

## SITE PLAN REVIEW/ PLANNING REVIEW APPLICATION

*Accessory Dwelling Units*

### DEVELOPMENT REVIEW PROCESS

The Development Process is used to review all project proposals for **Accessory Dwelling Units (ADUs)**. The process enables City Departments and Divisions (i.e., Planning, Building, Public Works, Police, and Fire) to analyze each proposal for conformity with the provisions of the City’s Municipal Code to protect the health and quality of the City’s residential districts.

### PRE-SUBMITTAL REVIEW (INFORMAL)

- Step 1* Applicant discusses project proposal with Planning Division.
- Step 2* Planning Division directs applicant to appropriate City Departments and Divisions for preliminary discussion requirements.
- Step 3* Planning Division advises applicant on steps necessary to receive final project approval (i.e., Staff level approval, Planning Commission).

How a Pre-submittal Review Helps Your Project:

- Identify potential development issues.
- Provide possible alternatives or potential mitigation measures for identified issues with the proposed development.
- Provide general interpretation of the code and methods of compliance utilized on previous developments.

### SITE PLAN REVIEW PROCESS

*Step 4* Applicant submits **two (2)** sets (24” x 36” Sheets) of the site plan, conceptual landscape plan, floor plan, roof plan, and elevation drawings along with a **CD containing these documents as an electronic file (Adobe PDF file format)** to the Planning Division accompanied by a complete Site Plan Review application and required filing fees. Submitted set of drawings must be stapled and pre-folded to approximately 8½ x 11 inches.

- Step 5* FILING FEE:
- **Planning Review Fee: \$375.36** (Planning Review (PR) \$326.40 + Activity Information Management System (AIMS) Surcharge \$32.64 + General Plan Update (GPU) Surcharge \$16.32) for the conversion of existing attached or detached garage and/or detached recreational room.
  - **Planning Review Fee: 375.36** (PR \$326.40 + AIMS Surcharge \$32.64 + GPU Surcharge \$16.32) for the conversion of 50 percent of an existing dwelling unit to ADU.
  - **Site Plan Review Fee: \$1,838.30** (Site Plan Review (SPR) \$1,598.52 + AIMS Surcharge \$159.85 + GPU Surcharge \$79.93). Newly constructed attached or detached ADU and/or addition to the existing garage or recreational room.

*Step 6* Planning Division routes the project plans to various City Departments and Divisions for review and comment. A meeting is held with various Departments and Divisions to review and discuss the project proposal. **(Approximately 5 days)**.

*Step 7* Planning Division returns comments to applicant and informs applicant of next steps for final project approval. If any corrections and/or additional information are required, staff will provide a written summary to the applicant. The plans must then be corrected and resubmitted to the Planning Division for further review.

*Step 8* Once approved by the Planning Division, the plans, with any required revisions, may be submitted to the Building Division for Plan Checking.

### BUILDING DIVISION PLAN CHECKING AND PERMIT ISSUANCE

*Step 9* Applicant submits **two (2)** sets of complete construction plans (24” X 36” Sheets) and documentation to the Building Division with the required Plan Check fee. Prior to acceptance by the Building Division, the Planning Division shall review the plans again to ensure that they include all requested revisions. **(Approximately 5 days)**.

*Step 10* The plans are reviewed for compliance with applicable City and State Uniform Building and Fire Codes. If any deficiencies are noted, the plans must be corrected and resubmitted to the Building Division for further review.

*Step 11* Once the plans have received Building Division approval and all other Division and Department (i.e., Planning, Public Works, Fire, etc.) approvals, building permits may be issued. The building permit fee is based on the valuation of the proposed development. Also, any Public Works fees must be paid at this time.

*Step 12* Additionally, the applicant is required to pay a school fee (\$3.48/sq. ft. of building area) if the total square feet is 500 sq. ft. or greater, to the Los Angeles Unified School District.

<b>APPLICANT INFORMATION</b>			
APPLICANT NAME		PHONE NUMBER	
MAILING ADDRESS			
EMAIL ADDRESS		FAX NUMBER	
<b>PROJECT INFORMATION</b>			
SITE ADDRESS			
PROJECT DESCRIPTION			
ASSESSORS PARCEL NUMBER (APN)			
ZONE	LOT AREA (IN SQ. FT.)	EXISTING DWELLING (SIZE IN SQ. FT.)	
EXISTING PARKING: GARAGE SIZE	EXISTING PARKING: CARPORT SIZE	EXISTING PATIO COVER/ PORCH (IN SQ. FT.)	
<b>PROPERTY OWNER INFORMATION</b>			
PROPERTY OWNER NAME		PHONE NUMBER	
MAILING ADDRESS			
EMAIL ADDRESS		FAX NUMBER	
<b>SIGNATURES</b>			
APPLICANT SIGNATURE		PROPERTY OWNER SIGNATURE	
<b>ACKNOWLEDGEMENT OF OWNER OCCUPANCY AND RESTRICTIVE COVENANT</b> <i>City Code Section 106-358B.3</i>			
<i>One of the dwelling units on the site shall be owner-occupied at all times. The property owner will enter into a restrictive covenant with the City that applies to the owner and all successors in interest acceptable to the City Attorney that will be recorded on the subject property.</i>			
PROPERTY OWNER SIGNATURE		DATE	
<b>CONDITIONS OF APPROVAL AND CERTIFICATE OF OCCUPANCY TO BE ISSUED UPON COMPLETION OF WORK</b>			
<b>FOR OFFICE USE ONLY</b>			
<b>PLANNING REVIEW</b>		<b>SITE PLAN REVIEW</b>	
PR FEE \$ 326.40	SPR FEES \$ 1,598.52	DATE FILED	ACCEPTED BY
AIMS SURCHARGE \$ 32.64	AIMS SURCHARGE \$ 159.85	CASE NO	ZONING
GPU SURCHARGE \$ 16.32	GPU SURCHARGE \$ 79.93		
<b>TOTAL FEES \$ 375.36</b>	<b>TOTAL FEES \$ 1,838.30</b>	<b>PR or SPR-</b>	

**PUBLIC WORKS REVIEW & CHECKLIST** *The following checklist will aid the Planning Division in determining the level of review required for the proposed Accessory Dwelling submittal.*

Total number of existing bedrooms	
Total number of existing bathrooms	
<i>Check each box that applies:</i>	
Conversion of attached or detached garage only	<input type="checkbox"/>
Conversion of existing garage and a new addition	<input type="checkbox"/>
Convert 50 percent of existing dwelling to ADU	<input type="checkbox"/>
New detached ADU (max of 640 sq. ft.)	<input type="checkbox"/>
Conversion of detached recreational room only	<input type="checkbox"/>

**SITE PLAN SUBMITTAL REQUIREMENTS – CONTENT OF THE SITE PLAN**

The site plan shall indicate clearly and with full dimensions the following information:

- (1) Lot dimensions, setbacks, yards, and open space.
- (2) Existing and proposed buildings and structures, including location, size, height, number of stories, proposed use, and location of doors.
- (3) Distance between proposed ADU and the existing dwelling.
- (4) Walls, fences, and landscaping: location, height, and materials.
- (5) Off-street parking: location, dimensions of parking area, number of spaces, arrangement of spaces, and internal circulation pattern.
- (6) North arrow, scale, and site address.
- (7) Existing location of utility poles, fire hydrant, street trees, parkway landscape, and water meter.
- (8) Landscaping: including existing mature trees and proposed trees and plant materials.

