



PLANNING PERMIT APPLICATION

DEPARTMENT OF DEVELOPMENT SERVICES | PLANNING BUREAU
333 W. OCEAN BLVD., 5TH FLOOR, LONG BEACH, CA 90802
(562) 570-6194 FAX: (562) 570-6068 lbds.longbeach.gov

Project Address: _____ Long Beach, CA 908 _____

Applicant Name: _____ Ph.: _____ Fax: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____ Email: _____

Applicant Signature: _____ Title: _____

Contact Person: _____ Ph.: _____ Fax: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____ Email: _____

Property Owner: _____ Ph.: _____ Fax: _____

Address: _____ City: _____ State: _____ ZIP: _____

(I/We), the undersigned, declare under penalty of perjury under the laws of the State of California that (I am/We are) the owner(s) of the property involved in this application; that the information on all plans, drawings and sketches attached hereto and all the statements and answers contained herein are in all respects true and correct.

Property Owner Signature: _____ Date: _____

Permit(s) Requested:

- | | | |
|---|--|---|
| <input type="checkbox"/> Administrative Use Permit (AUP) | <input type="checkbox"/> Subdivision Map | <input type="checkbox"/> Site Plan Review (SPR) |
| <input type="checkbox"/> Conditional Use Permit (CUP) | <input type="checkbox"/> Lot Merger/Lot Line Adjustment | <input type="checkbox"/> Conceptual only |
| <input type="checkbox"/> Standards Variance (SV) | <input type="checkbox"/> Certificate of Compliance | <input type="checkbox"/> Pre-Application only |
| <input type="checkbox"/> Fence Height Exception (AUP or SV) | <input type="checkbox"/> Condominium Conversion | <input type="checkbox"/> Wireless Telecom |
| <input type="checkbox"/> Modification of Approved Permit | <input type="checkbox"/> Zoning Change and/or Amendment | <input type="checkbox"/> Creative Sign Permit |
| <input type="checkbox"/> Time Extension | <input type="checkbox"/> Local Coastal Program Amendment | <input type="checkbox"/> Sign Program |
| <input type="checkbox"/> Local Coastal Development Permit | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Condo Conversion Exclusion | <input type="checkbox"/> General Plan Conformity Finding | _____ |

Project Description: _____

BELOW THIS LINE FOR STAFF USE ONLY

Filing Date: _____	Case No.: _____	Assigned Planner: _____
Accepted by: _____	CEQA No.: _____	Related Cases: _____
Council District: _____	Project No. _____	_____

Applications are accepted Tuesday–Thursday by appointment only.

Call (562) 570-6194 to schedule an appointment. *Incomplete applications will not be accepted.*

THIS PAGE INTENTIONALLY LEFT BLANK



CITY of LONG BEACH NOTICE of EXEMPTION

DEPARTMENT OF DEVELOPMENT SERVICES | PLANNING BUREAU
333 W. OCEAN BLVD., 5TH FLOOR, LONG BEACH, CA 90802
(562) 570-6194 FAX: (562) 570-6068
lbs.longbeach.gov

TO: Office of Planning & Research
1400 Tenth Street, Room 121
Sacramento, CA 95814

FROM: Department of Development Services
333 W. Ocean Blvd, 5th Floor
Long Beach, CA 90802

L.A. County Clerk
Environmental Fillings
12400 E. Imperial Hwy. 2nd Floor, Room 2001
Norwalk, CA 90650

Categorical Exemption CE- _____

Project Location/Address: _____

Project/Activity Description: _____

Public Agency Approving Project: **City of Long Beach, Los Angeles County, California**

