

# WEST HOLLYWOOD PLANNING DIVISION

# CERTIFIED SURVEY SHEET

A certified site survey is required for the following types of projects:

- Any **exterior alteration** to a single family dwelling or duplex (excluding ordinary repairs and maintenance such as the replacement of windows, doors, or porches).
- Any **addition** to a single family dwelling or duplex
- A **major** (i.e. substantial) **remodel** to a commercial, multi-family, or other non-residential structure
- New construction**

The certified survey shall be prepared, signed and stamped by a licensed surveyor in the State of California. At a minimum, the survey must show -

1. Property lines: label adjacent streets, alleys, sidewalks, etc that abut the property
2. Building footprint(s) of all structures on the property: label square footage per floor, number of stories, existing land use
3. Building height: label peak of roofline
4. Setbacks: label distance between structures and property lines (front, side, and rear)
5. Easements
6. Landscape and paved areas: label permeable and non-permeable areas
7. Driveways, curb cuts, and parking: label number of spaces and dimensions
8. Fences and walls: label height and width
9. Location and species of existing trees on property: label diameter of tree trunk
10. Topography / contour lines

## APPLICABLE DEFINITION

**Major remodel:** The removal of **50% or more** of the exterior wall area (which includes walls, doors, and windows) or removal of 50% or more of the supporting members of a structure (e.g. beams, bearing walls, columns, or girders), whichever is more restrictive. (See Section 19.48.020 under Development Permits in the WHMC). **Major remodels only pertain to commercial, multi-family, and other non-residential structures.**

PERMIT #



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**CITY OF WEST HOLLYWOOD**  
Community Development Department

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