

Planning Division Application Submittal Requirements

Design Review

Fence Permit

Minor Modification

Over The Counter (OTC) Review (i.e. project with <\$20,000 valuation)

Parcel Map (Tentative and Final)

Sign Adjustment

Sign Permit

Site Plan Review

Special Use Permit

Temporary Promotional Advertising Sign Permit

Tract Map (Tentative and Final)

Vested Structure

Zone Adjustment

Zone Variance

Other Applications (Contact the Planning Division for requirements)

- General Plan Amendment
- Planned Assembly Development (PAD)
- Reasonable Accommodation
- Zone Change
- Zoning Code Amendment
- Projects requiring an Initial Study or an Environmental Impact Report
- All other applications

Application Instructions

- [Online Submittal Instructions](#)

Design Review Submittal Checklist

- [Owner Affidavit Form](#)
- Electronic Architectural Plans:
 - Site Plan(s)
 - Floor Plan(s)
 - Elevation(s)
 - Color Renderings of the proposed project
 - Landscaping Plan(s) in color showing species, the number of trees, shrubs, and ground covers including a table of all landscaping. (This should all be in color.)
- Eight (8) hard copies of plans*
- Planning Fees

***Intake Planner will arrange the submittal of hard copy materials after electronic submittal, as needed.**

Fence Permit Submittal Checklist

ONLY required for fences higher than 4 feet and less than 7 feet.

- Electronic Architectural Plans:
 - Site Plan(s)
 - Fence Elevation(s)
- Planning Fees

Intake Planner will arrange the submittal of hard copy materials after electronic submittal, as needed.

Minor Modification Permit Submittal Checklist

- [Owner Affidavit Form](#)
- Electronic Architectural Plans:
 - Site Plan(s)
 - Floor Plan(s)
 - Elevation(s)
 - Landscaping Plan(s) in color showing species, the number of trees, shrubs, and ground covers including a table of all landscaping. (This should all be in color.)
- Planning Fees

Intake Planner will arrange the submittal of hard copy materials after electronic submittal, as needed.

Over the Counter Review (OTC) – General Submittal Checklist

- Electronic Architectural Plans:
 - Site Plan(s)
 - Floor Plan(s)
 - Elevation(s)
 - Landscaping Plan(s) in color showing species, the number of trees, shrubs, and ground covers including a table of all landscaping. (This should all be in color.)
- Email communication from Southern California Edison confirming that the project has been submitted for review ([See Southern California Edison submittal requirements](#)).

Additional Requirements

Project specific submittal requirements in addition to the above General Requirements

OTC-A/C Unit or Utility Meters Only

- Elevation(s) of the proposed unit including manufacturing specifications
- If the unit is installed upon a roof, please provide elevations that show both the building and the unit
- Roof Plan with necessary screening shown (if the unit is installed on a roof)

OTC-Single-Family Residential Solar

- Site Plan- Show the location of panels and equipment (inverters, etc.)
- Elevation(s)/Side section(s) - Show dimensions and distance of panels from roof.
- Roof Plan
- Indicate size of system (KW)

SCE communication required for projects that alter the wall where the existing panel is located, new or expanded accessory structures, Accessory Dwelling Unit Conversions, and 2-story accessory structures in the rear yard.

Parcel Map - Tentative Submittal Checklist

- [Owner Affidavit Form](#)
- Electronic Copies of:
 - Tentative Parcel Map
 - Topographic Map and any associated maps
 - Title Report and underlying documents
 - Closure Calculations
 - Condominium Plan (For Condominiums Only)
 - Subdivision Preliminary Report (For Condominiums Only)
- Three (3) hard copy sets of plans*
- Planning Fees

Parcel Map - Final Submittal Checklist

- [Owner Affidavit Form](#)
- Electronic Copies of:
 - Final Parcel Map
 - Copy of Approved Tentative Parcel Map
 - Proof of current taxes paid on the property
- Three (3) hard copy sets of plans*
- Planning Fees

