



CITY OF POMONA PLANNING DIVISION APPLICATION PACKAGE REQUIREMENTS

The following information is required of the application package at the time development applications (e.g. Conditional Use Permit, Variance, etc.) are submitted to the Planning Division. After review of the information, Planning Division staff will notify the applicant, in writing, whether the application is “incomplete” because it is missing information that is necessary for a decision on the application to be made. Providing a complete package, at the time of application submittal, will expedite the review process, saving time and money.

All of the following is required for applications involving new construction and/or additions. For applications for operational requests involving no construction, information requested on separate sheets may be shown on one sheet. At a minimum, all development applications regardless of type must include the following: (A) Application Form, (B) Project/Site Description, (D) Fees, (F) General Conditions Sheet, and (G) Site Plan. Please contact the Planning Division staff at (909) 620-2191 regarding the specific requirements for particular applications and to obtain the development standard applicable to the request.

A. APPLICATION FORM

- Complete the application form.
- Provide name, mailing address, and signature of applicant
- Provide a description of the request on this form. (Do not write “see attached” without a brief description.)
- Provide the notarized signature of the property owner with the same name as it appears on the County Tax Assessor Records. If the name that appears on County Tax Assessor Records is an organization, provide recorded documents showing that the signature is from a partner or officer of that organization. Letters of authorization will not be accepted.
- Provide a copy of a recorded grant deed if the signature for property owner is different from the name shown on the County Tax Assessor Records.

B. PROJECT/SITE DESCRIPTION

- Project Description.**
Provide a detailed written description of the operation and/or project so that the various departments and divisions to understand your request. For business operations, list the various uses and products sold, indicate the hours of operation of the use(s), number of employees per shift. Indicate whether the project construction is phased and provide a schedule. For nonresidential uses, include the manner in which goods/services will be produced and the manner in which they will be distributed.
- Environmental Information Form.**
Provide a completed environmental information form, signed by the preparer, answering all applicable questions thoroughly. For non applicable questions, write “N/A” for not applicable.
- Preliminary Title Report.**
Provide two (2) copies of a preliminary title report for the property and copies of any easements, covenants, or other documents that may affect the title or use of the subject property.

- **Photograph Exhibit.**
Provide photographs, mounted on 8.5” by 11” paper, of the project site and uses abutting the project taken from all lot lines showing all four elevations of existing structures, keyed to a photographic location map.
- **Color and Materials Sample Board.**
Provide a board, maximum size 8.5” by 14”, with a sample of each color and material shown and keyed (1, 2, 3) on the elevation (and/or hardscape, fencing, sign) sheets. Actual samples of materials are needed so that the texture may be determined. Hardscape samples are needed for paving materials other than standard concrete and asphalt. If the information does not fit on a single board, provide multiple boards, maximum size 8.5” by 14” so that these will fit within the Division files.
- **Hazardous Waste Disclosure Form.**
Provide a statement, signed by the applicant, stating the following pursuant to Section 65962.5(f) of the California Government Code:

HAZARDOUS WASTE AND SUBSTANCES STATEMENT

The development project and any alternatives proposed in this application are not contained on the lists compiled pursuant to Section 65962.5 of the Government Code. Accordingly, the project applicant is required to submit a signed statement that contains the following information: Name of applicant; Address; Phone number; Address of site (street name and number if available, and zip code); Lead agency (city/county); Assessor’s book, page, and parcel number; Specify any list pursuant to Section 65962.5 of the Government Code; Regulatory identification number; Date of list; Applicant signature and date.

