



UNIVERSAL PLANNING APPLICATION

The Universal Planning application is intended for all entitlements issued by the Planning Division. The submittal requirements contained herein are a centralized list of all application components required by the City of Hermosa Beach Planning Division; however, the City may require additional information to be submitted.

IMPORTANT NOTICE: COMPLETE AND ACCURATE SUBMITTALS ARE REQUIRED. IF THE APPLICATION IS MISSING REQUIRED INFORMATION, THEN THE APPLICATION WILL NOT BE ACCEPTED. A PLANNER CAN BE REACHED BY CONTACTING THE COMMUNITY DEVELOPMENT DEPARTMENT AT (310) 318-0242, MONDAY – THURSDAY, 7:00 AM – 6:00 PM.

Once the application is accepted for review, it will be assigned to a Planner. The Planner will review the application within 30-days of acceptance to determine if the application is complete. **During the initial 30-day review period, the Planner may schedule a site inspection, which may include an interior inspection.** If the application is incomplete, the Planner will provide you with a list of missing/incomplete information needed to deem the application complete.

This packet includes the following:

- PART I: PLANNING APPLICATION**
- PART II: SUPPLEMENTAL INFORMATION FORM**
- PART III: PLANNING FEE SCHEDULE**
- PART IV: SUBMITTAL REQUIREMENTS**



PART I: PLANNING APPLICATION

Please note that all information submitted becomes public record

SECTION A: PROJECT INFORMATION

| CITY USE ONLY | | | | | | | | | | | | | | | | | | | | | | | | |
|--|----------------|-------------------|------------------|----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Received By: | Fee(s): | Date Paid: | Case No.: | Case Planner: | | | | | | | | | | | | | | | | | | | | |
| PROJECT NAME: _____ | | | | | | | | | | | | | | | | | | | | | | | | |
| SITE ADDRESS/LOCATION: _____ | | | | | | | | | | | | | | | | | | | | | | | | |
| ASSESSOR'S PARCEL NUMBER: <table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> — <table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> — <table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| BRIEF PROJECT DESCRIPTION: _____ | | | | | | | | | | | | | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | | | | | | | | | | | | | |

SECTION B: APPLICANT

| | |
|-------------------|---------------------|
| NAME: | _____ |
| COMPANY: | _____ |
| ADDRESS: | _____ |
| CITY, STATE, ZIP: | _____ |
| EMAIL: | _____ |
| PHONE: _____ | MOBILE PHONE: _____ |

SECTION C: PROPERTY OWNER

| | |
|-------------------|---------------------|
| NAME: | _____ |
| COMPANY: | _____ |
| ADDRESS: | _____ |
| CITY, STATE, ZIP: | _____ |
| EMAIL: | _____ |
| PHONE: _____ | MOBILE PHONE: _____ |

SECTION E: APPLICATION(S) (select all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Amendment to Planning Entitlement | <input type="checkbox"/> Minor Modification |
| <input type="checkbox"/> Appeal to the Planning Commission | <input type="checkbox"/> Mural Review |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Parking Plan |
| <input type="checkbox"/> Condominium | <input type="checkbox"/> Planning Commission Interpretation |
| <input type="checkbox"/> CC&R's Review | <input type="checkbox"/> Precise Development Plan |
| <input type="checkbox"/> Director Determination | <input type="checkbox"/> Sign Variance |
| <input type="checkbox"/> Extension of Time for Planning Entitlement | <input type="checkbox"/> Similar Use Determination |
| <input type="checkbox"/> Final Map | <input type="checkbox"/> Slope/Grade Height Determination |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Tentative Map |
| <input type="checkbox"/> Height Limit Exception | <input type="checkbox"/> Zoning Code Text Amendment |
| <input type="checkbox"/> Minor Historic Review/Cert. of Appropriateness | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Major Historic Review/Cert. of Appropriateness | <input type="checkbox"/> Zone Change |
| <input type="checkbox"/> Historic Landmark Nomination | <input type="checkbox"/> Categorical Exemption |
| <input type="checkbox"/> Limited Outdoor Seating | <input type="checkbox"/> Negative Declaration / Initial Study |
| <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Environmental Impact Report |

Refer to the Planning Fee Schedule (pages 10 and 11) for current application fees. Be advised, multiple fees may apply to your application (e.g. a CUP application may include a CUP fee, categorical exemption fee, public noticing fee(s), and technology fee).

