



## PLANNING PERMIT APPLICATION

- Email [planningsubmittal@longbeach.gov](mailto:planningsubmittal@longbeach.gov) to schedule a submittal appointment. All submittals are conducted by email, and in-person submittals are not accepted.
- This is not a building permit application. Visit [www.longbeach.gov/lbcd/building](http://www.longbeach.gov/lbcd/building) for building permits.

**Project Location:** \_\_\_\_\_ **Long Beach, CA 908** \_\_\_\_\_

**Assessor's Parcel Number(s):** \_\_\_\_\_

**Permit(s) Requested:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Administrative Use Permit (AUP)         | <input type="checkbox"/> Tentative Map                   | <input type="checkbox"/> General Plan Amendment          |
| <input type="checkbox"/> Conditional Use Permit (CUP)            | <input type="checkbox"/> Vesting Tentative Map           | <input type="checkbox"/> General Plan Conformity Finding |
| <input type="checkbox"/> Standards Variance (SV)                 | <input type="checkbox"/> Final Map                       | <input type="checkbox"/> Creative Sign Permit            |
| <input type="checkbox"/> Site Plan Review (SPR)                  | <input type="checkbox"/> Lot Merger                      | <input type="checkbox"/> Sign Standards Waiver           |
| <input type="checkbox"/> Conceptual Site Plan Review (CSPR)      | <input type="checkbox"/> Lot Line Adjustment             | <input type="checkbox"/> Sign Program                    |
| <input type="checkbox"/> Pre-Application                         | <input type="checkbox"/> Certificate of Compliance       | <input type="checkbox"/> Condominium Conversion          |
| <input type="checkbox"/> SPR for Wireless Telecom                | <input type="checkbox"/> Zoning Map Change (Zone Change) | <input type="checkbox"/> Modification to Approved Permit |
| <input type="checkbox"/> Local Coastal Development Permit (LCDP) | <input type="checkbox"/> Zoning Code Amendment           | <input type="checkbox"/> Time Extension                  |
|  | <input type="checkbox"/> Local Coastal Program Amendment | <input type="checkbox"/> Other (specify): _____          |

**Project Description (attach additional sheets if needed):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BELOW THIS LINE FOR STAFF USE ONLY

Filing Date: _____	<b>Application No.:</b> _____	<b>Assigned Planner:</b> _____
Accepted by: _____	Subtype Nos. _____	Related Cases: _____
Infor No.: _____	_____	_____
Noticing radius: _____	CEQA No.: _____	Council District: _____

(Continue to next page)

PROJECT PROPONENT INFORMATION AND ACKNOWLEDGEMENTS

**Applicant Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant Acknowledgements:**

*The applicant shall defend, indemnify, and hold harmless City and its agents, officers, and employees from any claim, action, or proceeding against City or its agents, officers, and employees to attack, set aside, void, or annul the approval of City concerning the processing of the proposal/entitlement or any action relating to, or arising out of, such approval. At the discretion of the City and with the approval of the City Attorney, a deposit of funds by the applicant may be required in an amount sufficient to cover the anticipated litigation costs. This acknowledgement does not imply project approval.*

*(I/We) the undersigned have read and agree with all the above.*

*(I/We), the undersigned, declare under penalty of perjury under the laws of the State of California that (I am/We are) the applicant(s) of the project 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.*

**Applicant Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Signature(s) must be a scan of an original ink signature on this form, or a certificate-based digital signature. If the above signature(s) are on behalf of a LLC or Trust, the Planning Permit Application shall be accompanied by verification documents (Articles of Incorporation, Deed of Trust, etc.) to demonstrate the signatories are authorized to sign on behalf of the organization.

(Continue to next page)

PROJECT PROPONENT INFORMATION (CONTINUED)

**Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Tel: \_\_\_\_\_

**Property Owner Acknowledgements:**

*The property owner shall defend, indemnify, and hold harmless City and its agents, officers, and employees from any claim, action, or proceeding against City or its agents, officers, and employees to attack, set aside, void, or annul the approval of City concerning the processing of the proposal/entitlement or any action relating to, or arising out of, such approval. At the discretion of the City and with the approval of the City Attorney, a deposit of funds by the property owner may be required in an amount sufficient to cover the anticipated litigation costs. This acknowledgement does not imply project approval.*

*(I/We) the undersigned have read and agree with all the above.*

*(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 we have reviewed the plans, drawings and sketches submitted by the applicant and attached hereto, and the statements and answers contained in this application; and, 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.*

**Owner Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Signature(s) must be a scan of an original ink signature on this form, or a certificate-based digital signature. If the above signature(s) are on behalf of a LLC or Trust, the Planning Permit Application shall be accompanied by verification documents (Articles of Incorporation, Deed of Trust, etc.) to demonstrate the signatories are authorized to sign on behalf of the organization.

Applicant/owner: complete if you have authorized a project designer/architect to act on your behalf, and attach a Letter of Authorization.

**Project Designer/Architect:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Tel: \_\_\_\_\_

Applicant/owner: complete if you have authorized a separate agent to act on your behalf, and attach a Letter of Authorization.

