



City of Hermosa Beach

Community Development Department | Planning Division

1315 Valley Drive, Hermosa Beach, CA 90254

o: 310-318-0235 e: communitydevelopment@hermosabeach.gov

Office Hours: Monday – Thursday 7:00 AM – 6:00 PM

Plan Submittal Checklist for Condominium Projects

Project Address	
Property Owner's Contact	Name: Email: Phone:
Zoning Designation	
Scope of Work	

	(1) 24" X 36" Full set of architectural plans to scale with dimensions
	Public Works C-Sheets acceptance checklist initiated by Public Works Engineer: - Required for all new construction. - Total S.F. Habitable and/or accessory structures expansion 400 S.F. or more?
	LID Required: - All new construction is required. - For existing site where 2,500 SF of surface area of lot is disturbed.
	Complete Project Summary Table
	Project Cover Page (project description, project contacts, location/vicinity map, sheet index)
	Site Plan: (Property lines, lot dimensions, property corner elevations, setbacks)
	Proposed Floor Plans: (Property lines, lot dimensions, property corner elevations, setbacks)
	Private Storage Space: (minimum of 200 cu. ft.)
	Existing Floor Plans: (Property lines, lot dimensions, property corner elevations, setbacks)
	Roof Plan: (Property lines, lot dimensions, property corner elevations, setbacks, critical points, dimensions to critical points)
	Elevations (Photos are acceptable to meet this requirement for existing elevations): (property lines, property corners, critical points)
	Landscape Plan: (Property lines, lot dimensions, setbacks, area calculation, planting legend)
	Open Space: (dimensions, square footages)
	Parking Spaces: (number of parking spaces, 3 driveway slope profiles required if 5% or greater)
	1 Tentative Tract or Parcel Map: (copy must be wet stamped and signed by a California licensed civil engineer or land surveyor.)



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	Wet Stamped Topographical Survey required if the Tentative Parcel Map does not have the required topographical survey information. (<i>lot dimensions, property corners</i>)
	Preliminary Title Report: (within the last 30 days or equivalent)
	Completed Universal Planning Application Form
	1 set of CC&R's: (<i>HBMC Section 17.22.050</i>)
	Colored Architectural Rendering: (<i>A street view perspective showing the three-dimensional qualities of the proposed development. A rendering must be provided showing the relationship of the proposed development to adjacent lots.</i>) This can be submitted at a later time, but needs to be submitted prior to scheduling a Planning Commission meeting.
	A reminder for the Planner to inform the applicant that they are require to submit a copy of the application materials to LA County Fire Department (Land Development Unit) for review.
	A reminder for the Planner to inform the applicant if the proposed project is located within the coastal zone.