

# WEST HOLLYWOOD PLANNING DIVISION

# ZONE CLEARANCE (1/2)

A Zone Clearance can be approved by Staff. **Only one Zone Clearance shall be allowed within any three-year time period for an expansion in floor area.** Any additional expansion within three years shall require a Development Permit. The only exception is for expansion or alterations solely for the purpose of increasing access for disabled persons or to comply with local, state, or federal regulations concerning handicapped accessibility. The Director will determine if the project is a *minor* or *major* Zone Clearance. A major Zone Clearance requires an on-site inspection for approval; a minor Zone Clearance does not.

## APPLICABLE PROJECTS

- A **change of use** that does not require more parking than the previous use
- A **change in tenant**
- A **reduction** in the number of **residential units**
- Ordinary repairs** and/or maintenance (e.g. replacing a window or door)
- Interior alteration** to a single family dwelling or duplex that does not alter the exterior walls
- Exterior alteration** to a single family dwelling or duplex that maintains the building footprint and the architectural character (see definition below)
- Minor remodel** (see definition below) to commercial, multi-family, and other non-residential structures that maintains the architectural character of the building
- Additions up to 500 square feet that maintain the architectural character:**
  1. An addition to the first story of a single family dwelling or duplex
  2. An addition to a commercial, multi-family, or other non-residential structure
  3. An addition to a detached accessory structure serving a residential use
- A **fence** or other structure that does not require a building permit or any other item regulated by the Zoning Ordinance
- A **detached accessory structure** serving a residential use up to 500 square feet
- Solar energy systems**, collectors and panels
- Re-paving a **driveway**
- Re-roofing **that** can be seen from street (not required for flat roof)
- A **mural** (approved by the Arts and Cultural Affairs Commission)

## APPLICABLE DEFINITIONS

1. **Architectural character:** the character of a structure that is defined by the scale and composition of the structure, as well as the proportion, style, and arrangement of doors, openings and other architectural elements on the exterior walls of the structure. The architectural character of a structure does not change simply because it is larger in size.
2. **Minor remodel:** the removal of less than **50 percent of the exterior wall area** (which includes walls, doors, and windows), or the removal of less than **50 percent of the supporting members of a structure** (e.g., beams, bearing walls, columns, or girders), whichever is more restrictive.



# WEST HOLLYWOOD PLANNING DIVISION

# ZONE CLEARANCE (2/2)

## SUBMITTAL CHECKLIST - ASK STAFF WHICH OF THE FOLLOWING APPLY:

- Planning Division Permit Application with written narrative, explaining scope and intent of project
- Filing Fee: See Permit Fee Sheet
- Certified Survey (for applicable projects, see Certified Survey Sheet)
- Exterior photographs showing all four views of the property and both sides of the street
- Plans, drawings, and project data (see Project Submittal Sheet):
  1. Rendering / Photosimulation of proposed project in relation to existing streetscape
  2. Site Plan
  3. Floor Plan and Roof Plan
  4. Landscape Plan
  5. Elevations (front and rear MUST show adjacent buildings) and Cross Sections
  6. Green Building Program Checklist- see [weho.org/greenbuilding](http://weho.org/greenbuilding)  
-include checklist in reduced and full-sized plans
- Additional drawings/information, as requested
- Image of proposed mural as approved by Arts and Cultural Affairs Commission

**At a minimum, the submittal package must include:**

1. Three (3) sets of full sized plans in color, to scale with a north arrow, labeled with the submission date, or
2. Two (2) sets of full sized plans and one (1) set of reduced sized plans (11"x17") in color, to scale with a north arrow, labeled with the submission date.

PERMIT #



UPDATED 12/12/19

**CITY OF WEST HOLLYWOOD**  
Community Development Department

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