Applicant Name: _____

Mailing Address: _____

Phone Number: _____ Applicant Signature: _____

BELOW THIS LINE FOR STAFF USE ONLY

Application Number: _____ Planner's Initials: _____

Required Permits: _____

THE ABOVE PROJECT HAS BEEN FOUND TO BE EXEMPT FROM CEQA IN ACCORDANCE WITH
STATE GUIDELINES SECTION _____

Statement of support for this finding: _____

Contact Person: _____ Contact Phone: _____

Signature: _____ Date: _____

THIS PAGE INTENTIONALLY LEFT BLANK



PLANNING PERMIT PROCESS

- Step 1** **Identify the Permits You Need:** Talk to Planning staff about your project to find out what planning and environmental applications are required.
- Environmental reviews are required for most applications, to comply with the California Environmental Quality Act (CEQA). Many projects require only a Categorical Exemption, which is attached to this application. If a different environmental application is required for your project, Planning staff will provide it to you.
- Step 2** **Calculate the Fees:** Planning application fees can be calculated using the current Fee Schedule, which is included at the end of this application. All fees must be paid at the time of filing. Cash, credit card, personal check or company check are accepted. NO third party checks will be accepted. *The fees are subject to change, so be sure you have the most current Fee Schedule.*
- Step 3** **Prepare Plans:** The specific requirements for the types of plans required are included in the next section of this application on page 7.
- Step 4** **Submit Application and Pay Fees:** Schedule an appointment for submittal of the application by calling the zoning information line at (562) 570-6194. Fees must be paid at the time of filing. *Applications cannot be submitted without an appointment.*
- Step 5** **Make Corrections (if necessary):** Over the next several weeks after your submittal, Planning staff will contact you to make any necessary corrections to your plans or project to bring it into compliance with Zoning code. Your responses to staff's corrections will greatly affect how soon your project can be scheduled for a public hearing. Failure to make the requested corrections may delay scheduling of a hearing, and may negatively affect staff's recommendation on your project to the hearing body.
- Step 6** **Post Notice of Public Hearing Sign:** If your project requires a public hearing, Planning staff will provide you with a laminated 30" x 40" *Notice of Public Hearing* poster no later than 14 days before the hearing. You must post this sign immediately. Please see the posting instructions on page 10. Failure to post the sign properly will delay the hearing.
- Step 7** **Attend Hearing:** If your project requires a public hearing, you or your representative should plan to attend. Your testimony at the hearing will be necessary for the project's approval. *If you or someone representing you fails to attend the hearing, the item will be continued, and you will be assessed a continuance fee (see Fee Schedule) before your project may return to hearing.*
- Step 8** **Appeal Period:** If your project is approved, the appeal period (usually 10 days) must expire with no appeals by a third party before you can apply for building permits to carry out your project. If your project is denied, you have 10 days to appeal the denial to a higher body.

I. GENERAL FILING REQUIREMENTS

Application Type	Sets of Plans	Material Boards and Color Elevations	Site Photos
Planning Commission			
<ul style="list-style-type: none"> • Conditional Use Permit • Subdivision Map • Condo Conversion • Site Plan Review (Planning Commission approval) 	2 standard size 15 reduced size	Required for Site Plan Review only	17 sets
Zoning Administrator			
<ul style="list-style-type: none"> • Administrative Use Permit • Local Coastal Development Permit • Standards Variance • Lot Line Adjustment/Lot Merger 	2 standard size 2 reduced size	No	4 sets
Staff Site Plan Review			
<ul style="list-style-type: none"> • Site Plan Review (staff-level approval) • Conceptual Site Plan Review 	1 standard size 3 reduced size	Yes	4 sets
<ul style="list-style-type: none"> • Pre-Application • Creative Sign Permit • Sign Program 	1 standard size 3 reduced size	No	4 sets
<ul style="list-style-type: none"> • Wireless Telecommunications Sites 	<i>Please see next page on Wireless Telecom submittal requirements</i>		
Other Application Types			
<ul style="list-style-type: none"> • Certificate of Compliance • Zoning or General Plan Amendment • Classification of Use • And other special applications 	These other applications have special filing requirements. Contact Planning staff to determine filing requirements.		

- Standard-size plans are 24" x 36". Reduced-size plans must be reproduced at a usable scale; for example, if the full-size plans are scaled at 1/8"=1', then reduced-size plans would be scaled at 1/16"=1'. Scale must be noted on all plan sets.
- Electronic copies of reduced-size plans must be made available upon request. Electronic plans must be in Adobe PDF format and must be delivered via email or other means when requested by Planning staff.
- New versions of plans must be provided each time corrections are made. Before printing, consult Planning staff to determine how many copies are needed after corrections—fewer sets may be required.
- If your project requires City Council approval, or proceeds to City Council or Planning Commission on appeal, additional sets of plans will be required. Planning staff will advise you when to submit the additional copies.

WIRELESS TELECOMMUNICATIONS SITES FILING REQUIREMENTS

This matrix sets forth the application materials, permits, and fees required for the most common types of wireless telecom projects. Please refer to the text of Chapter 21.56 (Wireless Telecommunications Facilities) for additional detail on each item. In cases of uncertainty, the Zoning Administrator is authorized to interpret the ordinance to determine the relevant requirements.