C. FEES

- **Application Fee.**
Provide a fee payable to “City of Pomona” that applies to the application(s) requested as shown on the City’s Fee Schedule.
 - **Environmental Assessment Fee**
Provide a fee payable to “City of Pomona” for \$532.33 for assessment of the project pursuant to the California Environmental Quality Act (CEQA). This fee may be combined with the application fee into one check or paid separately after review of the application. **This fee is required of all applications.** Additional fees may apply for a project determined to require a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report pursuant to CEQA (see below).
1. **Projects with Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report pursuant to CEQA.**
Provide a fee payable to “City of Pomona” for actual cost for preparing the environmental documents and technical studies plus 15-percent for staff review and a fee payable to “Los Angeles County Clerk” for the filing of environmental forms for the projects without a No Effect Form from the State Department of Fish & Game. ***These fees may be paid separately after review of the application.***

D. PUBLIC NOTICING INFORMATION

- **Radius Map.**
Provide two (2) copies of a map (8.5” by 11” size preferred; 11” x 17” maximum size) showing a 400 foot or 1,000 foot radius from the exterior boundaries of the subject lot(s) with each property wholly or partially located within the 400 foot or 1,000 foot radius keyed (1, 2, 3).
- **Owner Labels.**
Provide one (1) list and four (4) sets of owner labels for properties keyed on the radius map indicating the key (to match the map) and the owner’s name and owners’ mailing address as shown on the latest ownership list from the County Tax Assessor).

- **Occupant Labels.**
Provide one (1) list and four (4) sets of occupant labels for properties keyed on the radius map indicating the key (to match the map), word “occupant”, and each mailing address on these properties. Each mailing address shall be provided with one label. There may more than one mailing address for properties with multiple commercial and/or residential tenant units so some labels may share a key.
- **Preparation Affidavit.**
Provide a letter with the notarized signature of the preparer of the mailing information attesting to the accuracy of the radius map and labels.

E. GENERAL REQUIREMENTS

- Provide plans collated into sets stapled together along the left margin, and folded to 8-1/2” by 11” size. Provide the number of sets as indicated on the Planning Application Matrix. For applications not listed please see the Planning Division for the number of required plans.
 - Electronic set of all project plans on a flash drive or other medium.
 - Provide one (1) set of plans reduced in size to 8.5” by 11” on paper (bond).
1. Provide each sheet within the set shall be uniform size of 24” x 36” (unless a smaller or larger size is approved by the Development Services Manager.)
 2. Provide each sheet with a title block so that the sheet identification number (e.g. S-1, C-1, etc.), date of preparation (including revision dates), site address (and assessors identification number), and the name, address, and phone number of the applicant and preparer appears on the lower right-hand corner of the sheet so it is visible when folded.
 3. For remodel, additions, and new construction, provide plans with registration stamps and signatures of the preparer that is licensed and appropriately to prepare the particular plan. For example, architects for site plan, floor plan, elevations, and roof plan; landscape architects for the preliminary landscape plan; civil engineer for the preliminary grading plan sheet.
 4. Provide plans that are scaled accurately. Site plans, landscape plans, and other site-wide plans should be drawn using a standard engineering scale. For sites of 1 acre or more, the scale should be no smaller than 1” = 40’ while for sites less than 1 acre, the scale should be no smaller than 1” = 10’, unless the Development Services Manager approves the use of an alternative scale. All floor plans, roof plans, building elevations, and sign elevations should be drawn using a standard architectural scale.
 5. Provide dimension and description labels for major elements of each sheet.
 6. Provide text and numerical labels that are clear and legible.
 7. Provide consistency among the plans. For example, the elevation must be consistent with the floor plan, and the landscape plan must be consistent with the site plan, and so on.

F. PROJECT PLANS

1. **Existing Conditions Sheet**
 - a. Provide an existing conditions sheet, separate from the site plan, showing the location of buildings, lot lines, street and alley centerlines, street sidewalks and curbs, street medians and ground markings, fences, walls, free-standing signs, fire hydrants, driveways, curbs, planters, parking spaces, and other improvements as these currently exist on the subject property or immediately adjacent to the subject property. **This is required of all projects.** A plat map survey may be used to meet this requirement only if all the information noted is shown on the sheet. This sheet

may be combined with tentative parcel/tract map sheet only if all the information noted is shown on this sheet.

