



**CITY OF LOMITA**  
PLANNING DIVISION  
**HEIGHT VARIATION PERMIT**

### **Filing Instructions**

- Any person proposing new construction, an addition or an alteration of an existing structure exceeding sixteen (16) feet above natural grade in a residential zone in the area south of Pacific Coast Highway, shall be required to submit an application for a height variation permit to the Community Development Department.
- New construction and single story additions of less than 16 feet will be reviewed by staff and may receive administrative approval if all current zoning requirements are met. New multifamily construction usually requires Planning Commission approval.
- New construction, second story additions, including balconies, decks, fire escapes, parapets, satellite antenna dishes, skylights, solar panels, guardrails or similar construction exceeding 16 feet in height, will require submission of a Height Variation Permit application to the planning staff.
  1. The applicant must submit thirteen (13) copies of fully dimensioned site plans indicating all existing and proposed structures. In addition, a reduced set of plans (8½" x 11") shall be required.
  2. The applicant must erect a silhouette (open framing) of the proposed construction. Applicants should notify the Planning Division as soon as the silhouette has been erected. A guide for silhouette construction is attached.
  3. City staff will notify property owners within 300 feet of the subject property advising them of the proposed construction.
  4. If written objections are received from less than 5% of the notified property owners within fourteen (14) days of notification, and if staff determines that the proposed construction will not adversely affect the views of properties in the vicinity, an administrative approval may be granted. Notice of staff's decision will be mailed to all property owners who responded to the notification. (See below for the procedure for the appeal of staff's decision.)
  5. If written objections are received from five percent (5%) or more of the notified property owners and/or staff determines that the proposed construction may impair view from surrounding properties, the proposal will be scheduled for public hearing before the Planning Commission.
  6. Property owners within 300 feet of the subject property will be re-notified and advised of the public hearing.
  7. Notice of the Planning Commission's decision will be mailed to all parties who responded to the notice or who spoke at the public hearing.

### **Appeal Procedure**

- Anyone wishing to appeal planning staff's decision must file a written appeal to the Planning Commission within fifteen (15) days after notice of the decision is mailed. The appeal fee is set by the City Council and is listed in the planning fee schedule. If appealed, the following procedures will be taken:
  1. Staff will schedule a public hearing before the Planning Commission. Additional information and plans to be submitted by the applicant will be required.
  2. Staff will re-notify property owners within 300 feet of the subject property of the public hearing on the appeal.
- The decision by the Planning Commission may be appealed in WRITING to the City Council as provided in Article 74 of the Municipal Code.



**CITY OF LOMITA**  
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**HEIGHT VARIATION PERMIT ~ SILHOUETTE CONSTRUCTION**

**Construction of the Silhouette**

A silhouette is defined as an outline of the envelope within which a proposed addition is to be built. For installation of a typical silhouette, wooden posts should be erected at all corners of the proposed addition and at roof lines. Wire or twine should be strung between the posts to indicate eave height and peak height. Small flags (bright colors show up well) should be tied to the wire or twine to facilitate viewing the eave and ridge lines. (See diagram.)

**Silhouette Construction Requirements**

- An application will not be considered “complete” for processing without an adequately constructed silhouette in place.
- Framework should be substantial enough to remain in place and accurately depict the proposed construction
- Standard lumber lengths should be used as an aid to staff in measuring the silhouette for conformance to plans (2" x 4"s are typical).
- The top twelve (12) inches of the posts shall be painted red or orange to better demarcate the height of the proposed structure in photo analyses, and a similar mark shall be placed on the posts at the 16- foot height limit.
- Staff will conduct a site inspection to review the adequacy of the silhouette’s depiction of the proposed project. Adequacy will be based on an accurate depiction of the proposed project’s envelope, accurate delineation of ridgelines, and the proper triangular flagging. Ribbons or other materials which tend to bend or sag are not acceptable.
- The silhouette erected should remain in place and maintained in good condition throughout the required notice period for the Height Variation Permit process, determination by the Planning Commission, and if necessary, any appeal periods.
- The frame may not be removed until the City’s appeal process has been exhausted and a final decision has been rendered.
- The applicant must remove the frame within seven (7) days after a final decision has been rendered by either the Community Development Director, the Planning Commission, or the City Council.

**Silhouette Construction Diagram**

