



INSTRUCTIONS

Chapter 19.54 of the West Hollywood Zoning Ordinance includes provisions to allow some uses not normally allowed in a permanent manner to be allowed as temporary uses. Allowed temporary uses include:

- **CONSTRUCTION YARDS** Off-site contractor's construction yards, in conjunction with an approved construction project. The permit shall expire upon completion of the construction project, or the expiration of the companion Building Permit, authorizing the construction project.
- **PARKING LOTS ON COMMERCIAL ZONED PROPERTY** A temporary parking lot on commercially zoned vacant property that is not being used for any other purpose, in compliance with Zoning Ordinance Section 19.28.140 (Temporary Parking Lots).
- **PARKING LOTS ON RESIDENTIALLY ZONED PROPERTY** A temporary parking lot on residentially zoned vacant property that is not being used for any other purpose, and where the site is in excess of one acre and immediately adjacent and accessible to a commercially zoned property, in compliance with Zoning Ordinance Section 19.28.140 (Temporary Parking Lots).
- **RESIDENCE** A mobile home as a temporary residence of the property owner when a valid Building Permit for a new single-family dwelling is in force. The permit may be approved for up to one year, or upon expiration of the Building Permit, whichever first occurs.
- **SEASONAL SALES LOTS** Seasonal sales activities (for example, Halloween, Christmas) including temporary residence or security trailers, on nonresidential properties. A permit shall not be required when the sales are at the site of an established commercial business holding a valid City Business Tax Certificate as required. The sales activity may be approved for a maximum of 30 days.
- **STORAGE** Enclosed temporary storage, unrelated to a construction project, including a cargo container and sea-train. The use may be approved for a maximum of 30 days.
- **TEMPORARY REAL ESTATE SALES OFFICES** A temporary real estate sales office may be established within the area of an approved development project, solely for the first sale of homes. An application for a temporary real estate office may be approved for a maximum of one year.
- **TEMPORARY STRUCTURES** A temporary classroom, office, or similar structure, including a manufactured or mobile unit, may be approved, for a maximum time period of 18 months from the date of approval, as an accessory use or as the first phase of a development project.
- **TEMPORARY WORK TRAILERS** A trailer or mobile home as a temporary work site for employees of a business may be allowed:
 - During construction or remodeling of a permanent commercial or manufacturing structure, when a valid Building Permit is in force; or
 - Upon demonstration by the applicant that this temporary work site is a short-term necessity, while a permanent work site is being obtained
 - The permit for the temporary trailer may be granted for up to one year
- **SIMILAR TEMPORARY USES** Similar temporary uses which, in the opinion of the Review Authority, are compatible with the zoning district and surrounding land uses.

Note: There are also certain activities categorized as "Special Events," which are permitted through **special event permits** by the Special Events Division in the Department of Human Services. (For more information, call: 323-848-6471)

[continued]



APPLICATION CHECKLIST

The following materials are needed by the Department of Community Development for the processing of a Temporary Use Permit request:

- Temporary Use Permit Application
- Evidence that the applicant of a temporary use permit:
 - is the owner of the lot or parcel of land involved, or
 - has written permission of the owner to make such application
- Burden of Proof (attached)
- Site Plan, floor plan, elevations (if applicable), drawn to scale, folded to a maximum of 8 1/2" x 14" **Submit three (3) copies of plans. Site Plan Instructions:** Site plans for a TUP must include the following:
 - The area and dimensions and parking areas of the proposed temporary use site.
 - The location, area and hours of operation for each activity associated with the temporary use permit.
 - The locations and dimensions of:
 - existing buildings/structures and proposed temporary structures
 - roads, streets, highways
 - parking and loading facilities
 - signs on the site where the temporary use is requested
 - The location of all existing roads intended to provide access to use.
 - Any other information relevant to the particular requested use.
- A narrative explaining the operating practices proposed to be used by the operator to mitigate noise, dust, air, contaminants, garbage and vibration associated with and as a result of the proposed temporary use.