	Work type				
	Add generator, equip. cabinet, or other acc. equip. No changes to antennas ⁽¹⁾	Exchange antennas ⁽¹⁾ for same size, no net increase in number.	Add or expand antennas ⁽¹⁾ , or new antenna or equip. location on bldg. roof.	New co-location at existing wireless site	New wireless site
Application materials ⁽²⁾					
Photo-sims and plans: 3 sets of each	•	•	•	•	•
Letters of Authorization (LOA) from all affected parties (owner, carrier, etc.)	•	•	•	•	•
Carrier site list and map; coverage maps	•	•	•	•	•
Paint chips/material samples		•	•	•	•
RF report				•	•
Carrier's projected 5-year build-out plan for the subject site (subject site <i>only</i>)				•	•
1-mile radius map and list of all sites within					•
Co-location alternatives list and justification for new site instead					•
Co-location consultation with other carriers, and written evidence thereof					•
Co-location availability affidavit					•
Detailed alternatives analysis and justification for (R) and (I) zoning districts					•
Permit requirements					
Site Plan Review	•	•	•	•	
Conditional Use Permit ⁽³⁾⁽⁴⁾					•
CEQA review required					•
Planning Commission hearing required ⁽⁵⁾					•
Fees					
Site Plan Review for Wireless Telecom	•	•	•	•	
Major Conditional Use Permit					•

Footnotes
⁽¹⁾ Includes panel antennas and microwave dishes, but not GPS antennas.
⁽²⁾ In addition to those required by §21.21.201 and Ch. 21.25. See the Ch. 21.56 sections on "Application Requirements" for more detailed information on each item.
⁽³⁾ Site Plan Review may be substituted if an existing CUP is established at subject site.
⁽⁴⁾ Unless a CUP already is in place, in which case Site Plan Review is required.
⁽⁵⁾ In the case of co-location, if a CUP already is in place, only Site Plan Review is required.

This matrix was prepared as a guide on in October 2012, and may be superseded by any applicable table or matrix adopted into the wireless telecommunications ordinance, Chapter 21.56 of the LBMC.

II. REQUIREMENTS FOR PLANS

Standard-size plans are 24" x 36". Reduced-size plans are no more than half the size of standard-size plans. The most important attribute of reduced-size plans is that they are reproduced at a usable scale; for example, if the full-size plans are scaled at 1/8"=1', then reduced-size plans would be scaled at 1/16"=1'. Scale must be noted on all plan sets. If 11" x 17" is used, scale must be correct. All Plans must be folded to a size no larger than 9"x12".

All plans must be drawn to scale no less than 1/8" = 1'. For any site that is one (1) acre or more in size, a smaller scale may be used, although the scale should be approved by a planner. Plans using a smaller scale must include a graphics scale.

Standard size plans are to measure 24" x 36", although larger plans may be permitted for a larger site (i.e., over one acre). All standard sets of plans shall be folded no larger than 9" x 12" when submitted. Reduced size plans are to be a smaller version of the full-size plans. 11" x 17" is a common size, but it is most important that the reduced sets are made at a usable scale.

A. Site Plan

A site plan depicts the project site property boundaries, the location of buildings on the property, and the building setbacks from the property lines, as well as parking, drainage, landscaping, adjacent public right-of-way, and other site features.

The site plan submitted with your application must be legible, to scale, and include:

- Lot lines and dimensions;
- Footprint of existing and proposed buildings on the site;
- Distances between buildings;
- All setback lines properly measured;
- A North Arrow;
- Existing and proposed easements;
- Parking areas and loading facilities, including all parking spaces, access to parking spaces and circulation patterns;
- Location of all trash containers and how they will be accessed; and
- All existing trees on the site and parkway.

The following must be tabulated and shown on the Site Plan:

- Lot size;
- Lot coverage;
- Building area (by floor);
- Floor area ratio;
- Parking by size and type;
- Location of building footprints on adjoining and abutting lots noting height and number of stories on the elevations (this can be done on a separate plot plan, if necessary); and
- All contiguous properties, streets, and alleys showing centerline, lane striping, curb lines, street widths, right-of-way lines, circulation patterns and street names (this can be done on a separate plot plan, if necessary).

B. Floor Plans

A floor plan shows the size, use and location of the interior spaces in a building.

The floor plan submitted with your application must be legible, to scale, and should include the items listed below. Floor plans required for submittal may be typical if several units are included.

- Specific room arrangements;
- Room sizes;
- Window sizes and types;
- Location of all doors;
- Uses for all rooms;
- Distance from the windows to the property lines; and *
- Distance to other windows on the same floor. *

*Required only for residential projects of five or more units. A separate floor plan showing only window spacing may be required, but only if specifically requested (LBMC 21.31.240).

C. Elevations

Elevations show the exterior sides of a building.

The elevations submitted with your application must be legible and to scale. Measure height from **top of curb** to roof peak, midpoint of sloped roof, and from eaves. Show the following:

- All sides of the proposed building(s), labeled according to which direction the building faces (i.e., north face, south face, etc.);
- Adjoining buildings (side or rear) in outline form;
- Primary, secondary and tertiary building massing;
- Original and finished grade changes;
- A clear identification of all building materials and textures to be used on the facades; and
- Curb grade (top of curb), which differs from “natural grade” or “finish grade”.