**Applicant's Agent/Representative:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Tel: \_\_\_\_\_

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DOCUMENTS RELEASE ACKNOWLEDGEMENT

Applicant/owner: complete to acknowledge the City's authorization to release your application documents as public information (required).

*I understand and agree that any report, study, map, plans or other information submitted to the City of Long Beach in furtherance of this application will be treated by the City as a public record which may be used for the purposes of facilitating the release of public information for community inquiries, public hearings and posting on the City webpage and may be reviewed by any person and if requested, that a copy will be provided by the City to any person upon the payment of its direct cost of duplication.*

**Acknowledgement of Permission**

**Applicant's Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Tel: \_\_\_\_\_

To request this information in an alternative format or to request a reasonable accommodation, please contact the Department of Community Development at [www.longbeach.gov/lbcd](http://www.longbeach.gov/lbcd) or (562) 570-3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.



## PLANNING PERMIT PROCESS

- Step 1**      **Identify the Permits You Need:** Determine what planning and environmental permits are required for your project. Please call (562) 570-6194 to speak to a planner with any questions you may have.
- Environmental reviews are required for most projects, per the California Environmental Quality Act (CEQA). Many projects require only a Categorical Exemption, which is attached to this application. If a different environmental review process is required for your project, Planning staff will inform 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. 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 packet.
- Step 4**      **Submit Application and Pay Fees:** Schedule a virtual submittal appointment by sending an email to [planningsubmittal@longbeach.gov](mailto:planningsubmittal@longbeach.gov). Fees must be paid for the submittal to be completed. Submittals are virtual-only, conducted over email and telephone if needed. An intake planner will guide you through the submittal process.
- Step 5**      **Make Corrections as necessary:** Over the next several weeks after your submittal, the assigned project planner will contact you with any corrections you need to make to your plans or project to bring it into compliance with Zoning Regulations. Your responses to staff's corrections will greatly affect how soon your project can move forward. Failure to make the requested corrections may delay your project, and may negatively affect staff's recommendation on your project to the approval 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 in this packet. 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 the person 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 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.

**I. FILING REQUIREMENTS**

All planning application materials must be submitted electronically as pdf files. All required documentation must be provided and fees must be paid before an application is considered submitted (authority: Section 21.21.201 of the Zoning Regulations).

Required for all project types:

- Planning Permit Application form with all required owner and applicant signatures.
- Project Plans (see following pages for plan requirements).
- Grant Deed for all lots or parcels involved in the project.
- Preliminary Title Report for all lots or parcels involved in the project, including copies of all documents under the exclusions or exceptions section of the report. The preliminary title report must have been prepared within the previous 60 days. Required for all projects involving new construction, requesting approval of shared or off-site parking, and upon request for all other applications (authority: Section 21.21.201 of the Zoning Regulations).

Additional required materials per project type:

- Site Plan Review, Conceptual Site Plan Review, and Pre-Application for Site Plan Review:
  - Environmental Intake form (available on [www.longbeach.gov/lbcd/forms](http://www.longbeach.gov/lbcd/forms))
  - Color Elevation Drawings
  - Project Materials Board\*
  - Project Renderings\* (perspective drawings or software renderings)
  - \* Items optional but encouraged for Pre-Application
- Lot Merger, Lot Line Adjustment, Certificate of Compliance:
  - Revised Legal Description
  - Plat Map showing changes to lot lines
  - Wet Stamp by California-licensed Land Surveyor (or Civil Engineer licensed before January 1, 1982, license numbers 33965 and lower)
- Local Coastal Development Permit
  - Land Survey stamped by California-licensed Land Surveyor (or Civil Engineer licensed before January 1, 1982, license numbers 33965 and lower)
- Tentative Map (Tract Map or Parcel Map) including condominium maps:
  - Tentative Map prepared by California-licensed Civil Engineer
- Sign Program, Creative Sign Permit:
  - Color renderings or photo-simulations of proposed signs

Other Application Types	
<ul style="list-style-type: none"> <li>• Zone Change</li> <li>• Zoning Code or General Plan Amendment</li> <li>• General Plan Conformity Finding</li> <li>• Classification of Use</li> </ul>	<p>These and other special applications each have special filing requirements. Contact Planning staff for more information prior to submittal.</p>
Use these <b>other specific application forms</b> for the following types of projects.	
<ul style="list-style-type: none"> <li>▪ Appeal</li> <li>▪ Certificate of Appropriateness (Historic)</li> <li>▪ Condominium Conversion Exclusion (CCE)</li> <li>▪ CUP Exemption for Alcohol (CUPEX)</li> <li>▪ Environmental (CEQA) application</li> </ul>	<ul style="list-style-type: none"> <li>▪ Final Map</li> <li>▪ Request for Reasonable Accommodation</li> <li>▪ Wireless Telecom Facility Supplement</li> <li>▪ Zoning Confirmation Letter</li> </ul>

## II. REQUIREMENTS FOR PLANS

All plans are required to be submitted in electronic (pdf) format.

### 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 and scale;
- 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 Specifications” 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 roof(s) 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 prohibited. Individual channel letters or push-through sign faces should be used instead.

