

Attn to: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_  
Job Site Address: \_\_\_\_\_  
Submitted on: \_\_\_\_\_

Checked by: \_\_\_\_\_  
Date: \_\_\_\_\_

## **CITY OF TEMPLE CITY: PLAN CHECK SUBMITTAL REQUIREMENTS**

All plans being submitted for planning review must be drawn to scale and include a **written summary** of pertinent zoning information, which should include the following:

- A job description that identifies the scope of work for the project. (i.e. New addition of xx square feet, Remodel existing floor area of xx square feet, etc.)
- Zoning classification (e.g. R-1, C-2, etc.)
- Lot size and lot dimensions, including the distance from curb to property line.
- Existing building square footage (e.g. Living area, Garage, porch, patio, etc.)
- Building square footage to be demolished and/or remodeled, if any.
- Proposed new building square footage (for each floor or story, if more than one).
- Proposed new square footage of vaulted ceiling areas (ceiling height over 12' for 2-story buildings)
- Lot coverage - as a percent (%)
- Permeable Coverage(Minimum): 25% of lot size: < 7,200 sf, 35% of lot size: 7,200-9,999 sf, 40% of lot size: >10,000 sf
- Floor Area Ratio, if two-story residential – as a percent (%).
- Architect/Designer's name and address.
- Property owner's name, site address and legal description and/or Assessor's Parcel Number.

- \_\_\_\_ 1. Full set of scaled architectural plans (site plan/plot plan, floor plan, and elevations).
- \_\_\_\_ 2. Yard setbacks:      Front \_\_\_\_      Rear \_\_\_\_      Side: 1<sup>st</sup> story \_\_\_\_      2<sup>nd</sup> story \_\_\_\_
- \_\_\_\_ 3. Architectural articulations (for 2-story only)
- 50% of the 2<sup>nd</sup> floor front elevation recessed no less than 10' from the front wall of the 1<sup>st</sup> story (Single Family Only)
  - No linear wall of a second story extend more than 24 feet without additional architectural articulation or an off-set of at least 2' and or a distance of not less than 8'.
- \_\_\_\_ 4. Second floor area does not exceed 75% of the first floor area.
- \_\_\_\_ 5. Max. building(s) height (1-story – 18 feet, 2-story – 26 feet, porch – 14 feet, accessory structure – 15 feet)
- \_\_\_\_ 6. Building portion does not encroach into the 40-degree plane (R-1 and R-2), measure 30 feet from the front property line towards the rear property line.
- \_\_\_\_ 7. Existing and proposed parking (A 2-car garage for buildings with 4 bedrooms or less and a 3-car garage for 5 or more)
- \_\_\_\_ 8. F.A.R incentives \_\_\_\_ (R-1 New construction only)

**SEE NEXT PAGE FOR CORRECTIONS/SUGGESTIONS:**

**EXAMPLE OF PROJECT INFORMATION** (required for every project)

**Single Story**

Job Description: \_\_\_\_\_

Zoning: \_\_\_\_\_ (e.g. R-1, R-2, R-3, or C-2, etc.)

Lot Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ SQ.FT.

Existing House: \_\_\_\_\_ SQ.FT.

Existing Building Square Footage to be Demolished /or Remodeled, if any: \_\_\_\_\_ SQ.FT.

Existing Two-Car Garage: \_\_\_\_\_ SQ.FT. (For Addition Only)

Proposed Addition: \_\_\_\_\_ SQ.FT. (For Addition Only)

Resulting (Total) Living Area: \_\_\_\_\_ SQ.FT.

Lot Coverage: \_\_\_\_\_ %

Permeable Coverage: \_\_\_\_\_ %

Assessor's Parcel Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**For Two Story House, Please Also Include**

Vaulted Ceiling Area: \_\_\_\_\_ SQ.FT. (List separately from the second floor area)  
(Note: Ceiling or top plate over 12 feet in height is considered vaulted and will be counted twice)

Floor Area Ratio: \_\_\_\_\_ %

Floor Area Ratio (FAR) calculation is as follow:

Total living area + garage + vaulted ceiling - 400 (if a two-car garage), or - 600 (if a three-car garage)

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Lot Area