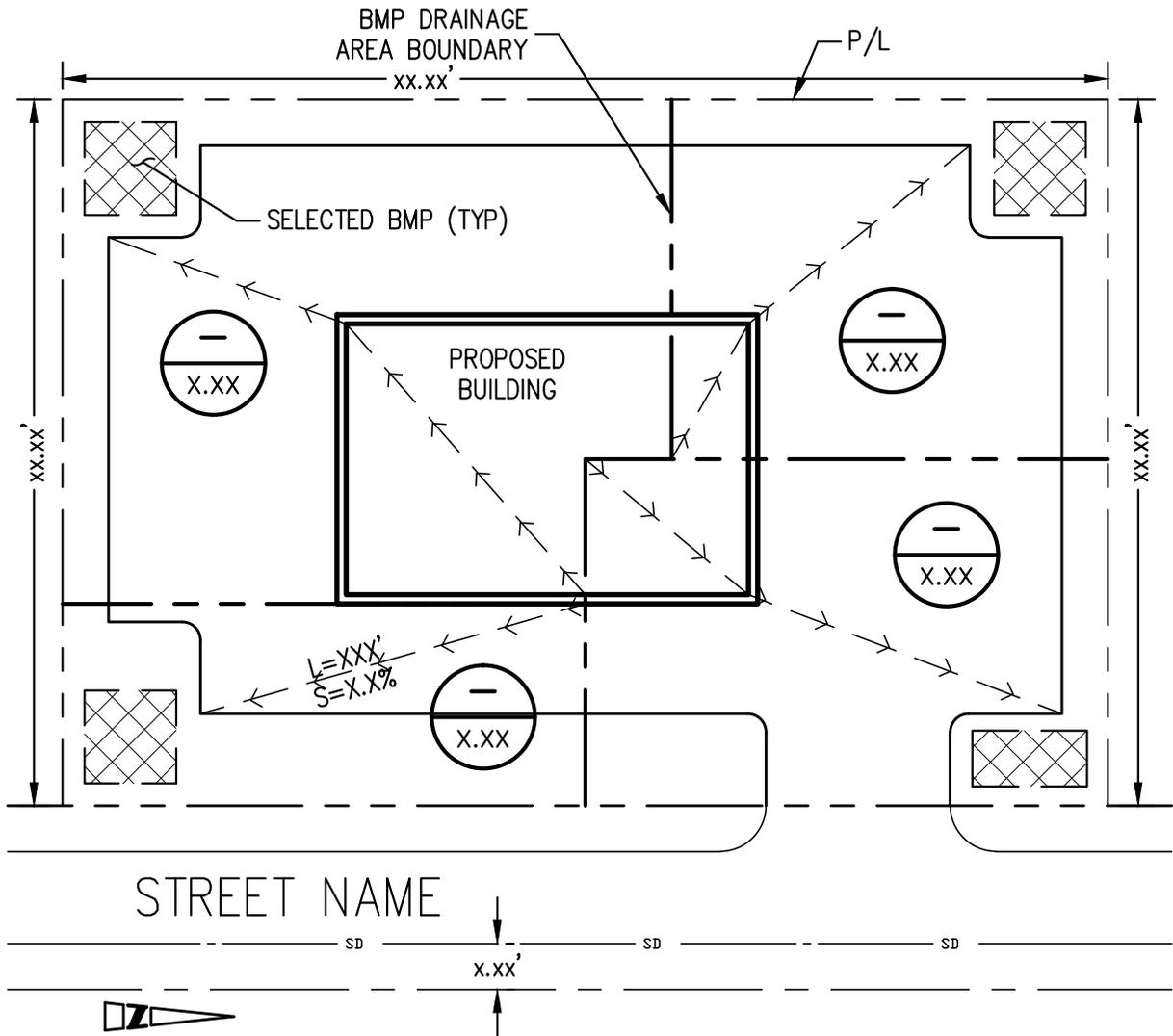
TOTAL PARKING REQUIRED:	XX SPACES
TOTAL PARKING PROVIDED:	XX SPACES



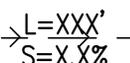
### NOTE:

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.

# SAMPLE PRELIMINARY LID LAYOUT PLAN



## LEGEND

-  BMP DRAINAGE MANAGEMENT AREA (AC)
-  SURFACE FLOW PATH (L=LENGTH, S=SLOPE)

## PLAN TO INCLUDE THE FOLLOWING ITEMS:

1. ROUGH GRADING CONCEPT, INCLUDING SUFFICIENT SPOT ELEVATIONS AND CONTOURS TO VERIFY DRAINAGE PATTERNS AND DIRECTION OF FLOW.
2. GENERAL SURFACE FLOW DIRECTIONS WITH APPROXIMATE LENGTH AND SLOPE.
3. TABLE SHOWING THE FOLLOWING INFORMATION FOR EACH BMP DRAINAGE AREA: AREA IN ACRES, % IMPERVIOUS, SWDQv, SELECTED BMP(S) AND BMP SIZES AND/OR DIMENSIONS.
4. SHOW LOCATION OF EXISTING PUBLIC STORM DRAIN LINE, INCLUDING SIZE.