***Intake Planner will arrange the submittal of hard copy materials after electronic submittal, as needed.**

Sign Adjustment Submittal Checklist

- [Owner Affidavit Form](#)
- Electronic Architectural Plans:
 - Site Plan(s)
 - Elevation(s)
 - All building elevations with existing and proposed signage depicted.
 - Proposed sign(s) detailed drawing
 - Cross-section(s) of the sign and any applicable wall supporting structure
 - Table with sign(s) dimensions and area, materials, and color for all existing and proposed signs on-site
- Required Sign Adjustment Findings- Please provide a response to each Finding listed below:
 1. That application for the adjustment is necessary due to special circumstances or conditions pertaining to the property or to the use thereon; and
 2. That the proposed adjustment is necessary in order that the applicant may not be unreasonably deprived of the proper use or enjoyment of the applicant's property; and
 3. That the proposed adjustment would not be detrimental to the neighborhood in which the property is located; and
 4. That the proposed adjustment is consistent with the legislative intent of the zoning and development standards of this Chapter that pertain to the subject property.
- Planning Fees

Intake Planner will arrange the submittal of hard copy materials after electronic submittal, as needed.

Sign Permit Submittal Checklist

- [Owner Affidavit Form](#)
- Electronic Architectural Plans:
 - Site Plan (designate all existing signs on the site with numerals or letters)
 - Table with existing sign dimensions, area, materials, and color
 - Elevation(s)
 - Proposed Signs
 - Building walls /surfaces with existing and proposed signage.
 - Cross section of the sign(s) and any applicable wall/supporting structure
 - City Approved Master Sign Program (For two or more tenant spaces on the site only).
- Planning Fees

Additional Requirements

Sign Permit - Master Sign Program (For two or more tenant spaces on the site only).

- Electronic Architectural Plans:
 - Site Plan(s) (designate all existing signs on the site with numerals or letters)
 - Table with allowable sign dimensions, area, materials, and color
 - Elevation(s) of proposed sign locations
 - Indicate height and width of all allowed signage for each tenant space.

Intake Planner will arrange the submittal of hard copy materials after electronic submittal, as needed.

Site Plan Review (SPR) Submittal Checklist

- [Owner Affidavit Form](#)
- Electronic Architectural Plans
 - Site Plan(s)
 - Floor Plan(s)
 - Elevation(s)
 - Color Renderings of the proposed project
 - Landscaping Plan(s) in color showing species, the number of trees, shrubs, and ground covers including a table of all landscaping. (This should all be in color.)
 - Parking Plan(s) with parking calculation
- Email communication from Southern California Edison confirming that the project has been submitted for review ([See Southern California Edison submittal requirements](#)).
- Three (3) hard copy sets of plans*
- Planning Fees

Additional Requirements

SPR- Telecom Minor Modification

- Approved Special Use Permit (SUP) Resolution

***Intake Planner will arrange the submittal of three (3) hard copy sets of plans before the application is deemed filed.**

Special Use Permit (SUP) Submittal Checklist

- [Owner Affidavit Form](#)
- Electronic Architectural Plans
 - Site Plan(s)
 - Floor Plan(s)
 - Elevation(s)
 - Color Renderings of the proposed project
 - Landscaping Plan(s) in color showing species, the number of trees, shrubs, and ground covers including a table of all landscaping. (This should all be in color.)
 - Parking Plan(s) with parking calculation
- Required SUP Findings- Please provide a response to each Finding listed below:
 1. The site for the proposed use is adequate in size and shape to accommodate the use and/or there exists, or there shall exist, adequate facilities and improvements on the site to accommodate the use.
 2. The site for the proposed use is served by streets of appropriate width and function to carry the kind of traffic to be generated, and the site has or shall have sufficient on-site parking facilities to comply with the provisions of this Chapter.
 3. The site for the proposed use is suitably zoned or otherwise designated for such use and the proposed development or use shall conform with the purpose and intent of the General Plan.
 4. The proposed use will not adversely affect neighboring properties, the occupants thereof or the permitted uses thereon, or the general public in terms of noise, litter, traffic, parking availability, health, safety or any other factor causing potential detriment to neighboring properties or property values.
- Eight (8) hard copies of plans*
- Planning Fees

