

# APPLICATION CHECKLIST

## PROCESS FOR APPROVING RESIDENTIAL CONSTRUCTION

This is a summary and a checklist of the "Three Steps" that should be followed when obtaining approval for additions to a home or to construct a new home in Rolling Hills Estates. A Neighborhood Compatibility application is required for all residential construction. A City Planner will go over this application with you and check all sections applicable to your application.

### ★ STEP 1 PRELIMINARY REVIEW ★

\_\_\_\_\_ Planning Department

Prior to proposing new construction or any addition to your property, it is recommended that you discuss the proposal with a City Planner. **Submitting a preliminary plan (including a site survey) with a lot coverage table and dimensions may help to avoid unnecessary changes later in the process.**

\_\_\_\_\_ Adjacent neighbors and Homeowners Association.

The purpose of discussing your plans with your neighbors and Homeowners Association is to make them aware of your proposal and to discover whether there are any concerns.

Your title report for your property and the Homeowners Association can inform you of any covenants, conditions and restrictions (CC & R's) that may apply to your proposal. Although the City does not enforce CC & R's the Planning Department can assist you in contacting your Homeowners Association and your neighbors.

### ★ STEP 2 PLANNING DEPARTMENT APPROVAL ★

To determine which approval process you should follow, refer to one of the three categories below. The categories are separated by the size of the project, conformance with City Codes and its impact on surrounding properties.

#### CATEGORY 1

##### \_\_\_\_\_ MINOR MODIFICATIONS

Minor additions in conformance with City Codes include interior improvements, decks, patios and small exterior improvements that would not impact surrounding property owners.

##### 1. Review Process

The Planning Department may require up to 30 days to review the plans, visit your property and stamp them approved. After approval, the Planning Department will return two sets of the approved plans for you to take to the Building Department for a building permit (if required).

##### 2. Submittals

\_\_\_\_\_ Application fee if a site inspection is required (per fee schedule).

- \_\_\_ Three sets of the following plans fully dimensioned and drawn to 1/8" or 1/4", (smaller scales may be considered; please contact your planner), **All plans must be folded 8½" x 14"**.
  - \_\_\_ Site plans indicating all existing and proposed coverage
  - \_\_\_ Building elevations indicating window locations, surface finishes, and roofing material. Also indicate what walls are proposed to be removed and provide lineal footage and percentage statistics.
  - \_\_\_ Floor plans indicating existing and proposed layout, with the use of each room identified.
  
- \_\_\_ Completed "Project Statistic" form (attached).
  
- \_\_\_ One set signed by the adjacent property owners and the homeowners association (optional).
  
- 3. Information Needed on Plans
  - \_\_\_ Date drawn plus revision dates if necessary
  - \_\_\_ Architect's name, address and phone number
  - \_\_\_ Owner's name, address and phone number
  - \_\_\_ Shade in the addition(s)
  - \_\_\_ Dimension off all setbacks
  - \_\_\_ Lot dimensions
  - \_\_\_ Lot coverage table
  - \_\_\_ Accessory structures and all concrete patios, decks, walkways, etc.
  - \_\_\_ Horsekeeping area (drawn on plans/800 sq. ft. minimum)
  - \_\_\_ Specify building height (finished grade to highest point of roof)
  - \_\_\_ Description of finish materials
  - \_\_\_ Indicate proposed grading and include a grading quantities index on site plan

**CATEGORY 2**

\_\_\_ **MEDIUM-SIZED ADDITIONS / MINOR DEVIATIONS (NOT MORE THAN 1,000 SQ. FT.)**

Medium-sized additions include single story additions that may impact surrounding property owners that are typically not greater than 1,000 sq. ft. Minor Deviations may be required for lot coverage, setbacks and for reductions to the front yard area.

1. Review Process (Administrative)

The Planning Department will notify affected property owners of the project (\$300 cost to the applicant), allowing a 10 day comment period. After the comment period the Planning Department will notify affected property owners of the decision, allowing a 20 day appeal period. If appealed, a Public Hearing will be scheduled before the Planning Commission, which will be held approximately three to five weeks after the appeal is received.

The Planning Commission's decision may be appealed to the City Council.

2. Submittals

- \_\_\_ Completed Planning Service Request form and required fee(s) per fee schedule.

- \_\_\_ Three sets of the following plans fully dimensioned and drawn to 1/8" or 1/4", (smaller scales may be considered; please contact your planner), **All plans must be folded 8½" x 14"**.
  - \_\_\_ Site plans indicating all existing and proposed coverage, including a survey.
  - \_\_\_ Building elevations indicating window locations, surface finishes, and roofing material. Also indicate what walls are proposed to be removed and provide lineal footage and percentage statistics.
  - \_\_\_ Floor plans indicating existing and proposed layout, with the use of each room identified.
  - \_\_\_ Demolition plan indicating which walls are proposed to be removed and provide lineal footage and percentage statistics.
- \_\_\_ Completed "Project Statistic" form (attached).
- \_\_\_ Notification list. This is a map and list of property owners within 500' of the property that can be generated by the City at a cost of \$300.
- \_\_\_ One set signed by the adjacent property owners and the homeowners association (optional).
- 3. Information Needed on Plans
  - \_\_\_ Date drawn plus revision dates if necessary
  - \_\_\_ Architect's name, address and phone number
  - \_\_\_ Owner's name, address and phone number
  - \_\_\_ Shade in the addition(s)
  - \_\_\_ Dimension off all setbacks
  - \_\_\_ Lot dimensions
  - \_\_\_ Lot coverage table
  - \_\_\_ Accessory structures and all concrete patios, decks, walkways, etc.
  - \_\_\_ Horsekeeping area (drawn on plans/800 sq. ft. minimum)
  - \_\_\_ Specify building height (finished grade to highest point of roof)
  - \_\_\_ Description of finish materials
  - \_\_\_ Indicate proposed grading and include a grading quantities index on site plan

