

Subdivision Application

APPLICATION CHECKLIST

(SUBMIT THIS PAGE AS A COVER SHEET WITH THE FOLLOWING DOCUMENTS)
Planning Division Permit Application
Owner's Affidavit
Environmental Initial Study Questionnaire
Maps (25 copies)
Photographs (No aerial photos)
Affidavit of Easements
\Box USGS Quad Sheet with Land Division Plotted (if project is in hilly terrain)
Tenants Notification Agreement
NOTE: Write Subdivision Map Number on all items submitted
FOR CONDOMINIUM CONVERSIONS ADD:
Building Permit or Certificate of Occupancy
Breakdown of Units (i.e. number of 1-, 2-bedroom units, etc.)
Letter advising that tenants have been notified of their relocation rights and of the provision of Section 66452.9 of the Subdivision Map Act 60 days prior to the filing of the tentative map and a copy of the notification to the tenants as it is specifically worded in the Map Act
Rent Stabilization Information Sheet



Subdivision Application

GENERAL INFORMATION

Tentative Tract Maps and Parcel Maps are processed by the West Hollywood Department of Community Development. The application should be submitted according to the attached instructions. The TTM/PM is reviewed by staff and decided upon by the Planning Commission, along with the rest of the application for the related project. Following application, staff will determine if any environmental studies will be required prior to approval.

Final Maps: The City of West Hollywood contracts with the Los Angeles County Department of Public Works (Building and Safety and Land Development Division) for plan check services. The location and phone number of this office is:

900 S. Fremont Street, Alhambra (626) 458-4904 All City conditions of the Tentative/Parcel Map must be compiled with prior to scheduling of a Council meeting for approval of the Final Map. Some examples of standard conditions are listed on the following page.

The following outlines the Final Map application and approval process:

- 1 The applicant obtains application forms, fee schedule and directions from the above County office.
- 2 The City-approved tentative map is submitted directly to the County Department of Public Works for plan check along with all fees for their services.
- 3 When the County Department of Public Works has completed the plan check process, they issue a letter to the City acknowledging their approval.
- 4 The applicant then brings the original mylar of the Final Map and a copy of the County letter to the City of West Hollywood City Engineer, who prepares a report for the City Council for approval of the Final Map.
- 5 Upon Council approval, the approved map is stamped and signed by the City Clerk and returned to the applicant.
- 6 The applicant delivers the map to the County Department of Public Works at the same address above to be recorded. Any county-related taxes or fees are issued directly by the County.
- 7 The applicant delivers a copy of the recorded map to the Planning Division of the City of West Hollywood for the City files.

Standard Conditions of City Agencies for Subdivision Maps:

Department of Transportation and Public Works:

- **The tentative tract/parcel map** must be submitted to and approved by the City Engineer prior to being filed with the County Recorder and before final map approval.
- A street and parkway improvement plan: This will require approval from the City Engineer before final map approval.
- An off-site grading plan showing drainage and secondary drainage options: This must be submitted to and approved by the City Engineer for plan check.
- Clearances from all affected Departments and Divisions, including a clearance from the L.A. County Department of Public Works Land Development Division for the following mapping items: mathematical accuracy; survey analysis; and correctness or certificates, signatures, etc.
- Standard condominium notes: These are placed on the final map to the satisfaction of the L.A. County Department of Public Works Land Development Division.
- Signatures of record title and a title report/guarantee showing all fee owners and interest holders.

Planning Division:

- A copy of the covenants, conditions and restrictions (CC&Rs): The application must submit these prior to the filling of the final map. The CC&Rs must include provisions for the maintenance of the common facilities and installation of adequate lighting systems for all walkways.
- Payment of the Public Open Space Development (Quimby) fee: The formula used by Los Angeles County to
 calculate Park and Recreation fees at the time of map approval is used to calculate the amount of the fees to be paid to
 the City of West Hollywood.

Building and Safety: A preliminary soil report: If grading and/or new construction is involved in the project, this report must be submitted to and approved by Building and Safety prior to approval of the final map. The report, based on adequate test borings or excavations, must:

- 1 Describe any soil or geologic conditions which, if not corrected, might lead to structural damage or slope failure; and
- 2 Recommend action likely to prevent structural damage or slope failure. A soil expansion index test is required and must be done in accordance with procedures of UBC Standard No. 18-1.



