



# CITY OF INGLEWOOD

ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

PLANNING DIVISION

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Department Manager



## Application Submittal Requirements

*Please Note: Applications which do not include all required submittal items and all information necessary to review the request will not be accepted for submission.*

### **Planning Division Permit Types**

#### **Fence Permit**

- Fence Permit \*Application\*
  - Draw all structures and fences on application. Indicate material, width, length, and height of fence.
  - This application is for fences between 4 feet and no higher than 7 feet ONLY. Fences 4 feet and under do not require a permit. Fences higher than 7 feet require a building permit from the Building Division.
- Planning Fees
- This application can be submitted without an appointment.

#### **Nonconforming Building Minor Modification Permit**

- Nonconforming Building\_Minor Modification Application
- Architectural Plans-Two (2) sets of (11 x 17) of the following plans that conform with the Architectural Plan requirements on pages 11-12:
  - Site Plan
  - Floor Plan
  - Elevation
- Planning Fees
- This application requires an appointment for submittal.

#### **Nonconforming Use Permit**

- Minor Modification Application
- Architectural Plans-Two (2) sets of (11 x 17) of the following plans that conform with the Architectural Plan requirements on pages 11-12:
  - Site Plan
  - Floor Plan
  - Elevation

All architectural renderings must be to scale and dimensioned.

**Nonconforming Use Permit continued...**

- Planning Fees
- This application requires an appointment for submittal.

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

- Architectural Plans-Two (2) sets of (minimum 11 x 17) of the following plans that conform with the Architectural Plan requirements on pages 11-12:
  - Site Plan(s)
  - Floor Plan(s)
  - Elevation(s)s of proposed project
- This application can be submitted without an appointment.

**Over The Counter Review, A/C Unit and Utility Meters**

- Architectural Plans-One (1) set of (11 x 17) copies of the following plans that conform with the Architectural Plan requirements on pages 11-12:
  - Site Plan
  - Elevation(s)s of proposed project
    - Manufacturers dimensions OR a scaled and dimensioned drawing showing the unit or meter size
    - If the unit is installed upon a roof, please provide elevations that show both the structure and the unit
  - Roof Plan (if the unit is installed upon a roof)
- This application can be submitted without an appointment.

**Over the Counter Review, Tree Removal on Private Property**

- Architectural Plans-One (1) set of an (8.5 x 11 minimum) copy of the following plans that conform with the Architectural Plan requirements on pages 11-12:
  - Site Plan
    - Indicate location of the tree, height of tree, diameter of tree
    - The Site Plan must be signed (including a cursive signature and printed first and last name) and dated by the Certified Arborist
    - Description of tree species
  - Photo of the tree
- This application can be submitted without an appointment.

All architectural renderings must to scale and dimensioned.

**Sign Adjustment** Master Land Use Application

- Written letter stating Proof of Findings/ Justification (see Master Land Use Application)
- Architectural Plans-Two (2) sets of (11 x 17) of the following plans that conform with the Architectural Plan requirements on pages 11-12:
  - Site Plan(s)
    - The Site Plan must be signed (including a cursive signature and printed first and last name) and dated by the property owner. At least one set must be a wet signature. The remaining 2 Site Plans can be copies.
  - Floor Plan(s)
  - Elevation(s)
    - Indicating height and width of store front façade/wall where sign(s) are located or permanent structure sign will be mounted on as well as sign length, width, and location in relation to the above
    - Indicating proposed sign(s) height and width
  - Cross section (s) (projection of the sign(s) from the wall if sign is wall-mounted)
  - Landscaping Plan(s)
  - Table with existing sign(s) dimensions and area, materials, and color for all signs on-site
- Planning Fees
- This application requires an appointment for submittal.

**Sign Permit**

- Architectural Plans-Three (3) sets of (11 x 17) of the following plans that conform with the Architectural Plan requirements on pages 11-12:
  - Site Plan(s) (designate all existing signs on the site with numerals or letters)
    - Table with existing sign dimensions and area, materials, and color
    - The Site Plan must be signed (including a cursive signature and printed first and last name) and dated by the property owner. At least one set must be a wet signature. The remaining 2 Site Plans can be copies.
  - Elevation(s) of proposed sign
    - Indicating height and width of store front façade/wall where sign(s) are located or permanent structure sign will be mounted on as well as sign length, width, and location in relation to the above

All architectural renderings must to scale and dimensioned.

