



# CITY OF LONG BEACH PLANNING PERMIT APPLICATION

DEPARTMENT OF DEVELOPMENT SERVICES  
 333 W. OCEAN BLVD., 5<sup>TH</sup> FLOOR, LONG BEACH, CA 90802  
 (562) 570-6194 FAX: (562) 570-6068  
 lbsd.longbeach.gov

Project Address: \_\_\_\_\_ Long Beach, CA 908 \_\_\_\_

Applicant Name: \_\_\_\_\_ Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

Applicant Signature(s): \_\_\_\_\_

Contact Person (if different): \_\_\_\_\_

Property Owner: \_\_\_\_\_ Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

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

(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 the information on the attached map and property owners list, all plans, drawings and sketches attached hereto and all the statements and answers contained herein are in all respects true and correct.

Property Owner Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**Permit(s) Requested:**

- Administrative Use Permit
- Certificate of Compliance
- Conceptual Site Plan Review
- Conditional Use Permit
- Condominium Conversion
- Condominium Conversion Exemption
- Fence Height Exception (AUP or SV)

- General Plan Amendment
- Lot Merger/Lot Line Adjustment
- Local Coastal Development Permit
- Local Coastal Program Amendment
- Modification of Approved Permit
- Pre-Application
- Sign Program
- Sign Standards Waiver

- Site Plan Review
- Standards Variance
- Subdivision/Tentative Map
- Time Extension
- Zone Change/Amendment
- Zoning Confirmation Letter
- Other(s): \_\_\_\_\_

**Project Description:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

BELOW THIS LINE FOR STAFF USE ONLY

<p><b>Counter Staff Review:</b> _____</p> <p><b>Required Materials:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application Form</li> <li><input type="checkbox"/> Environmental Application</li> <li><input type="checkbox"/> Plans (Large &amp; Reduced)</li> <li><input type="checkbox"/> Photographs</li> <li><input type="checkbox"/> Labels &amp; Radius Map</li> <li><input type="checkbox"/> Mat. Board &amp; Color Elevs.</li> <li><input type="checkbox"/> Special Filing Materials</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<p>Application No.: _____</p> <p>Environmental No. _____</p> <p>Project No. _____</p> <p>Quad Planner: _____</p> <p>RDA Officer: _____</p> <p>Council District: _____</p> <p><b>Project Planner:</b> _____</p>	<p>Filing Date: _____</p> <p>SPR Meeting Date: _____</p> <p>TAC Date &amp; Time: _____</p> <p>ZA Hearing Date: _____</p> <p>PC Hearing Date: _____</p> <p>CC Hearing Date: _____</p> <p>Related App. Nos.: _____</p>
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**Applications are accepted by appointment only. Call (562) 570-6194 to schedule.**

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# CITY OF LONG BEACH NOTICE OF EXEMPTION

DEPARTMENT OF DEVELOPMENT SERVICES  
333 W. OCEAN BLVD., 5<sup>TH</sup> FLOOR, LONG BEACH, CA 90802  
(562) 570-6194 FAX: (562) 570-6068  
lbs.longbeach.gov

**TO:**  Office of Planning & Research  
1400 Tenth Street, Room 121  
Sacramento, CA 95814

**FROM:** Department of Development Services  
333 W. Ocean Blvd, 5<sup>th</sup> Floor  
Long Beach, CA 90802

L.A. County Clerk  
Environmental Fillings  
12400 E. Imperial Hwy. 2<sup>nd</sup> Floor, Room 2001  
Norwalk, CA 90650

Categorical Exemption CE- \_\_\_\_\_

Project Location/Address: \_\_\_\_\_

Project/Activity Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Public Agency Approving Project: **City of Long Beach, Los Angeles County, California**

Applicant Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

BELOW THIS LINE FOR STAFF USE ONLY

Application Number: \_\_\_\_\_ Planner's Initials: \_\_\_\_\_

Required Permits: \_\_\_\_\_

THE ABOVE PROJECT HAS BEEN FOUND TO BE EXEMPT FROM CEQA IN ACCORDANCE WITH  
STATE GUIDELINES SECTION \_\_\_\_\_

Statement of support for this finding: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# PLANNING PERMIT PROCESS

- Step 1**     **Identify the Permits You Need:** Talk to planning staff about your project to find out what planning and environmental applications are required. If your project is located in a redevelopment project area, you should also talk with staff at the Redevelopment Agency.