Subdivision Application

GUIDELINES

SUBDIVISION MAP SHALL SHOW THE FOLLOWING:

- O Tract or parcel map number in lower right hand corner.
- O Date, north point, scale and name of all owners.
- O Boundaries
 - Approximate bearings and distances.
 - Use heavy lines to define.
 - Label with references to adjoining recorded maps or deed lines.
- O Legal description of the land sufficient to define boundaries.
- O Lots number of each lot and approximate dimensions.
- O Contours (approximate) within and adjacent to subdivision.
- O Streets
 - Existing within and adjoining the subdivision show name, location, width, status, and existing and proposed improvements.
 - Proposed Identify by name or letter. Show location, width, status and improvements.
 - Curve radius.
 - Rate of grade, drainage direction, and water distribution.
- ^O Easements Locations, width and status within adjoining subdivision.
- Vicinity Map, if appropriate. Show approximate distance from property boundary to at least one major street and, if possible, to two streets.
- Existing structures: Show approximate location of those not to be removed. Show if within 50' of subdivision on adjoining land.
- O Grading plan (preliminary), if grading indicated on Owner's Statement.
- O Zoning: present and proposed; delineate zone boundaries.
- Storm water approximate limits of any area subject to storm water overflow or inundation & the location, width, and direction of flow of each water course and/or swale.
- Wells: existing or proposed.
- O Description of Project.
- O Apartment Projects (condominium or lease)
 - Show structures with number of units therein, building setbacks and required distance between buildings.
 - Access: vehicular and pedestrian. Show on map, specify widths.
 - Parking: Show or note on map. Specify number and type (covered or uncovered).
 - Recreation and service area.
 - If more than one lot, specify the net area, the number of dwelling units, and the number of parking spaces for each lot.
 - If a condo conversion, note on the map the project address and the number of each type of unit (1 Br, 2 Br, etc.) and comply with the State Subdivision Map Act requirements for tenant notification of relocation fees and moving costs allocations. Submit a letter indicating that the tenants have been notified prior to submittal of the tentative map. Also, submit schedule of rents.
 - Building permits.
 - Submit letter that tenants have been notified of the provision of Sec. 66452.9 of the Subdivision Map Act and a copy of the notification to the tenants as it is specifically worded in the Map Act.
- Sewage Disposal Location of any existing sewage disposal system which is proposed to remain in the division of land.

CITY OF WEST HOLLYWOOD

DEPARTMENT

PERMIT NUMBERS:

PROPERTY INFORMATION:

STREET ADDRESS

PRESENT/LAST USE OF PROPERTY

PROJECT PROPOSAL

Summarize the project below or attach a narrative on additional pages that describes:

- 1. Demolition of structures and new construction (in square feet for commercial; number of units for residential).
- 2. Proposed use or activities.
- 3. For map or text amendments, include a specific proposal for new language and a statement as to how the amendment is consistent with the General Plan. The statement should cite specific sections in the General Plan.

PROPERTY OWNER

NAME			
ADDRESS			
СІТҮ	STATE	ZIP	
PHONE NUMBER	FA	AX	
E-MAIL			

APPLICANT (If different than property owner)

(This is the person who will be contacted regarding this application. This person will be named as the applicant in	
all documents relating to the permits.)	

NAME				
ADDRESS				
CITY	STATE		ZIP	
PHONE NUMBER		FA	X	
E-MAIL				
LEGAL DESCRIPTION:				
Assessor's Parcel Number - Book:		Page:	Parcel:	INIT
Applicant's Signature			Dat	e

CITY OF WEST HOLLYWOOD COMMUNITY DEVELOPMENT

DEPARTMENT

Planning Division Permit Application

OWNER'S AFFIDAVIT

State of California, County of Los Angeles

I, (We),

hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property involved in this request, or if the owner is a corporation or other entity, that I (we) am (are) duly authorized to execute this affidavit on behalf of said corporations or entity. I (we) further declare that the foregoing statements and the information submitted herewith are true and correct.

l (we) hereby authorize					(li	ist a	pplica	ant's	name)
to apply for	(application	type:	CUP,	MCUP,	PUP,	DVP,	, AP,	DMP	, etc.)
for						(list	type	of ac	tivity).

