

**PLANNING DEPARTMENT
CITY OF INDUSTRY**

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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

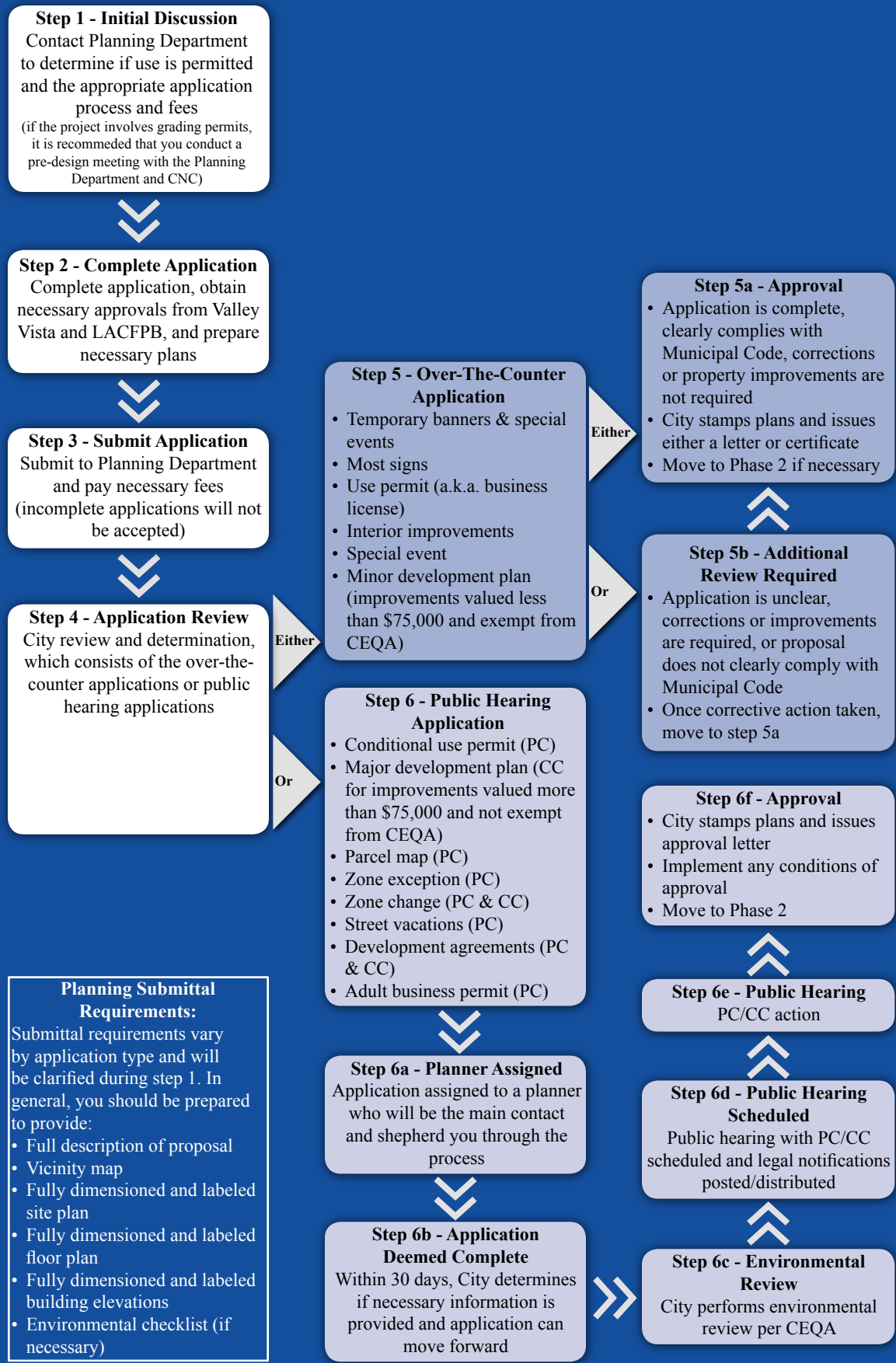


HOW DO I GET A PLAN APPROVED IN INDUSTRY?

