



## Development Review Process (Design Review)

For new or substantial development on parcels 15,000 SF or larger, or where two or more parcels are consolidated for development.

### Step 1: Development Assessment

Applicant calls or meets with Planner to discuss zoning requirements, development standards, fees and approval process.


### Step 2: Site Plan Review (1-2 weeks)

Project Manager (Planner) is assigned to project and reviews preliminary site plan showing building locations, parking, landscaping, traffic circulation, etc. **Applicant submittal - 1 site plan.**

### Step 3: Pre-Application Meeting (2-3 weeks)

Applicant meets with City staff from appropriate departments, utility companies, and other local agencies to discuss proposed project. Applicant receives feedback and is provided with possible changes to site plan, conditions of approval and fee information. **Applicant submittal - 3 site plans prior to meeting.**


### Step 4: Design Review (4-6 weeks)

 After deposits and Public Work fees are paid, City reviews architectural plans, and renderings; prepares environmental assessment; evaluates traffic studies; prepares conditions of approval; and prepares Design Review Report, approved by Community Development Director. **Applicant submittal – 5 architectural plans and renderings; traffic study if necessary.**


### Step 5: Planning and Public Works Plan Check (2-3 weeks)

Planning Division reviews architectural plans to ensure they meet City requirements. **Applicant submittal - 3 sets of architectural plans to Planning Division, and 3 sets of plans for the National Pollutant Discharge Elimination System (NPDES) compliance to Public Works.**


### Step 6: Building Plan Check (10 business days - first review)

 Applicant pays Plan Check fees and City's third-party consultant reviews construction plans to ensure compliance with Building Code. Applicant is informed once plans are approved. **Applicant submittal – 2 complete sets of construction plans.**

### Step 7: Building Permit and Inspections

 Building permits are obtained by applicant upon payment of permit fees at public counter. Once permits are issued, Building & Safety Division inspects all phases of construction upon request.

### Step 8: Certificate of Occupancy (1 business day)

 Applicant receives zoning clearance from Planning Division, pays fees to business license (if Applicable), and obtains Certificate of Occupancy from Building & Safety Division after inspection. **Applicant submittal – For businesses, a Business License application to the Business License Division.**

## Agency Contact List

### City Contacts:

- Building and Safety: (323) 563-9549
- Business License: (323) 563-9527
- Planning Division: (323) 563-9514
- Public Works: (323) 357-9657
- Water Division: (323) 563-9586

City Website: [www.cityofsouthgate.org](http://www.cityofsouthgate.org)

### Other Agencies:

- AQMD South Coast Air Quality Management: (800) 388-2121 [www.agmd.gov](http://www.agmd.gov)
- CAL-OSHA: (213) 861-9993 (general information), (818) 901-5411 [www.dir.ca.gov/DOSH](http://www.dir.ca.gov/DOSH)
- Dig Alert: (800) 422-4133 [www.digalert.com](http://www.digalert.com)
- Fire Department: (323) 890-4125
- Golden State Water Company: (323) 562-9680
- Health Department: (626) 430-5560
- Los Angeles County Asbestos Inspection: (310) 396-6532
- Los Angeles Unified School District (LAUSD): (213) 241-0715
- Southern California Edison: (800) 655-4555
- Southern California Gas Company: (800) 427-2200