



COMMUNITY DEVELOPMENT DEPARTMENT APPLICATION CHECKLIST AND FORM FOR RESIDENTIAL DEVELOPMENT

This form (which includes both the Application Checklist and Application Form) serves as the Application for projects seeking vesting rights pursuant to SB 330, the Housing Crisis Act of 2019. SB 330 provides eligible housing development projects seeking discretionary approval streamlining and an option vesting opportunity through a process initiated by the filing of an application.

A housing development project shall be subject only to the ordinances, policies, and standards adopted and in effect when a application, including all of the information required by a subdivision (a) of California Government Code Section 65941.1, was submitted (Gov't Code Sec. 65589.5 (o)) and upon payment of the processing fee. (Gov't Code Sec. 65941.1 (a)).

To qualify for filing an SB 330 Application, a project must consist of at least two units on a project site, new mixed-use development with at least two-thirds of the square-footage designated for residential use, Supportive Housing, or Transitional Housing.

REVIEW PROCESS

The Application process is an optional process designed to provide project applicants with initial review and feedback of conceptual development plans.

The City's Staff will meet with the applicant and provide initial feedback as to whether the development concept generally meets the City's design standards, policies, and regulations. Staff will work to identify major problems or constraints the development proposal may encounter, as well as conditions of approval that may apply. Staff may offer suggestions on ways to make the proposal more acceptable to the community.

City's review staff may include Planning Department (zoning, design review, environmental review, and entitlement process), Building Department (building construction and codes), Public Works (civil design, traffic, storm water, utilities), Fire Department (fire code, access), and Sheriff's Department (safety, access).

A Case Planner is assigned to the application and will coordinate the review and meeting(s).

The minimum information required listed below. Any additional information or details that may assist with the City staff's review is encouraged. An application must be deemed complete by the Community Development staff in order to be considered for vesting rights and streamlined processing. However, the development is subject to all zoning, development rules, regulations, ordinances and adopted policies within the City at the time of filing and a formal permit application will be required after completing this Application process.



**COMMUNITY DEVELOPMENT DEPARTMENT
 APPLICATION CHECKLIST AND FORM FOR RESIDENTIAL DEVELOPMENT**

SPR Number: _____ **PL Number(s):** _____ **Date Filed:** _____
(if applicable)

Case Number: _____
(if applicable)

Mark that all that apply:

<input type="checkbox"/> Appeals (\$2,262.61 – deposit)	<input type="checkbox"/> Condo Conversion (\$5,062.75 – deposit)	<input type="checkbox"/> Covenant of Easement (\$721.61 – flat fee)
<input type="checkbox"/> Design Review (\$1,404.61- deposit)	<input type="checkbox"/> Development Permit (\$4,187.75 – deposit)	<input type="checkbox"/> Director's Determination (\$293.68 – flat fee)
<input type="checkbox"/> Environmental Impact Report (\$7,272.25 – deposit)	<input type="checkbox"/> Final Parcel/Tract Map (\$2,914.33 – deposit)	<input type="checkbox"/> General Plan Amendment (\$6,764.69 – deposit)
<input type="checkbox"/> Land Use Determination (\$2,542.61 – deposit)	<input type="checkbox"/> Lot Line Adjustment (\$1,074.48 – deposit)	<input type="checkbox"/> Lot Merger (\$1,074.48 – deposit)
<input type="checkbox"/> Minor Development Permit (\$1,194.61 – deposit)	<input type="checkbox"/> Planning Letter (\$472.50 – flat fee)	<input type="checkbox"/> Planning Text Amendment (\$6,764.69 – deposit)
<input type="checkbox"/> Quimby Act Fees (\$400 – flat fee)	<input type="checkbox"/> Research (\$402.50 – flat fee)	<input type="checkbox"/> Restrictive Use Covenant (\$842.86 – flat fee)
<input type="checkbox"/> Site Plan Review (\$1,813.61 – deposit)	<input type="checkbox"/> Special Use Permit (\$5,062.75 – deposit)	<input type="checkbox"/> Specific Plan Amendment (\$6,764.69 – deposit)
<input type="checkbox"/> Tentative Parcel/Tract Map (\$3,470.11 – deposit)	<input type="checkbox"/> Time Extension (\$2,122.61 – deposit)	<input type="checkbox"/> Variance (Director Review) (\$3,276.32 – deposit)
<input type="checkbox"/> Variance (Planning Commission) (\$3,682.86 – deposit)	<input type="checkbox"/> Wireless Plan Check (\$5,452.36 – deposit)	<input type="checkbox"/> Zone Change (\$6,764.69 – deposit)
<input type="checkbox"/> Covenants, Conditions, and Restrictions (CC&R's) (\$965.00 – deposit)	<input type="checkbox"/> Preliminary Environmental Assessment / Negative Declaration Report – (\$4,472.25 - deposit)	
<input type="checkbox"/> Zoning Verification Letter (per property) (\$472.50 – flat fee)		