PROPERTY OWNER'S INFORMATION	CAPACITY CLAIMED BY SIGNER			
OWNER(S) NAME(S)	INDIVIDUAL(S) CORPORATE OFFICER(S)			
OWNER(S) SIGNATURE(S)	PARTNER(S) ATTORNEY-IN-FACT			
ADDRESS	TRUSTEE(S) OTHER			
CITY, STATE, ZIP CODE				
TELEPHONE	SIGNER IS REPRESENTING:			
	NAME OF PERSON(S) OR ENTITY(IES)			

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

NOTARY'S SIGNATURE

SEAL:

TO ALL APPLICANTS:

Employees of the City of West Hollywood will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to make the showing necessary before any of the described permits can be granted. Also, there is no guarantee - expressed or implied - that any permit will be granted by whatever agency or individual has authority in the matter. The applicant shall understand also that each matter must be carefully investigated and, after a staff investigation has been made or a public hearing has been held, the staff's recommendation or decision may be contrary to a position taken in any preliminary discussions.

The staff is not permitted to assist the applicant or any opponents of the applicant in preparing arguments for or against a request. I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

APPLICANT'S SIGNATURE

DATE

Planning Division Permit Application

NOTICE

IMPORTANT NOTICE:

MAJOR REMODELS ARE TREATED EXACTLY THE SAME AS NEW BUILDINGS BY THE ZONING CODE

A REMODEL QUALIFIES AS A MAJOR REMODEL/NEW BUILDING FOR PLANNING PURPOSES WHEN:

"The removal of 50% or more of the exterior wall area (which includes walls, doors, and windows) or the removal of 50% or more of the supporting members of a structure (e.g. beams, bearing walls, columns or girders), whichever is more restrictive" according to the definition of Major Remodels in section 19.90.020 in the West Hollywood Zoning Code. The same language is repeated in Section 19.48.020 under Development Permits.

Degenerative processes that weaken a building's structural integrity, such as rot, termite damage, or deficiencies of construction (such as inadequately sized construction members, or inadequate structural connections, or foundations) do not constitute grounds for an exemption from the 50% rule. These are normal conditions that are often encountered in renovation. Only buildings, which have been damaged by a calamity, such as flood, fire, or storm damage, have the possibility of retaining non-conforming rights.

THE CONSEQUENCES OF CHANGING A PROJECT STATUS FROM REMODEL TO NEW CONSTRUCTION ARE:

New buildings must meet all the applicable building and planning standards (such as parking at current rates, density/FAR, setbacks, and height limit), pay the planning fees for a development permit for a new building, and pay all applicable exaction fees for a new building. For some projects it can even mean that the entire building must be torn down, and an entirely new project proposed, for the reason that the remodel-turned-into-new building cannot meet current requirements. There are no exemptions from these circumstances.

Applicants who know prior to commencement of construction that there has been inadequate existing construction, or degenerative processes such as termite damage or rot, or who find these conditions during construction, must immediately consult with Planning and Building and Safety in order to determine what corrective measures (such as replacing termite-ridden studs, for example) would push a project over the 50% mark and gualify it as a new building. This must be done before construction, prior to the point at which corrective action for these existing conditions is taken. Applying for Planning permission after the fact of exceeding the 50% limit does not in any way retain non-conforming status for a building.

Planning Department approval of documents that imply, but do not explicitly state, or which have only partial information, that a building may exceed the 50% rule does not constitute de facto Planning Department approval for a major remodel/new building. Planning permission for a new building or remodel can only be obtained by submitting an application and drawings that clearly and consistently identifies the full scope of new construction. Every set of drawings approved by Planning for new buildings and remodels must contain a demolition plan depicting the full extent of demolition. Inclusion of demolition information on sheets required only by the Department of Building and Safety does not satisfy this requirement. Issuance of permits by the Department of Building and Safety does not in itself constitute Planning permission to exceed the scope of demolition and construction previously approved by the Planning Department. All parties involved in a building project including the architect, property owner, tenant, contractor and subcontractors must be informed of the facts in this notice by the applicant or applicant's representative in order to ensure that the planning status of buildings as minor remodels is not inadvertently transformed into that of major remodel/new buildings.

