



**City of Duarte**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
 1600 Huntington Drive  
 Duarte, C- 91010  
 Ph: 626-357-7931 | Fax: 626-358-0018  
 www.accessduarte.com

# Planning Submittal Checklist

<b>PROJECT ADDRESS:</b>	<b>BUSINESS NAME:</b>
<b>APPLICANT NAME:</b>	<b>APPLICANT PHONE NUMBER:</b>

### GENERAL INSTRUCTIONS

#### Application Pre-Screening

It is highly recommended that a planner conduct a pre-submittal screening of your project in order to determine which checklist items you will need to provide for your specific project. The **Planning Submittal Checklist** serves as a guide. A planner will meet with you and answer any questions regarding City processes, estimated timing, fees, and requirements listed on the **Planning Submittal Checklist**. You may call (626) 357-7931 to schedule an appointment to meet with a Planner.

#### Application Submittal

Make an appointment with the Planning Division when you are ready to formally submit your complete application. A Planner will be assigned to your project and will meet with you to review your plans, collect fees, and ensure that you have provided all necessary materials to complete a thorough review of your project. After you submit your application, the Planning Division will review your plans with the appropriate City Divisions. Your assigned Planner will contact you to review any comments including those by other City Divisions. In some cases, it may be necessary to set-up a meeting with your project team and City representatives, before the Planning Division can proceed with your project.

SUBMITTAL CHECKLIST	SUPPLEMENTAL MATERIALS CHECKLIST
<input type="checkbox"/> Master Application <input type="checkbox"/> Application Fee(s) <input type="checkbox"/> Project Description (on <i>Master Application</i> or typed on 8 1/2" x 11" paper) __ Describe type of business/services __ Day/Hours of Operation __ # Employees/Shift <input type="checkbox"/> Plans (To Scale, 24" x 36" max.) # __ Sets __ Site Plan      __ Floor Plan      __ Roof Plan      __ Elevations __ Landscape Plan      __ Irrigation Plan      __ Lighting Plan      __ Sign(s) __ Fence/Wall Plan      __ Grading Plan      __ Drainage Plan __ Other _____ <input type="checkbox"/> Digital and/or Reduced Size Copies of Plans __ On a CD, emailed in PDF format, or saved on a non-returnable flash drive __ Reduced to 8 1/2" x 11" or 11" x 17" paper <input type="checkbox"/> Letter of Authorization if applicant is agent for property owner <input type="checkbox"/> Other _____	<input type="checkbox"/> Property Owners List (600' radius) __ Two sets of mailing labels based on LA County Assessor's Roll __ One photocopy of mailing labels __ Certified to be correct and true with provider's signature <input type="checkbox"/> Vicinity Map (600' radius) __ Showing each lot or portion thereof within the 600-foot radius __ Show by appropriate designations which property is owned by which owner (letters or numbers on both Vicinity Map and Property Owner's List) <input type="checkbox"/> Tenant List (for multi-tenant buildings/centers) __ List business name, use, address, & square footage of each unit __ Provide the number of on-site parking stalls (regular and ADA) <input type="checkbox"/> Security Plan (After Hours, ABC, and Entertainment Uses) __ Describe existing or proposed security measures (i.e. cameras, training for age/identification check for sale of alcohol, etc.) <input type="checkbox"/> Photo Simulations and/or Renderings <input type="checkbox"/> Other _____

#### OFFICE USE ONLY

**CHECK ALL THAT APPLY:**

<input type="checkbox"/> Staff Review	<input type="checkbox"/> Director Review Date: _____	<input type="checkbox"/> ARB	Date: _____
<input type="checkbox"/> Planning Commission Date: _____	<input type="checkbox"/> City Council	Date: _____	<input type="checkbox"/> Commission: _____ Date: _____

<input type="checkbox"/> Received Date: _____	<input type="checkbox"/> Incomplete Date: _____	Receipt No.	Case No(s):
	<input type="checkbox"/> Complete Date: _____		

**Comments:**