SECTION F: CERTIFICATION

1. I certify that to, the best of my knowledge, the information in this application and all plans and submittals are true, accurate and correct; this application is made with my consent; and misrepresentation of factual information may invalidate development entitlements granted by the City.
2. I understand that work pertaining to the project shall not begin prior to final City approval. 'Final City approval' means approval by the final decision-making authority on the application, following any appeal period set forth in the Hermosa Beach Municipal Code. Please contact the Community Development Department at (310) 318-0242 or City Clerk's office at (310) 318-0239 with any questions on the approval process.
3. I understand that property development is complex and responsibility for understanding and abiding by all legal requirements pertaining to this project lies with myself, the property owner and project developers. I understand that unknown conditions and requirements may arise during the development process, which may result in unanticipated time, cost, requirements, or project denial. I understand that my project may be subject to requirements of other City departments, such as the Public Works or Los Angeles County Fire Departments and have inquired about them, or other local, state or federal, or utility company requirements.
4. I hereby authorize employees of the City of Hermosa Beach to enter upon the subject property, as necessary to enable the City to process this application and upon providing reasonable notice, to inspect the premises and post public hearing notices.
5. I understand that any decision of the Planning Commission may be reviewed by the City Council and some applications are subject to appeal. Appeals must be filed in writing with the City Clerk within ten calendar days from the date of the subsequent City Council meeting.
6. To the extent permitted by law, I agree to defend, indemnify and hold harmless the City of Hermosa Beach, its City Council, its officers, employees and agents (the "indemnified parties") from and against any claim, action, or proceeding brought by a third party against the indemnified parties and the applicant to attack, set aside, or void any permit or approval for this project authorized by the City, including (without limitation) reimbursing the City its actual attorney's fees and costs in defense of the litigation. The City may, in its sole discretion, elect to defend any such action with attorneys of its choice.
7. I understand that all information of any type pertaining to this application is public information and may be uploaded to the Internet in a portable document format (PDF) as part of an agenda packet for Planning Commission or City Council meetings. Any information that I believe is proprietary or should not be viewed by

the public is clearly designated; however, and notwithstanding, I understand such information may be subject to disclosure under the California Public Records Act (Government Code section 6250 et seq.).

8. I understand that I may request in writing to receive notice of any proposal to adopt or amend the general plan, a specific plan, zoning or other ordinance affecting building permits or grading permits reasonably related to my proposal. (Government Code Section 65945). 9. I understand that the City reserves the right to require an additional deposit of funds in order to make an environmental assessment pursuant to the California Environmental Quality Act (CEQA).

I hereby certify that I have read, understand, and agree with all the statements above. (Property Owner's Signature shall be notarized)

Applicant: _____
Signature *Print Name* *Date*

Owner: _____
Signature *Print Name* *Date*

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____)

On _____ before me, _____
(insert name and title of the officer)

personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

PART II: SUPPLEMENTAL INFORMATION FORM

1. Describe the project site, as it currently exists, including size of buildings and improvements, existing uses, number of parking spaces, square footage of landscaping etc. (use separate sheet if necessary)