Environmental reviews are required for most applications, to comply with the California Environmental Quality Act (CEQA). Many projects require only a Categorical Exemption, which is attached to this application. If a different environmental application is required for your project, planning staff will provide it to 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. Cash, 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 application on page 7.
- Step 4**     **Submit Application and Pay Fees:** Schedule an appointment for submittal of the application by calling the zoning information line at (562) 570-6194. Fees must be paid at the time of filing. Applications cannot be submitted without an appointment.
- Step 5**     **Make Corrections (if necessary):** Over the next several weeks after your submittal, work with Planning staff to make any necessary corrections to your plans before your project is scheduled for a public hearing.
- Step 6**     **Post Notice of Public Hearing Sign:** Planning staff will provide you with a Notice of Public Hearing poster if your project requires a public hearing. Please see the sign posting instructions on page 10.
- Step 7**     **Attend Hearing:** If your project requires a public hearing, you or your agent should plan to attend. Your testimony at the hearing will be necessary for the project's approval.
- Step 8**     **Appeal Period:** If your project is approved, the appeal period (usually 10 days) must expire with no appeals by a third party 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 to a higher body.

**I. SUMMARY OF FILING REQUIREMENTS**

<b>Application Type</b>	<b>Sets of Plans</b>	<b>Color Boards and Elevations</b>
<b>Planning Commission:</b> Conditional Use Permit, Subdivision Map, Condo Conversion, Site Plan Review, Zone Change	<b>26 sets of plans:</b> 3 standard size 23 reduced size	For Site Plan Review ONLY
<b>Zoning Administrator:</b> Administrative Use Permit, Local Coastal Development Permit, Standards Variance, Lot Line Adjustment, Lot Merger	<b>3 set of plans:</b> 1 standard size 2 reduced size	No
<b>Staff Site Plan Review, Conceptual Site Plan Review</b>	<b>15 sets of plans:</b> 3 standard size 12 reduced size	Yes
<b>Sign Standards Waiver, Sign Program</b>	<b>2 sets of plans:</b> 1 standard size 1 reduced size	No
<b>Wireless Telecommunication Site Plan Review*</b>	<b>3 sets of plans:</b> 1 standard size 2 reduced size 3 sets of photo-simulations	No

Standard-size plans are 24" x 28". Reduced-size plans are no more than half the size of standard-size plans. The most important attribute of reduced-size plans is that they are reproduced at a usable scale; for example, if the full-size plans are scaled at 1/8"=1', then reduced-size plans would be scaled at 1/16"=1'. Scale must be noted on all plan sets.

Other applications such as a Certificate of Compliance or a General Plan Amendment have special filing requirements. Please talk to planning staff for more information.

\*All **Wireless Telecommunications** applicants must submit the following in addition to the above requirements:

- A list of addresses and coordinates of all wireless telecommunications facilities within Long Beach owned or operated by the company that will utilize the facility that is the subject of the application. The applicant must also provide a map, showing all of the subject company's facilities in Long Beach, and the wireless coverage provided by each facility.
- Proof that notice of intent to file the application has been provided to all other wireless carriers operating within Long Beach. The notice must include the address of the project site as well as the anticipated application date to the City. The notice must be provided at least 10 days prior to filing of this application. Proof of notice must be provided in the form of copies of returned certified mail receipts.

## II. REQUIREMENTS FOR PLANS

Standard-size plans are 24" x 28". Reduced-size plans are no more than half the size of standard-size plans. The most important attribute of reduced-size plans is that they are reproduced at a usable scale; for example, if the full-size plans are scaled at 1/8"=1', then reduced-size plans would be scaled at 1/16"=1'. Scale must be noted on all plan sets. If 11" x 17" is used, scale must be correct. All Plans must be folded to a size no larger than 9"x12".

