



# PLANNING PERMIT APPLICATION

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

**Project Location:** \_\_\_\_\_ Long Beach, CA 908 \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Title.: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Property Owner: \_\_\_\_\_ Tel.: \_\_\_\_\_

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

### Permit(s) Requested:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Administrative Use Permit (AUP)    | <input type="checkbox"/> Tentative Tract/Parcel Map        | <input type="checkbox"/> Creative Sign Permit            |
| <input type="checkbox"/> Conditional Use Permit (CUP)       | <input type="checkbox"/> Lot Merger/Lot Line Adjustment    | <input type="checkbox"/> Sign Program                    |
| <input type="checkbox"/> Standards Variance (SV)            | <input type="checkbox"/> Certificate of Compliance         | <input type="checkbox"/> General Plan Conformity Finding |
| <input type="checkbox"/> Site Plan Review (SPR)             | <input type="checkbox"/> Condominium Conversion            | <input type="checkbox"/> Administrative Review           |
| <input type="checkbox"/> Conceptual Site Plan Review (CSPR) | <input type="checkbox"/> Condo Conversion Exclusion        | <input type="checkbox"/> Time Extension                  |
| <input type="checkbox"/> Pre-Application                    | <input type="checkbox"/> Zone Change/Zoning Code Amendment | <input type="checkbox"/> Modification to Approved Permit |
| <input type="checkbox"/> SPR for Wireless Telecom           | <input type="checkbox"/> General Plan Amendment            | <input type="checkbox"/> Other (specify): _____          |
| <input type="checkbox"/> Local Coastal Development Permit   | <input type="checkbox"/> Local Coastal Program Amendment   | _____  |

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

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

BELOW THIS LINE FOR STAFF USE ONLY

Filing Date: _____	<b>Application No.:</b> _____	<b>Assigned Planner:</b> _____
Complete Date: _____	Subtype Nos. _____	Related Cases: _____
Accepted by: _____	_____	_____
Infor No.: _____	CEQA No.: _____	Council District: _____

Applications are accepted on the 4<sup>th</sup> floor of City Hall (Permit Counter) on Tuesday through Thursday, by appointment only. Please call (562) 570-6194 to schedule an appointment. Incomplete applications will not be accepted.

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This document is designed for double-sided printing to conserve paper.



# NOTICE of EXEMPTION from CEQA

CITY OF LONG BEACH | 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., Room 1201  
Norwalk, CA 90650

Project Title: 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 permits are required. Call (562) 570-6194 or visit the permit center on the 4<sup>th</sup> floor of City Hall.
- Environmental reviews are required for most projects, per the California Environmental Quality Act (CEQA). Many projects require only a Categorical Exemption, which is attached to this application. If a different environmental review process is required for your project, Planning staff will inform 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 packet.
- 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. To better serve you, an appointment is required to submit a Planning permit application.
- Step 5**      **Make Corrections as necessary:** Over the next several weeks after your submittal, Planning staff will contact you with any corrections you need to make to your plans or project to bring it into compliance with Zoning code. Your responses to staff's corrections will greatly affect how soon your project can be scheduled for a public hearing. Failure to make the requested corrections may delay scheduling of a hearing, and may negatively affect staff's recommendation on your project to the hearing 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" x 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 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. GENERAL FILING REQUIREMENTS**