- b. Provide the location of buildings and other improvements on properties abutting the subject property and/or across public streets and alleys from the subject property, as deemed appropriate.
- c. Identify structures proposed for removal with dashed lines.
- d. Identify the location, height, and type of fencing and walls along the perimeter of the subject site and indicate whether the fencing is within the subject property, on the common lot line, or on an adjacent property.
- e. Identify the location, species, and size (trunk and canopy) of any trees on or within 20 feet of the exterior boundaries of the subject property. For trees to be removed, show canopy with dashed lines. For lots with many such trees, provide a separate Tree Removal Plan Sheet.
- f. Mark the boundaries of existing easements.
- g. For hillside properties: Mark existing topography (contour) lines for the subject site and all land within 200 feet of the site.

2. Site Plan Sheet

- a. Provide a plan showing the entire site and adjacent rights-of-ways. **This is required of all projects.**
- b. Provide a “project summary table” that provides basic information such as lot area, building gross floor area, building height and number of levels, floor area per level, building footprint area and lot coverage, parking area, parking spaces (standard, compact, handicapped) provided, parking space requirement calculation, landscape area required and provided, zoning classification, and general plan designation. For additions, provide an existing, addition, and total columns for each of the information provided. For multi-family residential projects: Also indicate the number of units, unit types, number of bedrooms per unit type, private and common open space area required and provided.
- c. Provide a scale, north arrow (oriented to the top or side of the sheet), and legend identifying symbols or abbreviations used.
- d. Label location and dimensions of existing and proposed improvements within adjacent street, alley, and other right-of-ways, including the right-of-way edges, centerline, curb, gutter, sidewalk, driveway approaches, tree wells, fire hydrants. Indicate improvements to be removed with dashed lines.
- e. Provide the location and dimensions of existing and proposed lot boundaries, including those of individual lots for sites made up of multiple lots. Existing lines that are being removed or relocated may be showed with dashes.
- f. Label outlines of landscaped and unpaved surfaces to be provided and distinguish these areas from paved surfaces by cross-hatching or word labeling.
- g. Provide double lines to indicate curbing for raised walkways, street curbs, and planters. New curbing may be distinguished from existing curbing with hatching or shading between the double lines.
- h. Label the location and dimensions of paved surfaces and ground markings to indicate parking space lines, driveways, crosswalks, loading areas or zones, passenger drop-off zones, plazas, and walkways. Indicate the proposed material (e.g. asphalt, concrete, pavers) and color for each paved surface. For projects proposing decorative paving materials, provide a legend on this sheet providing manufacturer’s information keyed to a sample board or provide a hardscape plan on a

- separate sheet with the paving information keyed to a legend.
- i. Label the location and dimensions of required fire lanes, including turnarounds, with hatch marks.
 - j. For projects designed with truck access, label truck circulation routes.
 - k. Label the location of building footprints. For additions, identify the outline of the addition with hatching, the outline of existing to remain with no hatching, and a dashed outline for existing to be removed.
 - l. Label the overall footprint dimensions and incremental dimensions for each section of the buildings sides where there are changes in the building line.
 - m. Label the location and dimensions of setbacks, planters, driveways setbacks to lot lines, and other features to verify that the sum of dimensions across the site are equal to lot dimensions.
 - n. Label the existing or proposed use of buildings and mark the boundaries between uses (or tenants) for buildings with multiple uses. For buildings with different uses on multiple levels, label in text the uses on the various levels (e.g. "retail on ground floor with residential units above").
 - o. Label the location of building exterior doors (typically with a triangular symbol) and indicate which are entries and which are exclusively for exit, service, or loading purposes. Other openings do not need to be shown on the site plan unless used for exiting or entering the building.
 - p. Label the footprints, floor lines (if different than footprint), rooflines, and projections (awnings, canopies) of the buildings using different line weight and type (dashed, solid) to distinguish these.
 - q. Label the distances of projection or recess from the footprint of the roofline, awnings, canopies, and other floor lines or features where different from the footprint.
 - r. Label the location, height, length, width, color, material of each fence, wall, and gate on or adjacent to the site. For large projects, provide a key (1, 2, 3) for each fence, wall, or gate and provide a legend with the information or provide a fencing plan on a separate sheet with the information, legend, and elevations and cross-sections for each fence, wall, and gate.
 - s. Label the location of ground-mounted mechanical equipment.
 - t. Label the location of existing and proposed fire hydrants that will service the project.
 - u. Label the location for trash receptacle storage within a trash enclosure, if appropriate (or within garages or screened pads for certain residential projects.)
 - v. Label the location of building-mounted and ground-mounted light fixtures. For large projects, this may be provided on a lighting plan sheet separate from the site plan to show the locations, elevations, and fixture detail.
 - w. Label the location of free-standing signs.

