



## **PRE-APPLICATION**

\$654

With Workshop

\$314

Total: \$968

## **PRE-APPLICATION**

### **PROCESS GUIDE AND APPLICATION**

**City of Rosemead**  
**Planning Division**  
8838 E. Valley Boulevard  
Rosemead, CA 91770

Phone: 626-569-2140  
[www.cityofrosemead.org](http://www.cityofrosemead.org)

## PRE-APPLICATION PROCEDURES

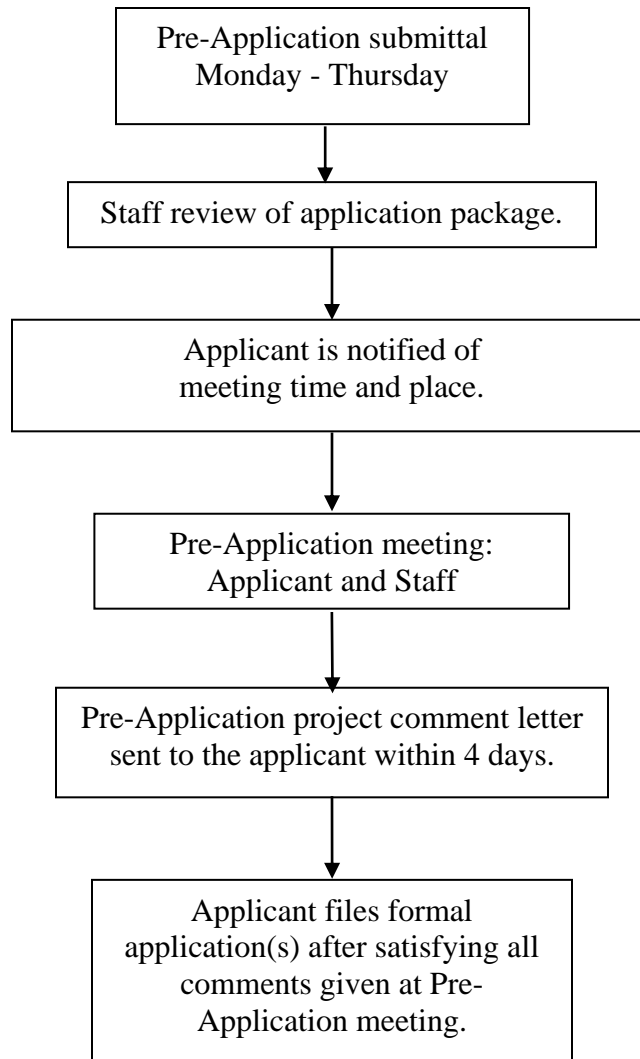
The City has implemented a Pre-Application review for projects that will progress through other approval processes. The Pre-Application process has been created to streamline the overall entitlement process by helping the applicant, staff and outside agencies identify and resolve critical issues very early in the process. The applicant should note:

- The Pre-Application fee is: \$654.00 (\$968 with workshop). The fee is non-refundable. However, if the applicant chooses to proceed with the application, the pre-application fee will be credited toward his/her entitlement fees.
- Pre-Application review is optional for all projects. Depending on the type of proposed development, it is recommended that the applicant review the City of Rosemead's adopted General Plan, Zoning Ordinance, Downtown Design Guidelines, and/or Mixed Use Design Guidelines, prior to submittal of this application.
- The applicant or a representative of the applicant must be present at the Pre-Application meeting.

The Pre-Application process takes approximately thirty (30) days. Applications are available through the Planning Division or on the City's website ([www.cityofrosemead.org](http://www.cityofrosemead.org)). Pre-Application review process steps are as follows:

1. *Application Filing* – For an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of application submittal. Applications are accepted daily. Incomplete applications will not be accepted.
2. *Staff Review of all Submitted Applications* – Staff conducts an initial review of the proposal. Applicant is notified of the time and place for the Pre-Application meeting.
3. *Pre-Application Meeting* –
  - a. Applicant or representative must attend the meeting; and
  - b. Final project comment letter will be sent to the applicant within four (4) days after a pre-application review.
4. *Concept Presentation Workshop* – Case by case basis  
Concept presentations are made during City Council study sessions prior to regular Council meetings on significant projects that would require future discretionary action by the City Council, such as a Zone Change, General Plan Amendment, or Specific Plan. The purpose of the concept presentations is to enable the developer to get an idea of concerns that the City Council members may have and to provide the City Council members with detailed information on potential upcoming issues that may be brought before them in the future.

## Pre-Application Process



## **PRE-APPLICATION CONTENT REQUIREMENTS**

### **1. Project Narrative**

- ☐ Description of proposed uses;
- ☐ Information on how the project complies with zoning requirements and the General Plan;
- ☐ Explain how the project complies with any approved design guidelines for the approved center or overall project.