Application Type	Sets of Plans	Special Items	Site Photos	Electronic Plans
<b>Planning Commission</b>				
<ul style="list-style-type: none"> <li>Conditional Use Permit</li> </ul>	1 standard size 15 reduced size	Depending on project, as requested by staff	17 sets	Yes
<ul style="list-style-type: none"> <li>Tentative Tract Map</li> <li>Tentative Parcel Map</li> <li>Condo Conversion</li> </ul>	1 standard size 15 reduced size	Tentative Map prepared by engineer	17 sets	No
<ul style="list-style-type: none"> <li>Site Plan Review (Planning Commission approval)</li> </ul>	1 standard size 15 reduced size	Materials board, color elevations, renderings	17 sets	Yes
<b>Zoning Administrator</b>				
<ul style="list-style-type: none"> <li>Administrative Use Permit</li> <li>Local Coastal Development Permit</li> <li>Standards Variance</li> </ul>	1 standard size 3 reduced size	Depending on project, as requested by staff	3 sets	Yes
<ul style="list-style-type: none"> <li>Lot Line Adjustment</li> <li>Lot Merger</li> <li>Certificate of Compliance</li> </ul>	1 standard size 3 reduced size	Plot map and legal description prepared by engineer or surveyor	3 sets	No
<b>Staff Site Plan Review</b>				
<ul style="list-style-type: none"> <li>Site Plan Review (staff-level approval)</li> <li>Conceptual Site Plan Review</li> </ul>	1 standard size 3 reduced size	Materials board, color elevations, renderings	3 sets	Yes
<ul style="list-style-type: none"> <li>Pre-Application</li> </ul>	1 standard size 3 reduced size	None	3 sets	Yes
<ul style="list-style-type: none"> <li>Creative Sign Permit</li> <li>Sign Program</li> </ul>	1 standard size 3 reduced size	Color renderings or photo-simulations	3 sets	Yes
<b>Other Application Types</b>				
<ul style="list-style-type: none"> <li>Zone Change</li> <li>Zoning Code or General Plan Amendment</li> <li>General Plan Conformity Finding</li> <li>Classification of Use</li> </ul>	These and other special applications each have special filing requirements. Contact Planning staff for more information prior to submittal.			As needed
<b>Use these other specific application forms for the following types of projects.</b>				
<ul style="list-style-type: none"> <li>▪ Appeal</li> <li>▪ Certificate of Appropriateness (Historic application)</li> <li>▪ CUP Exemption for Alcohol application</li> <li>▪ Environmental (CEQA) application</li> <li>▪ Final Map</li> <li>▪ Request for Reasonable Accommodation</li> <li>▪ Wireless Telecom Facility Supplement</li> <li>▪ Zoning Confirmation Letter</li> </ul>				
Please contact Planning staff at (562) 570-6194 if you have any questions about the required application forms, filing requirements, or process for your project.				

## II. REQUIREMENTS FOR PLANS

Standard-size plans are 24" x 36", although larger plans may be used as necessary. 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, and plans using a scale smaller than 1/8" must include a graphics scale. If 11" x 17" paper is used, scale must be correct. All plans must be folded to a size no larger than 9" x 12". Additional printed sets of plans may be required if additional hearings are needed for the project. Electronic copies of plans in pdf format must be provided upon request.

### 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 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 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. Photographs must include a camera-generated date stamp. *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 2018 Estimated Filing and Hearing Schedule

An application will not be deemed complete until all filing requirements have been met. The timelines set forth in this table are tentative only. Your project planner will schedule a hearing date after your project is reviewed at the Staff Site Plan Review Committee meeting. Planning Commission meetings are held the first and third Thursday of each month.

