



**City of Rosemead**

Engineering Division  
8838 E. Valley Boulevard  
Rosemead, CA 91770  
(626) 569-2155 Phone  
(626) 569-2303 FAX

**Site Plan Submittals Requirements**

The minimum requirements for Site Plan Submittals to the City Engineer's Office in connection with Building Permits, Conditional Use Permits, and Variances, etc., are as follows

- Site plans shall be drawn to scale using either Engineer's or Architect's standards scales. **24 x 36 min.**
- Architect or engineer's name, company name information shall be shown on the plans.
- North Arrow shall be shown and oriented towards the top of the page. True north shall be indicated.
- Site plans shall show dimensions of lots, width of existing or proposed parkways, and distance from centerlines of all streets, alleys, and etc., to the property lines. The boundaries of the property shall be shown by a heavy broken line and clearly labeled.
- Site plans shall show locations of existing or proposed sewer laterals dimensioned with ties to the property corners of the site. This information is available from the Public Works Engineering Department upon request.
- Site plans shall show locations of all existing or proposed street trees, width of sidewalks, driveway approaches, carriage walks, and locations of existing or proposed hydrants, meter boxes, street lights, street signs, and power poles.
- Site plans shall show front yard fences, retaining walls, curbs, etc. and indicate (with dimensions) any existing encroachments into the public right-of-way.
- Site plans shall include property information such as assessor's parcel number, street address, and legal description of the site along with a vicinity map.
- Site plans shall show all proposed work within the existing and/or proposed public right-of-way.
- Site plans shall show all proposed right-of-way dedications dimensioned with ties to the property corners of the site.

**Note:**

An illegible or inadequate Plot Plan cannot be accepted.