| | Existing | Proposed | |
|--|-------------------------|-------------------------|---------------------------|
| 2. What is the General Plan Land Use Designation for the site? | | | |
| 3. What is the Zoning for the Site? | | | |
| 4. Is the site in the Coastal Zone? | Yes: | No: | |
| 5. Will the project be developed or constructed in phases? If yes, include a phasing plan in the detail project description. | Yes: | No: | |
| 6. Are you proposing any other development, uses, or alterations of the site that are not included in this application? | Yes: | No: | |
| 7. Has the project or site received previous or other approvals? (If so, an amendment may be required.) | Yes: | No: | |
| 8. Is any part of the site subject to any lease, agreement, covenant, association, easement, or other encumbrance? | Yes: | No: | |
| 9. Have you conducted any pre-submittal community outreach? If yes, please include a narrative of the results of the outreach, including any opposition. | Yes: | No: | |
| 10. Describe adjacent land uses, including business names: | | | |
| To North: | | | |
| | | | |
| To South: | | | |
| | | | |
| To East: | | | |
| | | | |
| To West: | | | |
| | | | |
| 11. Lot coverage and surfaces: | | | |
| <i>Type</i> | <i>Existing (sq ft)</i> | <i>Proposed (sq ft)</i> | <i>Net Change (sq ft)</i> |
| Buildings | | | |
| Lot coverage* | | | |
| Paved area | | | |
| Landscaped area | | | |
| Unimproved area | | | |
| Pervious surfaces | | | |

***Lot coverage:** area of lot covered by foundations of all buildings and structures, cantilevers projecting from a building, decks and stairs >30" above grade. **Excluded:** Architectural projections, eaves, unenclosed balconies open on ≥ 2 sides including portions under another balcony projecting $\leq 5'$ from a building face; nonstructural stairs, patios, walkways and planters establishing finish grade; fences and walls. (Hermosa Beach Municipal Code, Chapter 17.04)

| | | |
|--|-------------|------------|
| 12. Will any buildings be demolished? If yes, complete 13a and 13b. | Yes: | No: |
| 13a. Number of buildings to be demolished? | | |
| 13b. Gross floor area of buildings to be demolished. | | |
| 13. Will any dwelling units be demolished? C and 14b. | Yes: | No: |
| 13a. Number of dwelling units currently on property. | | |
| 13b. number of dwelling units to be demolished. | | |
| 14. Are any temporary uses or structures proposed? | Yes: | No: |
| 15. Will fences, walls /retaining walls, or similar elements be installed or altered? | Yes: | No: |
| 16. Are any roof decks proposed? If yes, complete 17a. | Yes: | No: |
| 17a. Size of roof deck | | |
| 17. Are electrical transformers, fire hydrants, antennae, rooftop elements, solar photovoltaic energy systems, tanks, or similar improvements proposed/required? | Yes: | No: |
| 18. Will any structure, architectural projection, stairs, decks, utilities, or other elements encroach into a setback as a result of the project? | Yes: | No: |
| 19. Will any signs be installed or altered in connection with the use or building? | Yes: | No: |
| 20. Will trash/recycling facilities be installed or altered? | Yes: | No: |
| 21. Will any part of the project, or its use, encroach on the public right-of-way (during or after construction or operation)? | Yes: | No: |
| 22. Will exterior lighting on any building or site be installed or altered? | Yes: | No: |
| 23. Number of Proposed Parking spaces | | |
| Type | Existing | Proposed |
| Regular space | | |
| Compact | | |
| Disabled | | |
| Loading/other | | |
| Guest (residential) | | |
| Net Change | | |
| Required | | |
| Covered spaces | | |
| 24. Are any parking spaces located offsite or shared with other uses or businesses on the site? If yes, include a narrative in the project description | Yes: | No: |
| 25. Are any parking spaces located offsite or shared with other uses or businesses on the site? If yes, include a narrative in the project description. | Yes: | No: |
| 26. Will any driveways or access ways be constructed or altered? | Yes: | No: |
| 27. Will drainage be altered or increased? If yes, please describe. | Yes: | No: |
| 28. Is a Standard Urban Storm Water Mitigation Plan required? (Hermosa Beach Municipal Code, Chapter 8.44) | Yes: | No: |
| 29. Are any trees, unique environmental conditions, or cultural elements located on the site or an adjacent site? | Yes: | No: |