**Sign Permit continued...**

- Indicating proposed sign(s) height and width
  - Cross section (projection of the sign from the wall if sign is wall-mounted)
- For two or more tenant building(s) on the site, a Master Sign Program signed by the property owner is required. It is the responsibility of the landlord to make sure tenants are provided with an up-to-date Master Sign Program. Master Sign Programs must comply with Inglewood Municipal Code and be submitted to the Planning Division by appointment.
  - If the record owner is a company, corporation, or association, include a copy of proof of ownership or the application will not be accepted. For example if John Doe signs off on behalf of Manchester Properties, LLC, provide a letter (i.e. Article of Incorporation recorded with the State) verifying that subject person (i.e. John Doe) can sign off on behalf of the landowning company (i.e. Manchester Properties, LLC).
  - It is the responsibility of the owner to notify the Department of any changes in ownership.
  - If ownership of a multi-tenant shopping or retail center has changed, it is the responsibility of the property owner to notify the Department if they intend to comply with the previous owner's Mater Sign Program or create their own.
- Building Permit Application-must be signed off by planner
- Planning Fees
- This application requires an appointment for submittal.

**(Temporary Promotional Advertising) Sign Permit**

- Architectural Plans-One (1) set of an (11 x 17) copy of the following plan that conform with the Architectural Plan requirements on pages 11-12:
  - Site Plan, indicate promotional advertising sign location
- Dimensions Temporary Promotional Advertising Sign/Device (height, width, and depth, where applicable)-may be on (8.5 x 11)
  - The dimensions must be signed by the property owner (including a cursive signature and printed first and last name) and dated
- This application can be submitted without an appointment.

**Residential Solar Project (Single Family Residences) Review**

- Architectural Plans-Two (2) sets of (11 x 17) copies of the following plans that conform with the Architectural Plan requirements on pages 11-12:
  - Site Plan(s) showing location of panels and equipment (inverters, etc)

All architectural renderings must to scale and dimensioned.

**Residential Solar Project (Single Family Residences) Review continued...**

- Elevation(s)/Side section(s) of panels showing dimensions and distance of panels from roof.
- Indicate size of system (KW)
- \*\*\*Special Notes:
  - Solar panels and equipment (inverters, etc.) cannot be located upon street facing façade nor visible from the street
  - If panels are facing the street, applicant must provide energy written statement from the project engineer justifying the placement of the panels placement in the street facing facade
- Building Permit-must be signed off by planner
- This application can be submitted without an appointment.

**Site Plan Review (i.e. project with >\$20,000 valuation, project >25,000 sq. ft.)**

- Master Land Use Application
- Architectural Plans-Five (5) sets of (11 x 17) and Two (2) sets of (24 x 36) copies of the following plans that conform with the Architectural Plan requirements on pages 11-12:
  - Site Plan(s)
  - Floor Plan(s)
  - Elevation(s) of proposed project
  - Landscaping Plan(s) showing species, quantity of trees, shrubs and ground covers including a table of all landscaping. (This should all be in color.)
  - Parking Plan(s) including Project Data section showing how the parking was calculated
- Material board (Exception: This can be provided on one copy 8.5 by 11 depending on the scope of work)
- Planning Fees
- \*\*\*All plans will be routed by the Planning Division to the appropriate City departments. The applicant must follow-up with subject City Departments to receive stamped approvals.\*\*\*
- This application requires an appointment for submittal.

**Special Use Permit**

- Master Land Use Application
  - Written letter stating Proof of Findings/ Justification (see Master Land Use Application)

All architectural renderings must to scale and dimensioned.

**Special Use Permit...**

- Architectural Plans-Seven (7) sets of (11 x 17) and Two (2) sets of (24 x 36) copies of the following plans that conform with the Architectural Plan requirements on pages 11-12:
  - Site Plan(s)
  - Floor Plan(s)
  - Color Elevation(s) or renderings of proposed project
  - Landscaping Plan(s) showing species, quantity of trees, shrubs and ground covers including a table of all landscaping. (This should all be in color.)
  - Parking Plan(s) including Project Data section showing how the parking was calculated
- Project Data section showing how the parking was calculated
- Vicinity Map (Exception: This can be one copy of 8.5 x 11.)
- Digital Copy (in CD or flash drive) of all the plans
- Planning Fees
- This application requires an appointment for submittal.