**H. Materials Specifications**

All architectural materials should be specified on plans, with each material keynoted on elevation drawings and a printed example of each material in the legend.



### 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 BUREAU HEARING BODIES  
 2024 Schedule**

Timelines for processing applications are as follows. It should be noted that timelines are estimations based on general processing times; more complex projects can be expected to extend past standard processing estimations. An application is not deemed complete until all filing requirements have been met. Your hearing date will be confirmed by your project planner after your completed application is reviewed.

<b>SITE PLAN REVIEW COMMITTEE MEETING SCHEDULE</b>				
Held the second and fourth Wednesday of each month				
<i>Typical projects are scheduled approximately 6–8 weeks after a completed application is received.</i>				
1/10/2024	4/10/2024	7/10/2024	10/9/2024	1/8/2025
1/24/2024	4/24/2024	7/24/2024	10/23/2024	1/22/2025
2/14/2024	5/8/2024	8/14/2024	11/13/2024	2/12/2025
2/28/2024	5/22/2024	8/28/2024	11/27/2024	2/26/2025
3/13/2024	6/12/2024	9/11/2024	12/11/2024	3/12/2025
3/27/2024	6/26/2024	9/25/2024	CANCELLED	

<b>ZONING ADMINISTRATOR MEETING SCHEDULE</b>				
Held the second and fourth Monday of each month				
<i>Typical projects are scheduled approximately 6–8 weeks after a completed application is received.</i>				
1/8/2024	4/8/2024	7/8/2024	10/14/2024	1/13/2025
1/22/2024	4/22/2024	7/22/2024	10/28/2024	CANCELLED
2/12/2024	5/13/2024	8/12/2024	11/11/2024	2/10/2025
2/26/2024	CANCELLED	8/26/2024	11/25/2024	2/24/2025
3/11/2024	6/10/2024	9/9/2024	12/9/2024	3/10/2025
3/25/2024	6/24/2024	9/23/2024	12/23/2024	

<b>PLANNING COMMISSION MEETING SCHEDULE</b>				
Held the first and third Thursday of each month				
<i>Typical projects are scheduled approximately 10–12 weeks after a completed application is received.</i>				
1/4/2024	4/4/2024	CANCELLED	10/3/2024	1/2/2025
1/18/2024	4/18/2024	7/18/2024	10/17/2024	1/16/2025
2/1/2024	5/2/2024	8/1/2024	11/7/2024	2/6/2025
2/15/2024	5/16/2024	8/15/2024	11/21/2024	2/20/2025
3/7/2024	6/6/2024	9/5/2024	12/5/2024	3/6/2025
3/21/2024	6/20/2024	9/19/2024	12/19/2024	

<b>CULTURAL HERITAGE COMMISSION MEETING SCHEDULE</b>				
Held the last Tuesday of each month				
<i>Typical projects are scheduled approximately 10–12 weeks after a completed application is received.</i>				
1/30/2024	4/30/2024	7/30/2024	10/29/2024	1/28/2025
2/27/2024	5/28/2024	8/27/2024	11/26/2024	2/25/2025
3/26/2024	6/25/2024	9/24/2024	12/31/2024	

To request this information in an alternative format or to request a reasonable accommodation, please contact the Department of Community Development at [www.longbeach.gov/lbcd](http://www.longbeach.gov/lbcd) or (562) 570-3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.

## Department of Community Development Planning Bureau Fee Schedule

### About the Fee Schedule

The following pages contain the Planning Bureau's fee schedule. A fee resolution is adopted at the beginning of each fiscal year by the City Council. The fiscal year begins on October 1. A project's fees are based on the fee schedule in effect at the time the application submittal is completed. This fee schedule is for Planning Entitlements and related fees only, and does not include building permits, impact fees, or other assessments.

### Types of Fees

A project may be subject to the following fees. Not all of the following fees will apply to every project:

- **Entitlement fees:** These fees are for the entitlement permit(s) for the project. Examples of these include a Conditional Use Permit, Standards Variance, Site Plan Review, or Local Coastal Development Permit. Some fees consist only of a flat base fee; others have a tiered base fee determined by project or site size, and some fees have an additional per sq. ft. or per unit/lot fee that scales with project size.
- **Environmental (CEQA) fees:** For most projects, a fee is required for CEQA compliance documents, such as a Categorical Exemption, Negative Declaration, or EIR Compliance Checklist. Most small projects will need only a Categorical Exemption. For certain no-hearing processes, CEQA fees may not be required.
- **County Recorder fee:** All CEQA fees must be accompanied by the County Recorder fee needed to post the completed CEQA document at the Los Angeles County Registrar-Recorder/County Clerk. There is no surcharge on this fee.
- **Noticing fees:** For entitlements that require a public hearing, public noticing fees are required. There are several tiers to this fee, depending on the noticing radius required by code for the project.
- **Surcharge:** All fees are subject to the Department of Community Development surcharge that supports General Plan updates and the Department's permitting system. This surcharge is not charged to the County Recorder fee, or other departments' or agencies' fees.
- **Public Works fees:** Certain entitlement types are subject to an additional fee charged by the Department of Public Works for their review of the Planning entitlement. These fees are collected by the Planning Bureau on behalf of Public Works.
- **Public Works surcharge:** Public Works fees are subject to a separate surcharge that is different from the Community Development surcharge.