ALL APPLICATIONS MUST BE **COMPLETE** AND MUST BE RECEIVED BY THE PLANNING DIVISION OF THE DEPARTMENT OF COMMUNITY DEVELOPMENT **NO LATER THAN FOURTEEN (14) DAYS PRIOR TO THE REQUESTED DATE OF USE INAUGURATION.**



Temporary Use Permit Application

PERMIT NUMBERS:

PROPERTY INFORMATION:

STREET ADDRESS _____

PRESENT/LAST USE OF PROPERTY _____

PROJECT PROPOSAL

Proposed Use

Dates and Hours of Operation: _____

APPLICANT

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

OPERATOR OF PROPOSED USE (If different than applicant)

(Note: it is the applicant's responsibility to notify the Planning Manager in writing of any change of the principals involved during the processing of this case.)

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

LEGAL DESCRIPTION:

Assessor's Parcel Number - Book: _____ Page: _____ Parcel: _____ INIT _____

Applicant's Signature _____ Date _____

[continued]



OWNER'S DECLARATION

I (We), declare under penalty of perjury that the foregoing is true and correct.

OWNER OF SUBJECT PROPERTY (PRINT) _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBER _____ FAX _____

E-MAIL _____

Property Owner's Signature* _____ Date _____

Applicant's Signature _____ Date _____

*May also be signed by owner's representative with proof of legal power of attorney



Temporary Use Permit Application

BURDEN OF PROOF

Per the requirements of Chapter 19.54 of the Zoning Ordinance, the applicant for a Temporary Use Permit shall substantiate to the satisfaction of the Planning Manager the following facts:

"YES" OR "NO" ANSWERS ARE NOT ACCEPTABLE ANSWERS

The proposed temporary use is allowed within the applicable zoning district with the approval of a Temporary Use Permit and complies with all other applicable provisions of this Zoning Ordinance and the Municipal Code.

The proposed temporary use would not unduly impair the integrity and character of the zoning district in which it is located.

The proposed site is adequate in size and shape to accommodate such temporary use without material detriment to the use, enjoyment or valuation of the property of other persons located in the vicinity of the site.

The proposed site is adequately served by streets or highways having sufficient width and improvements to accommodate the kind and quantity of traffic that such temporary use will or could reasonably generate.

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Temporary Use Permit Application

BURDEN OF PROOF, CONT'D

Additional Information - Please answer each question and describe where appropriate.

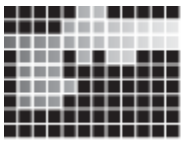
Will special parking and access arrangements need to be made for vehicles and/or pedestrians?

Identify potential impacts on neighborhood residents and how the request proposes to mitigate them.

(Activities requiring permission of the Department of Transportation and Public Works)

Will there be any use of public property (sidewalks, streets, etc.)? If yes, please describe.

Will there be any traffic lane or street closures, signage, parking requirements, or encroachments into the public right-of-way? If yes, describe.



Planning Division Submittal Requirements

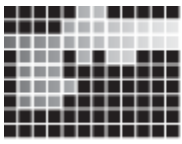
PLAN INSTRUCTIONS

PROJECT DRAWINGS: *The following drawings and information must be included with your application submittal. Note that in the City of West Hollywood, drawings must be prepared and certified by licensed design professionals (Architect and Landscape Architect) and engineering professionals (Surveyor, Civil Engineer, Structural Engineer, Soils/Geotechnical Engineer, Seismic Engineer, etc.) In accordance with State Law, professionals are not permitted to stamp and sign documents or drawings that have not been prepared by them under their direct supervision. Please note that larger projects are subject to the Concurrent Plan Check Process.*

