PLAN SUBMITTAL REQUIREMENTS FOR RESIDENTIAL AND COMMERCIAL PROJECTS
CITY OF HERMOSA BEACH, COMMUNITY DEVELOPMENT DEPARTMENT

SUBMIT PROJECTS TO THE COMMUNITY DEVELOPMENT DEPARTMENT, PLANNING DIVISION

IMPORTANT NOTICE: COMPLETE AND ACCURATE PLAN SUBMITTALS ARE REQUIRED. SOME ITEMS NOTED BELOW MAY BE WAIVED BY THE CITY FOR CERTAIN PROJECTS. IF YOU HAVE QUESTIONS IF ALL THE DATA NOTED BELOW WILL BE NECESSARY, CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT STAFF AT (310) 318-0242, MONDAY – THURSDAY, 7:00 AM – 6:00 PM.

All applications must be reviewed by a Planner at the counter to determine if the application requirements listed herein are provided and whether the application is acceptable to conduct a plan review. If the application is missing required information then the application will not be accepted for review. The Community Development Department, Planning Division, will review architectural plans for compliance with the City Municipal Code and may request additional information as required.

City staff will conduct site visits for all projects. In addition, for Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) city staff will schedule an interior inspection and site visit shortly after receiving a completed application.

A. COMPLETED BUILDING PERMIT APPLICATION FORM. This must include the property owner’s name, phone number and email address.

B. CIVIL ENGINEERING PLANS: Construction of: (a) any commercial or industrial building or residential dwelling structure, or addition thereto, exceeding four hundred (400) square feet in floor area, or (b) any accessory building greater than fifty percent (50%) of the square footage of the existing main building, shall submit Civil Engineered plans at time of initial plan submittal. Please consult with the Public Works Department for Civil Plan Submittal requirements. Plans must be reviewed and signed by the Public Works Department prior to the Community Development Department accepting plans for plan check review.

C. ONE (1) SET OF ARCHITECTURAL PLANS (24” x 36” size). Additional plan sets and sizes may be required after plans have been fully reviewed.

1. Topographical Lot Survey OR Lot line Survey. Include a copy of the survey in the plan set and submit the original wet stamped survey folded to approximately 8 ½’’ x 11’’ separate from the plans. Please contact a Planner to determine what type of survey is required based on the entire scope of work.
   a. One (1) copy of Topographical Lot Survey showing all existing improvements, adjacent sidewalk, curb, street improvements, provide property corner elevations, identify property corner elevations as XX.XX P.C., provide lot dimensions, and adjacent property elevations. Survey must be wet stamped and signed by a Civil Engineer or licensed Land Surveyor. (Topographical lot survey shall be recent, but no more than a year old.) OR
   b. One (1) copy of Lot Line Survey showing all existing habitable and non-habitable structures, dimensions from all existing habitable and non-habitable structures to the property lines and lot line dimensions. Survey must be wet stamped and signed by a Civil Engineer or licensed Land Surveyor. (Lot line survey shall be recent, but no more than a year old.)

2. CD with a single file PDF of the Architectural Plans, Topographical/Lot line Survey (if applicable) and site photos. THIS IS REQUIRED FOR ALL INITIAL SUBMITTALS AND RESUBMITTALS.

3. A detailed project description/ scope of work must be provided on the cover sheet.

4. A fully completed Project Summary Table must be provided on the cover sheet for all projects. Basement Qualification Calculations are only required for projects proposing two stories and a basement.

5. Site photos of all sides of all structures on the property, yards, parking areas and site surroundings.
6. **Existing and Proposed Full Site Plan must include all of the following:**

- North arrow
- Scale
- Street/alley names
- Property lines with lot dimensions consistent with lot survey
- Property corner elevations consistent with lot survey labeled PCXX.XX
- Building dimensions
- All existing, required and proposed setbacks to all structures
- Parking stall vehicle symbols
- Parking space dimensions (clear space)
- Turning area measured from garage door face to back of alley or street (or to street parking space)
- Lot coverage diagram (may be required based on complexity of project)
- Curb cuts with dimensions (including both sides of the street and/or alley)
- On-street parking plan with dimensions (consult with Public Works Department)
- Driveway slope profiles and percentages* 3 profiles required if slope is greater than 5%
- Open space areas with dimensions, square footages and percentage of areas covered
- All fence and wall (heights and materials)
- Trash enclosure to fit 3 bins size 2.5’x2.5’ per bin (single-family)
- Mechanical equipment (such as AC units, pool equipment, etc.)
- Meters (water, gas, electrical etc.) must not encroach into required setbacks
- Yard and landscape elements such as water features, BBQs, planters, benches, sheds, trellis, etc.
- Dimensions, vertical clearance and square footage of storage areas (for condos only)
- Dimensions of eave overhangs and dimension from eave facia to property lines
- Solid waste disposal facilities for commercial projects
- Finished floor elevations
- Existing and finished grade elevation notations:
  - Top of Curb (T.C.)
  - Back of Walk (B.W.)
  - Bottom of Wall (B.O.W.)
  - Finished Grade, Surface, Floor, and Garage (F.G.) (F.S.) (F.F.) (F.Gar.)

