



CITY OF LOMITA
PLANNING DIVISION
APPLICATION INSTRUCTIONS

Submit the following information, as directed by staff:

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| <input type="checkbox"/> Application Form | <input type="checkbox"/> Colored Renderings/Elevations |
| <input type="checkbox"/> CalMet Services Customer Acknowledgement | <input type="checkbox"/> Materials Sample Board |
| <input type="checkbox"/> Site Plan, Floor Plans, Elevations | <input type="checkbox"/> Photographs of Site and Surrounding Land Uses |
| <input type="checkbox"/> Master Sign Program (if applicable) | <input type="checkbox"/> Traffic Study (if applicable) |
| <input type="checkbox"/> Grading and Drainage Plan (if applicable) | <input type="checkbox"/> Title Report |
| <input type="checkbox"/> Conceptual Landscape Plan (if applicable) | <input type="checkbox"/> Mailing Labels/Radius Maps |
| | <input type="checkbox"/> Filing Fee |

Plans, Floor Plans, and Elevations

- Appropriately scaled site plans, elevations, and floor plans will be accepted only if the copies are suitably reproduced, folded to 8½” by 11” and contain the required information.
- The legal description of the property must be written on the plan. This information may be taken from the deed.
- The name, address and telephone number of the applicant shall appear on the face of the site plan. If the record owner of the subject property is other than the applicant, the owner’s name, address and telephone number shall also appear on the site plan and an owner’s authorization submitted.
- The location (address) of the subject property shall appear on the site plan and shall include the name, distance and direction of the closest cross street.
- A photometric plan may be required prior to approval.

Colored Renderings/Elevations

- Colored perspective drawings or colored renderings are required for all new exterior construction.

Scale

- Plans must be drawn to a definite scale and the scale indicated. Dimensions must be legible and complete.
- Minimum scale of one inch equals 10 feet or 1/8-inch equals one (1) foot is required. Minimum scale for elevation plans shall be ¼-inch equals 1 foot.

Layout

- The proposed and existing buildings, structures and driveways must be shown and identified; show their exact location by means of dimensions from street, lot and parcel lines.
- Show all existing obstructions located on the site and in the public right-of-way, e.g., trees, utility poles, drainage catch basins, fire hydrants, meter boxes under the sidewalks, etc.
- Show the location and width of adjacent sidewalks.
- For new, non residential developments, show approximate size, identification, use, location and distance from property line for all structures on adjacent properties which are within 20 feet of the subject property.
- Show the entire ownership or full extent of the additional ownerships.
- Include a short description of your request on the face of the site plan.
- Include the computation for parking and landscaping on the face of the site plan.
- Parking stalls, aisles and driveways must be fully dimensioned on the plans.
- The plan must be oriented on the paper so that North is at the top of the sheet.
- Do not use the edge of the paper for property lines.
- A 4”x 6” area on the face of the plan must be left blank for City use.
- Show general drainage directions and grade elevations at the lot corners.

Master Sign Program

- Plans must show fully dimensioned front view and elevation of the sign(s).
- The exact location of the proposed sign must be indicated on the plan.
- Show all other existing signs which are to remain on the site.
- In the case of a shopping center, indicate on the face of the plan if each tenant has a sign and its dimensions.

❑ Grading & Drainage Plan

- A grading and drainage plan is required if the total volume of earth to be moved is 20 cubic yards or greater, if the height of fill is three (3) feet or greater, or if the depth of cut is three (3) feet or greater.
- Twenty-five (25) copies of grading and drainage plans and building cross sections (or elevations) are required clearly demonstrating the full height of the building(s) relative to the natural grade and proposed finished grade.
- Indicate the cubic yards of earth that will be removed on the plan.
- Indicate the maximum height of fill and/or maximum depth of cut on the plan.
- Include proposed building pad grade; current and proposed grade at the rear of each lot; and adjacent grade of the property adjoining each proposed lot.

❑ Conceptual Landscape Plan

- Include general location, container size, and species identification of trees, groundcover and shrubs.
- Indicate existing trees to be relocated or removed.
- Show the location and identify hardscape and other landscape features such as walkways, fountains, pools, etc.
- Include the location and identification of outdoor furniture and other recreational amenities.

❑ Required Number of Copies

- Submit thirteen (13) copies for site plan reviews, conditional use permits, height variation permits and variances.
- Submit twenty-five (25) copies for projects requiring City Council approval.
- For administrative and over-the-counter approvals, submit four (4) copies.
- All plans must be full size (24"x36" minimum,) collated, stapled, and folded to 8 ½" x 11".
- In addition, one (1) reduced set (8½" x 11") of the architectural pages and colored renderings shall be required.

❑ Materials Sample Board

- Materials board must be no larger than 8½" x 14".
- Match the exterior building color as closely as possible.
- Reduced color photos or copies of the final approved colored elevations will be required for the file prior to the issuance of building permits.

❑ Photographs of Site and Surrounding Land Uses

- Color photos must be taken showing views from the property to depict neighboring properties.
- Include photos of the existing site to be utilized or developed.
- Label each photo with corresponding address and short description.

❑ Traffic Study

- A major traffic study prepared by a registered traffic engineer is required for projects consisting of 10 or more residential units, commercial projects greater than 5,000 square feet in size, commercial drive-thru uses, schools, churches and industrial projects greater than 5,000 square feet in size.
- Please refer to the City's Traffic Study Guidelines for additional information.

❑ Title Report

- A title report not more than six (6) months old shall be provided at the time of submittal. Applications that are more than six months until issuance of building permits may have to provide an update title report.

❑ Mailing Labels/Radius Map

- The Planning Division shall, for a fee, prepare a radius map and mailing labels for the complete list of names and mailing addresses of all property owners of each parcel within, or partially within a 300 foot radius of the exterior boundaries of the property under consideration.
- If you would like to provide your own radius map and mailing labels, the information must be as it appears on the latest available assessment roll of the Los Angeles County Tax Assessor, 1401 E. Willow Street, Signal Hill, CA 90755, (562) 256-1701. This list shall be certified to be true and correct. An inaccurate or incomplete list would be cause to remove the case from the agenda or require rehearing of the case. Provide two (2) sets of mailing labels. Postage shall also be required.
- If applying for a zone text amendment or entitlement requiring citywide or zone-wide notification, the City must publish a newspaper ad for public hearing notification. The applicant shall provide prompt reimbursement to the City for the cost of the advertisement prior to the hearing date.

❑ Filing Fee

- A filing fee is due and payable to the City of Lomita at the time of filing. An environmental document review/processing fee will also be required; contact the Planning Division to determine this fee.