1. **ARCHITECTURAL DRAWING CONVENTIONS**
 - a. Provide north indication arrow, and orient plans with north toward the top (if possible);
 - b. Plan must be drawn to scale, with scale indicated. Use Engineer's or Architect's scale: 1" = 10', 1/4" = 1', etc.;
 - c. Indicate demolished walls with dashed lines, walls to remain as solid lines and new walls filled;
 - d. Provide correct submittal date on all drawing sheets;
 - e. Use line weights properly-(i.e. heaviest for elements that are cut through, lightest for transparent elements, door swings, etc.);
 - f. Show stairs accurately with arrows indicating direction;
 - g. Show all property lines. Do not use edge of paper for property lines.
2. **PROJECT DATA** (should be included on cover sheet or site plan sheet)
 - a. Include Index Sheet with all plan sets;
 - b. Address and legal description of subject property;
 - c. Name, address and phone number of the applicant, owner and architect;
 - d. Existing and proposed land use and number of stories;
 - e. Building square footage ;
 - f. Size and number of units (residential projects only);
 - g. Calculations of common and private open space (residential projects only);
 - h. Calculations of permeable surface and landscape area;
 - i. Indicate the subject property zoning designation and calculations for density, floor area ratio (FAR);
 - j. Parking requirements including required parking and guest parking, bicycle, electric vehicle spaces.

SITE + CONTEXT INFORMATION:

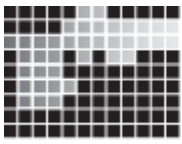
3. **SITE SURVEY**
 - a. All new construction must have a survey prepared by a licensed surveyor. Boundary or ALTA Topographic survey prepared by California State licensed Surveyor;
 - b. The survey shall include the L.A. County Assessor's parcel information, lot area, site dimensions, metes and bounds, the footprints and height of buildings on adjacent properties (sides and rear, if applicable), as well as any easements, dedications or encumbrances (per a current Title Report);
 - c. Locate all existing trees both on the property and any street trees adjacent to the property with trunk diameter and drip line. Identify any native trees, for example S. California species (see Southern California Native Tree List in West Hollywood's Heritage Tree Ordinance.)
4. **NEIGHBORHOOD PLAN/FIGURE GROUND MAP**
 - a. A plan or map of the project site entire block including properties directly across the street;
 - b. Indicate all building footprints, property lines, streets, sidewalks, and zoning designations. Footprints and dimensions can be approximate (per Google maps for example). Mark the project site on the map or plan.



Planning Division Submittal Requirements

PLAN INSTRUCTIONS

5. **AERIAL PHOTO**
 - a. An aerial photo of the project site's entire block, and the block directly across the street from the project site. (Note: Aerial photos may be per Google Maps.) Mark the project site on the photo.
6. **PHOTO MONTAGE**
 - a. A composite photograph of existing building/property frontages along the proposed project's block, with an image of the proposed façade inserted at the same scale.
Include a composite photo of existing frontage across the street from the project site; if the site is on a corner, include existing frontages from all blocks opposite.
7. **EXISTING SITE PLAN 1/16"=1'-0" minimum**
 - a. Existing site plan including topography contour lines, and dimensioned setbacks of adjacent properties. (Required for all new construction);
 - b. Existing building footprint(s), square footage(s), number of stories, and land use;
 - c. Dimensions from all structures to front, side and rear property lines;
 - d. Existing parking areas, parking stalls, driveways, and turning areas;
 - e. Dimensions for existing buildings, driveways, and parking spaces;
 - f. Fences and walls;
 - g. Labeled landscaped and paved areas;
 - h. Location and species of trees on property and the diameter of tree trunks;
 - i. Sidewalks, streets (with names), and curb cuts adjacent to the property.
8. **PROPOSED SITE PLAN 1/16"=1'-0" minimum**
 - a. Street level plan showing ground floor building footprint with dimensions to property lines;
 - b. Vehicular entrance and exit locations;
 - c. Footprints of all adjacent buildings including at sides, rear and across the street. (Existing development to be demolished should be shown on a separate drawing.)
 - d. Show streets and alleys (with names), curb parkway and sidewalks on both sides of the street;
 - e. Show location and width of any public or private easements, such as driveways or utility company Right-of-Ways. If none note this on the site plan;
 - f. Indicate and label any obstructions such as telephone poles, street signs, bus stops, etc. in the Public Right-of-Ways. If none, note this on the site plan;
 - g. Proposed parking areas, parking stalls, driveways, turning areas, visibility windows and parking lot landscaping. Identify proposed location of curb cuts and driveway;
 - h. Show location, height, and materials for all proposed fences and walls;
 - i. All landscaped and paved areas, including stoops and paths, and existing trees to remain, to be removed, and new trees. Identify all common open space areas;
 - j. Calculations of paved areas and permeable surfaces on the plans per WHMC 19.20.190.D;
 - k. Show trash/ recycling area, open air mailboxes, and utility meters (water, gas, electric, etc.) if at grade, and main fire department connection valves or standpipes, pad-mounted transformers, backflow preventers, security gates, and perimeter fencing;
 - l. For swimming pools, spas or hot tubs, dimension setbacks from property lines and indicate the location and screening of all related equipment per WHMC 19.20.140;
 - m. Show site drainage including permeable surfaces (in accordance with City's SWPP program), catch basins, trench drains, sumps, etc. Include water features and pools;
 - n. 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.