<b>Date of Complete Application</b>	<b>Site Plan Review Meeting</b>	<b>Notice of Public Hearing Mailed</b>	<b>Planning Commission Hearing Date</b>
Thursday	Wednesday	Monday	Thursday
10/19/17	11/22/17	12/18/17	<b>1/4/18</b>
11/2/17	12/13/17	1/2/18**	<b>1/18/18</b>
11/16/17	12/27/17	1/16/18**	<b>2/1/18</b>
11/30/17	1/10/18	1/29/18	<b>2/15/18</b>
12/14/17	1/24/18	2/12/18	<b>3/1/18</b>
12/28/17	2/14/18	2/26/18	<b>3/15/18</b>
1/18/18	2/28/18	3/19/18	<b>4/5/18</b>
2/1/18	3/14/18	4/2/18	<b>4/19/18</b>
2/15/18	3/28/18	4/16/18	<b>5/3/18</b>
3/1/18	4/11/18	4/30/18	<b>5/17/18</b>
3/22/18	4/25/18	5/21/18	<b>6/7/18</b>
4/5/18	5/9/18	6/4/18	<b>6/21/18</b>
4/19/18	5/23/18	6/18/18	<b>7/5/18</b>
5/3/18	6/13/18	7/2/18	<b>7/19/18</b>
5/17/18	6/27/18	7/16/18	<b>8/2/18</b>
5/31/18	7/11/18	7/30/18	<b>8/16/18</b>
6/21/18	7/25/18	8/20/18	<b>9/6/18</b>
7/5/18	8/8/18	9/4/18**	<b>9/20/18</b>
7/19/18	8/22/18	9/17/18	<b>10/4/18</b>
8/2/18	9/12/18	10/1/18	<b>10/18/18</b>
8/16/18	9/26/18	10/15/18	<b>11/1/18</b>
8/30/18	10/10/18	10/29/18	<b>11/15/18</b>
9/20/18	10/24/18	11/19/18	<b>12/6/18</b>
10/4/18	11/14/18	12/3/18	<b>12/20/18</b>
10/18/18	11/28/18	12/17/18	<b>1/3/19</b>
11/1/18	12/12/18	12/31/18	<b>1/17/19</b>
11/21/18**	12/26/18	1/14/19	<b>2/7/19</b>

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

## ZONING ADMINISTRATOR 2018 Estimated Filing and Hearing Schedule

An application will not be deemed complete until all filing requirements have been met. The timelines set forth in this table are tentative only. Your hearing date will be confirmed by your project planner after your completed application is reviewed. Zoning Administrator hearings are held the second and fourth Monday of each month.

<b>Date of Complete Application</b>	<b>Notice of Public Hearing Mailed</b>	<b>Zoning Administrator Hearing Date</b>
Thursday	Wednesday	Monday
11/16/17	12/20/17	<b>1/8/18</b>
11/30/17	1/3/18	<b>1/22/18</b>
12/21/17	1/24/18	<b>2/12/18</b>
1/4/18	2/7/18	<b>2/26/18</b>
1/18/18	2/21/18	<b>3/12/18</b>
2/1/18	3/7/18	<b>3/26/18</b>
2/15/18	3/21/18	<b>4/9/18</b>
3/1/18	4/4/18	<b>4/23/18</b>
3/22/18	4/25/18	<b>5/14/18</b>
4/5/18	5/9/18	<b>5/29/18**</b>
4/19/18	5/23/18	<b>6/11/18</b>
5/3/18	6/6/18	<b>6/25/18</b>
5/17/18	6/20/18	<b>7/9/18</b>
5/31/18	7/5/18**	<b>7/23/18</b>
6/21/18	7/25/18	<b>8/13/18</b>
7/5/18	8/8/18	<b>8/27/18</b>
7/19/18	8/22/18	<b>9/10/18</b>
8/2/18	9/5/18	<b>9/24/18</b>
8/16/18	9/19/18	<b>10/8/18</b>
8/30/18	10/3/18	<b>10/22/18</b>
9/20/18	10/24/18	<b>11/12/18</b>
10/4/18	11/7/18	<b>11/26/18</b>
10/18/18	11/21/18	<b>12/10/18</b>
11/1/18	12/5/18	<b>12/24/18</b>

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

## CULTURAL HERITAGE COMMISSION 2018 Estimated Filing and Hearing Schedule

An application will not be deemed complete until all filing requirements have been met. The timelines set forth in this table are tentative only. Your hearing date will be confirmed by your project planner after your completed application is reviewed. Cultural Heritage Commission meetings are held the second Monday of each month.

