

**PLANNING APPLICATION**

Project (Street) Address

Current Use of Property

Assessor Parcel No(s).

Provide a detailed written description of the project below (attach additional sheets) that thoroughly describes:

1. Demolition of structures and new construction (in square feet for commercial or in number of units for residential); and
2. List all proposed use(s) and activities. List all application(s) needed. Note any issues that need to be resolved.

PROPERTY OWNER (Must Complete Ownership and Consent Affidavit)

Name Phone Number Email

Address City State and Zip Code

Signature

OFFICIAL USE ONLY:

PROJECT FILE NUMBER: _____ RECEIPT NUMBER: _____

RECEIVED BY: _____ DATE: _____ FEE/DEPOSIT AMOUNT: _____

DEEMED COMPLETE BY: _____ DATE: _____

**PLANNING APPLICATION****AUTHORIZED OWNER'S REPRESENTATIVE OR APPLICANT (If not the owner)**_____
Name_____
Phone Number_____
Email_____
Address_____
City_____
State and Zip Code_____
Signature**ARCHITECT OF RECORD**_____
Name_____
Phone Number_____
Email_____
Address_____
City_____
State and Zip Code_____
Signature**TO ALL APPLICANTS:**

Employees of the City of Glendora will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to provide accurate and up-to-date information. Submittal of inaccurate or incomplete information or plans, or failure to comply with the application instructions may result in processing delays and/or denial of my application. There is no guarantee – expressed or implied – that any permit will be granted by whatever agency or individual has authority in the matter. The applicant shall also understand that each matter must be carefully reviewed and investigated and, after a staff review has been made or a public hearing has been held, the staff's recommendation or decision may be contrary to a position taken in any preliminary discussions. City staff is not permitted to assist the applicant or any opponents of the applicant in preparing arguments for or against a request. I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

APPLICANT'S SIGNATURE_____
DATE

**ENVIRONMENTAL INFORMATION FORM**

The information provided on this form helps City Staff to complete an environmental review. Please provide a detailed explanation together with any mitigation measures proposed for any "yes" responses to the checklist. If it is determined that the project might have a significant impact on the environment, the applicant shall pay for the preparation of an Environmental Impact Report (EIR) in accordance with State and City guidelines.

The California Environmental Quality Act (CEQA) requires that the city determine whether or not a project may result in potential environmental impacts (attach additional sheets as necessary).

GENERAL INFORMATION:

Project (Street) Address

Assessor Parcel No(s).

Existing Zoning District.

PROPERTY OWNER:

Name

Phone Number

Email

Address

City

State and Zip Code

Signature

APPLICANT/PRIMARY CONTACT:

Name

Phone Number

Email

Address

City

State and Zip Code

Signature



ENVIRONMENTAL INFORMATION FORM

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. Describe any existing structures on the site, and the use of the structures:

2. Describe the surrounding properties, including information on plants and animals and any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.):

3. List and describe any other related permits and public approvals required for this project, including those required by the city, regional, state, and federal agencies (attach additional sheets as necessary):

**ENVIRONMENTAL INFORMATION FORM****PROJECT INFORMATION & DESCRIPTION:**

1. Gross Site Area (sq. ft.): _____
2. Net site area (total site size minus area of public street & proposed dedications): _____
3. Amount of off-street parking provided: _____
4. If residential, include the number of units, schedule of unit sizes, and number of bedrooms

Min. Number of bedrooms (per unit): _____
Number of units: _____
Min. Lot size: _____

Max. Number of bedrooms (per unit) _____
Schedule of unit sizes: _____
Max. Lot size: _____
5. Indicate hours of operation: _____
6. Number of employees: _____
Total: _____
Maximum per Shift: _____
Time of Max Shift: _____
7. If commercial or industrial indicate type of use(s) and major function(s):
8. Total floor area of commercial or industrial use: _____
9. For commercial and industrial uses, indicate the source, type and amount of air pollution emissions (data should be verified through the South Coast Air Quality Management District at (909) 396-2000):
10. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project:
11. Total floor area of institutional use: _____
12. Have the water, sewer, fire and flood control agencies serving the project been contacted to determine their ability to provide adequate service to the proposed project? If so please indicate their response.

**ENVIRONMENTAL INFORMATION FORM****PROJECT INFORMATION & DESCRIPTION (CONTINUED):**

13. In the known history of this property, has there been any use, storage, or discharge of hazardous and/or toxic materials? Examples of hazardous and/or toxic materials include, but are not limited to, PCB's; radioactive substances; pesticides and herbicides; fuels, oils, solvents, and other flammable liquids and gases. Also note underground storage of any of the above. Please list the materials and describe their use, storage, and/or discharge on the property, as well as the dates of use, if known.