For all Site Plan Review applications, full color elevation drawings are required. See “Materials Boards” on page 9 below.

D. Sections

Sections are drawings showing the project, or certain aspects of the project, as if made by a geometric plane cutting through it perpendicular to the ground.

Section drawings are only required for certain types of buildings: multi-story buildings, projects with internal courtyards, and semi-subterranean or subterranean parking. Consult a planner to determine if you must submit section drawings. If required, they must be legible, to scale and should include:

- Sections through the length and width of the building;
- Sections through interior courtyards and courtyard planters;
- Original, adjacent and finished grade;
- Building height; and
- All finished floor elevations.

E. Roof Plan

A roof plan shows the architectural details of the roofs of all buildings on the site.

A roof plan is required for all projects requiring Site Plan Review. The roof plan must be legible, to scale and should include:

- Proposed rooftop equipment locations;
- Proposed screening devices, if any; and
- Location of any rooftop deck, pool or spa areas.

F. Landscaping Plan

A landscaping plan shows proposed landscaping (trees, shrubs, and groundcover) with building footprints and parking areas shown as well.

General landscaping plans are required for all projects, although the landscaping plan may be combined with the site plan if all components remain legible. For larger projects, a detailed landscaping plan may be required. All landscaping plans must show, at a minimum:

- The location of the planting area; and
- Number and general types of plants to be used.

G. Sign Plan

A sign plan shows the types and locations for primary and secondary on-site signs.

A sign plan is required for any retail or office commercial development that requires Site Plan Review. All proposed signs must be compatible with the project's architecture through the use of similar shapes, colors and materials. The submitted sign plan must be legible, to scale and should include:

- The location of the signs;
- Signage design features including height, width, colors, materials, and other features;
- Compatibility with building architecture; and
- Area of each sign in square feet.
- "Can" or "cabinet" signs are strongly discouraged, and in most cases prohibited. Channel letters should be used instead.

H. Materials Boards

Materials Boards are required for all Site Plan Review applications, except wireless telecommunications sites. Materials Boards should include the following:

- Colored elevations with all materials noted and materials legend;
- Actual material samples of each exterior material to be used in the building design (including stucco, paint colors, etc.), fully labeled to correspond to the elevations and legend.
- Samples of window and door frames
- Small samples of all exterior elements including railings, canopies, lights, window glass, hardware, etc.
- Please make sure that all material samples are mounted securely on the board and will not detach if the board is bumped, dropped, or sent in the mail.**
- Please do not submit full-size samples of windows, railings, lights, or other hardware.**

III. SIGN POSTING REQUIREMENTS

A notice poster must be posted at the subject site for any project requiring a public hearing. The City will provide applicants with a 30" x 40" Notice of Public Hearing sign poster. It is the applicant's responsibility to post this sign in accordance with the following requirements or the hearing will be postponed to a later scheduled hearing so posting requirements can be met.

- A. **Time:** The sign must be posted at least 14 days prior to the date of the public hearing. *Failure to post the sign 14 days prior to the hearing will result in a delay of the hearing.*
- B. **Mounting:** The sign provided to the applicant must be mounted on a foam-core board or other stiff display board, if not affixed to the wall of a building.
- C. **Location:** The sign must be posted at the front of the subject site facing the public street. The sign must be at least 1 foot inside the property line, but not more than 10 feet.
- D. **Height:** The sign must be mounted so the top is 6 feet above ground level. Stakes must be used to mount the sign if it is not affixed to the wall of a building.
- E. **Photographic Verification:** The applicant must submit at least two photographs of the sign to verify that it is posted properly. Photographs must include a camera-generated date stamp. *Failure to submit photographs will result in a delay of the hearing.*
- F. **Affidavit:** The applicant also must return the Certificate of Posting provided by the City, certifying that all posting requirements are met. *Failure to return this affidavit will result in a delay of the hearing.*
- G. **Maintenance:** It is the applicant's responsibility to maintain the sign in good condition. If the sign falls down, is vandalized, or is damaged by wind and weather, the applicant must *immediately* repair and correct it if possible. If it is damaged beyond usability or lost, the applicant must *immediately* request a new sign from the City and post it as soon as the City provides it to the applicant. *It is the applicant's responsibility to monitor the condition of the sign every day before the public hearing.*
- H. **Duration:** The sign must remain posted during the 10-day appeal period after the hearing, or 10 days plus 21 days in the Coastal Zone. *Failure to keep the sign posted as required may result in permit invalidation.* The sign must then be removed no later than 7 days after receipt of the Notice of Final Action.
- I. **Multiple Frontages:** If the site has more than one street frontage, additional signs will be provided to the applicant and must be posted on the secondary frontage(s) in the same manner.