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.

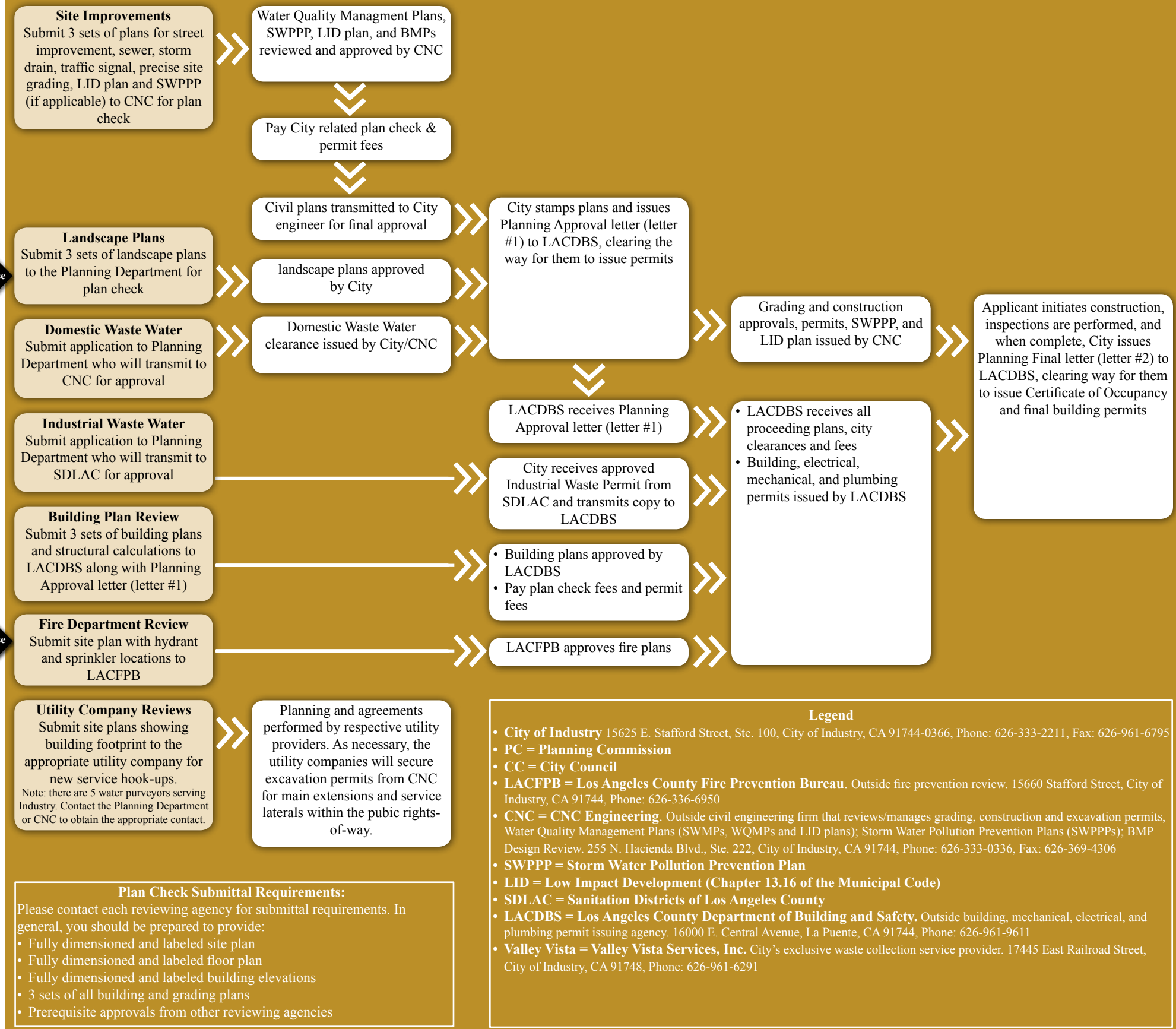
Phase 1- Planning Approval

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, SWPPPs, SUSMPs, BMPs, building, electrical, mechanical, and plumbing permits.



