# Community Development Department
## Planning Division
8650 California Avenue
South Gate, Ca 90280
Phone: (323) 563-9526

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## PLANNING REVIEW FORM

- Accessory Dwelling Unit
- SB 9: ________________
- Residential Plan Check
- Commercial Plan Check

<table>
<thead>
<tr>
<th>PROJECT INFORMATION</th>
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<tbody>
<tr>
<td>Project Address:</td>
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<tr>
<td>Assessor’s Parcel Number(s):</td>
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<tr>
<td>Zoning:</td>
</tr>
<tr>
<td>Lot Size:</td>
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<tr>
<td>Existing Sq. Ft.:</td>
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<tr>
<td>Proposed Sq. Ft.</td>
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<tr>
<td>Propose Lot Coverage (including project):</td>
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<td>Project Valuation</td>
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<td>Project Description:</td>
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<td>Legal Description:</td>
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<tr>
<th>PROPERTY OWNER INFORMATION</th>
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<tbody>
<tr>
<td>Property Owner:</td>
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<tr>
<td>Mailing Address:</td>
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<tr>
<td>City, State, Zip:</td>
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<tr>
<td>Telephone:</td>
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<tr>
<td>Email:</td>
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<tr>
<td>I/We declare under the penalty of perjury that the information provided on this application is true and correct; and that I/we have familiarized myself/ourselves with the relevant provisions of the South Gate Zoning Code.</td>
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<tr>
<td>Property Owner’s Signature: ___________________________ Date: __________________</td>
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<thead>
<tr>
<th>APPLICANT INFORMATION (IF DIFFERENT FROM OWNER)</th>
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<tbody>
<tr>
<td>Applicant:</td>
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<td>Mailing Address:</td>
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For Office Use Only

| Date Received: ____________________ Received By: ____________________ Case No. ____________________ |
| Date Approved: ____________________ Approved By: ____________________ |

Revised 8/29/2022
SUBMITTAL REQUIREMENTS

(ALL ITEMS MUST BE INCLUDED AT TIME OF SUBMITTAL)

☐ A complete Planning Review Form

☐ Digital Copies of the project plans (site plan, floor plan, and elevations) emailed to planninginfo@sogate.org.

☐ Photographs of subject property showing front elevation, rear elevation and the area for the proposed project. (Minimum of 3 photographs)

☐ Colored Materials Sheet and Window/Door Schedule (can be incorporated into elevations)

☐ Application Fee
PLANNING REVIEW APPLICATION REQUIRED PLANS

PLAN SIZE: 24” x 36”

FOLDING: Fold all plans to a size of 8½” X 14” or less, Rolled plans will not be accepted.

SCALE REQUIREMENTS: All plans shall be drawn and printed to scale.

REQUIRED SITE PLAN: Preferred Scale (1/8” per foot)

a. Address of Project
b. Scope of Project
c. Property Line (PL) fully dimensioned
d. North Arrow & Scale
e. Location Map
f. Legal description of subject property
g. Tabular legend showing address, zoning, size of lot, size of each building coverage, floor area ratio, and parking counts(required and proposed)
h. Setbacks: Label front, side, and rear setbacks in appropriate zone perpendicular to the property line
i. All existing and proposed structures
j. Building separation dimensions
k. Utilities: Show existing and proposed structures; i.e. A/C units, cable, utility or telephone poles on and over the property lines (all ground and roof-mounted utilities on-site shall be screened from view)
l. Fences/Walls: Show existing and /or proposed fences or walls; Identify height and materials
m. Landscape: Label open space requirements per City Code; Show landscaped areas including planter beds
n. Driveway width
o. Easements
p. Parkway & Public right-of-way
q. Private streets/alleys
r. Pedestrian walkways
**SAMPLE SITE PLAN:** Not to Scale

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**PROJECT DATA**

**Address:** 1234 Street Name, Baldwin park, CA 91706

**Scope of Work:** Addition of bedroom, bathroom, and closet at 424 S/F and covered patio at 215 S/F.

**Lot Area:** 7,200 Sq. Ft.

**Existing:**
- Dwelling: 1,231 Sq. Ft.
- Garage: 441 Sq. Ft.
- Porch: 48 Sq. Ft.

**New:**
- Addition: 424 Sq. Ft.

**TOTAL:**
- House: 1,655 Sq. Ft.
- Garage: 441 Sq. Ft.
- Porch & Patio: 263 Sq. Ft.

**Height of Building:** 15'-6"

**Lot Coverage:** (1,655+441+263) = 2,359 Sq. Ft.

**Coverage Percent:** $\frac{2,359}{7,200} = 32.7\%$
REQUIRED FLOOR PLAN: Preferred Scale (1/4" per foot)

a. Provide a floor plan for each floor of the building.
b. Dimensioned floor plan and square footage calculation for each bedroom, closet, kitchen, room, walkway, and other internal features. Show attached structures such as patio covers or porches.
c. Provide a wall schedule identifying existing walls, new walls, and walls to be removed.
d. Located all windows and doors. Specify their sizes and opening types (4’x4’sliding window, 3’x4’6” hung, 6’x6’8” French door, etc.).
e. Show mechanical and plumbing fixtures including laundry facilities for each dwelling (toilets, sinks, water heaters, furnace, etc.).
REQUIRED ELEVATION PLANS: Preferred Scale (1/4" per foot)

a. Elevation drawings shown from north, south, east, and west perspective. For additions clearly define existing and proposed portions of the building.
b. Legend of materials, colors, and design features keyed to elevations
c. Building length and height dimensions - specify height to the highest point of the roof structure.
d. Indicate exterior wall openings
e. Show roof pitches
f. Door and window details
g. Roof materials and roof pitch
h. Towers, chimneys and other roof projections
i. Location, size and color of all signs, if applicable