PROJECT SITE INFORMATION

Project Address: _____

Legal Description: _____

APN Number: _____ - _____ - _____ **Zone:** _____

Existing Land Use: _____

PROJECT DESCRIPTION

Provide a detailed description of the scope of work for the project including demolition, construction, and operation. Include the number of residential units and the square footage of any commercial or office area (for mixed use projects). Include the overall timeframe for completing the project including any phasing. Identify the source of water supply and sewage disposal. Include any existing zoning or code violations currently on the property. Describe the physical features of the project site, including distinctive topographic features or water course, etc.

Please use the following page to fill out the project description. If more space is needed, please attach any additional pages or documents.



RESIDENTIAL UNIT COUNT AND AREA

Provide the total number of proposed dwelling units by levels of affordability set by each category for extremely-low, very low, low, and moderate income units.

Type of Unit	Amount	HCD (State)	HUD (TCAC)
Market Rate Units	_____	_____	_____
Manager Unit(s) (Market Rate)	_____	_____	_____
Extremely Low-Income	_____	_____	_____
Low Income	_____	_____	_____
Moderate Income	_____	_____	_____
Total number of units	_____	_____	_____
Total number of affordable units	_____	_____	_____

INCENTIVES, WAIVERS, CONCESSIONS, AND PARKING REDUCTIONS

Will applicant seek Density Bonus incentives, waivers, concessions, or parking reductions pursuant to California Government Code Section 65915? (check one only)

Yes No

SUBDIVISION

Will the proposed project include a request for an approval pursuant to the Subdivision Map Act, including a vesting or tentative tract map, a preliminary parcel map, condominium map, lot merger, lot line adjustment, or certificate of compliance? (check one only)

Yes No

EXISTING HOUSING

Provide the number of existing residential units on the project site that will be retained or demolished and whether each existing unit is occupied or unoccupied:

Existing Residential Units	Occupied	Unoccupied
Existing Residential Units to be retained:	_____	_____
Existing Residential Units to be demolished:	_____	_____

FLOOR AREA

Total floor area of residential unit floor space: _____
 Total floor area of commercial and office space (mixed-use): _____
 Total Development Floor Area: _____



DEVELOPMENT STANDARD COMPLIANCE

For Residential Development Standards, please see page 7 of this form.

	Zoning Code Standard	Proposed Project
Lot Area (Min. sq. ft.)	_____	_____
Lot Coverage (Max %)	_____	_____
Residential Density (DU/acre)	_____	_____
Structure Height (Max. ft.)		
Overall Maximum	_____	_____
1 st Floor Maximum	_____	_____
Lot Frontage (Feet)	_____	_____
Front Setback (Min. ft.)	_____	_____
Side Setback (Each) (Min. ft.)	_____	_____
Rear Setback (Min. ft.)	_____	_____
Build To Property Line /ROW Requirement	_____	_____
Flatwork/Hardscape (Max. sq. ft.)	_____	_____
Landscaping (Min. sq. ft.)	_____	_____
Parking (Min. number)	_____	_____
Commercial Signage	_____	_____
Roof Pitch	_____	_____
Building Separation (Min. ft.)	_____	_____
Private Open Space (Min. sq. ft.)	_____	_____
Common Open Space (Min. sq. ft.)	_____	_____
Guest Parking Spaces (Min. number)	_____	_____
Size of Garage Parking Space (Min. ft.)	_____	_____
Size of Open/Uncovered Parking Space (Min. ft.)	_____	_____
Driveway Width and Location (Min. ft.)	_____	_____
Walls, Fences, & Hedges (Max. ft.)	_____	_____



CITY OF LAWNDALE COMMUNITY DEVELOPMENT DEPARTMENT
14717 Burin Avenue, Lawndale, CA 90260 • Phone: (310) 973-3230 • Fax: (310) 970-2183

APPLICANT

Name: _____
Address: _____
E-Mail: _____
Main Phone: _____ Fax Number: _____

.....