**Special Use Permit (SUP), Telecommunications Facility**

- Master Land Use Application (MLU)
  - Written letter stating Proof of Findings/ Justification (see Master Land Use Application)
- Architectural Plans-Seven (7) sets of (11 x 17) all plans and Two (2) sets of (24 x 36) copies of the following plans that conform with the Architectural Plan requirements on pages 11-12:
  - Site Plan(s)
  - Floor Plan(s)
  - Elevation(s)
  - Landscaping Plan(s)
  - Photo Simulations of proposed facility, equipment, existing and proposed vantage point, etc.
- Other plans and items required- Seven (7) sets of (11 x 17) all plans and Two (2) sets of (24 x 36) copies of the following plans and items:
  - Vicinity Map
  - Coverage Map
  - List of Telecommunication facilities within 1 mile radius
  - Detailed Scope of Work

All architectural renderings must to scale and dimensioned.

- Previous permits approved for subject site, if any
- Digital Copy (in CD or flash drive) of all the plans
- Verification of applicant's total estimated valuation by Department of Building Safety for new telecom facilities (Exception: This can be provided on one copy of 8.5 x 11.)
- Planning Fees
- This application requires an appointment for submittal.

**Tentative Parcel Map-Four (4) or less lots**

- Master Land Use Application
- Two (2) copies of the latest Title Report
- Closure Calculations
- Underlying Documents
- Planning Fees
- For Tentative Maps (The tentative map, where applicable, shall be clearly and legibly reproduced on sheets of good paper eighteen inches by twenty-six inches (18x26) with a scale of 1 in= 100 feet):
  - Seven (7) copies of the Tentative Map
  - Three (3) copies of the Topographical Map and any associated maps
- This application requires an appointment for submittal.
- \*\*\*Applications are reviewed by the Subdivision Committee. Once reviewed, the applicant moves on to the Final Parcel Map stage\*\*\*

**Final Parcel Map**

- For Final Maps (The final map, where applicable, shall be clearly and legibly reproduced on sheets of good paper eighteen inches by twenty-six inches (18x26) with a scale of 1 in= 100 feet):
  - Copy of Approved Tentative Map
  - Four (4) copies of the Final Map
  - Proof of current taxes paid on the property
  - Submit Mylar and Two (2) copies of the Final Map when approved
- This application requires an appointment for submittal.

**Tentative Tract Map-Five (5) or more lots & Four (4) or less lots with a street dedication**

- Master Land Use Application
- Two (2) copies of the latest Title Report

All architectural renderings must to scale and dimensioned.

**Tentative Tract Map-Five (5) or more lots & Four (4) or less lots with a street dedication continued...**

- Closure Calculations
- Underlying Documents
- Planning Fees
- For Tentative Maps (The tentative map, where applicable, shall be clearly and legibly reproduced on sheets of good paper eighteen inches by twenty-six inches (18x26) with a scale of 1 in= 100 feet):
  - Seven (7) copies of the Tentative Map
  - Three (3) copies of the Topographical Map and any associated maps
- This application requires an appointment for submittal.
- \*\*\*Applications are reviewed by the Planning Commission and approved by the City Council. Once reviewed, the applicant moves on to the Final Tract Map stage\*\*\*

**Final Tract Map**

- For Final Maps (The final map, where applicable, shall be clearly and legibly reproduced on sheets of good paper eighteen inches by twenty-six inches (18x26) with a scale of 1 in= 100 feet):
  - Four (4) copies of the Final Map
  - Proof of current taxes paid on the property
  - Copy of Approved Tentative Map
  - Mylar and Two (2) copies of the Final Map, when approved
- This application requires an appointment for submittal.

**Tentative Parcel Map-Condominiums-Four (4) or less units**

- Master Land Use Application
- Two (2) copies of the latest Title Report
- Closure Calculations
- Underlying Documents
- Planning Fees
- For Tentative Maps (The tentative map, where applicable, shall be clearly and legibly reproduced on sheets of good paper eighteen inches by twenty-six inches (18x26) with a scale of 1 in= 100 feet):
  - Seven (7) copies of the Tentative Map

All architectural renderings must to scale and dimensioned.



