



# APPLICATION INSTRUCTIONS for ENVIRONMENTAL INFORMATION FORM (EIF)

MSB Room 101, 633 E. Broadway at Glendale Avenue (818) 548-3200

Type of Project: \_\_\_\_\_ Planner: \_\_\_\_\_ Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

### FEES:

\_\_\_\_\_ \$ \_\_\_\_\_ EIF Filing Fee  
\_\_\_\_\_ \$ \_\_\_\_\_ EIR Contract Preparation Fee

### EXHIBITS:

Each exhibit must be clearly readable and labeled with the project title, exhibit title, address, and scale map with north arrow, if applicable. All exhibits become the sole property of the City of Glendale and are part of the permanent public record.

#### A. APPLICATIONS:

\_\_\_\_\_ **Environmental Information Form (EIF):** Ten (10) copies of this form, with complete answers to all applicable questions. Answers must be typewritten or printed neatly, and ORIGINAL SIGNITURES (not copies) for the owner's affidavit, applicant's affidavit, and conflict of interest statement must appear on at least one copy. Photocopies of the form are acceptable.












\_\_\_\_\_ One (1) copy of application for \_\_\_\_\_  
Photocopies are acceptable.

#### B. EXHIBITS TO BE PREPARED ON CITY BASE MAPS:

Base maps 1" = 100' and 1" = 200' scale are available at the Engineering Section, 633 East Broadway, Room 204, (818) 548-3645

\_\_\_\_\_ **Location Map:** Ten (10) photocopies of an 8 1/2 x 11 inch location map at a scale of 1" = 200'. Site location must be clearly identified and the map must show surrounding streets and properties within 300 feet of the subject property.

\_\_\_\_\_ **Land Use Map:** One (1) original or photocopy map at a scale of 1" = 100' identifying the specific, current use of all properties within 300 feet of the subject property. The following symbols shall be used on the map to identify land uses:

	Single Family Dwelling		Commercial/Retail/Services Use		School
	Duplex		Industry		Park
	Triplex		Hospital		Under Construction
	Multi-Unit Dwelling		Religious Institution		

Other land uses for which symbols are not shown should be clearly identified.

\_\_\_\_\_ **Zoning Map:** One (1) original or photocopy map at a scale of 1" = 100' identifying the existing zoning within 500 feet of the exterior boundaries of the subject property. Zones shall be shown using the letter designations shown on the official City zoning maps, and all zone boundaries shall be clearly shown.

**C. EXHIBITS TO BE PREPARED BY APPLICANT**

Provide one (1) original plus ten (10) copies of each plan identified below unless accompanied by CUP or Variance application. In this case, only one (1) original copy is required.

\_\_\_\_\_ **Site Plan:** Site plans showing the location of existing buildings, existing trees and major vegetation (identified by trunk diameter, botanical and common name), paved areas, topography (where applicable) and layout of proposed development. A Title Block in the lower right corner or along the right border should include: property owners name, site address, prepares name, address, and phone number, date of drawing, scale, and working title of project.

\_\_\_\_\_ **Cut and Fill Map:** Topographic maps of the entire site, colored to indicate cut (brown), fill (yellow), natural (green), pads and streets (white) and retaining walls. The Map shall be drawn at the same scale as the site plan and shall indicate amounts of cut, fill, import, and export involved in the grading. Off-site grading shall also be shown.

\_\_\_\_\_ **Cross Section:** Same scale as the cut and file map (both vertically and horizontally), showing at least two (2) representative sections with existing and proposed sections clearly identified.

\_\_\_\_\_ **Landscape Plan:** Fully dimensioned and detailed drawn at the same scale as the plot plan, and including: full specifications chart calling out all plant types by Latin and common name, number, size, planting distances, existing trees to be retained or removed, specification, planting and staking details, irrigation specifications, curbing, hardscape treatment, location of all street trees, light standards, parkway treatments, fences, and walls.

\_\_\_\_\_ **Floor Plan:** Drawn to a readily legible scale.

\_\_\_\_\_ **Building Elevations:** Fully dimensioned elevation view of all exposed sides, fully specifying roof and wall material, color, and texture, surface detailing, sign placement, etc.

\_\_\_\_\_ **Photographic Survey:** One (1) set of 35mm photographs, minimum size 3 x 5, labeled to indicate each view. Photographs should show both the general character and condition of the property as well as specific features involved in the request.

\_\_\_\_\_ **Reductions:** One (1) reduced size (11" x 17") copy of all full size plan sheets submitted.

**D. REPORTS AND OTHER MATERIALS**

\_\_\_\_\_ **Soils and Geology Report:** One (1) copy of a soil, geologic and seismic investigation of the project site prepared by a professional geologist registered in the Sate of California and experienced in the practice of engineering geology.

\_\_\_\_\_ **Hydrology Study:** One (1) copy of a hydrologic investigation of the project site prepared by a civil engineer registered by the State of California and experienced in the science of hydrology and hydrologic investigation.

\_\_\_\_\_ **Traffic Study:** One (1) copy of a report analyzing the traffic impacts, prepared by a traffic engineer.

\_\_\_\_\_ **Historic Resource Assessment Report:** One (1) copy of a report analyzing the impacts to historic resources prepared by a historic preservation professional who satisfies the Secretary of the Interior's Professional Qualifications Standards (36 CFR 61).

\_\_\_\_\_ **Administrative Fees:** Two (2) \_\_\_\_\_ checks made payable to the Los Angeles County Clerk, 12400 Imperial Hwy., Norwalk, CA 90650. Fees are for the County administrative charges.

\_\_\_\_\_ One (1) \_\_\_\_\_ check made payable to the Los Angeles County Clerk, 12400 E. Imperial Hwy., Norwalk, CA 90650. Fee is for California Department of Fish and Game administrative charges.

\_\_\_\_\_ **Other Materials:** \_\_\_\_\_

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