*Effective January 29, 2007, driveway slope certification from a licensed surveyor or civil engineer shall be required to verify that the grade elevation of the parking/garage slab is consistent with the elevation on the approved plans. This elevation certification shall be required before the Building Inspector approves the forms for pouring concrete for the garage slab and/or driveway.

7. **Existing and Proposed Full Floor Plans must include all of the following:**

- North arrow
- Scale
- Street/alley names
- Property lines with lot dimensions consistent with lot survey
- Property corner elevations consistent with lot survey labeled PCXX.XX
- Building dimensions
- Demolition plan with wall legend
- All existing, required and proposed setbacks to all structures
- Open space areas with dimensions, square footages and percentage of areas covered
- Parking stall vehicle symbols
- Parking space dimensions (clear space) from garage door face and inside of walls
- Stairways (new or modified stairways must meet the definition of dwelling unit provided in HBMC Section 17.04)
- Bathroom fixtures (toilet, sink, shower, bathtub hours)
- Mechanical equipment (such as AC units, pool equipment, etc.)
- Meters (water, gas, electrical etc.) must not encroach into required setbacks
- Storage areas (for condos only)
- Dimensions of eave overhangs and dimension from eave facia to property lines
- Finished floor elevations
- Identification and dimensions of all rooms
- Include all fixtures such as kitchen appliances kitchen sink with garbage disposal vs. wet bar sink, under counter fridges and restroom fixtures

Existing floor plans are required for additions, remodels, and Accessory Dwelling Units (ADUs) and must include ALL of the information requested above.

8. **Existing and Proposed Full Roof Plans must include all of the following:**

- North arrow
- Scale
- Street/alley names
- Property lines with lot dimensions consistent with lot survey
- Property corner elevations consistent with lot survey labeled PCXX.XX
- All existing, required and proposed setbacks to all structures
- Building dimensions
- Dimensions of eave overhangs and dimension from eave facia to property lines
- Critical point maximum allowed/proposed elevations
- Dimensions (width and depth) of architectural encroachments projecting into required setbacks and distances to property lines.
- Chimney, fireplace, vent/flue manufacture specifications
- Roof slopes
- Include roof deck BBQs, spas, furnishings, planters and plantings which must comply with the height limit (specifications may be required)

9. **Existing and Proposed Full Elevations must include all of the following:**

- Scale
- Views of all sides of all structures with building elevation (north, east, south, west) identified
- Property lines with lot dimensions consistent with lot survey
- Property corner elevations consistent with lot survey
- Building dimensions
- Dimensions of eave overhangs and dimension from eave facia to property lines
- Critical point maximum allowed/proposed elevations
- Dimensions (width and depth) of architectural encroachments projecting into required setbacks and distances to property lines.
- Chimney, fireplace, vent/flue manufacture specifications
- Roof slopes
- Include roof deck BBQs, spas, furnishings, planters and plantings which must comply with the height limit (specifications may be required)
- Vertical clearance from driveway
- Finished grade
- Finished floor elevations
- Existing, proposed and maximum roof elevations at critical points
with lot survey labeled PCXX.XX
surface to projections and cantilevers above

10. **Landscape Plan must include all of the following:**

- Scale
- North arrow
- Property lines with lot dimensions consistent with lot survey
- Property corner elevations consistent with lot survey labeled PCXX.XX
- Building footprint with square footage and building dimensions
- All existing, required and proposed setbacks to all structures
- All fence and wall (heights and materials)
- Driveways and paths
- Mechanical equipment (such as AC units, pool equipment, etc.)
- Yard and landscape elements such as water features, pools, spas, BBQs, planters, benches, sheds, trellis, etc.
- Hardscape, landscape and permeable areas (materials, dimensions and square footage of each)
- Existing trees with trunk diameter (specify any trees proposed to be removed)
- Landscape and hardscape legend
- Plant common and botanical names
- Plant symbols
- Plant sizes
- Plant water usage
- Automatic irrigations system and specifications required for all landscape areas