IV. RADIUS MAP, MAILING LABELS, MAILING LIST

Effective for all applications submitted after August 13, 2009, the City now provides all radius maps, mailing labels, and mailing lists for each project. The applicant is not required to submit these items.

PLANNING COMMISSION

2015 Estimated Filing and Hearing Schedule

Planning Commission meetings are held the first and third Thursday of each month. Planning staff will contact the applicant to schedule a hearing date after the internal Staff Site Plan Review Committee meeting. An application will not be deemed complete until all filing requirements have been met.

Date of Complete Application (Thursday)	Internal Site Plan Review Meeting (Wednesday)
10/16/14	11/26/14
10/30/14	12/10/14
11/20/14	12/24/14
12/4/14	1/14/15
12/18/14	1/28/15
1/2/15**	2/11/15
1/15/15	2/25/15
1/29/15	3/11/15
2/19/15	3/25/15
3/5/15	4/8/15
3/19/15	4/22/15
4/2/15	5/13/15
4/16/15	5/27/15
4/30/15	6/10/15
5/21/15	6/24/15
6/4/15	7/8/15
6/18/15	7/22/15
7/2/15	8/12/15
7/16/15	8/26/15
7/30/15	9/9/15
8/20/15	9/23/15
9/3/15	10/14/15
9/17/15	10/28/15
10/1/15	11/11/15
10/22/15	11/25/15
11/5/15	12/9/15
11/19/15	12/23/15

2015 Planning Commission Hearing Dates (1st and 3rd Thursdays)

January	1/1/15 1/15/15	April	4/2/15 4/16/15	July	7/2/15 7/16/15	October	10/1/15 10/15/15
February	2/5/15 2/19/15	May	5/7/15 5/21/15	August	8/6/15 8/20/15	November	11/5/15 11/19/15
March	3/5/15 3/19/15	June	6/4/15 6/18/15	September	9/3/15 9/17/15	December	12/3/15 12/17/15

** Day of the week adjusted due to City Holiday

ZONING ADMINISTRATOR
2015 Estimated Filing and Hearing Schedule

Zoning Administrator hearings are held the second and fourth Monday of each month. An application will not be deemed complete until all filing requirements have been met.

Date of Complete Application (Thursday)	Notice Mailed Out (Wednesday)	Z.A. Hearing (2nd and 4th Mondays)
11/20/14	12/24/14	1/12/15
12/4/14	1/7/15	1/26/15
12/18/14	1/21/15	2/9/15
1/2/15**	2/4/15	2/23/15
1/15/15	2/18/15	3/9/15
1/29/15	3/4/15	3/23/15
2/19/15	3/25/15	4/13/15
3/5/15	4/8/15	4/27/15
3/19/15	4/22/15	5/11/15
4/2/15	5/6/15	5/26/15**
4/16/15	5/20/15	6/8/15
4/30/15	6/3/15	6/22/15
5/21/15	6/24/15	7/13/15
6/4/15	7/8/15	7/27/15
6/18/15	7/22/15	8/10/15
7/2/15	8/5/15	8/24/15
7/16/15	8/26/15	9/14/15
7/30/15	9/9/15	9/28/15
8/20/15	9/23/15	10/12/15
9/3/15	10/7/15	10/26/15
9/17/15	10/21/15	11/9/15
10/1/15	11/4/15	11/23/15
10/22/15	11/25/15	12/14/15
11/5/15	12/9/15	12/28/15

** Day of the week adjusted due to City Holiday

**CULTURAL HERITAGE COMMISSION
2015 Estimated Filing and Hearing Schedule**

Cultural Heritage Commission meetings are held the second Monday of each month. An application will not be deemed complete until all filing requirements have been met.

Date of Complete Application (Monday)	Notice Mailed Out (Wednesday)	C.H.C. Hearing (1st Mondays)
11/17/14	12/24/14	1/12/15
12/15/14	1/21/15	2/9/15
1/12/15	2/18/15	3/9/15
2/17/15**	3/25/15	4/13/15
3/16/15	4/22/15	5/11/15
4/13/15	5/20/15	6/8/15
5/18/15	6/24/15	7/13/15
6/15/15	7/22/15	8/10/15
7/20/15	8/26/15	9/14/15
8/17/15	9/23/15	10/12/15
9/14/15	10/21/15	11/9/15
10/19/15	11/25/15	12/14/15

** Day of the week adjusted due to City Holiday

PLANNING BUREAU FEE SCHEDULE

Fiscal Year 2015 fees are effective October 1, 2014 through September 30, 2015.

All fees are subject to a 9.3% surcharge, unless otherwise noted. 6.0% supports General Plan update costs, and 3.3% goes toward Departmental technology upgrades.