- Three (3) copies of the Topographical Map, Condominium Map, and any associated maps
- This application requires an appointment for submittal.
- \*\*\*All condominium applications must be reviewed by an authorized City body and undergo the Special Use Permit process. Applications are reviewed by the Subdivision Committee, and for applications involving a street dedication, the City Council as well. Once reviewed, the applicant moves on to the Final Parcel Map stage\*\*\*

**Tentative Tract Map-Condominiums-Five (5) or more units**

- Master Land Use Application
- Two (2) copies of the latest Title Report
- Closure Calculations
- Underlying Documents
- Planning Fees
- For Tentative Maps (The tentative map, where applicable, shall be clearly and legibly reproduced on sheets of good paper eighteen inches by twenty-six inches (18x26) with a scale of 1 in= 100 feet):
  - Seven (7) copies of the Tentative Map
  - Three (3) copies of the Topographical Map, Condominium Maps, and any associated maps
- This application requires an appointment for submittal.
- \*\*\* All condominium applications must be reviewed by an authorized City body and undergo the Special Use Permit process. (Please also see the Special Use Permit Guidelines.) Applications are reviewed by the Planning Commission and approved by the City Council. Once reviewed, the applicant moves on to the Final Map stage\*\*\*

**Final Condominium Map**

- Four (4) copies of the final map (The final map, where applicable, shall be clearly and legibly reproduced on sheets of good paper eighteen inches by twenty-six inches (18x26) with a scale of 1 in= 100 feet)
- Condominium Plan
- Subdivision Preliminary Report
- Title Report
- \*\*\*The Final Tract Map will be reviewed by the Planning Commission and approved by the City Council. After receiving notice of Final Tract Map approval,

All architectural renderings must to scale and dimensioned.

submit a signed Mylar, Two (2) copies of the Mylar, and evidence that property tax has been paid to the Planning Division\*\*\*\*

This application requires an appointment for submittal.

### **Zone Adjustment**

Master Land Use Application

- Written letter stating Proof of Findings/ Justification (see Master Land Use Application)
- Architectural Plans-Two (2) sets of (11 x 17) of the following plans that conform with the Architectural Plan requirements on pages 11-12:
  - Site Plan(s)
  - Floor Plan(s)
  - Elevation(s)
  - Landscaping Plan(s)
- Planning Fees

This application requires an appointment for submittal.

### **Zone Variance**

Master Land Use Application

- Written letter stating Proof of Findings/ Justification (see Master Land Use Application)
- Architectural Plans-Two (2) sets of (11 x 17) of the following plans that conform with the Architectural Plan requirements on pages 11-12:
  - Site Plan(s)
  - Floor Plan(s)
  - Elevation(s)
  - Landscaping Plan(s)
- Planning Fees

This application requires an appointment for submittal.

Applicants interested in the following should 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 architectural renderings must to scale and dimensioned.

## Planning Division Application Forms

*Application Forms are available [online; click here.](#)*

*Application Fees are also available [online; click here.](#)*

### 1. Master Land Use Application (MLU) includes:

#### A. Application:

- The Master Land Use Application is a required form for most Planning Applications. The application provides information about the type of permit being applied for, the proposed use and/or project at the site, and the environmental impacts associated with that use or project.
- Applicants for Special Use Permits of any kind, Zone changes, Zone Variances, and Zone Adjustments, must draft a letter answering the questions for their respective application type thoroughly. Each question must be answered individually like an essay question.
- Note: MLU must be filled out completely and signed by the property owner or the application will not be accepted. Signature must be notarized.
  - If the record owner is a company, corporation, or association, include a copy of proof of ownership or the application will not be accepted. For example if John Doe signs off on behalf of Manchester Properties, LLC, provide a letter (i.e. Article of Incorporation recorded with the State) verifying that subject person (i.e. John Doe) can sign off on behalf of the landowning company (i.e. Manchester Properties, LLC).
  - It is the responsibility of the owner to notify the Department of any changes in ownership during processing.

#### B. Environmental Information and Checklist Form

2. Nonconforming Building Minor Modification Permit
3. Fence Permit \*Application\*
4. Reasonable Accommodation Application
5. Temporary Promotional Advertising Sign Permit
6. Zoning Verification Application

## Architectural Plans (Detailed Descriptions)

*The following is a detailed description of the various types of required plans.*

### NOTE:

- **Job Address; Owner, Client, or Client Liaison Contact Information; and Architect/Drafter contact information is required on all plans.**
- **Plans that do not show existing and proposed work, scale, dimension, width, length, with, and height of all structures in question will not be accepted.**
- **Site Plan (Plot Plan)** – Indicate lot dimensions, as defined by the LA County Assessor’s website, the setbacks (sides, front, rear) of all structures from the lot lines, as well as the distance between all structures on a lot (if applicable). The site plan shall include the following additional items: easements and public right-of-ways,

All architectural renderings must to scale and dimensioned.