PROPERTY OWNER

Name: _____
Address: _____
E-Mail: _____
Main Phone: _____ Fax Number: _____

.....

Owner Authorization for Contact Person: *I hereby authorize the above-listed individual to act on my behalf in all matters on my behalf in all matters relevant to this application.*

(Property Owner's Signature)

(Applicant's Signature)

(Property Owner's Name - Print)

(Applicant's Name - Print)

.....

ARCHITECT

Name: _____
Address: _____
E-Mail: _____
Main Phone: _____ Fax Number: _____

.....

ENGINEER

Name: _____
Address: _____
E-Mail: _____
Main Phone: _____ Fax Number: _____



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RESIDENTIAL DEVELOPMENT STANDARDS

Development Standard	Zoning District		
	R-1	R-2	R-3/R-4
Density	- 8.7 du/ac - Max. 1 unit/lot	- 17.4 du/ac - 5,000 sq.ft. min. lot size - 2 units / 5,000 sq.ft. - 1 add'l unit/add'l 3,000 sq. ft.	- 33.0 du/ac - 5,000 sq. ft. min. lot size - 1 unit / 1,320 sq. ft.
Lot Coverage	50%	60%	70%
Building Height	30 ft. maximum to top of ridge.		35 ft. maximum to top of ridge.
Roof Pitch	20% of habitable building area may have a roof pitch less than 3:12		
Front Yard Setback (1 st Story)	40% of the 2nd story structures linear frontage must be set back an additional 4 ft.		
Side Yard Setback (interior)	3 ft.	3 ft. of 1 or 2 dwelling units and 5 ft. for 3 or more dwelling units.	5 ft.
Side Yard Setback (street side)	10 ft. (20 ft. minimum for parking spaces facing a street side)		
Rear Yard Setback	5 ft. except for garages within access from an alley, in which case the rear yard setback shall be 10 ft.	Minimum 5 ft. clearance with an average of 10 ft. setback.	15 ft.
Building Separation	- 6 ft. between structures. - Detached second dwelling unit to be set back 20 ft. from habitable structure(s).	6 ft. between structures.	
Private Open Space	N/A	- 200 sq. ft. per dwelling unit (10 ft. min. dim.) may be located in side and rear setbacks. - 50% of required open space may be provided on the second floor (7 ft. min. dim.)	
Common Open Space (required in addition to private open space)	N/A	- 200 sq. ft. per dwelling unit. (10 ft. min. dim.) and may be located in front yard setback	
Number of Required Parking Spaces	2 spaces per dwelling unit within a garage plus 1 additional space for units having more than 3 bedrooms or a room that may be used as a bedroom (additional parking space may be open)		
Number of Required Guest Parking Spaces	N/A	- ½ space per dwelling unit (may be open). - Any fraction equal to or greater than one-half shall be construed as a whole	
Size of Parking Space	9' x 20' or 10' x 20' with obstruction, with a minimum backup distance of 25 ft. 180° parking configuration requires 30 ft. backup distance		
Driveway Width and Location	<ul style="list-style-type: none"> - If an alley is available then access to the parking facilities shall be from an alley. - Not more than 50% of the Lot Frontage may be devoted to a driveway approach. - A second story may encroach 2 ft. into the driveway if the minimum vertical clearance is 10 ft. The maximum width is 30 ft. - For 1-unit the minimum width is 10 ft., for 2-units the minimum width is 12 ft., and for 3 or more units the minimum width is 16 ft. 		
Walls, Fences & Hedges	4 ft. maximum fence height within the front yard setback. Maximum 30" high solid wall or hedge in front yard, remainder as non-view obscuring		
Review Authority	Staff to review single-family development	Planning Commission to review all projects having 2 or more units	