ZONING FEES

	<u>Fee w/o Surcharge</u> <small>For Information Only</small>	<u>Fee w/ Surcharge</u> <small>Fee Charged for Application</small>
--	---	---

Administrative Use Permit (AUP).....	\$4,000.....	\$4,372.00
Conditional Use Permit (CUP)		
• Major CUP	\$8,000.....	\$8,744.00
• Minor CUP	\$5,000.....	\$5,465.00
• Nursery Schools, Day Nurseries, Preschools, Childcare Centers, Daycare Centers and Similar Uses for Daytime Care and Education of a Limited Number of Persons		Fee Exempt
• Expansion of an existing church or shelter (must be in a residential zone or sponsored as a bona fide non-profit exemption)		Fee Exempt
• CUP Exemption (CUPEX) for alcoholic beverage sales	\$1,000.....	\$1,093.00
Standards Variance (SV)		
• New Construction.....	\$5,500.....	\$6,011.50
• Remodel	\$3,500.....	\$3,825.50
• Each Additional Exception	\$50.....	\$54.65
Fence Height Exception through AUP or SV	\$500.....	\$546.50
Annual Zoning Inspection	\$320.....	\$349.76
Fee for Work/Land Use without a permit		Double the permit fee(s)

COASTAL FEES

Local Coastal Development Permit (LCDP) <i>when another Planning permit is required</i>	\$900.....	\$983.70
LCDP <i>when another Planning permit is not required</i>	\$4,400.....	\$4,809.20
Coastal Permit Categorical Exclusion (CPCE)	\$200.....	\$218.60
Coastal Development Permit (CDP) or CDP Amendment submitted to California Coastal Commission.....	\$2,000.....	\$2,186.00
Local Coastal Program (LCP) Amendment.....	\$11,000.....	\$12,023.00
Local Review Form (includes boat docks)	\$150.....	\$163.95

MODIFICATION FEES

Fee w/o Surcharge **Fee w/ Surcharge**
 For Information Only Fee Charged for Application

Modification to Approved Permit – no hearing required.....	\$1,375.....	\$1,502.88
Modification to Approved Permit – Zoning Administrator Hearing	\$4,000.....	\$4,372.00
Modification to Approved Permit – Planning Commission Hearing.....	\$5,000.....	\$5,465.00

SIGN FEES

Sign Permit (1 sign)	\$150.....	\$163.95
Sign Permit (each additional sign)	\$75.....	\$81.98
Promotional Activity/Grand Opening Sign (banner) Permit.....	\$50.....	\$54.65

SITE PLAN REVIEW (SPR) FEES

Pre-Application (credited toward Conceptual SPR fees)	\$750.....	\$819.75
Conceptual SPR (credited toward SPR fees only if Conceptual is optional)	\$4,700.....	\$5,137.10
• Plus amount for each 100 square feet	\$1.50.....	\$1.64
Site Plan Review (SPR Committee Approval)	\$6,000.....	\$6,558.00
• Plus amount for each 100 square feet	\$3.00.....	\$3.28
Site Plan Review (Planning Commission Approval)	\$12,000.....	\$13,116.00
• Plus amount for each 100 square feet	\$3.00.....	\$3.28
Creative Sign Permit (CSP)	\$750.....	\$819.75
• Sign permit fees not included		
SPR for Wing Walls	\$1,000.....	\$1,093.00
SPR for Narrow Lots.....	\$1,000.....	\$1,093.00
SPR for Wireless Telecommunications Sites.....	\$5,500.....	\$6,011.50

SUBDIVISION FEES

Tentative Map for New Construction or Other Subdivision	\$5,150.....	\$5,628.95
• Plus amount per lot or unit	\$125.....	\$136.63
Tentative Map for Condominium Conversion.....	\$7,500	\$8,197.50
• Plus amount per lot or unit	\$125.....	\$136.63
Condominium Conversion Permit (in addition to Tentative Map fees above)	\$3,500.....	\$3,825.50

<u>Fee w/o Surcharge</u> For Information Only	<u>Fee w/ Surcharge</u> Fee Charged for Application
--	--

Vesting Tentative Map (additional fee)	\$1,949.....	\$2,130.26
Final Map.....	\$2,000.....	\$2,186.00
• Plus amount per lot or unit	\$125.....	\$136.63
Vesting Final Map (additional fee)	\$2,000.....	\$2,186.00
Condominium Conversion Exemption (CCE).....	\$1,200.....	\$1,311.60
Lot Line Adjustment.....	\$2,500.....	\$2,732.50
Lot Merger	\$2,500.....	\$2,732.50
Certificate of Compliance.....	\$1,500.....	\$1,639.50
• Amount includes \$75 County Recorder Fee		