- access, parking , and on-site circulation, arrangement/ form, use of buildings, or portions of buildings/rooms, certified topographic map (if applicable), proposed grading/ drainage. Lighting, signs, accessory buildings/ structures, trash area, and walls. (See an example on Page 13)
- **Elevations** - Drawings which show all four sides (or at least one straightforward and one side perspective) of the structure (i.e. single family residence, accessory structure, parapet structure, commercial building) in question with all perspective (3-D) features illustrated, but flattened. The intention is to indicate the height of the structure relative to the ground and other structures on the site in question. Additionally, all building materials and colors shall be indicated, including any sustainable features of the project. (See an example on Page 14)
  - **Floor Plan(s)** - Must be submitted if the project is more than one story in height AND/OR if the nature of the request involves the Planning Division knowing the interior lay-out of a project. Floor plan(s) must show proposed arrangement of rooms or structures, location of various activities, and points of ingress/egress. The size of each room must be indicated. (See an example on Page 15-16)
  - **Parking Plan** - Location and dimensions of each parking space, driveway, back-up areas and Project Data section showing how the parking was calculated. If parking is required to be contained within a garage, elevations of the garage are needed. (This could be included on the Site Plan if drawn at a sufficiently large scale.)
  - **Landscape, Hardscape, and Open Space Plans** are required for Site Plan Review projects during time of filing a MLU. Landscape Plans indicate plant species with a table and color photos as well as size (dimensions) of plants (i.e. 24-inch potted trees). (Landscape plans can be included on the Site Plan unless a Planner tells you otherwise.)
  - **Roof Plan** - Show all roof-top structures and equipment.
  - **Section(s)** - Should be submitted if the project involves multiple levels and/or subterranean/ basement floor which can only be shown through a section cut of the property.
  - **Signs** - Show location, type, material and dimension of all existing and proposed signs, including building elevation and cross section (projection of sign from wall) for wall signs. Also provide a table showing the wording on each existing signs' façade as well as their location on the subject site. (See sign permit submittal requirements)
  - **Grading Plan** - If a subject site is on uneven or sloped terrain, a grading plan is required. A grading plan is also used to designate proposed excavation or filling of land.
  - **\*\*\*Photographs of site condition, slopes and building elevations including abutting properties are required. Under special circumstances\*\*\***