SITE PLAN REVIEW REQUIREMENTS

<p>Plan Preparation</p>	<ul style="list-style-type: none"> - 3 sets of plans that are at least 24"x36" in size - 1 set of reduced sized plans that are 11"x17" in size - All plans shall be clearly labeled with sheet title, project name, and project address - All plans shall be drawn to an engineering scale no smaller than 1"=20'
<p>Site Plan</p>	<ul style="list-style-type: none"> - The name and mailing address of the owner of Site Plan summary to include the following information: the lot and the name, mailing address and telephone number of the architect and/or applicant - Title block - Scale of drawing - All plans shall be clearly labeled with sheet title, project name, and project address - All plans shall be drawn to an engineering scale no smaller than 1"=40' (1"=20' preferred) - Include: north arrow, vicinity map, location of nearest cross street(s), zone, gross & net lot area, gross floor area per building (existing and proposed) - Assessor Parcel Number (APN) - Common or private space square footage - Lot square footage and lot coverage percentage - Centerline and dimensions of the street(s) right-of-way or access easement(s) - Show all exterior lighting - Legal description and address of the site - Existing and/or proposed use of all buildings - Building setbacks and required yard areas (front, side, and rear) - Distance between building structures - Roof plan (include roof pitches) - Location of outdoor storage and trash areas - Location of pool and equipment (if applicable) - Maximum building height - Open space required - Location of all structures within 10 feet of parcel - Location, height, and materials of existing and/or proposed wall and fences - Location of existing and proposed underground utilities - Parkway dimensions (if applicable) - Property line dimensions and bearings - Location and dimensions of all existing and proposed buildings and structures - Location and number of parking spaces required and provided (existing and proposed), indicating residential parking, and non-residential parking - Points of vehicular and pedestrian access from each street - Locate A/C condenser (not in side yard) -- Location of copper main line water service
<p>Floor Plans</p>	<ul style="list-style-type: none"> - All floor plans shall be fully dimensional and drawn to an architectural scale not less than 1/8"=1'-0" - Show the location of all walls and partitions (existing and proposed) - Show the location of all permanent fixtures and stationary equipment - All enclosed and/or covered parking areas
<p>Cross-Sections</p>	<ul style="list-style-type: none"> - Cross-section views as indicated on site/floor plans. Cross-section views must be taken through all proposed construction, extending at least 10 feet beyond the limits of construction or property line as required. Care should be taken to assure that all cross-sections and their notations conform accurately to the site or floor plan. - The elevation of the finished grade, the finished floor and the roof ridge beams shall be indicated on the section plans. All elevations must be based on the same datum - All walls, fences, curbs, etc., cut by the cross-section(s) - Any adjacent streets and the curb line (or edge of pavement) if cut by the cross-section. On all cross-sections viewed from a street, include the curb line or edge of pavement elevation relative to the structure.
<p>Preliminary Landscape Plans</p>	<ul style="list-style-type: none"> - The amount of landscaping required for common areas and private areas - A landscaping plan shall be provided indicating the location of all existing and proposed landscaping and hardscaped areas, and the location of plant materials accurately to the site or floor plan - Provide a plant pallet of all trees, shrubs and ground cover proposed to be used - Note that water conservation techniques shall be utilized



FILING REQUIREMENTS FOR ENTITLEMENTS

Application Type	Plans (Set I) (18) full sized & (7) reduced size	Plans (Set II) (1) full sized and (7) reduced size	Mailing Radius Map & Labels	Materials / Color Samples and Colored Elevations, CD (JPEG)	Preliminary Environmental Assessment
Special Use Permit with Development Permit / Design Review	✓		✓	✓	Check with Planning
Special Use Permit for Existing Building	✓	✓	✓	✓	
Special Use Permit for Apartment Conversion	✓	✓	✓	✓	
Variance		✓	✓	CD Only	
Tentative Subdivision Map	✓		✓	CD Only	
Lot Line Adjustment / Lot Merger		✓			
Rezoning / General Plan Amendment			✓		✓
For all other applications, please check with Planning.					

Applications for Multiple Entitlements: If the application is for more than one type of entitlement, the application requirement with the greatest number of submittal materials is required.

Description of Filing Requirements:

- **Plans For New Development:** a “set” of plans include a site plan, floor plan, building elevations, a preliminary landscaping plan, and a preliminary sign plan. A full size set should be 24” x 36. A reduced size set should be 11” x 17 (*see Plan Requirements on page 5 of this application for detailed requirements*).
- **Plans For Existing Buildings:** a “set” of plans for a project involving the use of an existing building must include a site plan, floor plan and elevations (*photographs of the building may be substituted for elevations*).
- **Mailing Radius Map and Owner’s Labels:**
 - 1) An area map showing individual lots and Assessor’s Parcel Numbers with a radius of 500 feet from the subject property boundaries clearly drawn.
 - 2) An excel file containing the Assessor’s Parcel Numbers, mailing addresses for **ALL** property owner’s and occupants within (or partially within) the 500 foot radius.