GENERAL PLAN AND ZONING AMENDMENT FEES

Zoning Amendment/Zone Change (including change to PDs).....	\$10,000.....	\$10,930.00
General Plan Amendment	\$10,000.....	\$10,930.00
General Plan Conformity Certification by Planning Commission	\$1,500.....	\$1,639.50
Planned Development District	Amount equal to the construction value of any public improvements required by the Planned Development District	

APPEAL FEES

Appeal by Applicant.....	\$3,500.....	\$3,825.50
Appeal by Third Party (no surcharge assessed).....	\$50.....	\$50.00

OTHER PLANNING FEES

Classification of Use (Planning Commission Hearing).....	\$4,000.....	\$4,372.00
Continuance (requested by applicant)	\$1,600.....	\$1,748.80
Development Agreement initial deposit	\$18,000.....	\$19,674.00
• Plus per hour fee.....	\$310.....	\$338.83
Development Agreement Annual Review	\$3,000.....	\$3,279.00
Fence Permit	\$150.....	\$163.95
Interim Park Use Permit.....	\$1,500.....	\$1,639.50

<u>Fee w/o Surcharge</u> For Information Only	<u>Fee w/ Surcharge</u> Fee Charged for Application
--	--

Multiple Site Applications

- For sites within 600 feet of each other, filed by the same applicant at the same time, for the same type of application, shall be the full application fee for one site (whichever is greatest) plus amount for each additional site\$550..... \$601.15
- Condominium conversions are not eligible for Multiple Site Application. The full fee shall be charged to each site.

Street Name Change\$2,900..... \$3,169.70

Time Extension\$1,000..... \$1,093.00

Zoning Confirmation Letter\$250..... \$273.25

Zoning Confirmation Letter with Additional Research\$600..... \$655.80

ENVIRONMENTAL FEES

Categorical Exemption (CE)\$400..... \$437.20

- (Plus \$75.00 County Recorder Fee) \$75..... **\$512.20**

Negative Declaration (ND)

- Prepared by City staff\$7,500..... \$8,197.50
 - (Plus \$75.00 County Recorder Fee)..... \$75..... **\$8,272.50**
- Prepared by consultant to City115% of costs paid by City

Environmental Impact Report (EIR) prepared by consultant.....115% of costs paid by City

Environmental Document Peer Review115% of costs paid by City

EIR Addendum to a Certified EIR

- Prepared by City staff\$32,000..... \$34,976.00
- Prepared by consultant to City115% of costs paid by City

Ongoing Mitigation Monitoring by consultant to City115% of costs paid by City

Modification of Mitigation Measure\$2,600..... \$2,841.80

National Environmental Policy Act (NEPA) Applications

- NEPA Application Preparation\$1,000..... \$1,093.00
- NEPA Exclusion *with* Worksheet\$3,300..... \$3,606.90
- NEPA Exclusion *without* Worksheet\$1,100..... \$1,202.30
- NEPA Environmental Assessment by consultant.....115% of costs paid by City
- NEPA EIS prepared by consultant.....115% of costs paid by City

Fee w/o Surcharge **Fee w/ Surcharge**
 For Information Only Fee Charged for Application

HISTORIC PRESERVATION FEES

Certificate of Appropriateness (CoA)

- Exterior Painting.....no fee
- Re-roofing.....no fee
- Windows, Doors, and Other Exterior Materials
 (From single-family dwellings up to four dwelling
 units).....\$215..... \$235.00
- Windows, Doors, and Other Exterior Materials
 (Multi-family dwellings of 5+ units and non-
 residential structures).....\$375..... \$409.88
- Signs, Utilities, and Other Minor Exterior Features \$70..... \$76.51
- Staff-level Review of a CoA\$845..... \$923.59
- Cultural Heritage Commission (CHC) Review\$1,720..... \$1,879.96
- Demolition.....\$3,035..... \$3,317.26
- Time Extension for CoA\$130..... \$142.09
- Revision to CoA – Staff Review 50% of original CoA fee
 - But no less than \$66..... \$72.14
- Revision to CoA – CHC Review..... 50% of original CoA fee
 - But no less than \$86..... \$94.00

Unauthorized Work without a CoA..... Double the cost of the required CoA

Non-compliance to an approved CoA (per violation)\$1,240..... \$1,355.32

Mills Act

- Pre-Application..... \$76..... \$83.07
- Application (fee per unit)\$1,010..... \$1,103.93

Historic District or Landmark Request\$835..... \$912.66

Reschedule CHC Hearing (Continuance) \$76..... \$83.07

Document Reproduction Costs

- Grayscale..... 10¢ per page
- Color 50¢ per page

If you have any questions regarding these fees, please call the Zoning Information Line at (562) 570-6194, or visit the public counter on the 4th floor of City Hall.