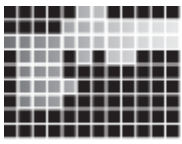


PLAN INSTRUCTIONS

9. **LANDSCAPE PLAN** 1/16"=1'-0" minimum
- Location of planted areas, hydrozones, permeable surfaces;
 - Location, identification, and size of all plant types;
 - Plant palette including list with species, common names and photos of all plant types;
 - Drought tolerance levels of proposed plantings per WHMC 19.26.060;
 - Location and size of all existing trees on the subject property, indicating proposed to be removed or to remain;
 - Hardscape, color and material finishes;
 - Site amenities, special features, water features, pools;
 - Show permanent affixed furniture, fences, gates, pergolas or other structures on plan with note indicating height.

BUILDING PLANS, ELEVATIONS AND DETAILS:

10. **PARKING PLAN(S)** 1/16"=1'-0" minimum
- Dimensions of driveway and vehicle back-up;
 - Visibility window at vehicle ingress/egress;
 - Driveway ramp slopes and transition slopes, overhead clearances, gates or overhead doors;
 - Drainage (i.e. trench drains, basins and sump pumps), mechanical rooms, main electrical switchgear, trash enclosures, and subterranean meter and transformers;
 - Pedestrian access paths, exit stairs, elevator and machine rooms;
 - Parking stall dimensions and striping in accordance w/ Title 24 Disability Access provisions, end stalls, vehicular mobility and turning radii (especially where tandem parking is proposed).
11. **FLOOR PLANS** 1/8"=1'-0" minimum
- All levels including parking plans and rooftop plans;
 - Building footprint and property lines;
 - Windows and doors (proposed and existing to remain);
 - Interior layout with labels for proposed use, units and rooms, private outdoor spaces, exterior storage components, etc.;
 - Locations and dimensions of utility meters (water, gas, electric, etc.), main fire department connection valves, pad-mounted transformers and all other equipment;
 - Locations and dimensions of trash enclosures, mailboxes;
 - Location, dimensions and height of security gates and/or perimeter enclosures;
 - Show urban art on the ground floor plan (or where occurs);
 - For roof plans, locations and dimensions of mechanical equipment, location and dimensions and details of mechanical screening;
 - For projects involving a nightclub or restaurant, include seating layout plan, menu, proposed hours of operation, and copy of ABC Permit;
 - For multi-family residential projects, indicate area and dimensions of each private and common open-space area. Provide a summary table including required and proposed open space areas.
12. **BUILDING ELEVATIONS** 1/8"=1'-0" minimum
- Provide colored and rendered elevations of the proposed structure(s) including front, sides, rear and courtyard elevations (where occurs);
 - Indicate overall height, floor-to-floor heights and other important dimensions;



PLAN INSTRUCTIONS

- c. Indicate finish materials, roof slopes if pitched, roof drainage (scuppers, downspouts, gutters, etc.) unless integrated and concealed, shading devices, and significant architectural elements or features;
- d. Existing adjacent structures on either side of the proposed structure, including overall height, windows, doors and other key elevation information;
- e. Indicate all proposed vents, gutters, downspouts;
- f. Indicate proposed utility meters, transformers, utility boxes, and other equipment;
- g. Location of exterior lighting;
- h. Existing and proposed materials and colors;
- i. For building additions and renovations, clearly indicate proposed work and existing to remain.