Additional Requirements

SUP-Telecommunications Facility

- Existing and proposed photo simulations of the proposed facility and associated equipment.
- Vicinity Map
- Coverage Map
- List of Telecommunication facilities within a 1-mile radius
- Detailed Scope of Work
- Additional Telecommunication Findings
- Previous permits approved for subject site, if any

***Intake Planner will arrange the submittal of eight (8) hard copy sets of plans before the application is deemed filed.**

Tract Map Tentative Submittal Checklist

- [Owner Affidavit Form](#)
- Electronic Copies of:
 - Tentative Tract Map
 - Topographical Map and any associated maps
 - Title Report and underlying documents
 - Closure Calculations
 - Condominium Plan (For Condominiums Only)
 - Subdivision Preliminary Report (For Condominiums Only)
- Three (3) hard copy sets of plans*
- Planning Fees

Tract Map Final Submittal Checklist

- [Owner Affidavit Form](#)
- Electronic Copies of:
 - Final Tract Map
 - Copy of Approved Tentative Tract Map
 - Proof of current taxes paid on the property
- Three (3) hard copy sets of plans*
- Planning Fees

***Intake Planner will arrange the submittal of three (3) hard copy sets of plans before the application is deemed filed.**

Vested Structure Submittal Checklist

- [Owner Affidavit Form](#)
- Electronic Architectural Plans
 - Site Plan(s)
 - Floor Plan(s)
 - Elevation(s)
- Planning Fees

Intake Planner will arrange the submittal of hard copy materials after electronic submittal, as needed.

Zone Adjustment Submittal Checklist

- [Owner Affidavit Form](#)
- Electronic Architectural Plans
 - Site Plan(s)
 - Floor Plan(s)
 - Elevation(s)
 - Parking Plan(s) with parking calculation
- Required Zone Adjustment Findings- Please provide a response to each Finding listed below:
 1. That application for the adjustment is necessary due to special circumstances or conditions pertaining to the property or to the use thereon; and
 2. That the proposed adjustment is necessary in order that the applicant may not be unreasonably deprived of the proper use or enjoyment of the applicant's property; and
 3. That the proposed adjustment would not be detrimental to the neighborhood in which the property is located; and
 4. That the proposed adjustment is consistent with the legislative intent of the zoning and development standards of this Chapter that pertain to the subject property.
- Planning Fees

Intake Planner will arrange the submittal of hard copy materials after electronic submittal, as needed.

Zone Variance Submittal Checklist

- [Owner Affidavit Form](#)
- Electronic Architectural Plans
 - Site Plan(s)
 - Floor Plan(s)
 - Elevation(s)
 - Parking Plan(s) with parking calculation
- Required Zone Variance Findings- Please provide a response to each Finding listed below:
 1. That there are exceptional or extraordinary circumstances or conditions applicable to the property involved, including, but not limited to, size, shape, topography or surroundings, that do not apply generally to other property or uses in the same zone and vicinity; and
 2. That the strict application of the zoning provisions of this Chapter would result in practical difficulties or unnecessary hardships inconsistent with the general purpose and intent thereof (the costs of providing required improvements or of correcting violations shall not constitute such hardship); and
 3. That the granting of such variance will not be materially detrimental to the public health, welfare or safety or injurious to the property or improvements in such zone and vicinity in which the property of the applicant is located; and
 4. That the granting of such variance will not conflict with the provisions of the comprehensive general plan.
- Planning Fees

Intake Planner will arrange the submittal of hard copy materials after electronic submittal, as needed.