

City of San Gabriel
Community Development Department
 425 South Mission Drive, San Gabriel, CA 91776
 (626) 308-2806
 www.sangabrielcity.com

Parking Plan Requirements

Applicant Name: _____ **Address:** _____

Welcome to the City of San Gabriel! To expedite the processing of your application, use this checklist to meet the requirements of the Planning Division.

APPLICATION SUBMITTAL

Prepare and submit three (3) complete sets of plans including site plan, floor plan, and landscape plans, whichever are applicable (any incomplete applications will not be accepted).

No.	Item	Verified:
1	Complete Site Plan: Include the following -	
	Adjacent properties: Show the setback dimensions and building footprints; Label as one or two-story structures.	
	Property lines (PL) fully dimensioned	
	North arrow	
	Scale (All plans must be drawn to scale)	
	Fences/Walls: Show existing and/or proposed fences, walls, or hedges; Identify height and materials.	
	Landscaped areas including planter areas	
	Trash enclosure(s) locations	
	Driveway width: Shall have a minimum width of ten feet (10') per §153.222	
	Easements	
	Parkway	
	Private streets/alleys	
	Pedestrian walkways	
	Summary indicating required and provided number of parking spaces including handicap spaces	
	Location of standard (S), compact (C), and handicap (HC) parking stalls, driveways, ramps, and loading zones.	
	Dimensions of parking spaces, drive aisles, back-up spaces, handicap accessible spaces, drive aisles and turning radii, parking bumpers and stripes	
	Gates and equipment locations, utility cabinets, street access, turning lanes, pavement markings, utility poles	
2	Floor Plan: Include the following (If applicable) -	
	Identify type of tenant space and gross floor area.	
	Dimensioned to show the location and size of rooms, walkways, and other internal features.	

3	Landscape Plan: Include the following (If applicable) -	
	Show all proposed plant material, common and botanical names and varieties, quantities and sizes; paved areas and paving treatments clearly illustrated; property lines and rights of way clearly drawn by a licensed landscape architect. Specify form of irrigation. <i>Note: 4% of uncovered parking areas (including driveway and vehicle areas) require minimum 3' wide planters; 15 gallons or 24" box of trees; 5 gallons of shrubs; and 12-16" on center of ground cover.</i>	
4	Photos: Photos of the site, adjacent properties, and street that illustrates both the property itself and conditions on the surrounding properties.	
Per Municipal Zoning Code Regulations		
5	Per §153.220 (B): If the calculation of required parking spaces results in a fractional number, that number shall be rounded up to the next whole number.	
	Per §153.220 (D): The total number of compact parking spaces provided shall not exceed 35% of the total number of required spaces.	
	Per §153.222: Each parking space shall be easily accessible from a street or alley by means of a driveway having a minimum width of ten feet (10').	
	Per §153.224 (C): Each standard parking space shall have a minimum dimension of 9X20 feet long. Each compact parking space shall have a minimum dimension of 8X15 feet long.	
6	Per §153.226: A landscaped strip at least five feet (5') wide shall be installed and maintained adjacent to any wall or fence separating the parking area from residential zoned or used properties. Such strip shall be landscaped using live ornamental trees, shrubs, and ground cover in accordance with the following minimum specifications:	

Checked by: _____ **Date:** _____