3. Floor Plan Sheets

- a. Provide floor plans for each level of buildings.
- b. Label overall footprint dimensions and rooflines and the incremental dimensions where there are changes in the exterior building lines and rooflines (to match the site plan).
- c. Label the type of construction (per the Building Code) and the maximum occupancy (per Building Code).
- d. Show the interior layout including walls and other fixed objects (counters, booth, freezers, pews). For projects with no changes to wall layouts, the use of single lines to represent walls is acceptable.

- e. Label incremental dimensions showing the size of individual rooms that add up to the overall footprint dimensions.
- f. Label the proposed (and existing, if any) use of each room. For churches, indicate which are assembly areas.
- g. Show the location of unfixed objects related to the project. For restaurants, show seats and tables. For markets, show display racks. For residential, possible locations for furniture and beds.
- h. Distinguish between walls (which are from floor to ceiling) and partitions by labeling the height of partitions.
- i. Label the dimension and outline of outdoor features (including columns and support posts) immediately adjacent to the building, such as roofed projections (porch covers, patio covers, awnings, canopies) and ground-level paving (landings, steps). Use a single dashed line for rooflines and single solid line for paving edges to distinguish these from other items on the floor plan.
- j. Label the location and size of exterior openings (doors, windows). Indicate the direction of door swings for both exterior and interior doors.
- k. For new construction and additions: Provide double lines to indicate walls and single lines to indicate no-wall objects (partitions, railings, equipment). Distinguish between existing and new walls by indicating (1) new walls with hatching or shading between double lines; (2) existing walls to remain with double solid lines, and (3) existing walls to be removed with double dashed lines. The walls to be removed may also be provided on a separate demolition plan.

4. Building Elevation Sheets

- a. Provide elevations of all four sides of buildings indicating the different features on the elevations with a key (e.g. 1,2,3) that relates to a table on the same sheet and the color and materials sample board.
- b. For remodels and additions: Distinguish between the existing and new portions of an elevation. This may be done by placing an “e” for existing features and a “p” for proposed features and by providing an existing elevation showing how the structure presently appears.
- c. Provide a table stating the color and material information (manufacturer’s name, item serial number, item name, common name, texture) for each key (1, 2, 3) on the elevations.
- d. Label the overall height of the building and incremental heights of the floor and ceiling of each level to the top of the building facade.
- e. Provide exterior section elevations of building projection, wings, and other sides not visible on the four elevations provided. The color and materials of these elevations should be identified using the same key as the main elevations.
- f. Label the dimensions (width and projection depth) of architectural features, including (if provided) windows, doors, canopies, bands, vents, columns, reveals, scores, cornices, rails. Where necessary, provide a separate detail elevation and/or cross-section detail to show this information instead of placing it on the elevations.
- g. Label the roofline (in dashed lines) if it is located behind a parapet or other façade that extends above the roofline.
- h. Show the typical location of roof-mounted equipment to show that it is screened from all building sides.
- i. Consider the building’s form, function, and architectural style detail as it relates to the proposed

use and surrounding buildings.

5. Roof Plan Sheet

- a. Label the ridges and pitch of each roof segment.
- b. Label the height of roof segments, as measured from the ground level.
- c. Label the location and height (as measured from the adjacent roof) of roof-mounted objects, such as parapets, typical mechanical equipment, ducting, equipment screens, skylights, and solar panels.
- d. Label the method roof drainage, including gutters, scuppers, and downspouts.
- e. For remodels and additions: Distinguish between the existing and new portions of the roof. This may be done by placing an “e” for existing features and a “p” for proposed features and by providing an existing roof plan showing how the structure presently appears.