Conditional Use Permit (CUP)/Administrative Use Permit (AUP) Fee Categories

Proposed Use	CUP		AUP
	Minor	Major	
Agriculture and Related Uses in the IG Zone	•		
Alcoholic Beverage Sales Uses – New		•	
Alcoholic Beverage Sales Uses – Upgrade of License	•		
All Financial Services Not Listed		•	
All Other Financial Services (CH)			•
All Other Retail Uses (CH, CT)			•
All Personal Services Not Listed			•
All Professional Offices Not Listed			•
Arcade		•	
Artist Studio w/ Residence (CNP–CHW)			•
ATM, Drive-thru Machine (CNA, CCA, CCR, CCN, CHW)			•
ATM, Drive-thru Machine (CCP)		•	
ATM, Exterior Freestanding Machine			•
Auto Detailing (CNP, CNA, CNR)			•
Automobile Related Services (including sales)		•	
Automobile Rental Agency (Does Not Include Repair) (CCR, CCN)			•
Bail Bonds		•	
Bank, Credit Union, Savings and Loan (CNP)			•
Bars, Nightclubs, Cabarets and the Like with Alcohol (Industrial Zones)		•	
Bed and Breakfast Inn (CNP–CHW)			•
Billboards		•	
Car Wash (CHW)			•
Caretaker Residence (CNP–CHW)			•
Cemeteries	•		
Check Cashing		•	
Church (CNA–CHW)			•
Commercial Parking Lot or Structure (Nonresidential Districts)	•		
Commercial Storage/Self Storage		•	
Commercial Uses in Industrial Zone	•		
Community Correctional Re-entry Centers		•	
Computer Arcade	•		
Courtesy Parking in Residential Districts	•		
Diesel Fuel Sales (CCA–CHW)			•
Eating With Drive-Thru Service (Industrial Zones)	•		
Electronic Message Center Signs		•	
Fast Food Restaurants	•		
Food Carts (CNP–CHW)			•
Food Processing		•	
Gun Repair Shop (CNP–CCN)			•
Gun Shop (CNP–CCN)			•
Health Clubs and the Like (IL Zone)	•		
Heliport or Blimp Port or Helipads		•	
Institutional and Public Assembly Uses		•	
Job Training and Vocational Rehabilitation (Industrial Zones)		•	

Proposed Use	CUP		AUP
	Minor	Major	
Laundromat (CNP–CHW)			•
Limousine Services (CCR, CCN)			•
Manufacturing (If required per Table 33-1 of the Zoning Code)		•	
Mobile Home Park		•	
Motorcycle/Jet Ski Sales and Repair		•	
Nursery Schools, Day Nurseries, Preschools, Childcare Centers, Daycare Centers and Similar Uses for Daytime Care and Education of a Limited Number of Persons	Fee exempt		
Office Uses in Residential Districts	•		
Offset Printing (CNA, CCA, CCR, CCN)			•
Other Institutional Uses (CCA, CCR, CCN, CHW)			•
Outdoor Recreation (IL Zone)	•		
Outdoor Sales Events		•	
Pawn Shops		•	
Pistol or Rifle Range		•	
Private Elementary and Secondary Schools		•	
Recreational Park (CNP–CS)			•
Recycling Collection Center For Cans and Bottles (Staff Attended) (CCA–CHW)			•
Recycling Operations (Collection Center with Attendant or Recycling Processing/Manufacturing Center) (Industrial Zones)		•	
Repair Services with Outdoor Operations (Industrial Zones)	•		
Restaurants and Ready-To-Eat foods w/ drive-thru lanes	•		
Restaurant With Alcoholic Beverage Sales (w/ bar)		•	
Retail Uses In Industrial Zones (per Table 33-2 of the Zoning Code)	•		
Social Service Office (w/out food distribution) (CNA, CCA–CCN)			•
Special Group Residence (Board and Care, Convalescent Home, Half-way House, Boardinghouse/Lodginghouse, Communal Housing and the like)		•	
Tattoo	•		
Theater, Live or Movie (100 seats or less) (CNR–CCN)			•
Thrift Store, Used Merchandise (CNP–CCN)			•
Through-block Commercial	•		
Transportation Related Uses (Trucking, etc.)		•	
Vehicle Parts (w/out installation) (CNA, CCA–CCN)			•
Vending Carts (CNP–CHW)			•
Veterinary Services (including boarding)	•		
Wireless Telecommunications Facilities (per Chapter 21.56)		•	

Conditional Use Permits and Administrative Use Permits are required as set forth in Tables 31-1, 32-1, 32-1A, 33-2, 34-1, 35-1, and 36-1 of the Zoning Regulations, Title 21, LBMC.

Any CUP use not specified in this table shall be subject to the Major CUP fee.

See fee schedule for current fee amounts.