



Planning Division

July 30, 2026

Richard Han
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Subject: Approval Letter - SUR No. 26-48
Attached ADU (460.3 Sq. Ft.), Open Floor Plan with a bedroom area,
one (1) bathroom
1232 E. Shalene Street, West Covina (8743-012-002)

Zoning: R-1: Single Family Residential

Dear Applicant:

The Planning Division has completed its review of the most recently submitted plans and supporting materials for the above-referenced project and hereby approves the project as submitted, subject to compliance with all applicable City requirements and regulations. For your information, please also see the attached general requirements.

This approval reflects Planning Division review only and does not relieve the applicant from obtaining any additional permits, clearances, or approvals that may be required by other City departments or outside agencies.

This Planning approval shall remain **valid for a period of one (1) year from the date of this letter**. Plans must be submitted to the Building Division for permit processing within this period. Any changes to the approved project, including but not limited to the design, layout, site plan, or floor plan, may require resubmittal to the Planning Division for review and approval, and shall be subject to the codes, development standards, and regulations in effect at the time of resubmittal.

To initiate Building and Safety permit review, please upload and submit your Planning Division stamped approved plans through the Building Permit Center portal at the following link:
<https://gopost-transtech.eplansoftreview.com/#/login?portal=westcovinabldg>

No further Planning action is required at this time, and the Planning file is hereby closed.

If you have any questions or would like a printed copy of this letter, please contact the Planning Division via email at planningdivision@westcovina.org or phone at 626-939-8422.

Sincerely,

Sonia Griego | Planner