Planning staff can assist customers with fee estimation before project submittal, but fees for a project are not official until staff sends a fee invoice to the applicant. If project information is changed after submittal, the fee amounts due may change and additional fees will be assessed if required. For any questions about these fees, please call the Planning Bureau at (562) 570-6194.

## PLANNING BUREAU FEE SCHEDULE

All fees are subject to a 9.0% surcharge. Base fee and fee with surcharge are shown. Fee with surcharge applies.

Fee Name	Base Fee	Fee with Surcharge	Notes
<b>ZONING FEES</b>			
Administrative Use Permit (AUP)	\$4,713.00	\$5,137.17	Review of an administrative use permit for compliance with City codes and standards
Conditional Use Permit (CUP)	\$13,995.00	\$15,254.55	Review of a Conditional Use Permit for compliance with City codes and standards
Conditional Use Permit (CUP) for Wireless Telecom site	\$11,832.00	\$12,896.88	Review of a wireless conditional use permit for compliance with City codes and standards
CUP Exemption for alcoholic beverage sales (CUPEX)	\$1,368.00	\$1,491.12	Review of a use permit for an alcoholic beverage exemption for compliance with City codes and standards
Standards Variance (SV) - first variance	\$6,413.00	\$6,990.17	Fee for first SV in an application
Standards Variance (SV) - each additional variance	\$1,880.00	\$2,049.20	Fee for each additional SV in an application
Fence Height Exception (AUP or SV)	\$1,065.00	\$1,160.85	Fence Height Exception through AUP or standard variances
Administrative Adjustment	\$2,110.00	\$2,299.90	Currently only available through Title 22
Administrative Land Use Permit (ALUP)	\$333.00	\$362.97	
As-Planned Post-Approval Review (APR) - Major	\$11,120.00	\$12,120.80	Required for any requested review of plans or substantial conformance determination for an entitled project prior to plan check submittal
As-Planned Post-Approval Review (APR) - Minor	\$4,375.00	\$4,768.75	
Additional As-Planned Review	\$2,162.00	\$2,356.58	For each additional round of As-Planned Review
Temporary Activating Use Permit	\$226.00	\$246.34	
Entitlement Conditions of Approval Compliance Review	\$190.00	\$207.10	Per hour fee
Annual Zoning Compliance (conditions of approval inspection)	\$625.00	\$681.25	
Penalty for construction work or land use without a permit	Double the total required permit fee(s).		
<b>COASTAL FEES</b>			
Local Coastal Development Permit (LCDP) - With Other Planning Permit Required	\$2,151.00	\$2,344.59	Review and processing of a local coastal development permit to the Coastal Commission with other Planning permits for compliance with the State Coastal Act
Local Coastal Development Permit (LCDP) - No Other Planning Permit Required	\$4,713.00	\$5,137.17	Review and processing of a local coastal development permit to the Coastal Commission in which no other Planning permit is required for compliance with the State Coastal Act

Fee Name	Base Fee	Fee with Surcharge	Notes
Local Coastal Development Permit - Administrative Only (for ADUs)	\$1,450.00	\$1,580.50	
Coastal Permit Categorical Exclusion (CPCE)	\$97.00	\$105.73	Review of a categorical exemption for a Coastal Permit for compliance with the State Coastal Act
Coastal Development Permit (CDP) Submitted to California Coastal Commission	\$6,715.00	\$7,319.35	Review and processing of an approval in concept for a coastal development permit to the Coastal Commission for compliance with the State Coastal Act
Coastal Development Permit (CDP) Local Agency Review Appendix B Form Only	\$1,270.00	\$1,384.30	Review and processing of a coastal development permit to the Coastal Commission for compliance with the State Coastal Act in which the project is coordinated by another City department or other agency
CDP Local Agency Review Appendix B Form Only - for Boat Dock	\$236.00	\$257.24	Review and processing of a boat dock coastal development permit to the Coastal Commission for compliance with the State Coastal Act
Local Coastal Program Amendment (LCPA) - prepared by consultant to City	115% of billed consultant costs paid by City		Review and processing of an amendment to an approved local coastal development permit to the Coastal Commission for compliance with the State Coastal Act
Local Coastal Program Amendment (LCPA) - prepared by City staff	\$16,464.00	\$17,945.76	Review and processing of an amendment to an approved local coastal development permit to the Coastal Commission for compliance with the State Coastal Act
<b>SITE PLAN REVIEW FEES</b>			
<b>Pre-Application</b>			
Pre-Application - no new building area proposed (land use question)	\$1,849.00	\$2,015.41	For land use issues, such as a CUP, where no new building area is proposed
Pre-Application - less than 1/2 acre	\$2,365.00	\$2,577.85	By acre(s) of site area
Pre-Application - 1/2 to 1 acre	\$3,070.00	\$3,346.30	
Pre-Application - 1 to 5 acres	\$4,245.00	\$4,627.05	
Pre-Application - 5 or more acres	\$5,455.00	\$5,945.95	
<b>Conceptual Site Plan Review (CSPR)</b>			
CSPR - Voluntary	\$2,976.00	\$3,243.84	Only for applications where CSPR is not required; Fee is credited toward future SPR application if voluntary
CSPR - up to 50,000 sq. ft. of building area	\$7,551.00	\$8,230.59	In cases where CSPR may be required when project is otherwise under thresholds