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:

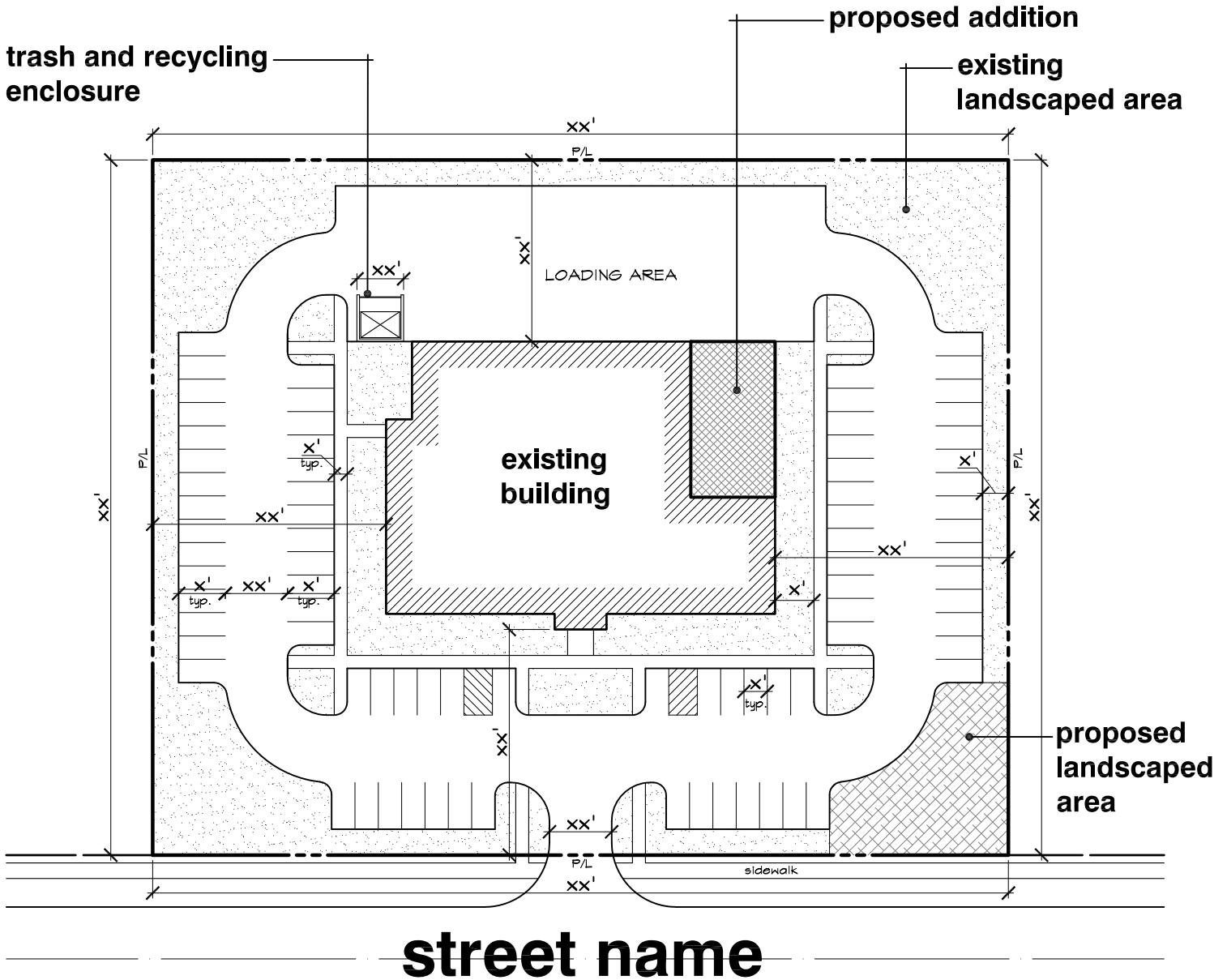
1. **Vicinity map** – one vicinity map on an aerial with project site and streets clearly labeled and of a scale to show the entirety of all adjacent properties
2. **Site Plan** (see attached example) – two hard copies at a scale such that the information is clearly legible and one electronic pdf version on CD drawn to scale, clearly labeling and dimensioning the following:
 - Property lines (existing and, if applicable, proposed)
 - Street sidewalks (existing and, if applicable, proposed)
 - Setbacks from property lines and distances between buildings
 - Truck loading facilities with minimum clearances
 - Parking striping plan
 - Vehicular and pedestrian gates
 - Pedestrian access and circulation
 - Outdoor lighting fixtures, including location, type and shielding, if any
 - Adjacent roadways (existing and, if applicable, proposed)
 - Buildings and structures (existing and, if applicable, proposed)
 - Building walls (existing and, if applicable, proposed)
 - Landscaped and open space areas (existing and, if applicable, proposed)
 - Drive isles and driveways
 - Walls (note height)
 - Trash bin and recycling bin enclosures
 - 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 attached example)
5. **Compliance with Chapter 13.16** – If subject to the requirements of Chapter 13.16, Stormwater and Urban Runoff Pollution Control, of the Municipal Code, provide a preliminary LID layout plan prepared by a licensed Civil Engineer by the State of California (see attached example) with

