



City of Glendora Planning Application Requirements

Glendora Planning Department
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Required Application Materials

- Master Application form signed by owner and applicant
- Application fees
- Architectural plans
 - Site plan
 - Floor plans
 - Elevations
- Number of plan copies required
 - 5 (Planning Director or Concept review)
 - 13 (Planning Commission review)
 - 20 (City Council review)
- Parking plan
- Landscape plan
- Grading plan (for 50+ cubic yards of grading)
- Electronic copy of plans (PDF Format, 300 dpi resolution)
- Colors and materials board
- Photographs of project site
- Radius map and mailing labels
- Completed Environmental Information Form

Required Additional Materials for Subdivision Applications

- Map(s) and legal description(s) prepared using Public Works "Guidelines for Legal Descriptions and Plats"
- Preliminary Title Report issued within 6 months of application filing
- Copies of grant deeds, easements of record, and any other documents referenced in Title Report and legal descriptions
- Preliminary Hydrology Study and Drainage Plan
- Preliminary Standard Urban Storm Water Mitigation Plan (SUSMP)

Architectural Plans

1. Drawn to scale, not less than 1" = 30'
2. Plans 24" x 36" preferred, stapled and collated
3. Names of applicant and plan preparer
4. Date prepared and all revision dates
5. North arrow and scale
6. Project address and parcel number(s)
7. Existing and proposed square footage of all structures
8. Existing and proposed number of residential units if applicable
9. Number of required and provided parking spaces
10. Lot size and calculations for Floor Area Ratio or lot coverage as applicable
11. For residential projects, square footage and number of bedrooms for each unit
12. For residential projects, square footage of open space areas
13. For projects in the RHR zone or in any hillside slope area, average slope of the property

Not required for planning project applications:

- a. Construction drawings
- b. Engineering drawings or calculations
- c. Electrical, mechanical, or plumbing drawings
- d. Wet stamped or signed plans

Site Plan

1. Lot size, boundaries, and dimensions
2. Location and name of all streets or alleys
3. Location and dimensions of all public or private easements
4. Existing and proposed buildings showing walls and eaves or overhangs
5. If buildings are to be demolished, include separate demolition site plan
6. All other improvements including fences, walls, trash enclosures, electrical transformers, and HVAC equipment
7. Dimensions of all buildings and other improvements and all setbacks from property lines
8. For projects in the RHR zone or where the average slope exceeds 10%, topographic contour lines at 5-foot intervals and delineation of all areas where the slope exceeds 35%

Floor Plans

1. Full interior plans of all floors with each room labeled and dimensions shown
2. Doors, windows, and other openings
3. Permanent or fixed equipment or furniture

Elevations

1. All sides of all structures identified by direction or street name
2. Dimensions including setbacks, floor heights, and overall height
3. Doors, windows, and other openings
4. Patterns and/or labels for all roof and wall materials, textures, and colors
5. Architectural details such as parapets, eaves, moldings, trims, window frames, and light fixtures

Parking Plan (may be included on site plan or floor plans as appropriate)

1. All parking spaces, backup areas, driveways, streets, turnaround areas, access areas, and loading or service areas with dimensions labeled and showing all striping, wheel stops, markings, and directional arrows
2. Labeling of standard, compact, tandem, handicapped accessible, and guest spaces
3. Profiles of ramps (if applicable) showing all grade transitions, clearances, and dimensions

Landscape Plan

1. Delineation of all landscaped and hardscaped areas
2. Symbols and/or labels showing all vegetation and differentiating among turf, groundcover, shrubs, and trees
3. If known, symbols and/or labels showing all plant species

Grading Plan (for 50+ cubic yards of grading)

1. Existing and proposed topographic contour lines at 5-foot intervals
2. Delineation of all areas where the slope exceeds 35%
3. Colors or patterns showing cut and fill grading activity
4. Calculations showing total cubic yards of cut and fill activity and net import or export
5. Existing and proposed retaining walls and drainage devices
6. All trees with a diameter at breast height (DBH) of six inches or greater, labeled as proposed to be removed or protected in place

Colors and Materials Board

1. Paint or stain swatches for all stucco, trim, doors, windows, fences, and other items to be painted or stained
2. Material samples for all brick, stone, prefabricated architectural features, other surface coverings, and roofing

Radius Map and Mailing Labels (unless paying City to prepare)

See separate handout for requirements

Environmental Review

Every project requires environmental review under the California Environmental Quality Act (CEQA).

Categorical Exemption

1. \$214 due at the time of application filing (City fee)
2. Undated \$75 check made payable to Los Angeles County Clerk (environmental document filing fee)

Initial Study/Negative Declaration

1. Document preparation fees
 - a. If prepared by City staff: \$1,770 due at time of application filing
 - b. If prepared by consultant: \$6,171 contract administration fee due at time of application filing
 - c. Applicant responsible for full cost of consultant contract; \$5,000 deposit due prior to start of work
2. Two undated \$75 checks made payable to Los Angeles County Clerk (environmental document filing fees)
3. Undated \$2,216.25 check made payable to Los Angeles County Clerk (Department of Fish and Game fee)

Environmental Impact Report

1. Document preparation fees
 - a. \$6,171 contract administration fee due at time of application filing
 - b. Applicant responsible for full cost of consultant contract; \$5,000 deposit due prior to start of work
2. Two undated \$75 checks made payable to Los Angeles County Clerk (environmental document filing fees)
3. Undated \$3,078.25 check made payable to Los Angeles County Clerk (Department of Fish and Game fee)