14. If the project involves a variance, conditional use permit or rezoning application, state this and indicate why the entitlement is required:

APPLICABLE ITEMS:

Are the following items applicable to the project or its effects? If yes, attach additional sheets for explanation.	YES	NO
1. Change in existing features of any hills, or substantial alteration of ground contours (If yes, provide preliminary grading plan, prepared by a registered civil engineer; include estimated quantities of excavation and fill involved)	☐	☐
2. Change in scenic views or vistas from existing residential areas or public lands or roads	☐	☐
3. Change in pattern, scale, or character of general area of project	☐	☐
4. Significant amounts of solid waste	☐	☐
5. Change in dust, ash, smoke, fumes, or odors in vicinity construction only normal operations	☐	☐
6. Change in ground water quality or quantity, or alteration of existing drainage patterns	☐	☐
7. Substantial changes in existing noise or vibration levels in vicinity construction only normal operations	☐	☐

**ENVIRONMENTAL INFORMATION FORM**

8. Site on filled land or on slope of 35 percent or more (If yes, provide soils report, geotechnical report)	☐	☐
9. Use or disposal of potential hazardous materials such as toxic substances, flammable or explosives (If yes, provide Phase I Environmental Study)	☐	☐
10. Substantial change in demand for municipal services (police, fire, water, sewage, etc.)	☐	☐
11. Substantially increase fossil fuel consumption (electricity, oil, natural, gas, etc.)	☐	☐
12. Relationship to a larger project or series of projects	☐	☐
13. Result in the need to construct additional public facilities or increase public services	☐	☐
14. Result in increase of traffic (vehicle miles traveled) as a result of this project	☐	☐
15. Change or alter historic Structures, or properties designated resource undesignated property over 45 years	☐	☐

**ENVIRONMENTAL INFORMATION FORM****REQUIRED SUBMITTAL MATERIALS:**

The following materials are required when submitting an Environmental Information Form; materials must be consistent with the application. All materials should reflect the entire Project, not just the area in need of a zone change, variance, or entitlement. The submittal materials in addition to those required for any case/application for which the Environmental Information form is being filed.

- ☐ Submit a full-scale plan of site, floor plan and elevations, including the project site and indicate the site boundaries.
- ☐ Submit a set of color photographs which show representative views into the site from north, south, east, and west; and representative views of significant features from the site.
- ☐ Submit the application for the associated entitlement.

I hereby certify that the statements stated above, and in the attached exhibits, present the data and information required to for adequate evaluation of this project to the best of my ability; and that the facts, statements, and information presented are true and before and adequate evaluation can be made by the City of Glendora.

I have been informed by the City of Glendora of my responsibilities pursuant to California Government Code Section 65962.5 (<http://leginfo.legislature.ca.gov/>) to notify the City as to whether the site for which a development application has been submitted is located within an area which has been designated as the location of a hazardous waste site by the Department of Toxic Substance Control (DTSC). The list of hazardous waste sites is available online: <https://dtsc.ca.gov/dtscs-cortese-list/>

I am informed and I believe that the proposed site for which a development application has been submitted is not within an area specified in said Section 65962.5 as a hazardous waste site.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct

OWNER SIGNATURE

DATE

APPLICANT'S SIGNATURE

DATE



CITY OF GLENDORA, COMMUNITY DEVELOPMENT DEPARTMENT
OWNERSHIP AND CONSENT AFFIDAVIT

Notary Must Be Attached When Application Submitted

This is to certify under penalty of perjury that the undersigned is/are the record owner(s) of the property known as:

PROJECT (STREET) ADDRESS (If Applicable) _____ and

ASSESSOR'S MAP BOOK, PAGE & PARCEL NOS. _____

_____ and

LEGAL DESCRIPTION (MAY ATTACH) _____

That I/we consent to the filing of the public hearing application(s) on our property for processing by the City of Glendora. I/We declare under penalty of perjury that I/we have reviewed this Affidavit and the information furnished is true and correct.

Executed this ____ day of _____, 20__ at _____ (city) California, under penalty of perjury of the laws of the State of California.

To be signed by all record owners:

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

For additional names, please use a separate sheet of paper.

Authorization for Use of Copyright Protected Architectural Drawings¹

The City of Glendora Planning Division strives for transparency and efficient review and processing of development applications. Materials submitted with development applications may be posted on the Internet with the agenda packets for public meetings and made available for unrestricted public copying and distribution pursuant to the Public Records Act. Pursuant to Government Code Section 65103.5, a design professional, or owner of the copyright for **“architectural drawings”**² that contain **“protected information”** subject to copyright protection has the right to either grant or withhold authorization for the City to publicly post or authorize unrestricted public copying and distribution of the architectural drawings.