applicable notes and details and preliminary calculations showing: 1) total area disturbed, 2) areas going from permeable to impermeable, 3) impermeable areas to be replaced by permeable areas with a change in elevation/grade, 4) location, type and preliminary sizing calculations of the post Best Management Practice (BMP) to be installed on the project, 5) an operations and maintenance plan (to include funding sources).

City of Industry Example Site Plan



LEGEND

SITE PLAN DATA

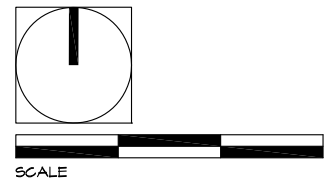
TOTAL SITE AREA:	XX AC.
EXISTING BUILDING AREA:	XX AC.
PROPOSED BUILDING AREA:	XX AC.
TOTAL BUILDING AREA:	XX AC.
REQUIRED BUILDING/LOT RATIO:	XX%
PROPOSED BUILDING/LOT RATIO:	XX%

LANDSCAPE DATA

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

PARKING DATA

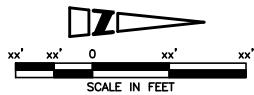
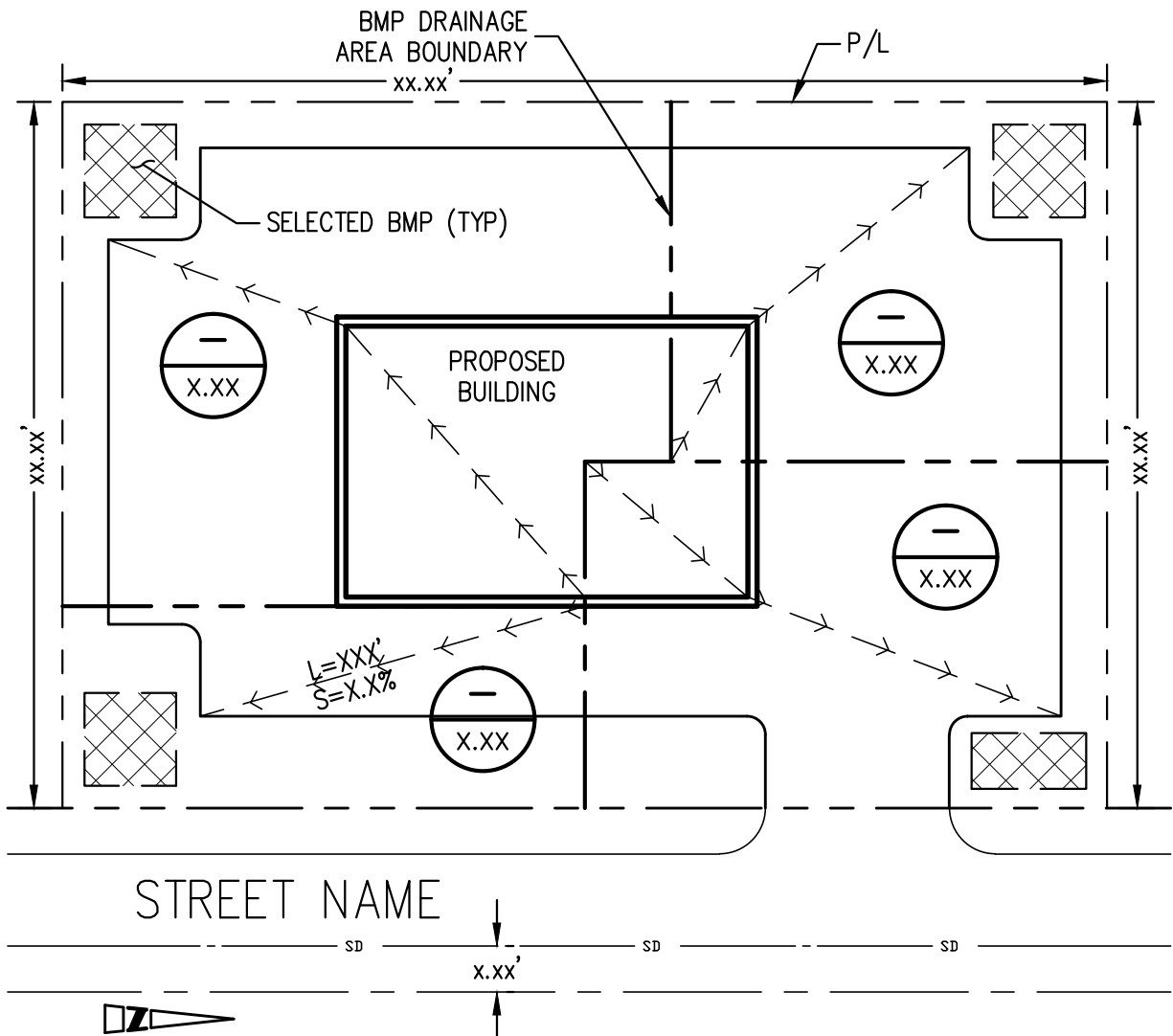
TOTAL PARKING REQUIRED:	XX SPACES
TOTAL PARKING PROVIDED:	XX SPACES



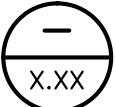
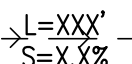
NOTE:

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
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.

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 Chapter 17 of 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 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 	<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 curblines 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/striped 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

SUMMARY OF MS4, CONSTRUCTION AND INDUSTRIAL GENERAL PERMITS

The following is a summary of the MS4, Construction General, or Industrial General Permits that a project may be required to obtain. For a detailed questions regarding applicability, please contact the City Engineer at 626-333-2211 or their designee, CNC Engineering, at 626-333-0336.