Fee Name	Base Fee	Fee with Surcharge	Notes
CSPR - 50,001 to 100,000 sq. ft. of building area	\$7,479.00	\$8,152.11	CSPR is required for nonresidential projects >50,000 sq. ft. and residential projects >50 dwelling units, prior to SPR application.
Additional fee for each 1,000 sq. ft. over 50,000 sq. ft.	\$46.00	\$50.14	
CSPR - 100,001 to 300,000 sq. ft. of building area	\$9,979.00	\$10,877.11	
Additional fee for each 1,000 sq. ft. over 100,000 sq. ft.	\$24.00	\$26.16	
CSPR - 300,001 to 500,000 sq. ft. of building area	\$14,942.00	\$16,286.78	
Additional fee for each 1,000 sq. ft. over 300,000 sq. ft.	\$51.00	\$55.59	
CSPR - 500,001 or more sq. ft. of building area	\$25,080.00	\$27,337.20	
Additional fee for each 1,000 sq. ft. over 500,000 sq. ft.	\$28.00	\$30.52	
<b>Staff Site Plan Review Committee (SSPRC) approval</b>			
SPR - SSPRC approval - 5 to 12 dwelling units or up to 5,000 sq. ft. of building area	\$8,334.00	\$9,084.06	SPR is required for the following project types: 1) Nonresidential projects ≤50,000 sq. ft., 2) Residential projects ≤50 dwelling units, 3) Any 100%-affordable housing project (excluding manager's units), regardless of number of units, and 4) Interim housing, regardless of number of units, including but not limited to emergency shelters, transitional housing, and supportive housing.
SPR - SSPRC approval - 13 to 25 dwelling units or 5,001 to 25,000 sq. ft. of building area	\$11,444.00	\$12,473.96	
SPR - SSPRC approval - 25 to 49 dwelling units or 25,001 to 50,000 sq. ft. of building area.	\$14,665.00	\$15,984.85	
SPR Ministerial Review for ADU	\$1,065.00	\$1,160.85	For sites with 5+ existing dwelling units
SPR for Wing Walls, Façade Remodel, Narrow Lots, and similar	\$1,315.00	\$1,433.35	
SPR for 1 to 4 dwelling units or 1,000 sq. ft. of less of building area	\$4,920.00	\$5,362.80	When required by PDs, SPs, and similar code sections
<b>Site Plan Review for Wireless Telecom Facilities</b>			
SPR for Major Modification to Wireless Telecom Site	\$6,808.00	\$7,420.72	
SPR for Minor Modification to Wireless Telecom Site	\$3,248.00	\$3,540.32	
Additional fee for SPR for Wireless Telecom Site on a Historic Resource	\$3,237.00	\$3,528.33	Additional fee required for any wireless telecom site located on a historic resource
SPR for New Co-location	\$4,052.00	\$4,416.68	Required for co-location of a new carrier's facility at an existing wireless facility

Fee Name	Base Fee	Fee with Surcharge	Notes
<b>Site Plan Review - Planning Commission Hearing</b>			
Site Plan Review (SPR) - Planning Commission hearing - 0 to 50,000 sq. ft. of building area	\$10,522.00	\$11,468.98	Required if building area is 50,000 or less but related permits require Planning Commission hearing  Required for nonresidential projects >50,000 sq. ft. and residential projects >50 dwelling units, following CSPR, with the exceptions listed for Staff Site Plan Review Committee approval
SPR Planning Commission hearing - 50,001 to 100,000 sq. ft. of building area	\$10,522.00	\$11,468.98	
Additional fee for each 1,000 sq. ft. over 50,000 sq. ft.	\$72.00	\$78.48	
SPR Planning Commission hearing - 100,001 to 300,000 sq. ft. of building area	\$14,082.00	\$15,349.38	
Additional fee for each 1,000 sq. ft. over 100,000 sq. ft.	\$36.00	\$39.24	
SPR Planning Commission hearing - 301,000 to 500,000 sq. ft. of building area	\$21,202.00	\$23,110.18	
Additional fee for each 1,000 sq. ft. over 300,000 sq. ft.	\$56.00	\$61.04	
SPR Planning Commission hearing - 500,001 or more sq. ft. of building area	\$32,420.00	\$35,337.80	
Additional fee for each 1,000 sq. ft. over 500,000 sq. ft.	\$61.00	\$66.49	
<b>SIGN FEES</b>			
Sign Permit - first sign	\$97.00	\$105.73	
Sign Permit - each additional sign	\$46.10	\$50.25	
Promotional Activity Sign (Banner) Permit - first sign	\$31.00	\$33.79	
Promotional Activity Sign (Banner) Permit - each additional sign	\$15.00	\$16.35	
Creative Sign Permit	\$2,875.00	\$3,133.75	SPRC approval. Does not include sign permit fees
Sign Standards Waiver	\$1,603.00	\$1,747.27	
Sign Program - 5 to 12 signs	\$3,094.00	\$3,372.46	Does not include sign permit fees
Sign Program - 13 to 25 signs	\$6,695.00	\$7,297.55	
Sign Program - 26 to 100 signs	\$10,830.00	\$11,804.70	
Sign Program - 101 or more signs	\$16,035.00	\$17,478.15	
Sign Program Amendment	\$2,192.00	\$2,389.28	Modification to existing Sign Program