OR

Two sets of adhesive labels with the Assessor’s Parcel Numbers, mailing addresses for ALL property owner’s and occupants within (or partially within) the 500 foot radius. Labels must be typed and provided on 8 ½” x 11” sheets.

Example of mailing label: 4702-021-010
 John Smith
 1234 Marine Ave
 Lawndale, CA 90260

Ownership information and maps are available through the Los Angeles County Tax Assessor’s Office located at 1401 E. Willow St., Signal Hill, CA 90755 and can be reached by phone at (562) 256-1701.

Filing Assistance – These are private firms that will assist in the preparation of mailing information. **Please note that the City of Lawndale cannot endorse or recommend these firms.**



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Advanced Listing Services, Inc.	(949) 361-3921
DataProMapping.com	(800) 568-7104
Nieves & Associates	(310) 375-5925
NotificationMaps.com	(866) 752-6266
Quality Mapping Service (QMS)	(818) 997-7949
Radius Maps	(888) 2-RADIUS
T-Square Mapping Service	(626) 403-1803

- **Materials / Color Samples and Colored Elevations:** For projects involving new construction, the applicant must provide a color and materials sample board. Additionally, the applicant must provide (1) full-sized set and (7) reduced sized sets of colored elevations.
- **“CD with attachments”:** The applicant must provide a CD or flash drive, which include color elevations and all plans, as required by Planning.
- **Preliminary Environmental Assessment:** Projects that do not qualify for an exemption from the California Environmental Quality Act (CEQA) must include an application (and fee) for a Preliminary Environmental Assessment. Contact the Planning Department for a determination, application forms and any additional requirements (e.g. traffic impact analysis or noise studies).
- **Apartment Conversion Requirements:** Applications for the conversion of an existing building into condominiums must include copies of notices of tenant notification, building inspection reports, and CC&R's. For additional information, please contact the Planning Department.



PLAN REQUIREMENTS

Site Plans Must Include:

- Renderings/drawings done to scale
- Property owner's information (name and address)
- Property address
- Lot dimensions and lot area
- Building dimensions and area
- A north arrow
- Scale of drawing
- Title block
- Names of adjacent streets
- A calculation of the number of parking spaces required and the number of spaces provided
- Dimensioned building setbacks, parking space sizes, aisle widths, etc.
- For residential projects: a calculation of common and private open space(s) provided
- Any existing or proposed easements
- Indicate the uses on the adjacent properties and building locations
- Location of trash area(s) / trash enclosure(s)
- Location of utility meters and transformers
- **CD or Flash Drive with attachments** of color renderings and all plans required by Planning.

Floor Plans Must Include:

- Title block
- Scale of drawing
- A description of the various uses within the building with rooms/areas labeled
- Window and exterior door locations
- Dimensions of proposed and existing structures

Elevations Must Include:

- Title block
- Scale of drawing
- Building height dimensions to all elements of the building
- Proposed and existing roof pitches on the elevation
- Proposed building materials, colors labeled, trim, window and door locations
- Elevations labeled appropriately north, south, east, and west of all existing and proposed buildings and structures

Preliminary Landscaping Plan Must Include:

- A calculation of the percentage of the site area covered by landscaping
- A planting plan show the location of all shrubs, trees and ground cover
- A plant materials list including size, number and species of plants and trees

Preliminary Sign Plan Must Include:

- Location, size, and color and materials of all signs shown on a site plan and building elevations

ADDITIONAL DOCUMENTS FOR REVIEW

For more on residential development and zoning standards, refer to the following documents online at www.lawndalecity.org or contact the Planning Department by phone at (310) 973-3230 or in-person at 14717 Burin Ave., Lawndale, CA 90260 (Monday through Thursday from 7 AM to 6 PM).

- Residential Design Guidelines & Development Standards
- Parking Standards
- City Zoning Maps
- Chapter 17 of the Lawndale Municipal Code for Residential, Commercial, and other zoning requirements.
- Planning Flow Chart