6. Fencing Plan Sheet

- a. Provide a fencing plan showing the location of each fence, wall, and gate on or adjacent to the site keyed (1, 2, 3) to a legend with the information on the height, length, width, status (proposed or existing), color and material. For small projects, this information may be provided on the site plan sheet.
- b. Provide dimensioned and scaled typical cross-section, including information on the difference in grades (retaining walls), for each fence and wall type. For fencing along lot lines: provide additional information on distances to lot lines.
- c. For decorative walls, fences, and walls: provide typical elevations keyed to match the legend of the building elevations.

7. Preliminary Grading Plan Sheet

- a. For new construction and additions: Provide a preliminary grading plan with lot line, footprint, and curbing information to match the site plan; existing and proposed elevation (contour) lines; existing and proposed drainage improvements; and specific information regarding elevation differences at the perimeter of the property. For small projects, this information may be provided on the site plan sheet.

8. Preliminary Landscape Plan Sheet

- a. For new construction and additions: Provide a preliminary landscape plan showing the location of all unpaved surfaces indicating whether the area is planted, unplanted, or mulch (bark, gravel, etc.). A detailed landscape plan and irrigation plan is not required for application submittal.
- b. Use symbols keyed to a legend to indicate the plant or mulch material to be installed or to remain.
- c. Outline on the plan areas where plants with similar water needs are grouped together into hydrozones with symbols (“L” for low, “M” for medium, “H” for high).
- d. Provide a legend showing the quantity, box size (for trees and shrubs), spacing (for ground cover), brown trunk height (for palms), water needs (high, medium, low), status (existing or proposed) for each plant species (botanical name and common name) or mulch proposed.
- e. Label the area of each planter within one hydrozone, or within each hydrozone within planters with multiple hydrozones so that the total area within the hydrozones on the site may be calculated using the City’s water needs worksheet.
- f. Provide information demonstrating that design can meet the 100-point system required by the State-mandated water conservation standards contained in the City’s landscape requirements.

- g. Provide the location (trunk and canopy size) and species of trees to be removed in dashed lines. For projects with many trees to be removed, provide a separate Tree Removal Sheet.

9. Hardscape Plan Sheet

- a. For new construction and additions: Provide a hardscape plan, on a sheet separate from the site plan, indicating the materials (e.g. asphalt, concrete, pavers) of paved surfaces keyed (1, 2, 3, etc.) to a legend. For decorative paving other than standard concrete or asphalt, key the legend to a sample board. For small projects, the hardscape information may be shown on another sheet (site plan, grading plan or landscape plan).

10. Preliminary Lighting Plan Sheet

- a. For new construction and additions, provide a preliminary lighting plan, on a sheet separate from the site plan, indicating the location of ground-mounted and building-mounted light standards and fixtures keyed to a table showing the height, wattage, manufacturer's name and serial number of each fixture. For each type of fixture, provide an elevation and cross-section view. A detailed lighting plan with photometric information is not required for this application.

11. Accessory Structure Plan Sheet

- a. Provide a plan showing plan (top) view and elevation (side) view details on accessory structures (arbors, lattice, barbecue stands, benches, gazebos, detached covers). This information may be provided on other sheets (site plan, elevations, hardscape). **This sheet is required for multiple-family residential projects** where this sheet is required to show plan (top) and elevation (view) details of all fixtures and amenities within the common open space areas.

12. Sign Plan Sheet

- a. Provide a sign plan sheet, separate from the site plan, to show information on wall-mounted, ground-mounted, and other signs for the project. Show the locations of the signs on a plan (top) view keyed to a legend indicating the type, status (existing or proposed), height, and area (minimum and maximum) of each sign.
- b. Provide typical elevations, keyed to the elevation sheet or provided a separate legend, and cross-sections for both ground-mounted and wall-mounted signs. If copy information has not been determined, the elevations may outline the maximum sign area.
- c. Provide a dimensioned and scaled plan (top) view for each ground-mounted sign to show its footprint, overhang, distances to lot lines and curbing. For small projects, the sign information may be shown on other sheets (site plan, elevations).

13. Master Sign Program (required for 4 units or more, non-residential uses)

14. Photometric Plan