| | | | | | |
|---|-----------------|----------------------------------|------------------------------------|--------------------------|-------------------------------|
| 30. Will any trees be removed, or will construction, trenching, construction materials, or vehicles encroach within the drip line of existing trees? | | Yes: | No: | | |
| 31. Will any vegetation or planters be removed, altered or installed? | | Yes: | No: | | |
| 32. Is site grading or contouring proposed? | | Yes: | No: | | |
| Cut (cubic yards): | | Fill (cubic yards): | | | |
| Cubic yards export: | | Cubic yards import: | | | |
| Maximum height fill slope (feet): | | Maximum height cut slope (feet): | | | |
| RESIDENTIAL PROJECTS (Skip to Question 33 if not a residential project) | | | | | |
| 33. Type of units | | | | | |
| Type | Number of units | Bedrooms per unit | Unit size (sq ft) - except garages | Garage- per unit (sq ft) | Total size- all units (sq ft) |
| Single-family | | | | | |
| Duplex | | | | | |
| Multi-family | | | | | |
| Condominiums | | | | | |
| Accessory or other | | | | | |
| 34. Will affordable or special need housing be provided? | | Yes: | No: | | |
| 35. Will any amenities be provided? | | Yes: | No: | | |
| COMMERCIAL, INDUSTRIAL, INSTITUTIONAL, OTHER (Skip to Acknowledgements if inapplicable) | | | | | |
| 36. Provide details on the following criteria: | | | | | |
| | Existing | Proposed | | | |
| Days and hours of operation: | | | | | |
| Shifts per day: | | | | | |
| Employees on largest shift: | | | | | |
| Estimated total number of employees: | | | | | |
| Number of seats (for restaurants, schools, theaters, etc.): | | | | | |
| 37. Specify any outdoor activities (dining, storage, etc.): | | | | | |
| 38. Will machinery other than typical office equipment be used? If yes, please describe: | | Yes: | No: | | |
| 39. Will any flues, filtration systems, ventilation or similar equipment be installed or altered (e.g., affecting air, water, grease or oil trap)? If yes, please describe: | | Yes: | No: | | |
| 40. Will any hazardous or dangerous materials be used? If yes, please describe: | | Yes: | No: | | |

41. Will the use create any noise or vibration that will heard/felt off the site? If yes, please describe:

Yes:

No:

42. How is the project consistent with, and meet the goals of, the City's General Plan? The General Plan can be found at <https://www.hermosabeach.gov/our-government/community-development/plan-hermosa>.

DISCLOSURE STATEMENT
CONSULTATION OF LIST OF SITES RELATED TO HAZARDOUS WASTES

Certification of Compliance with Government Code Section 65962.5

Pursuant to Government Code Section 65962.5(f), this statement must be completed and signed by the applicant before an application can be deemed complete for any type of development project.

I certify that on _____, I consulted the list of identified hazardous waste sites (Cortese List) consolidated by the Office of Planning and Research (OPR), which can be found at www.calepa.ca.gov/sitecleanup/CorteseList.

I hereby certify that the proposed location for a development permit application at:

Street Address

Assessor Parcel No.

- is not** on the most recent list of identified hazardous waste sites consolidated by the Office of Planning and Research.

- is** on the most recent list of identified hazardous waste sites consolidated by the Office of Planning and research. A copy of the list is hereby attached.

Applicant Signature

Date

Applicant Print Name

PART IV: SUBMITTAL REQUIREMENTS

The following table indicates which elements of the Planning Application and what Project Plans are required for the various applications. If you have questions about whether or not an item is required for your application, please contact the Planning Division at (310) 318-0242 to speak to a Planner or email planning@hermosabeach.gov. For each of the submittal requirements listed above, the following must be included:

= Always required

= Sometimes required, based on scope of work

-- = Not required

| | Project Application | | | | | | | Plan Set | | | | | | | Map Set | | | | |
|------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------------|-----------------------------|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | Planning Application | Supplemental Information | Project Description | Preliminary Title Report | Income Self-Certification Form | Radius Map and Mailing List | 3-D Rendering of Building | Site Plan | Floor Plans | Roof Plan | Building Elevations | Landscape Plan | Topographical Survey | Lot Line Survey | Civil Plans | Property Cross-section | Demolition Plan | Tentative Map | Final Map |
| Amendment to Planning Entitlement | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | <input type="checkbox"/> |
| Appeal to the Planning Commission | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | <input type="checkbox"/> | -- | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | <input type="checkbox"/> | -- | <input type="checkbox"/> | -- | -- | <input type="checkbox"/> |
| Conditional Use Permit | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | <input type="checkbox"/> | -- | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | -- |
| Condominium | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | <input type="checkbox"/> |
| CC&R's Review | <input type="checkbox"/> | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| Extension of Time for Entitlement | <input type="checkbox"/> | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| Final Map | <input type="checkbox"/> | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | <input type="checkbox"/> | <input type="checkbox"/> |
| General Plan Amendment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | <input type="checkbox"/> | -- | <input type="checkbox"/> | -- | -- | -- | -- | -- | -- | -- | -- | <input type="checkbox"/> | -- | -- |
| Height Limit Exception | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | <input type="checkbox"/> | -- | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | <input type="checkbox"/> | -- | -- | -- | <input type="checkbox"/> | -- | -- | -- |
| Minor Historic Review | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | <input type="checkbox"/> | -- | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | -- |
| Major Historic Review | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | <input type="checkbox"/> | -- | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | -- |
| Historic Landmark Nomination | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | -- | <input type="checkbox"/> | -- | <input type="checkbox"/> | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| Limited Outdoor Seating | <input type="checkbox"/> | -- | -- | -- | -- | -- | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| Lot Line Adjustment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | <input type="checkbox"/> | <input type="checkbox"/> | -- | <input type="checkbox"/> | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| Mural Review | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | -- | <input type="checkbox"/> | -- | <input type="checkbox"/> | -- | <input type="checkbox"/> | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| Parking Plan | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | <input type="checkbox"/> | -- | <input type="checkbox"/> | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| Planning Commission Interpretation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | <input type="checkbox"/> | -- | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | <input type="checkbox"/> | -- | -- | -- |
| Precise Development Plan | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | -- |
| Reasonable Housing Accommodation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | -- | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | -- | -- | -- | -- |
| Sign Variance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | <input type="checkbox"/> | -- | <input type="checkbox"/> | -- | <input type="checkbox"/> | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| Similar Use Determination | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| Slope/Grade Height Determination | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | -- | -- | <input type="checkbox"/> | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| Tentative Map | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | <input type="checkbox"/> | -- | -- | -- | <input type="checkbox"/> | -- | -- | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | <input type="checkbox"/> |
| Zoning Code Text Amendment | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | -- | <input type="checkbox"/> | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| Variance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | -- |
| Zone Change | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | -- | -- | <input type="checkbox"/> | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- |