Fee Name	Base Fee	Fee with Surcharge	Notes
<b>MODIFICATION FEES</b>			
Modification to Approved Permit - Director's Administrative Approval	\$1,081.00	\$1,178.29	For modification per authority granted in conditions of approval.
Modification to Approved Permit - Staff Site Plan Review Committee approval	\$3,284.00	\$3,579.56	For modification per Section 21.21.405.
Modification to Approved Permit - Minor/Administrative Approval by Zoning Administrator	\$994.00	\$1,083.46	Only may be used for modification under Section 21.10.047, or equivalent sections in PDs, SPs, or Title 22.
Modification to Approved Permit - Zoning Administrator (ZA) hearing	\$3,929.00	\$4,282.61	For modification per Section 21.21.405.
Modification to Approved Permit - Planning Commission (PC) hearing	\$12,000.00	\$13,080.00	This fee or 100% of original fee, whichever is less. For modification per Section 21.21.405.
<b>SUBDIVISION FEES</b>			
Lot Merger (LM) - Administrative	\$1,845.00	\$2,011.05	Includes Certificate of Compliance.
Lot Merger (LM) - Zoning Administrator hearing	\$2,198.00	\$2,395.82	Includes Certificate of Compliance.
Lot Line Adjustment (LLA)	\$5,445.00	\$5,935.05	Review of an adjustment of the lot line between two lots for compliance with City codes and standards and the Subdivision Map Act.
Certificate of Compliance (CoC) - standalone	\$1,844.00	\$2,009.96	Fee only required for standalone CoC. CoC is included in LM and LLA fees. County Recorder fee charged separately.
Condominium Conversion Permit	\$13,667.00	\$14,897.03	Required for each condominium conversion project in addition to Tentative Map fees.
Additional fee for each condominium unit	\$379.00	\$413.11	
Tentative Parcel Map - Zoning Administrator hearing	\$4,764.00	\$5,192.76	
Tentative Parcel Map - Planning Commission hearing	\$13,990.00	\$15,249.10	
Parcel Map Waiver	\$1,393.00	\$1,518.37	
Tentative Tract Map - 5 to 20 lots	\$17,175.00	\$18,720.75	
Tentative Tract Map - 21 to 40 lots	\$18,088.00	\$19,715.92	
Additional fee for each lot over 20 lots	\$108.00	\$117.72	
Tentative Tract Map - 41 to 80 lots	\$20,285.00	\$22,110.65	
Additional fee for each lot over 40 lots	\$108.00	\$117.72	
Tentative Tract Map - 81 to 120 lots	\$24,557.00	\$26,767.13	
Additional fee for each lot over 80 lots	\$195.00	\$212.55	



Fee Name	Base Fee	Fee with Surcharge	Notes
Tentative Tract Map - 121 lots or more	\$32,369.00	\$35,282.21	
Additional fee for each lot over 120 lots	\$133.00	\$144.97	
Condominium Tentative Map - 2 to 12 units	\$16,443.00	\$17,922.87	
Condominium Tentative Map - 13 to 25 units	\$19,081.00	\$20,798.29	
Condominium Tentative Map - 26 units or more	\$19,081.00	\$20,798.29	
Additional fee for each condominium unit over 25 units	\$118.00	\$128.62	
Vesting Tentative Map	\$1,086.00	\$1,183.74	Fee in addition to other Tentative Map fees
Final Map review	\$1,875.00	\$2,043.75	
Additional fee for each lot or unit	\$31.00	\$33.79	
Condominium Conversion Certificate of Exclusion (CCCE)	\$2,095.00	\$2,283.55	Only for conversion of Community Apartments or Stock Cooperatives to condominiums.
<b>ENVIRONMENTAL FEES - CEQA</b>			
Categorical Exemption (CE) or Statutory Exemption (SE) - standalone	\$810.00	\$882.90	
Categorical Exemption (CE) or Statutory Exemption (SE) - with other application	\$446.00	\$486.14	
Categorical Exemption - Infill Class 32	\$3,195.00	\$3,482.55	
County Recorder fee	\$75.00	-	Required for CE and ND. No surcharge.
Negative Declaration (ND) - prepared by City	\$19,235.00	\$20,966.15	
Mitigated Negative Declaration (MND) - prepared by City	\$35,445.00	\$38,635.05	
Negative Declaration (ND) or Mitigated Negative Declaration (MND) - prepared by consultant to City	115% of billed consultant costs paid by City		
Environmental Impact Report (EIR) - prepared by consultant to City	115% of billed consultant costs paid by City		
Environmental Impact Report (EIR) Addendum - prepared by City staff	\$22,390.00	\$24,405.10	
EIR Addendum to a Certified EIR - prepared by consultant to City	115% of billed consultant costs paid by City		
Modification of mitigation measure - prepared by City staff	\$12,617.00	\$13,752.53	Required to modify any mitigation measure of a completed environmental document.