**Attachments:**

1. Project Summary
2. Example Site Plan
3. Example of Roof Plan with Critical Point Information
4. Example Landscape Plan
5. Project Summary and Basement Qualification Calculation
6. Civil Engineering Plan Requirements
7. Plan Check Flow Chart

F:\B95\CD\Forms-Handouts\Planning\Applications\Plan Submittal Handout_Res&Com\Word_Individual Sheets
# PROJECT SUMMARY

**PROJECT LOCATION:**

**LEGAL DESCRIPTION:**

**ASSESSOR PARCEL NO.:**

**ZONING:**

**SCOPE OF WORK:**

Please select all applicable areas of work:

<table>
<thead>
<tr>
<th>Area</th>
<th>Required</th>
<th>Provided</th>
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<tr>
<td><strong>NEW SINGLE-FAMILY</strong></td>
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<tr>
<td><strong>ADDITION</strong></td>
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<tr>
<td><strong>ACCESSORY DWELLING UNIT</strong></td>
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<td><strong>REMODEL</strong></td>
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<td><strong>EXTERIOR MODIFICATIONS</strong></td>
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<td><strong>ROOF MODIFICATIONS</strong></td>
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<td><strong>DRIVEWAY MODIFICATIONS</strong></td>
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<td><strong>OTHER:</strong></td>
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<td><strong>PATIO COVER</strong></td>
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<td><strong>TRELLIS</strong></td>
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<td><strong>POOL/SPA</strong></td>
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<td><strong>STORAGE UNIT</strong></td>
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<td><strong>SHED</strong></td>
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<tr>
<td><strong>MECHANICAL EQUIPMENT (A/C, WATER HEATER)</strong></td>
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<tr>
<td><strong>UTILITY METERS (WATER, GAS ETC.)</strong></td>
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**Description:**

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**GENERAL BUILDING INFORMATION** (Note: For addition and remodel projects, please provide information for existing area and added area.)

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<tr>
<th>Area</th>
<th>Existing</th>
<th>Proposed</th>
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<tr>
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<td><strong>2ND LEVEL LIVING AREA</strong></td>
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<td><strong>3RD LEVEL LIVING AREA</strong></td>
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<td><strong>TOTAL LIVING AREA</strong></td>
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<td><strong>TOTAL DECKS/BALCONIES</strong></td>
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<tr>
<td><strong>NO. OF BEDROOMS</strong></td>
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<td><strong>NO. OF BATHROOMS</strong></td>
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**ZONING INFORMATION**

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<td><strong>YARDS:</strong></td>
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<td><strong>REAR</strong></td>
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<td><strong>NUMBER OF SPACES</strong></td>
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<td><strong>DRIVEWAY MAXIMUM SLOPE</strong></td>
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### OPEN SPACE:

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<td>TOTAL</td>
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### BASEMENT QUALIFICATION CALCULATION

(REQUIRED FOR ALL PROJECTS PROPOSING TWO STORIES AND BASEMENT)

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<tr>
<td>1ST LEVEL F.F. ELEVATION</td>
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<tr>
<td>LINEAL FEET (LF) OF PERIMETER</td>
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<tr>
<td>LF OF PERIMETER &lt;6’ FROM GRADE TO F.F. ABOVE</td>
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<tr>
<td>% OF PERIMETER &lt; 6’ to FF ABOVE</td>
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Please identify all permanent structures on the roof plan. Ex. built in barbeque grill, spas, furniture, etc.

Note:

- Pursuant to Hermosa Beach Municipal Code Section 17.46.010 B, residential uses may have chimneys, vents and flues exceed the height limit only to the extent required to meet the California Building Code requirements. If the chimneys, vents and flues exceed the height limit, please attach manufacture specification on the plans.
Example Landscape Plan
City of Hermosa Beach Landscaping Requirements

Hermosa Beach Municipal Code (HBMC) Sections 8.60 and 8.44

Lot square footage: 2,356 sq. ft.
Building footprint: 1,147 sq. ft.
Driveway: 309 sq. ft.
Total exterior surface area = Lot Sq. Ft - Building Footprint = 2,356 sq. ft. - 1,147 sq. ft.