1. **Planning Application** – The Planning Application shall be completely filled out and signed by the applicant and the property owner. The property owner's signature shall be the actual owner, not an owner in escrow, and shall be notarized.
2. **Supplemental Information** – Fill out all applicable portions of the supplemental information form. The Consultation of List of Sites Related to Hazardous Wastes shall be signed by the applicant.
3. **Project Description/Narrative** -A detailed description of the project. This should include, but is not limited to, the purpose of the project, description of business operations, anticipated number of employees, hours of operation, architectural styles and design influences, landscaping, and compatibility with surrounding properties.
4. **Preliminary Title Report** - Must be dated within six months from date of application. Shall be provided in electronic format with hyperlinks to all referenced documents
5. **Income Self-Certification Form** - This form shall be filled out and signed by each head of household currently residing at the property (if the unit is occupied), or every head of household that resided at the property in the last 5 years (if the unit is vacant). A household includes all members living in a single residential unit (kitchen, bathroom, sleeping areas).
6. **Radius Map and Mailing List** – The applicant shall pay the appropriate Radius Map and Mailing List fee. The City of Hermosa Beach will prepare the radius map and mailing list.
7. **3-D Rendering of Building** - Three-dimensional color rendering of the proposed project. Rendering should allow visualization of all sides of the proposed building and shall be taken at eye level. Rendering shall match architecture and proposed landscaping.
8. **Site Plan** - The site plan shall have a minimum scale of 1/8 inch = 1 foot, be fully dimensioned, and clearly demonstrate site layout and configuration. This shall include the following:
 - All property lines with lot dimensions.
 - The location of all existing (to remain) and proposed structures, which are dimensioned and uses labeled. Dimension all existing and proposed setbacks. Dimension the distance between buildings.
 - All property corner elevations consistent with lot survey.
 - Show all driveways, walkways, loading spaces, off street parking (including table showing parking requirements for all uses on site), designate handicap parking, electric vehicle charging spaces, the dimensions of parking stalls, and all curbing and wheel stops.
 - Show and dimension all landscape areas. Provide the total square footages of landscaping.
 - Show all adjoining streets, alleys, and easements on the property. Include all curblines, drive approaches, and improvements within parkway (i.e. streetlights, fire hydrants, bus stops, storm drains, etc.), and on-street parking. Dimension the distance between the curb and property line.
 - Show all trash enclosures, ground mounted equipment (i.e. HVAC, etc.), utility meters, electrical transformers, existing or proposed walls and fences (include label of wall height and material).
 - Driveway slope profiles and percentages*/ 3 profiles required if slope is greater than 5%.
 - A Lot coverage diagram (may be required based on complexity of project)
 - North arrow and scale of drawings.
 - The following labels shall be used for existing and finished grade elevation notations:

| | |
|---------------------------|---------------------------|
| ▪ Property Corner = P.C. | Finished Floor = F.F. |
| ▪ Top of Curb = T.C | Finished Garage = F. Gar. |
| ▪ Back of Walk = B.W. | |
| ▪ Top of Wall = T.O.W. | |
| ▪ Bottom of Wall = B.O.W. | |
| ▪ Finished Grade =F.G. | |
| ▪ Top of Roof = T.O.R. | |
| ▪ Top of Parapet = T.O.P. | |
| ▪ Finished Surface = F.S. | |

9. **Floor Plans** - The floor plan shall have a minimum scale of 1/4 inch = 1 foot, be fully dimensioned, and clearly demonstrate building layout and configuration. This shall include the following:
- Dimension all buildings.
 - Show and dimension all eave lines, balconies, and any architectural feature the projects from the façade.
 - Use different wall symbols for new walls, walls to be demolished, and existing walls to remain.
 - Show all existing (to remain) and proposed rooms. Dimension the rooms and label with the use.
 - For additions, cross hatch all areas of the addition.
 - Show all doors and windows. Provide a door and window schedule.
 - Show room layout (e.g. equipment and/or furniture).
 - Show all property lines with lot dimensions. Dimension all existing and proposed setbacks.
 - Label all adjoining streets, alleys, and easements on the property.
 - All property corner elevations consistent with lot survey and finished floor and garage elevations.
 - North arrow and scale of drawings.
 - Garage door opening width(s) and height(s).
 - The following labels shall be used for existing and finished grade elevation notations:
 - Property Corner = P.C.
 - Top of Curb = T.C
 - Back of Walk = B.W.
 - Top of Wall = T.O.W.
 - Bottom of Wall = B.O.W.
 - Finished Grade =F.G.
 - Top of Roof = T.O.R.
 - Top of Parapet = T.O.P.
 - Finished Surface = F.S.
 - Finished Floor = F.F.
 - Finished Garage = F. Gar.
10. **Roof Plan** – The roof plan shall have a minimum scale of 1/4 inch = 1 foot, be fully dimensioned, and clearly demonstrate roof configuration. This shall include the following
- Dimension all roofs, includes all eave lines (eave fascia to building façade and eave fascia to property line).
 - Label all roof slopes and note direction of slope.
 - Show all property lines with lot dimensions.
 - Label all adjoining streets, alleys, and easements on the property.
 - All property corner elevations consistent with lot.
 - Critical point maximum allowed/proposed elevations.
 - Show all property lines with lot dimensions. Dimension all existing and proposed setbacks.
 - Label all adjoining streets, alleys, and easements on the property.
 - All roof mounted equipment and chimneys.
 - If a roof deck is proposed, show BBQs, spas, furnishings, planters and plantings which must comply with the height limit (specifications may be required).
 - North arrow and scale of drawings.
 - The following labels shall be used for existing and finished grade elevation notations:
 - Property Corner = P.C.
 - Top of Curb = T.C
 - Back of Walk = B.W.
 - Top of Wall = T.O.W.
 - Bottom of Wall = B.O.W.
 - Finished Grade =F.G.
 - Top of Roof = T.O.R.
 - Top of Parapet = T.O.P.
 - Finished Surface = F.S.
 - Finished Floor = F.F.
 - Finished Garage = F. Gar.

