



CITY OF LOMITA
PLANNING DIVISION
SUBMITTAL REQUIREMENTS

Submit the following information, as directed by staff:

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| <input type="checkbox"/> Application via Lomita Application Portal online | <input type="checkbox"/> Colored Renderings/Perspective Drawings |
| <input type="checkbox"/> Filing Fee | <input type="checkbox"/> Boundary and Topographic Survey, if applicable |
| <input type="checkbox"/> Project Plans in PDF | <input type="checkbox"/> Traffic and/or Parking Study, if applicable |
| <input type="checkbox"/> Master Sign Program, if applicable | <input type="checkbox"/> Title Report and Related Documents, if applicable |
| <input type="checkbox"/> Grading and Drainage Plans, if applicable | |
| <input type="checkbox"/> Landscape and Irrigation Plans, if applicable | |
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1. Title Report

- A title report shall be provided at the time of submittal for new development on an undeveloped lot, subdivisions and to verify easements, deed restrictions or covenant agreements as determined by staff

2. Project Plans (Site Plan, Floor Plans, Elevations, Roof Plan)

- All applications for development project must include architectural drawings to a set scale
- Additions to buildings or new accessory structures must include existing and proposed plans and must label everything on a site plan as existing to remain, existing to be demolished, and proposed/new
- Add entire property, lot lines, easements, deed restrictions, building footprints, setbacks, separation between buildings, hardscape, landscape, air condition units and screening materials on the site plan
- A garage floor plan must provide inside dimensions
- Provide existing grade elevation, finished grade elevation, finished floor and top of roof elevations
- New commercial, multi-family residential and mixed-use development must include lighting and photometric plans
- Provide floor area ratio calculation, exterior walls and covered area enclosed more than 50 percent on all four sides must be added to the building area

3. Colored Renderings/Perspective Drawings

- Colored renderings or perspective drawings are required for all new commercial, multi-family residential and mixed-use development buildings and as requested by staff

4. Boundary and Topographic Survey

- A survey is required for all new buildings, additions and as determined by staff
- Surveys must be prepared by a licensed surveyor or registered civic engineer
Surveys must rely on a title report and monuments/markers to verify property line location relative to existing and proposed development

5. Landscape and Irrigation Plans

- Include general location, container size, and species identification of existing and proposed 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.
- Provide landscape areas in square footages and label accordingly
- Must show compliance with City landscaping requirements

6. Grading & Drainage Plan

- A grading and drainage plan is required for all new development, or grading modifications to an existing property if the total volume of earth to be moved is 20 cubic yards or greater, if it includes 3 feet of fill or cut, except for swimming pools and basements
- Must show compliance with stormwater management measures
- Must show existing and proposed contours and spot elevations around buildings and structures
- Must show pad and finished floor elevations
- Staff will advise applicants if additional fees apply for preliminary review of these plans
- Indicate the cubic yards of earth that will be imported or exported on the plans
- Indicate the maximum height of fill and/or maximum depth of cut on the plan

7. Master Sign Program

- A Master Sign Program is required for a new or a major remodel of commercial site with two or more tenants
- Plans must show fully dimensioned front view and elevation of the sign(s)
- The exact location of the proposed signs must be indicated on the plans
- Show all existing signs to remain on site
- Indicate where each tenant sign will be located and its dimensions
- Include a list of colors and materials

8. Traffic and/or Parking Study

- A traffic and/or parking study prepared by a registered traffic engineer will be required for all new commercial and mixed-use projects and as determined by staff
- Guidelines for a traffic and/or parking study will be provided by staff upon request