### **2. Site Plan**

- ☐ Vicinity Map;
- ☐ Scale, north arrow, and dimensions;
- ☐ Gross & Net acreage;
- ☐ Property lines, easements, alleys, private streets, and adjacent rights-of-way and easements showing existing and future improvements, access points, signals, etc;
- ☐ Location of existing structures, trees, and other significant site features (WCF only);
- ☐ Conceptual drainage plan;
- ☐ Location and size of any existing/proposed building(s), structure(s) or land uses;
- ☐ Setbacks, buffer yards and spaces between buildings with dimensions;
- ☐ Existing/proposed outdoor storage areas;
- ☐ Vehicular and pedestrian circulation, including ADA accessibility requirements;
- ☐ Queuing area for drive through uses;
- ☐ Service access areas, including SES panels and fire riser rooms;
- ☐ Emergency apparatus access and required turning radii;
- ☐ Off-street parking calculations for required and provided spaces;
- ☐ Method of screening for parking, storage, and loading areas;
- ☐ Method of screening for mechanical and electrical equipment;
- ☐ Existing zoning of the property and adjacent property within 50 feet;
- ☐ Adjacent lot lines and/or structures within 50 feet;
- ☐ Open space/landscape areas;
- ☐ Freestanding sign locations;
- ☐ Location and screening of refuse enclosures; and
- ☐ Existing fire hydrant locations within 300 feet of property line frontages.

### **3. Building Elevations (if applicable)**

- ☐ Scale and exterior dimensions;
- ☐ All elevations of each building proposed for the project;
- ☐ Elevations of parking and other accessory structures;
- ☐ Proposed materials and colors;
- ☐ Method of screening for mechanical and electrical equipment;
- ☐ Location of proposed signage;
- ☐ Diagram of the proposed facility and antennae, including height, shape, size and nature of construction (WCF only);
- ☐ Diagram illustrating the separation between the proposed WCF and any existing WCF(s) on the same support structure or site, if co-location is planned (WCF only); and
- ☐ Method of screening for mechanical and electrical equipment (WCF only).

#### 4. **Tentative Tract/Parcel Map** (if applicable)

- ☐ Vicinity Map;
- ☐ Key map on each page, if plat consists of more than two pages;
- ☐ Scale, north arrow, and dimensions;
- ☐ Proposed subdivision name;
- ☐ Minimum lot dimensions. Do not show “typical” lots;
- ☐ Number each lot individually with the last lot number circled;
- ☐ Indicate area of all lots, total number of lots, total lot area and corresponding zoning classification;
- ☐ Table of tracts indicating use, tract area, and total tract area;
- ☐ Location of existing and proposed multi-use and pedestrian trails;
- ☐ Permanent structures to remain, including water wells and utility lines within or adjacent to property;
- ☐ Location, widths and names of all platted streets, railroads and utility right-of-way of public record;
- ☐ Adjacent rights-of-way and easements showing existing and future improvements, access points, etc.;
- ☐ Layout of proposed streets and alleys, giving widths, preliminary curve data and proposed names;
- ☐ Proposed right-of-way dedications;
- ☐ Street cross sections;
- ☐ Designation of all land to be dedicated or reserved for public use, with the use indicated;
- ☐ Conceptual drainage;
- ☐ Identification of on- and off-street guest parking;
- ☐ Adjacent zoning districts within 50 feet;
- ☐ Adjacent lot lines and structures within 50 feet;
- ☐ Existing fire hydrant locations; and
- ☐ Table indicating development land use data:
  - Gross and net acres;
  - Current Zoning District(s) and General Plan Classification(s);
  - Percent of total acreage in each zoning category;
  - Number of dwelling units and proposed density (Residential only);
  - Minimum setbacks and maximum lot coverage and/or Floor Area Ratio (FAR);
  - Open space/landscape areas and percentages; and
  - Other tracts and purpose.



## PRE-APPLICATION APPLICATION

Received By: \_\_\_\_\_

**Proposed Use:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Address or Location:** \_\_\_\_\_

**Request:**

<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Zone Change
<input type="checkbox"/> Tentative Tract Map	<input type="checkbox"/> Tentative Parcel Map
<input type="checkbox"/> Design Review	<input type="checkbox"/> Conditional Use Permit
<input type="checkbox"/> Other _____	

**Assessors Parcel Number(s):** \_\_\_\_\_

**Gross Acres:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_  
**Net Acres:** \_\_\_\_\_ **GP:** \_\_\_\_\_

**Overlay Area: (if applicable)**    ☐ Design Overlay    ☐ Redevelopment Area

**Property Owner:**

Name (print): \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\* A letter of authorization from the property owner is required if the application is not signed by the owner.

**Applicant/Contact:**

Company: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
(print)  
Address: \_\_\_\_\_  
City, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR STAFF USE ONLY**

Submittal Date _____	Case Number _____	<b>PA</b>
Pre-Application Meeting Date: _____		

## Pre-Application Checklist

REQUIRED MATERIALS	Applicant Checklist	Staff Verification
Application.....	<input type="checkbox"/>	<input type="checkbox"/>
Property Owner/Applicant Affidavit .....	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative.....	<input type="checkbox"/>	<input type="checkbox"/>
1 copy - Blueline or blackline prints of the proposed site plan/floor plan/elevations/Tentative Tract/Parcel Map(24" x 36") <b>folded</b> to approximately (9" x 12")	<input type="checkbox"/>	<input type="checkbox"/>
1 copy - Blueline or blackline prints of the proposed site plan/floor plan/elevations/Tentative Tract/Parcel Map (11" x 17")	<input type="checkbox"/>	<input type="checkbox"/>
Electronic Copy of plans on a USB Drive	<input type="checkbox"/>	<input type="checkbox"/>