**CATEGORY 3**

\_\_\_ **LARGE ADDITIONS >1,000 SQ. FT., SECOND STORY ADDITIONS, NEW CONSTRUCTION, VARIANCES, SPECIAL USE PERMITS, GRADING, ETC.**

- 1. Review Process
 

The Planning Department will notify affected property owners within 500' of the project (\$300 cost to applicant) and schedule the case before the Planning Commission three to five weeks after the application is received.

The Planning Commission's decision may be appealed to the City Council.
- 2. Submittals
  - \_\_\_ Completed Planning Service Request form and required fee(s) per fee schedule.
  - \_\_\_ Three sets of the following plans fully dimensioned and drawn to 1/8" or 1/4", (smaller scales

may be considered; please contact your planner), **All plans must be folded 8½" x 14"**.

- \_\_\_ Site plans indicating all existing and proposed coverage including a survey.
  - \_\_\_ Building elevations indicating window locations, surface finishes, and roofing material. Also indicate what walls are proposed to be removed
  - \_\_\_ Floor plans indicating existing and proposed layout, with the use of each room identified.
  - \_\_\_ Demolition plan indicating which walls are proposed to be removed and provide lineal wall footage and percentage of floor area added/demolished statistics.
  
  - \_\_\_ Completed "Project Statistic" form (attached).
  
  - \_\_\_ Notification list. This is a map and list of property owners within 500' of the property that can be generated by the City at a cost of \$300.
  
  - \_\_\_ If a Variance, Special Use Permit or Conditional Use Permit is required submit a fully dimensioned site plan reduced down to an 8½" x 14" page to be used as a permanent exhibit for the City's records.
  
  - \_\_\_ If a Variance is required, complete the "Variance Findings" sheet (attached) and submit it with the completed application.
  
  - \_\_\_ Staking/Flagging. This is a temporary structure of wood, wire, and flags which is approximately the silhouette of the proposed addition (Refer to the attached instructions). The staking of large first story and/or first story additions within known view corridors, and second story additions must be completed at least 14 days before the hearing and left up at least 20 days after the hearing. **All staking must be certified by an engineer on the City's Silhouette Certification form.** If the project is appealed to the City Council, staking must be left up until after the City Council has made a final decision.
  
  - \_\_\_ One set signed by the adjacent property owners and the homeowners association (optional).
3. Information Needed on Plans
- \_\_\_ Date drawn plus revision dates if necessary
  - \_\_\_ Architect's name, address and phone number
  - \_\_\_ Owner's name, address and phone number
  - \_\_\_ Shade in the addition(s)
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  - \_\_\_ Specify building height (finished grade to highest point of roof)
  - \_\_\_ Description of finish materials
  - \_\_\_ Indicate proposed grading and include a grading quantities index on site plan

### **★ STEP 3 BUILDING PERMITS ★**

After City approval, the Planning Department will return two sets of the approved plans for you to take to the

Building Department for a building permit.

Department of Building and Safety  
24320 Narbonne Avenue  
Lomita, California 90717  
Phone (310) 534-3760; Fax (310) 530-55482

For minor additions the Building Department may be able to issue a permit the same day. For large additions and new construction the proposed plans may require plan checking, which may take several weeks to complete. In any event, please contact the Building Department for further information.

**★ SPECIAL NOTE FOR PROPERTIES WITHIN 1,000 FEET OF A LANDFILL ★**

This requirement applies only to those properties within 1,000 feet of a landfill, such as Howlett Park, Botanical Gardens and Palos Verdes Landfill.

After City approval for a building permit is obtained, a special report must be submitted to the Building Department for additions and new construction within 1,000 feet of a landfill. The report must describe the methods by which the proposed building will mitigate possible gas intrusion and prevent the accumulation of explosive concentrations of gases within or under enclosed portions of a building.

For more information regarding these requirements contact the Building Department.

**★ PLANNER AVAILABILITY ★**

The City Hall is on a 9/80 work schedule, therefore, the Planning Department is half-staffed on Fridays. Call in advance to find out when your planner is available.

*Monday – Thursday hours are 7:30 am – 5:30 pm*  
*Friday hours are 7:30 am – 4:30 pm*

*Revised 12/11/07*

## **SUPPLEMENTAL APPLICATION FOR VARIANCE**

If you apply for a Variance, you must respond to all of the following five findings prior to the filing of a case. These findings are required statements that serve as the legal basis for approving a project by Planning Commission or the City Council.

1. That there are exceptional or extraordinary circumstances or conditions applicable to the property involved, or to its intended use which do not apply generally to other property in the same zoning district and neighborhood.
  
2. That such a variance is necessary for the preservation and enjoyment of a substantial property right of the applicant, which right is possessed by other property owners under like conditions in the same zoning district and neighborhood.
  
3. That the granting of the variance will not be materially detrimental to the public welfare or injurious to property and improvements in the zoning district and neighborhood in which the property is located.
  
4. That the granting of such a variance will not be contrary to the objectives of the Master Plan.
  
5. That the granting of the variance will not authorize a use or activity which is not otherwise expressly authorized by the zone regulations governing the parcel of property.