All plans must be drawn to scale no less than 1/8" = 1'. For any site that is one (1) acre or more in size, a smaller scale may be used, although the scale should be approved by a planner. Plans using a smaller scale must include a graphics scale.

Standard size plans are to measure 24" x 28", although larger plans may be permitted for a larger site (i.e., over one acre). All standard sets of plans shall be folded no larger than 9" x 12" when submitted. Reduced size plans are to be a smaller version of the full-size plans. 11" x 17" is a common size, but it is most important that the reduced sets are made at a usable scale.

### 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;
- 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 Boards” on page 9 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 roofs 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 or projects located in redevelopment project areas, 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 strongly discouraged. Channel letters should be used instead.

## H. Materials Boards

Materials Boards are required for all Site Plan Review applications, except wireless telecommunications sites. Materials Boards should include the following:

- Colored elevations with all materials noted and materials legend;
- Actual material samples of each exterior material to be used in the building design (including stucco, paint colors, etc.), fully labeled to correspond to the elevations and legend.
- Samples of window and door frames
- Small samples of all exterior elements including railings, canopies, lights, window glass, hardware, etc.
- Please make sure that all material samples are mounted securely on the board and will not detach if the board is bumped, dropped, or sent in the mail.**
- Please do not submit full-size samples of windows, railings, lights, or other hardware.**

### 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. *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 COMMISSION ESTIMATED FILING AND HEARING SCHEDULE – 2010**

An application will not be deemed complete until all filing requirements have been met. Planning Commission hearings are held the first and third Thursday of each month. Planning staff will contact the applicant to schedule a hearing date after the internal Staff Site Plan Review Committee meeting.

<b>Date of Complete Application (Thursday)</b>	<b>Internal Site Plan Review Meeting (Wednesday)</b>
10/22/09	11/25/09
11/5/09	12/9/09
11/19/09	12/23/09
12/10/09	1/13/10
12/24/09	1/27/10
1/7/10	2/10/10
1/21/10	2/24/10
2/4/10	3/10/10
2/18/10	3/24/10
3/11/10	4/14/10
3/25/10	4/28/10
4/8/10	5/12/10
4/22/10	5/26/10
5/6/10	6/9/10
5/20/10	6/23/10
6/10/10	7/14/10
6/24/10	7/28/10
7/8/10	8/11/10
7/22/10	8/25/10
8/5/10	9/8/10
8/19/10	9/22/10
9/9/10	10/13/10
9/23/10	10/27/10
10/7/10	11/10/10
10/21/10	11/24/10
11/4/10	12/8/10
11/18/10	12/22/10

\*\* Day of the week adjusted due to City Holiday

**2010 Planning Commission Hearing Dates (Thursday)**

January	1/7/2010 1/21/2010	April	4/1/2010 4/15/2010	July	7/1/2010 7/15/2010	October	10/7/2010 10/21/2010
February	2/4/2010 2/18/2010	May	5/6/2010 5/20/2010	August	8/5/2010 8/19/2010	November	11/4/2010 11/18/2010
March	3/4/2010 3/18/2010	June	6/3/2010 6/17/2010	September	9/2/2010 9/16/2010	December	12/2/2010 12/16/2010

**Zoning Administrator  
 ESTIMATED FILING AND HEARING SCHEDULE – 2010**

An application will not be deemed complete until all filing requirements have been met.

<b>Date of Complete Application (Thursday)</b>	<b>Notice Mailed Out (Wednesday)</b>	<b>Z.A. Hearing (Monday)</b>
11/19/09	12/23/09	1/11/2010
12/3/09	1/6/10	1/25/2010
12/17/09	1/20/10	2/8/2010
12/31/09	2/3/10	2/22/2010
1/14/10	2/17/10	3/8/2010
1/28/10	3/3/10	3/22/2010
2/18/10	3/24/10	4/12/2010
3/4/10	4/7/10	4/26/2010
3/18/10	4/21/10	5/10/2010
4/1/10	5/5/10	5/24/2010
4/22/10	5/26/10	6/14/2010
5/6/10	6/9/10	6/28/2010
5/21/10	6/23/10	7/12/2010
6/3/10	7/7/10	7/26/2010
6/17/10	7/21/10	8/9/2010
7/1/10	8/4/10	8/23/2010
7/22/10	8/25/10	9/13/2010
8/5/10	9/8/10	9/27/2010
8/19/10	9/22/10	10/11/2010
9/2/10	10/6/10	10/25/2010
9/16/10	10/20/10	11/8/2010
9/30/10	11/3/10	11/22/2010
10/21/10	11/24/10	12/13/2010
11/4/10	12/8/10	12/27/2010