Fee Name	Base Fee	Fee with Surcharge	Notes
Modification of mitigation measure - prepared by consultant to City	115% of billed consultant costs paid by City		
Program EIR Compliance Checklist - prepared by City staff	\$7,340.00	\$8,000.60	
Program EIR Compliance Checklist - prepared by consultant to City	115% of billed consultant costs paid by City		
Environmental Document Peer Review	115% of billed consultant costs paid by City		
Ongoing mitigation monitoring by consultant to City	115% of billed consultant costs paid by City		
<b>ENVIRONMENTAL FEES - NEPA</b>			
National Environmental Protection Act (NEPA) Application	115% of billed consultant costs paid by City		
NEPA Exclusion with Worksheet - prepared by consultant to City	115% of billed consultant costs paid by City		
NEPA Exclusion without Worksheet - prepared by consultant to City	115% of billed consultant costs paid by City		
NEPA Exclusion with Worksheet - prepared by City staff	\$3,386.00	\$3,690.74	
NEPA Exclusion without Worksheet - prepared by City staff	\$850.00	\$926.50	
NEPA Environmental Assessment (EA) and FONSI - prepared by City	\$19,235.00	\$20,966.15	
NEPA Environmental Assessment (EA) and Mitigated FONSI - prepared by City staff	\$38,225.00	\$41,665.25	
NEPA Environmental Assessment (EA) and FONSI - prepared by consultant to City	115% of billed consultant costs paid by City		
NEPA Environmental Assessment (EA) and Mitigated FONSI - prepared by consultant to City	115% of billed consultant costs paid by City		
NEPA Environmental Impact Statement (EIS) - prepared by consultant to City	115% of billed consultant costs paid by City		
<b>OTHER PLANNING FEES</b>			
Appeal to Planning Commission by Applicant	\$7,166.00	\$7,810.94	
Appeal to Planning Commission by Third Party	\$1,000.00	\$1,090.00	
Appeal to Planning Commission of 100% Affordable Housing Project by Any Party	\$6,995.00	\$7,624.55	

Fee Name	Base Fee	Fee with Surcharge	Notes
Appeal to City Council by Applicant	\$8,915.00	\$9,717.35	
Appeal to City Council by Third Party	\$1,000.00	\$1,090.00	
Appeal to City Council of 100% Affordable Housing Project by Any Party	\$8,915.00	\$9,717.35	
Billboard Inventory Review - base fee	\$4,600.00	\$5,014.00	Required only for first billboard CUP Application by each billboard owner
Billboard Inventory Review - additional signs fee	\$97.00	\$105.73	Fee per each additional sign after first 10 signs
Business License Zoning Review	\$92.00	\$100.28	
Business License Zoning Review - Home Occupation	\$15.00	\$16.35	For home occupations in a residence only
Cannabis Business Zoning Consultation	\$466.00	\$507.94	
Classification of Use	\$13,660.00	\$14,889.40	
Continuance - Zoning Administrator	\$420.00	\$457.80	Required when a continuance is requested by applicant, or the need for a continuance results from applicant's actions. Separate noticing fees also apply.
Continuance - Planning Commission, Cultural Heritage Commission, or City Council	\$2,484.00	\$2,707.56	
Development Agreement	\$36,000.00	\$39,240.00	Deposit determined by staff (fee shown here is minimum) with charges at the fully allocated hourly rates for all staff involved plus any outside costs.
Development Agreement Annual Review	\$5,584.00	\$6,086.56	
Development Agreement Amendment	\$20,000.00	\$21,800.00	Deposit determined by staff (fee shown here is minimum) with charges at the fully allocated hourly rates for all staff involved plus any outside costs.
Downtown Dining and Entertainment District (DDED) Noise Study Exemption Request	\$128.00	\$139.52	
Appeal of DDED Noise Study Exemption	\$3,442.00	\$3,751.78	
Fence Permit	\$62.00	\$67.58	
General Plan Map Amendment (GPMA)	\$16,464.00	\$17,945.76	
General Plan Text Amendment (GPTA)	\$21,386.00	\$23,310.74	
General Plan Conformity Certification - Alley Vacation	\$6,695.00	\$7,297.55	
General Plan Conformity Certification - Other	\$15,780.00	\$17,200.20	
Housing Project Covenant Recordation	\$512.00	\$558.08	Fee is to prepare and record covenants. Cost of recordation charged separately.