11. **Building Elevations** – The building elevations shall have a minimum scale of 1/4 inch = 1 foot, be fully dimensioned, and clearly demonstrate the finished appearance of the building. This shall include the following:

- Views of all sides of all structures with building elevation (north, east, south, west) identified.
- Show all property lines with lot dimensions. Dimension all existing and proposed setbacks.
- Call out all finished materials and colors. Include identifying information such as, manufacture, product line, product name, product number, finish type, etc.
- Straight line interpolated grade between property corners.
- Height profile lines to show existing and proposed wall and fence heights.
- Dimension vertical clearance from driveway surface to projections and cantilevers above.
- All property corner elevations consistent with lot survey.
- Label all adjoining streets and alleys.
- Scale of drawings.
- The following labels shall be used for existing and finished grade elevation notations:
 - Property Corner = P.C.
 - Top of Curb = T.C
 - Back of Walk = B.W.
 - Top of Wall = T.O.W.
 - Bottom of Wall = B.O.W.
 - Finished Grade = F.G.
 - Top of Roof = T.O.R.
 - Top of Parapet = T.O.P.
 - Finished Surface = F.S.
 - Finished Floor = F.F.
 - Finished Garage = F. Gar.

12. **Landscape Plan** - The landscape plan shall have a minimum scale of 1/8 inch = 1 foot, be fully dimensioned, and clearly demonstrate proposed landscape areas on the site. This shall include the following:

- All property lines with lot dimensions.
- The location of all existing (to remain) and proposed structures.
- All property corner elevations consistent with lot survey.
- Show all driveways, walkways, off street parking.
- Existing trees with trunk diameter (specify any trees proposed to be removed).
- Label all adjoining streets, alleys, and easements on the property.
- Show and dimension all landscape areas. Provide the total square footages of landscaping.
- Show all trash enclosures, ground mounted equipment (i.e. HVAC, etc.), utility meters, electrical transformers, existing or proposed walls and fences.
- Yard and landscape elements such as water features, pools, spas, BBQs, planters, benches, sheds, trellis, etc.
- Planting plan that shows the proposed location of all plants.
- Legend of proposed and existing plans that includes: Plant common and botanical names, Plant symbols, Plant sizes, Plant water usage.
- Automatic irrigations system and specifications required for all landscape areas.
- North arrow and scale of drawings.
- The following labels shall be used for existing and finished grade elevation notations:
 - Property Corner = P.C.
 - Top of Curb = T.C
 - Back of Walk = B.W.
 - Top of Wall = T.O.W.
 - Bottom of Wall = B.O.W.
 - Finished Grade = F.G.
 - Top of Roof = T.O.R.
 - Top of Parapet = T.O.P.
 - Finished Surface = F.S.
 - Finished Floor = F.F.
 - Finished Garage = F. Gar.