I am the applicant or authorized representative for the applicant and I have read and understand the above notice.

APPI ICANT REPRESENTATIVE



Planning Division Permit Application

RENT STABILIZATION NOTICE

PERMIT NUMBERS:

RECORDS MANAGER

The Rent Stabilization Department (RSHD) maintains records on all residential units, including single family residences and condominiums, which were first issued a certificate of occupancy on or before July 1, 1979, if the unit has been rented or offered for rent at any time since January 1, 1984. **This application will not be deemed complete until the applicant submits a completed form** to the Department of Community Development. RSHD will not sign off for building permit issuance until the form is complete and accurate.

NAME				
PHONE NUMBER		FAX		
CITY	STATE	ZIF	Ρ	
ASSESSORS PARCEL NUMBER				
Are any units on the property subje If "yes", enter the Unit Identification		•	st Hollywood? 🗌 YES	N
UNIT IDENTIFICATION/ADDRESS:		LA	AST RENT PAID:	
BELOW FOR STAFF USE ONLY				
Are all rent registration fees curren				
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DATE

	COMMUNITY DEVE	LOPMENT	
	DEPARTMENT	Planning	Division Permit Application
			ENVIRONMENTAL QUESTIONNAIR
of th dete shall not	e provisions of the Guidelines rmine if the project may have be completed and submitted	s for Implementation of CEQA, a significant effect on the env to the Department of Commu t, required by the Departme	nmental Quality Act and not exempted under an the City is required to conduct an initial study ironment. This Environmental information For nity Development. Any other permit applicatio ent of Community development shall be file
II. The f	following information and dat	a shall accompany the Environ	mental Questionnaire form:
		a in sufficient detail to depict e y outlining the boundaries of th	xisting physical conditions in the project area. ne site.
APPLICANT	AUTHORIZED AGENT NAME		
STREET			
CITY		STATE	ZIP
HOME PHO	NE	BUSINESS PHON	IE
E-MAIL	IECT DESCRIPTION		
1.0 PROJ		ete description of proposed proje	ect):
1.0 PROJ		ete description of proposed proje	ect):
1.0 PROJ 1.1 Natu 			ect):
1.0 PROJ 1.1 Natu 1.2 Loca 	re of Project (Please give comple		ect):
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COMMUNITY DEVELOPMENT

CITY OF WEST HOLLYWOOD

Planning Division Permit Application

ENVIRONMENTAL QUESTIONNAIRE, CONT'D.

roject is commercial or industrial, give a complete description of activities and other pertinent information includin limited to estimated employment per shift, and any potential hazardous materials which may be used, etc.
limited to estimated employment per shift, and any potential hazardous materials which may be used, etc.
limited to estimated employment per shift, and any potential hazardous materials which may be used, etc.
limited to estimated employment per shift, and any potential hazardous materials which may be used, etc.
oject is residential, indicate number, types and size of units and associated facilities:
roject is institutional, indicate the major function, estimated employment per shift and maximum occupancy:
e any change in existing features of any hills or substantial alteration of ground contours:
e any change in scenic views or vistas from existing residential areas or public lands or roads:
land area (square footage):
r of parking spaces:
feet of building area:
rs of floors:
rs of floors:

Planning Division Permit Application

ENVIRONMENTAL QUESTIONNAIRE, CONT'D.

2.0 LAND FORM

- 2.1 Is the site presently graded? ____
- 2.2 Indicate the gross cubic yard of grading proposed:
- 2.3 What will be the maximum height and grade or fill after grading is completed?

3.0 VEGETATION

3.1 Attach a map indicating the location, type, and size of trees located on site. Indicate below the number, type and size of trees to be removed as a result of the project:

4.0 AIR QUALITY

4.1 If the project is industrial, describe and list air pollution sources and quantity and types of pollutants emitted as a result of the project:

5.0 NOISE

- 5.1 What noise will be produced by the property? If available, please give noise levels in decibel measurement and typical time distribution when noise will be produced.
- 5.2 How will noise produced by the project compare with existing noise levels?