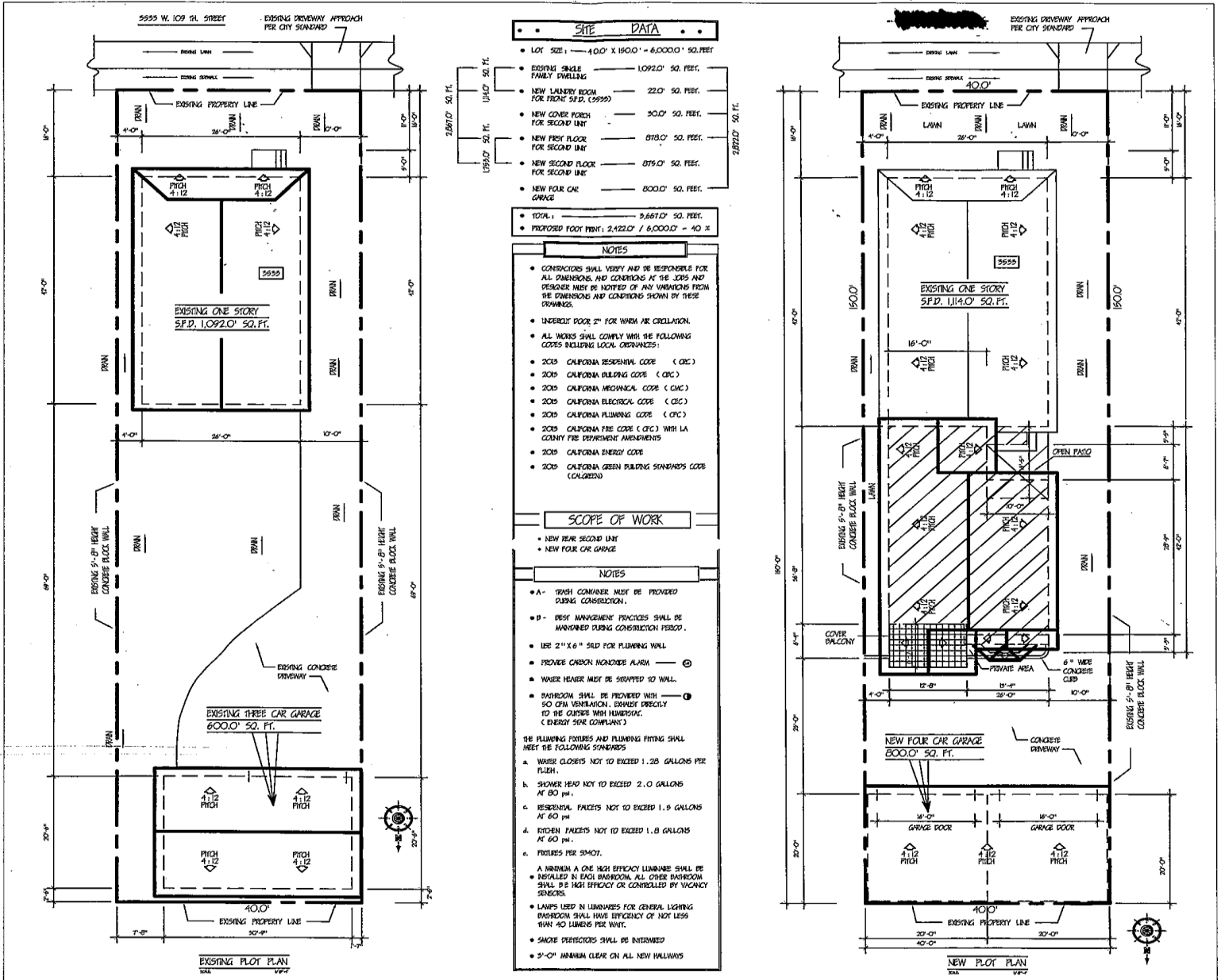
**\*\*\*NOTE: A planner may require an applicant to submit any of the above to make a determination on a proposed project\*\*\***

**Please Note: Applications which do not include all required submittal items and all information necessary to review the request will not be accepted for submission.**

**We look forward to assisting you with your proposed project!**

All architectural renderings must to scale and dimensioned.

# SAMPLE SITE PLAN



All architectural renderings must to scale and dimensioned.

# SAMPLE ELEVATIONS

**ROOF ADDITION**  
 CLASS 1A OR 1B COMPOSITION SHINGLES OVER 1-LAYER 15 # FELT USE GALVANIZED ROOFING NAILS FIRE RESISTANT  
 \* NO SECOND ALLOWED \*

INTERIOR MATERIAL TO MATCH EXISTING HOUSE, IN EXACT COLOR, ETC.

**ATTIC VENT CALCS**

ROOF AREA: 818.0 / 150 = 5.9

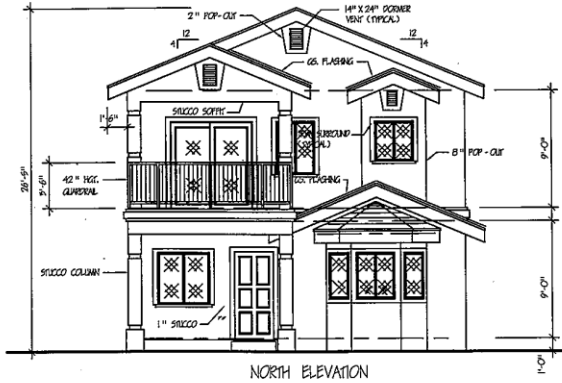
**CORNER CALCULATIONS**

( 6 ) 24 X 12 CORNER BA DOWNER 99 FREE AREA EACH DOWNER = 99 X 8 DOWNER = 792 5.5

**CABLE END VENT**

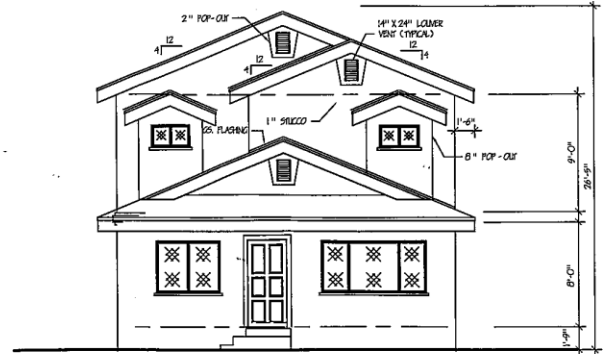
( 2 ) 14 X 24 LOWER BA LOWER 107 FREE AREA EACH LOWER = 107 X 2 = 214 1.69

TOTAL : 5.9 + 1.69 = 7.59 > 5.9 OK.