\*\* Day of the week adjusted due to City Holiday

## PLANNING BUREAU FEE SCHEDULE

Updated November 2009. Effective through September 30, 2010.

<b><u>ZONING FEES</u></b>	<b><u>FEE</u></b>
Administrative Use Permit (AUP).....	\$5,503.26
Conditional Use Permit (CUP) .....	\$9,197.60
No fee is required for the following types of CUPs:	
<ul style="list-style-type: none"> <li>• Day Care (1-12 Children)</li> <li>• Expansion of an existing church or shelter (must be in a residential zone or sponsored as a bona fide non-profit exemption)</li> </ul>	
CUP Exemption (CUPEX) for alcoholic beverage sales.....	\$1,054.75
Fence Height Exception through AUP or SV .....	\$1,579.39
Standards Variance (SV)	
<ul style="list-style-type: none"> <li>• New Construction.....</li> <li>• Remodel .....</li> <li>• Each Additional Exception .....</li> </ul>	
	\$5,503.26
	\$3,606.90
	\$59.02
Work/Land Use without a permit.....	Double the permit fee
Annual Zoning Inspection .....	\$326.81
<b><u>COASTAL FEES</u></b>	
Local Coastal Development Permit (LCDP) Submitted to Coastal Commission.....	\$2,424.27
LCDP with no other Planning entitlement required .....	\$5,754.65
LCDP with other Planning entitlement required .....	\$901.73
Coastal Permit Categorical Exclusion (CPCE) .....	\$217.51
Local Coastal Program (LCP) Amendment.....	\$11,186.86
Local Review Form (boat docks) .....	\$155.21
<b><u>MODIFICATION FEES</u></b>	
Modification to Approved Permit with no hearing required.....	\$1,404.51
Modification to Approved Permit with Zoning Administrator Hearing .....	\$4,044.10
Modification to Approved Permit with Planning Commission Hearing .....	\$4,852.92

**SIGN FEES**

Sign Permit (1 sign) .....	\$155.21
Sign Permit (each additional sign) .....	\$77.60
Promotional Activity Sign (banner) Permit .....	\$155.21

**SITE PLAN REVIEW (SPR) FEES**

Pre-Application (credited to Conceptual SPR) .....	\$765.10
Conceptual SPR (credited to SPR only if Conceptual is optional) .....	\$4,781.88
• Plus \$2.25 for each 100 square feet	
Site Plan Review (SPR Committee Approval) .....	\$5,930.62
• Plus \$3.38 for each 100 square feet	
Site Plan Review (Planning Commission Approval) .....	\$12,186.95
• Plus \$3.38 for each 100 square feet	
Sign Program (minimum of 5 signs), sign permit fees not included .....	\$1,399.04
Sign Standards Waiver (SSW), sign permit fees not included .....	\$1,898.54
SPR for Wing Walls .....	\$1,119.23
SPR for Narrow Lots.....	\$1,119.23
SPR for Wireless Telecommunications Sites.....	\$4,786.25

**SUBDIVISION FEES**

Certificate of Compliance.....	\$1,803.45 plus \$169.42 engineering fee
Condominium Conversion Permit .....	\$3,086.63
Condominium Conversion Exemption (CCE).....	\$1,213.23
Tentative Map for Condominium Conversion.....	\$7,578.86 plus \$112.58 per unit
• Additional Engineering Fee of \$437.20 plus \$5.33 per lot or unit	
Tentative Map for New Construction or Other Subdivision .....	\$5,251.87 plus \$112.58 per unit
• Additional Engineering Fee of \$437.20 plus \$5.33 per lot or unit	
Final Map.....	\$1,894.17 plus \$112.58 per unit
Vesting Tentative Map (additional fee) .....	\$2,026.42
Vesting Final Map (additional fee) .....	\$2,026.42