MUNICIPAL SEPARATE STORM SEWER SYSTEM PERMIT (MS4 PERMIT)

New development and redevelopment projects are subject to the City LID Ordinance (Chapter 13.16 of the Municipal Code) as follows:

New Development Projects. A new development project is subject to the MS4 requirements if it involves:

- 1 acre or more of disturbed area.
- Adding more than 10,000 square feet of impervious surface area.
- Industrial parks with 10,000 square feet or more of surface area.
- Commercial malls with 10,000 square feet or more surface area.
- Retail gasoline outlets with 5,000 square feet or more of surface area.
- Parking lots with 5,000 square feet or more of impervious surface area, or with 25 or more parking spaces.
- Street and road construction of 10,000 square feet or more of impervious surface area.
- Automotive service facilities (SIC 5013, 5014, 5511, 5541, 7532-7534 and 7536-7539) with 5,000 square feet or more of surface area

Redevelopment Projects. A project involving redevelopment of a site is subject to the MS4 requirements if it involves:

- Land-disturbing activity that results in the creation or addition or replacement of 5,000 square feet or more of impervious surface area on an already developed site.
- An alteration to more than fifty percent of impervious surfaces of a previously existing development, and the existing development was not subject to post-construction storm water quality control requirements, the entire project must be mitigated.
- An alteration of less than fifty percent of impervious surfaces of a previously existing development, and the existing development was not subject to post-construction storm water quality control requirements, only the alteration must be mitigated, and not the entire development.

Exceptions for Maintenance

Redevelopment does not include routine maintenance activities that are conducted to maintain original line and grade, hydraulic capacity, original purpose of facility, or emergency redevelopment activity required to protect public health and safety. Impervious surface replacement, such as the reconstruction of parking lots and roadways that does not disturb additional area and maintains the original grade and alignment, is considered a routine maintenance activity. Redevelopment does not include the repaving of existing roads to maintain original line and grade.

CONSTRUCTION GENERAL PERMIT (CGP)

The following describes the requirements for preparation of a Storm Water Pollution Prevention Plan (SWPPP) under the CGP:

- Construction sites over one (1) acre of disturbed area require submittal of a SWPPP to the City Engineer.
- Construction on a disturbed area of less than 1 acre requires submittal of an erosion control plan to the City Engineer.

INDUSTRIAL GENERAL PERMIT (IGP):

Certain industrial and commercial facilities are required to prepare an Industrial Storm Water Pollution Prevention Plan (Industrial SWPPP). The attached document, *Complying with the Industrial General Permit for Storm Water Associated with Industrial Activities*, provides basic information.

The TO DO LIST

Complying with the Industrial General Permit for Storm Water Associated with Industrial Activities ([2014-0057-DWQ¹](#))

What is this permit? The Industrial General Permit regulates industrial storm water discharges and authorized non-storm water discharges from industrial facilities in California. The Industrial General Permit is called a general permit because many industrial facilities are covered by the same permit, but comply with its requirements at their individual industrial facilities. The State Water Resources Control Board (State Water Board) and Regional Water Quality Control Boards (collectively, the Water Boards) implement and enforce the Industrial General Permit.

Who needs this permit? Industrial facilities such as manufacturers, landfills, mining, steam generating electricity, hazardous waste facilities, transportation with vehicle maintenance, larger sewage and wastewater plants, recycling facilities, and oil and gas facilities that do not qualify for an exemption. See Attachment A of the permit for a complete list of facilities covered by the Industrial General Permit.

Water Board Contact Information

Storm Water Section
PO Box 1977
Sacramento, CA 95812-1977

General Storm Water Questions:

Email: stormwater@waterboards.ca.gov
Phone: 1-866-563-3107
Fax: (916) 341-5543

Key Terms

Best Management Practices – Techniques, measures, or structural controls used to manage the quantity and improve the quality of storm water runoff, in this case, from an industrial facility.

Storm Water Pollution Prevention Plan- The document that lays out how an industrial facility will meet the permit's requirements and achieve the goal of keeping storm water clean.

No Exposure Certification (NEC) – If an industrial facility does not have industrial activities or materials that are exposed to storm water, it may qualify for a conditional exclusion from specific permit requirements by submitting a No Exposure Certification and other required documents in SMARTS.

