PLANNING PERMIT PROCESS

Following is a list of steps you can expect to follow during the planning permit process:

- Step 1
  - **Identify the Permits You Need:** Determine what planning and environmental permits are required for your project. Please use the options listed on the website under "Contact a Planner" or call the Planning and Zoning phone line 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). Please fill out the Environmental Intake Form along with your application for determination of the CEQA pathway for your project. Many projects require only a Categorical Exemption, which can be found here: ceqa-notice-of-exemption-form.pdf. If a different environmental review process is required for your project, based on the submitted information, Planning staff will inform you.
- Step 2
  - **Calculate the Fees:** Planning application fees can be calculated using the current Fee Schedule, available on the Planning Application page on the website. 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:** Click the planning application link to fill out and submit your application.
    - Make sure to have all your plans and supporting documents ready to go before starting the online application.
  - Once submitted, you will receive a copy of the application for signatures. Please make sure to sign and upload a signed copy of the application to the online portal.
  - **An application shall not be considered in queue for assignment until a signed copy is uploaded.**
  - Upon submittal, allow up to 10 business days for a virtual intake appointment to be scheduled. The planner will review the submitted documents and generate an invoice by the scheduled intake appointment. Payments can be made online via a payment link.
  - Fees must be paid for the submittal to be completed.
- 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" × 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 for Planning Applications

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 including site plan(see following pages for plan requirements)
- ☐ Site Plan
- ☐ Phase I Environmental Site Assessment (ESA).
- ☐ Current site photos.
- ☐ 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)
  - ☐ 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

Use these **other specific application forms** for the following types of projects.

- Appeal
- Certificate of Appropriateness (Historic-Minor)
- Condominium Conversion Exclusion (CCE)
- CUP Exemption for Alcohol (CUPEx)
- Request for Reasonable Accommodation
- Wireless Telecom Facility Supplement
- Zoning Confirmation Letter

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. 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 2026 Schedule

Timelines for processing applications are as follows. Please note 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.

SITE PLAN REVIEW COMMITTEE MEETING SCHEDULE Held the second and fourth Wednesday of each month				
Typical projects are scheduled approximately 6–8 weeks after a completed application is received.				
1/14/2026	4/8/2026	7/8/2026	10/14/2026	1/13/2027
1/28/2026	4/22/2026	7/22/2026	10/28/2026	1/27/2027
2/11/2026	5/13/2026	8/12/2026	11/11/2026	2/10/2027
2/25/2026	5/27/2026	8/26/2026	11/25/2026	2/24/2027
3/11/2026	6/10/2026	9/9/2026	12/9/2026	
3/25/2026	6/24/2026	9/23/2026	12/23/2026	

ZONING ADMINISTRATOR MEETING SCHEDULE Held the second and fourth Monday of each month				
Typical projects are scheduled approximately 6–8 weeks after a completed application is received.				
1/12/2026	4/13/2026	7/13/2026	10/12/2026	1/11/2027
1/26/2026	4/27/2026	7/27/2026	10/26/2026	1/25/2027
2/9/2026	5/11/2026	8/10/2026	11/9/2026	2/8/2027
2/23/2026	CANCELLED	8/24/2026	11/24/2026	2/22/2027
3/19/2026	6/8/2026	9/14/2026	12/14/2026	
3/23/2026	6/22/2026	9/28/2026	12/28/2026	

PLANNING COMMISSION MEETING SCHEDULE Held the first and third Thursday of each month				
Typical projects are scheduled approximately 10–12 weeks after a completed application is received.				
CANCELLED	4/2/2026	7/2/2026	10/1/2026	1/7/2027
1/15/2026	4/16/2026	7/16/2026	10/15/2026	1/21/2027
2/5/2026	5/7/2026	8/6/2026	11/5/2026	2/4/2027
2/19/2026	5/21/2026	8/20/2026	11/19/2026	2/18/2027
3/5/2026	6/4/2026	9/3/2026	12/3/2026	
3/19/2026	6/18/2026	9/17/2026	12/17/2026	

CULTURAL HERITAGE COMMISSION MEETING SCHEDULE Held the last Tuesday of each month				
Typical projects are scheduled approximately 10–12 weeks after a completed application is received.				
1/27/2026	4/28/2026	7/28/2026	10/27/2026	1/26/2027
2/24/2026	5/26/2026	8/25/2026	11/24/2026	2/23/2027
3/30/2026	6/30/2026	9/29/2026	12/29/2026	

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 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.