If the design professional and/or copyright owner elects to withhold such authorization, they are required to prepare and submit a **“massing diagram”** or alternate **“site plan”** to the City in lieu of the copyrighted architectural drawings, for posting and unrestricted public copying and distribution. Failure to submit a **“massing diagram”** or alternate **“site plan”** prior to the issuance of a zoning clearance for ministerial applications or prior to a discretionary application being deemed complete automatically grants the City permission to post and authorize unrestricted public copying and distribution of the official architectural drawings. Even if a **“massing diagram”** or alternate **“site plan”** is submitted, the City is authorized to utilize the official architectural drawings for the purposes stated in Government Code section 65103.5(c), including making copies for internal official review, sharing with the City Council, Planning Commission, or other government bodies or agencies responsible for official review, and displaying a copy on the internet and a copy physically on the premises during a public hearing where the application is being considered.

¹ Failure to have this form signed and completed by the design professional and/or copyright owner prior to the issuance of a zoning clearance for ministerial applications or prior to a discretionary application being deemed complete constitutes authorization for the City to post and authorize unrestricted public copying and distribution of the architectural drawings for all purposes.

² The definitions of all terms shown in quotation marks are stated below on the last page of this form.



Please select only one option and have the appropriate design professional and/or owner of the **copyright protected architectural drawings** sign the certification below to confirm the election:

☐ **Authorization for City to Post and Allow Unrestricted Public Copying and Distribution of Architectural Drawings**

I, _____, hereby certify that I am the design professional and/or owner of the copyright of the architectural drawings being submitted for the development application described below. I grant the City authorization to post and authorize unrestricted public copying and distribution of the architectural drawings for all purposes. I acknowledge that members of the public will have unrestricted access to review, copy and distribute these drawings.

OR

☐ **Election to Withhold Authorization (Alternate Site Plan or Massing Diagram Required)**

I, _____, hereby certify that I am the design professional and/or owner of the copyright of the architectural drawings being submitted for the development application described below. I **do not** grant the City permission to post or authorize the unrestricted public copying and distribution of the architectural drawings containing “**protected information**” as defined in Government Code section 65103.5(f)(2). Pursuant to Government Code section 65103.5(e), I acknowledge that I must submit a “**massing diagram**” or an alternate “**site plan**” to the City, for posting and unrestricted public copying and distribution in lieu of the architectural drawings, upon submission of the official architectural drawings and prior to the issuance of a zoning clearance for ministerial applications or prior to a discretionary application being deemed complete and that, if I fail to timely do so, my election will not take effect and instead, the City will post and authorize unrestricted public copying and distribution of the architectural drawings for all purposes.

Signature

Date



PROJECT INFORMATION

Project Address: _____

APN: _____

Project Number: _____

Design Professional/Copyright Owner's Contact Information (required)

First Name (Printed)

Last Name (Printed)

License Number (if applicable)

Email

Phone

Mailing Address: _____

Definitions

“Architectural Drawings” is used as an umbrella term for materials that are tangible expressions of design, including but not limited to, detailed site plans, elevations, renderings, photos, models, etc.

“Massing Diagram” means a document that displays the three-dimensional form of a building and describes the general profile, bulk, setbacks, and size of the building, but does not contain specific architectural detail. (Gov. Code, § 65103.5(f)(1).) See below example of a massing diagram:

“Protected Information” means an architectural drawing that meets both of the following conditions: (A) it is protected by the federal Copyright Act of 1976 (Public Law 94-553) as amended by the federal Architectural Works Copyright Protection Act of 1990 (Public Law 101-650); and (B) It contains a copyright annotation indicating it is protected by the federal Copyright Act of 1976 (Public Law 94-553). (Gov. Code, § 65103.5(f)(2).)

“Site Plan” means a document for a project that is drawn to scale and displays all of the following as applicable to the project: 1) property lines; 2) setback lines; 3) easements; 4) utilities; 5) driveways; 6) surrounding streets and traffic flow; 7) parking lots and parking spaces; 8) landscaping area; 9) setbacks between buildings and property lines; 10) outline of existing and proposed buildings and structures. (Gov. Code, § 65103.5(f)(3).)

Example Massing Diagram





FINANCIAL INTEREST DISCLOSURE FORM

Pursuant to Senate Bill 1439, please list all parties and participants as defined by Government Code Section 84308 with financial interest in the project. Provide additional sheets if necessary

Agent Name/Company

Title

Agent Name/Company

Title

Agent Name/Company

Title

Agent Name/Company

Title

Agent Name/Company

Title

Agent Name/Company

Title

Agent Name/Company

Title

Agent Name/Company

Title