6.0 TRAFFIC

50 - 250 vehicular trips per day

	250 - 500 vehicular trips per day
--	-----------------------------------

0-50 vehicular trips per day

500 or more vehicular trips per day

7.0	PUBLIC SERVICES AND FACILITIES

7.1 Will the project require installation or replacement of new water lines?_____

7.2 Please estimate the daily water volume in gallons required to serve the project:

7.3 Will the project require installation or replacement of new sewer lines? _____

7.4 Please indicate the approximate amount of sewage generated from the project (pounds/day):_____

7.5 Describe the type and amount (pounds/day) of solid waste generated by the project: _____

Planning Division Permit Application

ENVIRONMENTAL QUESTIONNAIRE, CONT'D.

8.0 POPULATION DISPLACEMENT

DEPARTMENT

8.1 Will any residential occupants be displaced by the project activities?

CITY OF WEST HOLLYWOOD COMMUNITY DEVELOPMENT

8.2 Describe briefly the type of buildings or improvements to be demolished by the project:

9.0 MUNICIPAL SERVICES

9.1 Indicate any substantial change in the demand for municipal services (i.e. police, fire, etc.):

10.0 MITIGATING MEASURES

- 10.1 What are included in the project which may conserve or protect the following: Nonrenewable resources, e.g., electricity, gas, water / Flora and fauna / Water:
- 10.2 What measures are proposed in the design of the project, e.g., architectural treatment and landscaping which have been coordinated with the design of the existing community to minimize visual effect? Please describe:

I CERTIFY THAT THE INFORMATION HEREIN IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE

DATE

Planning Division Permit Application

SITE PLAN INSTRUCTIONS

Please use the following guidelines in preparing plans for review by the Department of Community Development. Additional information may be deemed necessary for the complete review of the submitted project. Please note that larger projects are subject to the Concurrent Plan Check process.

- 1. Indicate address and legal description of subject property on plan as well as the name, address, and phone number of the applicant, owner, and architect.
- 2. Include an index sheet with all plan sets.
- 3. Provide north indication arrow, and orient plans with north toward the top.
- 4. Plan must be drawn to scale, with scale indicated Use Engineer's or Architect's scale: 1'' = 10', 1/4'' = 1', etc.
- 5. Show all property lines. Do not use the edge of the paper for property lines.
- 6. Indicate the name of streets or alleys that border the project.
- 7. Provide a table indicating the subject property's zoning designation and calculations for density, floor area ratio (FAR), and parking requirements on the cover page/title sheet.
- 8. Existing site plan shall include the following:
 - Existing building footprint(s), square footage(s), number of stories, and land use;
 - Dimensions from all structures to front, side and rear property lines;
 - Existing parking areas, parking stalls, driveways, and turning areas;
 - Dimensions for existing buildings, driveways, and parking spaces;
 - Fences and walls;
 - Labeled landscaped and paved areas;
 - Location and species of trees on property and the diameter of tree trunks;
 - Sidewalks, streets, and curb cuts adjacent to the property;
- 9. A certified site survey, which is required for demolition and new development. Site surveys shall be stamped and signed by a certified engineer. Survey must indicate dimensioned setbacks of adjacent properties and must include topography contour lines.

10. Proposed site plans shall show all proposed improvements, and include the following:

- Proposed building footprints, square footage(s), number of stories and land use;
- Proposed parking areas, parking stalls, driveways, turning areas, visibility windows and parking lot landscaping. (Turning radius and visibility window templates are available at the planning counter);
- Dimensions for proposed buildings, driveways, parking spaces, and vehicle back-up areas;
- Dimension all structures to front, side, and rear property lines;
- Labeled all landscaped and paved areas, including stoops and paths;
- Location, height and materials for all proposed fences and walls;
- Calculations of paved areas and permeable surfaces on the plans per WHMC 19.20.190;
- Sidewalks, streets, and curb cuts adjacent to the property;
- Location for recycling/trash containers, electrical transformers and other equipment;
- 11. Proposed front, side and rear building elevations must be fully dimensioned and include the following:
 - Existing adjacent structures on either side of the proposed structure, including height, windows, doors and other key elevation information;
 - Proposed construction and/or alterations;
 - Illustration of building height envelope, and dimensions of proposed height of building;
 - Fences and/or walls and their dimensions,
 - Details of windows, doors, railing and fencing;
 - Location of proposed vents, air conditioning equipment, and all rooftop mechanical equipment;
 - Location of proposed utility meters, transformers, and utility boxes;
 - Location of exterior lighting;
 - Existing and proposed materials and colors.