Storm Water Multiple Application And Report Tracking System ([SMARTS²](#))

Qualifying Storm Event – A storm event that produces a discharge for at least one drainage area and is preceded by 48 hours with no discharge from any drainage area at the industrial facility.

Qualified Industrial Storm Water Practitioner (QISP) – A professional who has completed a State Water Board-approved training course who is required to assist dischargers in Level 1 or Level 2 status or new dischargers that will discharge to a water body with a 303(d) listed impairment with permit compliance.

DEADLINES



Dischargers applying for general permit coverage must file the required documents by July 1, 2015. If you currently have a permit, you must re-enroll by July 1, 2015. Dischargers filing for NEC coverage must submit the required documents on or before October 1, 2015.

Submit first annual report via SMARTS no later than July 15, 2016.

Submit sampling results via SMARTS within 30 days of obtaining lab results.

If you made significant revisions to your SWPPP, report these changes via SMARTS within 30 days. Report any non-significant revisions at least once every three months. SWPPP updates are required to be uploaded in SMARTS, at least once a quarter.

¹ http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2014/wqo2014_0057_dwq.pdf. You are responsible for reviewing the requirements set forth in the permit. This document does not provide an exhaustive summary of the permit's requirements.

² <https://smarts.waterboards.ca.gov/smarts/faces/SwSmartsLogin.jsp>



MONITORING

<input type="checkbox"/>	Monthly visual observations – Have you conducted observations each month to identify the presence of any unauthorized non-storm water discharges, assess the effectiveness of your BMPs, and observe all potential sources of industrial pollutants? Have you documented these observations?
<input type="checkbox"/>	Have you sampled the storm water leaving the industrial facility, visually observed the discharge, and sent the samples to a lab? Every year you must sample: 2 QSEs within the first half of each reporting year (July 1 to December 31), and 2 QSEs within the second half of each reporting year (January 1 to June 30).
<input type="checkbox"/>	Have you kept monitoring documentation on your site and reported the sampling data via SMARTS?



STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

<input type="checkbox"/>	Do you have a SWPPP developed and stored at the industrial facility?
<input type="checkbox"/>	Have you submitted your SWPPP via SMARTS?
<input type="checkbox"/>	Have you developed a site map and submitted it in SMARTS?
<input type="checkbox"/>	Does the SWPPP describe your pollutant source assessment, minimum BMPs, and other advanced BMPs at your site?
<input type="checkbox"/>	Have you trained employees at your industrial facility on sampling and storm water BMPs?



RECERTIFICATION AND ENROLLMENT – SMARTS

<input type="checkbox"/>	To enroll in this permit, you must pay the annual fee and submit the following permit registration documents via SMARTS: -Completed notice of intent form and signed certification statement; -SWPPP; and -Complete and updated site map.
<input type="checkbox"/>	To apply for NEC coverage, you must pay the annual fee and submit the following permit registration documents via SMARTS: -Completed NEC form and signed certification statement; -Completed NEC checklist; and -Complete and updated site map.
<input type="checkbox"/>	If you have coverage under the old permit, you need to re-enroll under the new Industrial General Permit by July 1, 2015 because the permit has changed. To re-enroll, you must: -Obtain a Secret Code Number from the State Water Board and recertify the facility's notice of intent; and -Submit your SWPPP and facility site map in SMARTS.



OTHER INFORMATION

<input type="checkbox"/>	Annual Fee – Have you paid your invoice? (invoices are sent out to the industrial facility by U.S. mail)
<input type="checkbox"/>	Did you compare your sampling data to the numeric action levels in the permit? If your results indicate an exceedance of a numeric action level, you must take exceedance response actions. Baseline – All industrial facilities start here. Level 1/Level 2 – If your results exceed the numeric action level, you must select a QISP to assist with conducting a facility evaluation and completing the necessary exceedance response action reports.