Lot Line Adjustment.....	\$2,581.67
Lot Merger .....	\$2,581.67

**GENERAL PLAN AND ZONING AMENDMENT FEES**

General Plan Amendment .....	\$10,253.43
General Plan Conformity Certification by Planning Commission .....	\$2,948.91
Zoning Amendment/Zone Change.....	\$9,320.01

**APPEAL FEES**

Appeal by Applicant.....	\$3,304.00
Appeal by Third Party .....	\$50.00

**OTHER PLANNING FEES**

Business License Approval.....	\$16.40
Classification of Use .....	\$4,226.63
Continuance (requested by applicant) .....	\$1,619.83
Development Agreement.....	\$11,340.97 initial deposit, plus \$327.90 per hour
Fence Permit .....	\$155.21
Interim Park Use Permit.....	\$2,019.86

**Multiple Site Applications**

- For sites within 600 feet of each other, filed by the same applicant at the same time, for the same type of application, shall be the full application fee for one site (whichever is greatest) plus \$562.90 for each additional site. This does not apply to condominium conversions where the full fee shall be charged to each site.

**Publicly Accessible Exterior Pay Telephones (PATs)**

- First pay phone .....
- Each additional pay phone submitted at the same time.....

Street Name Change.....	\$2,956.57
Time Extension.....	\$1,026.33
Zoning Confirmation Letter .....	\$232.81
Zoning Confirmation Letter with Additional Research.....	\$621.92

**ENVIRONMENTAL FEES**

Categorical Exemption (CE) .....	\$479.41
• (Includes \$75.00 County Recorder Fee)	
Negative Declaration (ND)	
• Prepared by City staff .....	\$7,776.28
• Prepared by consultant to City .....	115% of costs paid by City
• (Includes \$75.00 County Recorder Fee)	
Environmental Impact Report (EIR) prepared by consultant.....	115% of costs paid by City
Environmental Document Peer Review .....	115% of costs paid by City
EIR Addendum to a Certified EIR	
• Prepared by City staff .....	\$33,143.04
• Prepared by consultant to City .....	115% of costs paid by City
Ongoing Mitigation Monitoring by consultant to City .....	115% of costs paid by City
Modification of Mitigation Measure .....	\$2,672.39
National Environmental Policy Act (NEPA) Applications	
• NEPA Application Preparation .....	\$1,060.21
• NEPA Exclusion with Worksheet .....	\$3,289.93
• NEPA Exclusion without Worksheet .....	\$1,120.33
• NEPA Environmental Assessment by consultant.....	115% of costs paid by City
• NEPA EIS prepared by consultant.....	115% of costs paid by City

**HISTORIC PRESERVATION FEES**

Certificate of Appropriateness (COA)	
• Signs.....	\$232.81
• Exterior Painting.....	no fee
• Re-roofing .....	no fee
• Windows .....	\$155.21
• Minor Staff Review (less than 500 square feet) .....	\$435.01
• Major Staff Review (500 square feet or more) .....	\$513.71
• Cultural Heritage Commission (CHC) Review.....	\$1,055.51
• Demolition.....	\$2,657.08
• Commercial Filming .....	\$265.60
• Time Extension .....	\$133.35
• Revision – Staff Review .....	50% of original COA fee, but no less than \$67.77
• Revision – CHC Review.....	\$66.67
Unauthorized Work without a COA.....	Double the cost of the appropriate COA fee
Non-compliance to an approved COA .....	\$531.20 per violation

Mills Act Pre-Application .....	\$78.70
Mills Act Application.....	\$1,052.56
Historic District or Landmark Request .....	\$863.47
Reschedule CHC Hearing (Continuance) .....	\$78.70

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If you have any questions regarding these fees, please visit the Development Services Center on the 4th Floor of City Hall; or call the Zoning Information Line at (562) 570-6194.