Planning Division Permit Application

SITE PLAN INSTRUCTIONS, CONT'D.

- 12. Proposed building floor plans shall be fully dimensioned and include the following:
 - Property lines;
 - Square footage of each room;
 - Interior layout of each floor with rooms labeled for proposed use;
 - Existing and proposed windows and doors;
 - Table indicating the square footage for all common/private open space.
- 13. Provide a roof plan with dimensions and screening of all rooftop mechanical equipment.
- 14. Cross sections shall be through the major axis of the building(s) and be at the same scale as the building elevations. Indicate ceiling heights on sections. Additional sections may be requested as needed.
- 15. Provide a preliminary landscape plan per WHMC 19.26. Include the following:
 - Location of all trees, shrubs, groundcover and turf to be planted;
 - Planting list with species and common names of all materials;
 - Drought tolerance levels of proposed plantings per WHMC 19.26.060.
 - Location and sizes of all existing trees on the subject property and whether they are to be removed;
 - Location of non-vegetative landscape elements, such as paving, fences, retaining walls, planters and arbors.
- 16. For courtyard housing projects, provide a narrative and plan sheet indicating how the project complies with all criteria in WHMC 19.36.265. If these criteria are not met, explain how the proposed "alternative design" complies with the intent of the code as described in WHMC 19.36.265.
- 17. For proposed residential projects that do not comply with the additional six-foot front yard setback required for second floors and above per Table 2-3 under WHMC 19.06.040, provide a written statement explaining how the proposed project is of exemplary design.
- 18. Show the width and location of any public or private easements, such as driveways or utility company right-of ways. If there are none, note this on plans.
- 19. Show and label any obstructions such as telephone poles or street signs in public right-of-ways. If there are none, note this on plans.
- 20. If a swimming pool, spa, or hot tub is to be included in the proposed project, dimension setbacks from property lines and indicate the location and screening of all appurtenant equipment per WHMC 19.20.140.
- 21. For multi-family residential projects, indicate area and dimensions of each private and common open-space area.
- 22. For any residential project involving new construction, indicate and dimension the existing front yard setbacks of the two structures closest to the subject property on the adjacent properties.
- 23. For projects to be presented at a neighborhood meeting, provide a massing model. For permits to be reviewed by the Planning Commission, provide a massing model. and a detailed scale model. Models must be to scale and include buildings adjacent to the subject project. (All major commercial projects or residential projects of three units or more require massing models).
- 24. For projects involving a nightclub or restaurant, include seating layout plan, menu, proposed hours of operation, and copy of ABC Permit.

[continued]



Planning Division Permit Application

SITE PLAN INSTRUCTIONS, CONT'D

FOR NEW CONSTRUCTION:

1. Attach survey of site by licensed surveyor.

FOR PLANS ALSO TO BE SUBMITTED TO THE BUILDING AND SAFETY DIVISION, INCLUDING THE FOLLOWING:

1. Type of construction of the building.

2. Occupancy classification of the intended uses with corresponding allowable area calculation for mixed occupancies indicated for each floor.

3. Show accessible path of travel and accessible required exits and entrances with corresponding details to verify compliance with requirements, including minimum exit separation, on plans.

4. Identify accessible parking spaces with corresponding details for verification with requirements, including minimum 8'-2" net height clearance for the parking structure, and Van-accessible access aisle with 8' width on plans.

5. Indicate the height of the structure on all elevation views.

6. Provide accessible rest rooms on the second floor of a building for office use.

7. Show dimensions for the elevator car to be accessible. Elevator cannot be on a required exit path.