Maximum 20% of landscaped area may be used for high water use landscape (turf and plants) as listed in the Water Use Classification for Landscape Species (WUCOLS)

562 sq. ft. (landscaped areas) x 20% (max high water use)
Max high water use = 112.4 sq. ft.
= 0 sq. ft. proposed < 112.4 sq. ft.

Minimum 50% of exterior surface area must consist of water permeable surfaces as required in HBMC.

Permeable Areas: 681 sq. ft.
Nonpermeable Areas: 528 sq. ft.
Permeable Areas 681 sq. ft./ 1,209 sq. ft. = 56% permeable
City of Hermosa Beach
Civic Center, 1315 Valley Drive, Hermosa Beach, California 90254

BASEMENT QUALIFICATION CALCULATION

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<td>FINISHED FLOOR ABOVE</td>
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<td>PERCENT OF PERIMETER &lt;6</td>
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<td>FEET TO FINISHED FLOOR</td>
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PLAN SUBMITTAL FOR DRIVEWAY SLOPES:
NEW RESIDENTIAL, COMMERCIAL, OR INDUSTRIAL PROJECTS, AND
ALL PROJECTS WITH NEW GARAGES AND DRIVEWAYS

The City of Hermosa Beach requires that driveway slopes not exceed 12.5% from the back-of-
sidewalk to the garage face, and 2% from back of existing or future public improvements (curb, gutter,
and sidewalk). Plans are rejected if the driveway exceeds the slope maximum allowed by Municipal
Code Section 17.44.120(D).

Civil Plans for Improvements of 400 Square Feet or Greater:
All proposed driveway alterations and/or additions and remodels that are equal to or exceed 400 square feet\(^1\) submit civil engineered plans. Civil engineered plans shall be prepared, signed, and stamped by a Civil
Engineer licensed in the State of California and include:

- Elevation at street flow line
- Elevation at back of walk
- Elevation of flow line a minimum of fifty feet (50') on either side of property
- Elevation at driveway center at centerline
- All on site drainage, including sump pumps
- Elevation of top of curb
- Elevation at center of street
- Elevation at driveway center at centerline
- Specify precise slope for driveway
- Elevation at trench drain
- Location of all new and existing underground utilities (New sewer laterals shall include invert elevations at the property line and at the connection to the main)

No driveway approach shall be constructed less than two feet (2') from edge of driveway apron (please refer to
attachment) to any obstruction including power poles for residential and four feet (4') for commercial.

Plan Submittal for Driveways with Slope of 5% or Greater:
To ensure continuous vehicular access from the garage or parking space to the Public Right-of-Way, Plan
submittal for driveways that have a straight grade of 5% or greater measured from the parking space or garage
floor to the back of sidewalk (which is a minimum of 7-inches above flow–line at curb) shall include the following:

- Design profiles for the new or modified driveway at each edge and driveway centerline.
- These profiles shall run from centerline of the street to the parking space or garage floor slab, with
  elevations shown at not more than 5-foot intervals.
- The profiles shall show any overhead beam or obstruction (e.g., cantilevered second floor, architectural
  feature) demonstrating a minimum 7-foot vertical clearance.
- The licensed professional shall certify on the plans that the design vertical curve profiles are “drivable”
  using a design template for a standard vehicle.

Hermosa Beach Municipal Code:
17.44.120(D) Driveways. No driveway providing access to any off-street parking space or garage shall have a
slope greater than twenty (20) percent; provided, that any ramp slope in excess of twelve and one-half (12-1/2)
percent includes transitions on each side with a minimum length of eight (8) feet and a maximum slope of one-
half (1/2) the maximum ramp slope, in accordance with the driveway grade standards set forth below [graphic
not shown here]; further, any area used for guest parking shall have a maximum slope of twelve and one-half
(12-1/2) percent.

Attachment: Driveway Slope C-Sheet Requirement Attachment 08-03-2011

\(^1\) Additions/remodels that are equal to or exceed 400 square feet that have no impact on the existing driveway maybe
exempted from the stamped Civil Engineer requirement, with Public Works Department approval.
Notes:
1. \( W = 20 \) to 30 ft. maximum width unless otherwise approved by the Dept. of Public Works.
2. \( X = 4 \) ft.
3. No obstructions within 4 ft. of top of "X".

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**CITY OF HERMOSA BEACH**
**DEPARTMENT OF PUBLIC WORKS**
**COMMERCIAL DRIVEWAY**

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<tr>
<th>REVISIONS</th>
<th>CITY ENGINEER R.E. NO.</th>
<th>DATE:</th>
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<tr>
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