Fee Name	Base Fee	Fee with Surcharge	Notes
Housing Project Title Report	\$205.00	\$223.45	Fee is to obtain and review title report. Cost of each report is charged separately.
Park Use Permit/Interim Park Use Permit	\$13,660.00	\$14,889.40	Per Division XII of Ch. 21.25.
Noticing Fee - Tier 1 (300 ft.)	\$441.00	\$480.69	
Noticing Fee - Tier 2 (500 ft.)	\$697.00	\$759.73	
Noticing Fee - Tier 3 (750+ ft.)	\$1,025.00	\$1,117.25	
Planned Development District In-Lieu Fee	Construction value of required public improvements		
Publicly-Accessible Telephone (PAT) Review - First	\$164.00	\$178.76	\$164 for the first pay phone and \$56 for each additional pay phone submitted at the same time.
Publicly-Accessible Telephone (PAT) Review - Additional	\$56.00	\$61.04	For each additional pay phone submitted at the same time.
Street Name Change	Deposit determined by staff (fee shown here is minimum) with charges at the fully allocated hourly rates for all staff involved plus any outside costs.		
Water Efficiency Landscape Review (MWELo) - Performance Checklist for Residential/Commercial	\$1,745.00	\$1,902.05	
Water Efficiency Landscape Review (MWELo) - Prescriptive Checklist for 1 to 4 residential units	\$102.00	\$111.18	
Water Efficiency Landscape Review (MWELo) - Prescriptive Checklist for Commercial	\$590.00	\$643.10	
Time Extension - First Request	\$645.00	\$703.05	
Time Extension - Each Subsequent Request	\$1,562.00	\$1,702.58	
Zoning Administrator Interpretation	\$1,112.00	\$1,212.08	Per Section 21.10.045
Zoning Amendment/Map Change	\$16,469.00	\$17,951.21	
Zoning Text Amendment	\$21,386.00	\$23,310.74	
Zoning Confirmation Letter - Basic	\$302.00	\$329.18	
Zoning Confirmation Letter - With Additional Research	\$922.00	\$1,004.98	
<b>HISTORIC PRESERVATION FEES</b>			
<b>Certificates of Appropriateness (CoA)</b>			
CoA Pre-Application Review Fee	\$538.00	\$586.42	
CoA (Minor) for Signs, Utilities, and Other Minor Exterior Features	\$84.00	\$91.56	

Fee Name	Base Fee	Fee with Surcharge	Notes
CoA (Minor) for Windows, Doors and Other Exterior Materials or Features - Single-Family Dwelling and up to 4 Residential Units	\$538.00	\$586.42	
CoA (Minor) for Accessory Buildings/Structures	\$1,240.00	\$1,351.60	
CoA (Minor) for Windows, Doors and Other Exterior Materials or Features - 5 or more Residential Units, and Non-Residential Properties	\$948.00	\$1,033.32	
CoA (Major) for Staff Review	\$1,337.00	\$1,457.33	
CHC Hearing for CoA for addition of 250 sq. ft. or more, or visible changes - ADU/JADU	\$1,337.00	\$1,457.33	
CHC Hearing for CoA for addition of 250 sq. ft. or more, or visible changes - all other projects	\$4,575.00	\$4,986.75	
CoA for Demolition	\$7,627.00	\$8,313.43	
<b>Other Historic Preservation Fees</b>			
Appeal of a Staff Decision to CHC by Applicant	\$4,485.00	\$4,888.65	
Appeal of Staff Decision to CHC by Third Party	\$1,076.00	\$1,172.84	
Appeal of Staff Decision on a 100% affordable Housing Project by Any Party	\$4,485.00	\$4,888.65	
Appeal of CHC Decision to Planning Commission by Applicant	\$6,121.00	\$6,671.89	
Appeal of CHC Decision to Planning Commission by Third Party	\$1,076.00	\$1,172.84	
Appeal of CHC Decision on a 100% Affordable Housing Project by Any Party	\$6,121.00	\$6,671.89	
CoA Revision - CHC Review	\$97.00	\$105.73	50% of the original fee, but not less than fee shown here.
CoA Revision - Staff Review	\$77.00	\$83.93	50% of the original fee, but not less than fee shown here.
Continuance of a CHC Hearing	\$2,305.00	\$2,512.45	Required when a continuance is requested by applicant or the need for a continuance results from applicant's actions.
Landmark Amendment	\$2,694.00	\$2,936.46	

Fee Name	Base Fee	Fee with Surcharge	Notes
Landmark Recision	\$14,845.00	\$16,181.05	
Mills Act Application	\$2,694.00	\$2,936.46	
Mills Act Inspection - Compliant Property	No fee.		
Mills Act Inspection - Noncompliant Property	\$1,076.00	\$1,172.84	Annual fee per property.
Mills Act Pre-Application	\$500.00	\$545.00	
Mills Act/Landmark Combination Request	100% of the largest fee and 50% of other fees.		
Penalty for Unauthorized Work without a CoA	Double the total required CoA fee(s).		
Request for Designation of a Historic District	150% of billed consultant costs paid by City.		
Request for Designation of a Historic Landmark	\$2,500.00	\$2,725.00	
Time Extention for CoA - First Request	\$697.00	\$759.73	
Time Extension for CoA - Each Subsequent Request	\$733.00	\$798.97	