13. **BUILDING SECTIONS** 1/8"=1'-0" minimum

- a. Provide a cross-section drawing through the proposed building and the entire site, extending beyond property lines to fronting street(s), and/or existing buildings on adjacent property;
- b. Indicate section locations on floor plan(s);
- c. For sloped sites, a site section is required including section through street, property and adjacent property or street;
- d. Cross sections shall be at the same scale as the building elevations;
- e. Indicate overall heights and ceiling heights;
- f. Additional sections may be requested as needed.

14. **CUSTOM DETAILS**

Detail drawings of significant architectural features and components including but not limited to: windows, doors, railings, fencing, graphic screens or shading devices, creative signage, lighting, moveable building elements, and custom landscape features (i.e. vertical garden walls).

APPLICATION SUPPORT EXHIBITS: Please prepare the following exhibits for discussion with the Planning Staff, neighborhood outreach, and public hearing process. Projects of 10 units or less may choose between providing either a 3-D drawing/rendering or a scale model.

15. **THREE-DIMENSIONAL REPRESENTATIONS (2)**

At least two (2) illustrative three-dimensional sketches, illustrations, drawings, digital models, or renderings or combinations thereof showing the proposed project at eye-level. At least one view must show the front façade.

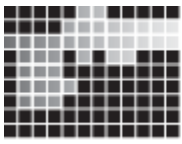
16. **ARCHITECTURAL SCALE MODEL**

Physical massing model, including indications of window and door openings can be provided in lieu of 3-dimensional renderings.

- Models must be to scale and include buildings adjacent to the subject site.
- Any major commercial project, residential project of three units or more, or any project to be presented at a neighborhood meeting requires a massing model.
- For permits to be reviewed by the Planning Commission, provide a massing model and if requested, detailed model to scale.

17. **MASSING/ORGANIZATION DIAGRAMS**

Illustrative two-and three-dimensional diagram (axonometric, 3D virtual model, exploded drawings etc.) showing the project massing and building organization concepts such as circulation, exiting, private and common open space, exterior storage, etc.



PLAN INSTRUCTIONS

18. **MATERIALS BOARD**
- A materials board with samples of all exterior finishes and colors, including but not limited to walls, door & window frames, railings, paving, roofing, and fencing. All samples shall be clearly labeled with specified finish and color, and keyed to building elevation drawings.
 - Catalog "cut sheets" for doors and windows, noting the dimensions of (a) the reveal depth (distance from wall face back to door face/glass face) and (b) the trim projection (distance from wall face out to face of projecting frames and/or trim).

APPLICATION SUPPLEMENTAL ITEMS

19. **GREEN BUILDING CHECKLIST**
20. **SUPPLEMENTAL NARRATIVE FOR COURTYARD HOUSING PROJECTS**
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.
21. **SUPPLEMENTAL NARRATIVE FOR EXEMPLARY DESIGN**
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.

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

- Show the building area (total and per story), occupancy group(s), use(s), type of construction(s), number of stories, height, type of fire sprinklers provided, and the number of parking space(s) on the first sheet or title sheet of the construction documents.
- Include justification and analysis for increase in area, height and/or story. For mixed occupancies, provide corresponding allowance area calculations for each floor.
- Show all required accessible entrances & exits, accessible path of travel to each space & floor and accessible parking requirements. Identify routes on plans and provide all required dimensions.
- Provide the minimum plumbing fixture requirements (restrooms) for each occupancy and floor.