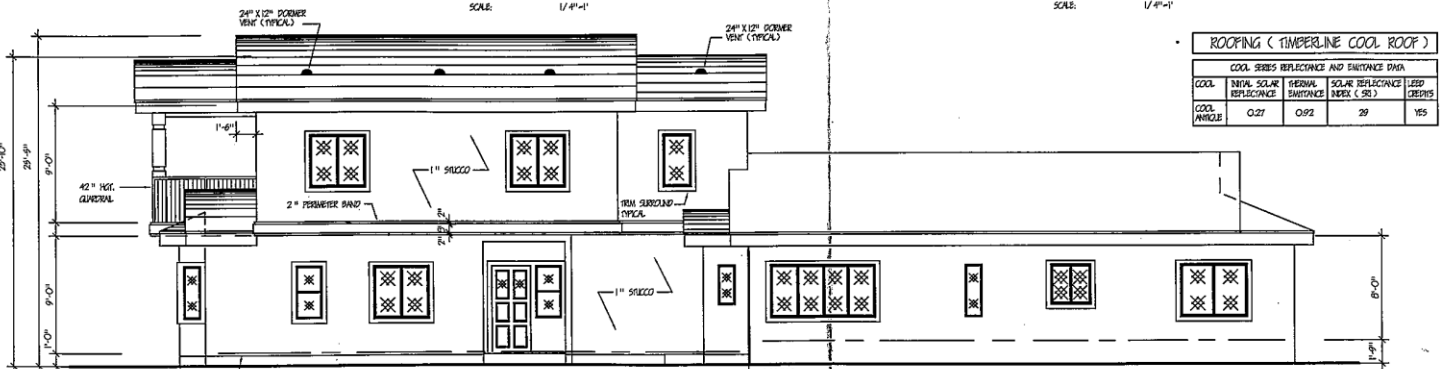
NORTH ELEVATION

SCALE: 1/4"=1'



SOUTH ELEVATION

SCALE: 1/4"=1'

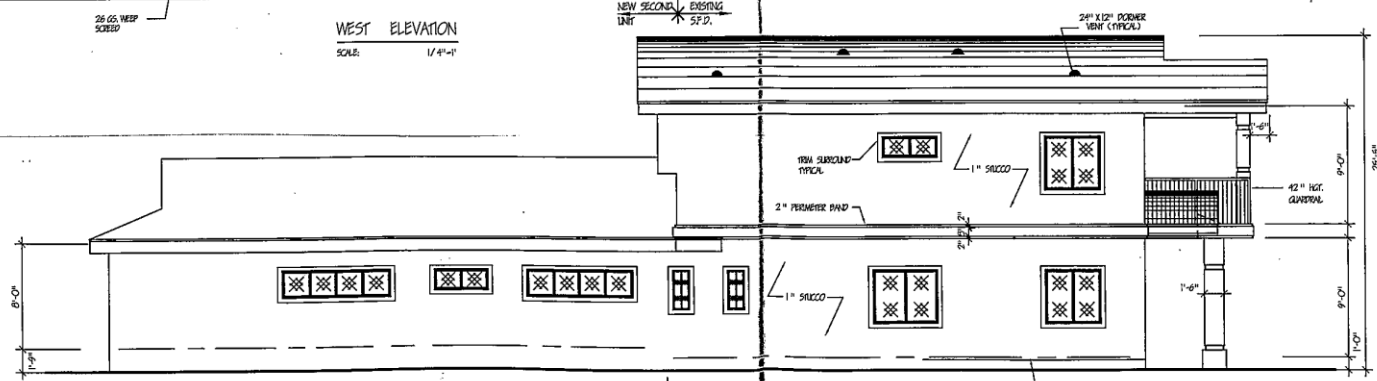


WEST ELEVATION

SCALE: 1/4"=1'