13. **Topographical Survey** – The topographical survey shall show existing improvements, adjacent sidewalk, curb, street improvements, provide property corner elevations, identify property corner elevations as XX.XX P.C., provide lot dimensions, and adjacent property elevations. Survey must be wet stamped and signed by a licensed Land Surveyor. (Topographical lot survey shall be recent, but no more than a year old.)
14. **Lot Line Survey** – The lot line survey showing all existing habitable and non-habitable structures, dimensions from all existing habitable and non-habitable structures to the property lines and lot line dimensions. Survey must be wet stamped and signed by a licensed Land Surveyor. (Topographical lot survey shall be recent, but no more than a year old.)
15. **Public Works Civil Sheet and Low Impact Development Plans** - <https://www.hermosabeach.gov/home/showdocument?id=13172>
16. **Property Cross-Section** - The property cross-section shall have a minimum scale of 1/8 inch = 1 foot, be fully dimensioned, and shall include:
- Show the slope of the property and the cross-section of the building.
 - Show perimeter transitions to adjoining properties and adjoining rights-of-way.
 - Dimension vertical clearance from driveway surface to projections and cantilevers above.
 - Label all adjoining streets and alleys.
 - Provide Finished Grade, Finished Floor, Top of Roof, and Critical Point callouts.
 - Scale of drawings.
 - The following labels shall be used for existing and finished grade elevation notations:
 - Property Corner = P.C.
 - Top of Curb = T.C
 - Back of Walk = B.W.
 - Top of Wall = T.O.W.
 - Bottom of Wall = B.O.W.
 - Finished Grade =F.G.
 - Top of Roof = T.O.R.
 - Top of Parapet = T.O.P.
 - Finished Surface = F.S.
 - Finished Floor = F.F.
 - Finished Garage = F. Gar.
 - Be advised, multiple cross-sections may be required.
17. **Demolition Plan** - The demolition plan shall have a minimum scale of 1/8 inch = 1 foot, be fully dimensioned, and clearly demonstrate proposed demolition of the site. This shall include the following:
- All property lines with lot dimensions.
 - The location of all existing (to remain) and proposed to be demolished structures.
 - All property corner elevations consistent with lot survey.
 - Label all adjoining streets, alleys, and easements on the property.
 - North arrow and scale of drawings.
 - The following labels shall be used for existing and finished grade elevation notations:
 - Property Corner = P.C.
 - Top of Curb = T.C
 - Back of Walk = B.W.
 - Top of Wall = T.O.W.
 - Bottom of Wall = B.O.W.
 - Finished Grade =F.G.
 - Top of Roof = T.O.R.
 - Top of Parapet = T.O.P.
 - Finished Surface = F.S.
 - Finished Floor = F.F.
 - Finished Garage = F. Gar.

18. **Tentative Map** – Tentative Maps shall be fully dimensions and prepared in accordance with the Subdivision Map Act. Tentative Maps shall, at a minimum, include the following:
- Tract or Parcel Map Number (obtain number from Los Angeles County Recorder's Office).
 - All existing and proposed lots/parcels with area and dimensions shown. All lots shall be identified with a number and parcels with a letter.
 - North Arrow and scale bar (shall be an engineer scale) correctly shown.
 - Legal Description.
 - Site Acreage (Gross & Net).
 - Easements & rights-of-way, existing and proposed dedications and/or vacations; identified and fully dimensioned.
 - Name, address, and telephone number of the following: Record owner(s) of land; Subdivider; Engineer or Land Surveyor responsible for map preparation.
 - Existing aboveground structures (e.g., buildings, water wells, power or transmission lines, etc.); or, underground features (e.g., public utilities, private septic systems, drainage and/or irrigation pipelines, etc.) located within subdivision boundary or adjacent public rights-of-way.
 - Maps shall be stamped and signed by Licensed Land Surveyor or registered Civil Engineer who prepared the map.
19. **Final Map** – Final Maps shall be fully dimensions and prepared in accordance with the Subdivision Map Act. Tentative Maps shall, at a minimum, include the following:
- Original Mylar Final Parcel/Tract Map.
 - An original letter from the LA County Engineer indicating that the map has been reviewed and approved for consistency with the Tentative Map by that agency.
20. **Closure Report** - Traverse/closure calculations to prove mathematical consistency of all map data. Closures are required for boundary, lots, blocks, easements, along with any and all closed geometric figures within the map.