**ROOFING (TIMBERLINE COOL ROOF)**

COOL SERIES REFLECTANCE AND EMITTANCE DATA				
COOL	INITIAL SOLAR REFLECTANCE	THERMAL EMITTANCE INDEX (SEI)	SOLAR REFLECTANCE INDEX (SRI)	LEED CREDITS
COOL	0.27	0.92	29	YES

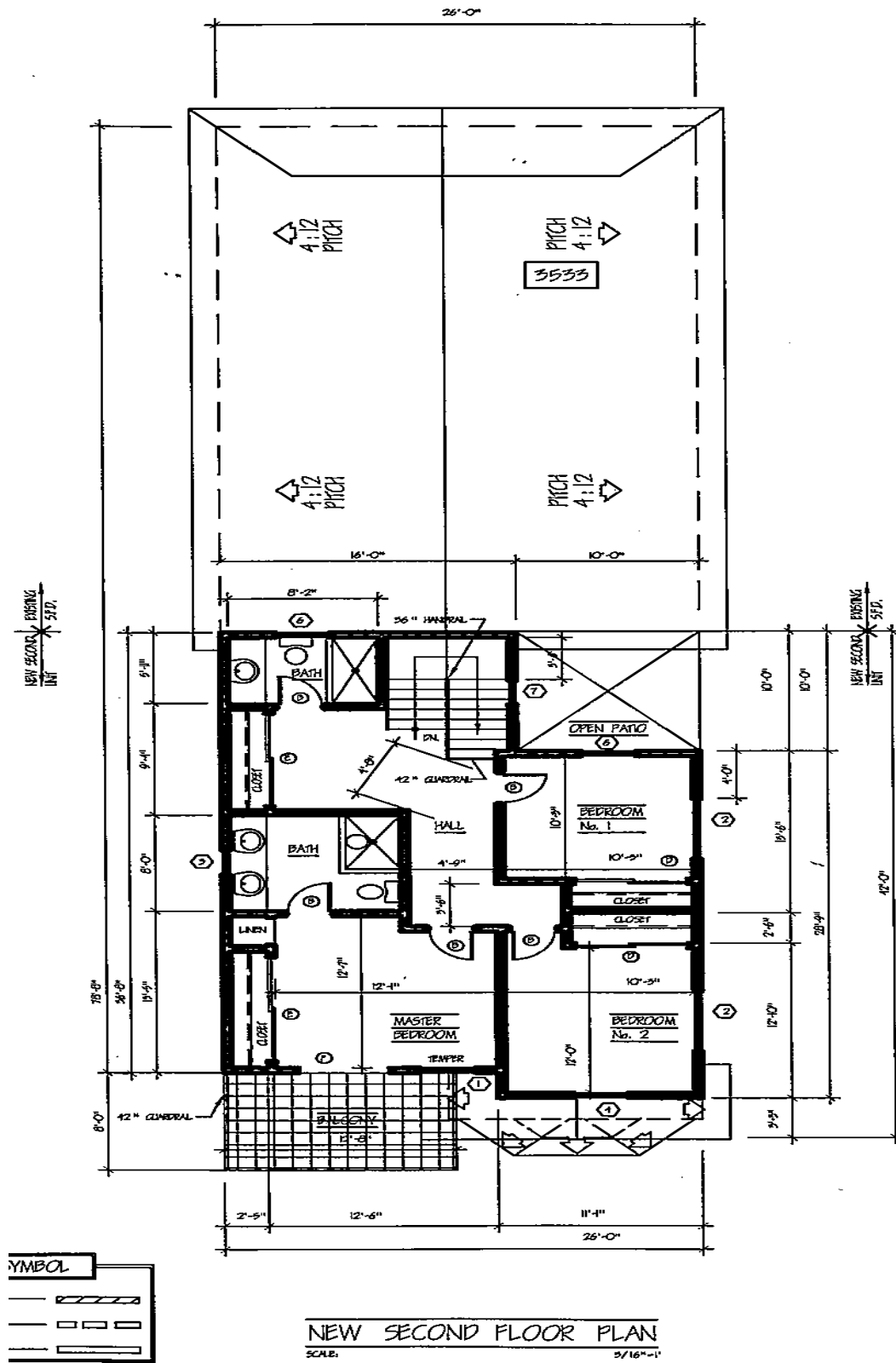


EAST ELEVATION

SCALE: 1/4"=1'

All architectural renderings must to scale and dimensioned.





All architectural renderings must to scale and dimensioned.