<b>Date of Complete Application</b>	<b>Notice of Public Hearing Mailed</b>	<b>Cultural Heritage Commission Hearing Date</b>
Monday	Wednesday	Monday
11/13/17	12/20/17	<b>1/8/18</b>
12/18/17	1/24/18	<b>2/12/18</b>
1/16/18**	2/21/18	<b>3/12/18</b>
2/12/18	3/21/18	<b>4/9/18</b>
3/19/18	4/25/18	<b>5/14/18</b>
4/16/18	5/23/18	<b>6/11/18</b>
5/14/18	6/20/18	<b>7/9/18</b>
6/18/18	7/25/18	<b>8/13/18</b>
7/16/18	8/22/18	<b>9/10/18</b>
8/13/18	9/19/18	<b>10/8/18</b>
9/17/18	10/24/18	<b>11/12/18</b>
10/15/18	11/21/18	<b>12/10/18</b>

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

**PLANNING BUREAU FEE SCHEDULE**

*Fiscal Year 2018 fees are effective October 1, 2017 through September 30, 2018.*

All fees are subject to a 4.8% surcharge, unless otherwise noted. 4.3% supports General Plan update costs, and 0.5% goes toward Departmental technology upgrades. Base fees are shown without surcharge for information only. The fees with surcharge applied will be charged.

**Zoning Fees**

Fee Name	Base Fee	Fee with Surcharge, or Final Fee	Notes
<b>Administrative Use Permit (AUP)</b>	\$4,000	<b>\$4,192.00</b>	
<b>Conditional Use Permit (CUP) - Major</b>	\$8,000	<b>\$8,384.00</b>	
<b>Conditional Use Permit (CUP) - Minor</b>	\$5,000	<b>\$5,240.00</b>	
<b>CUP Exemption (CUPEX) for alcoholic beverage sales</b>	\$500	<b>\$524.00</b>	
<b>Standards Variance (SV)</b>	\$5,000	<b>\$5,240.00</b>	
<b>Fence Height Exception (AUP or SV)</b>	\$500	<b>\$524.00</b>	Fee charged for any fence height exception, whether through the AUP or SV process.
<b>Annual Zoning Inspection</b>	\$350	<b>\$366.80</b>	For CUPs/AUPs.
<b>Penalty for work or land use without a permit</b>	<b>Double the total required permit fee(s).</b>		Surcharge required.
<b>Zoning Text Amendment or Zone Change (includes changes to PDs)</b>	\$11,500	<b>\$12,052.00</b>	

**Coastal Fees**

Fee Name	Base Fee	Fee with Surcharge, or Final Fee	Notes
<b>Coastal Development Permit (CDP) Submitted to Coastal Commission</b>	\$3,500	<b>\$3,668.00</b>	
<b>Local Coastal Program (LCP) Amendment</b>	\$11,000	<b>\$11,528.00</b>	
<b>Local Coastal Development Permit (LCDP) With No Other Planning Permit Required</b>	\$3,500	<b>\$3,668.00</b>	
<b>Local Coastal Development Permit (LCDP) With Other Planning Permit Required</b>	\$1,000	<b>\$1,048.00</b>	
<b>Coastal Permit Categorical Exclusion (CPCE)</b>	\$82	<b>\$85.94</b>	
<b>Local Review Form (Boat Docks)</b>	\$150	<b>\$157.20</b>	

*This fee schedule is subject to change as fees are updated quarterly throughout the fiscal year.*

## Site Plan Review Fees

Fee Name	Base Fee	Fee with Surcharge, or Final Fee	Notes
<b>Pre-Application</b>	\$750	<b>\$786.00</b>	Fee credited toward CSPR or SPR submittal.
<b>Conceptual Site Plan Review (CSPR)</b>	Required for projects of 50,000 sq. ft. or more, or 50+ dwelling units. This fee credited toward Site Plan Review fees if Conceptual is not required.		
<ul style="list-style-type: none"> <li>Base fee</li> </ul>	\$5,000	<b>\$5,240.00</b>	Base fee only. Additional sq. ft. fee also required.
<ul style="list-style-type: none"> <li>Additional sq. ft. fee</li> </ul>	\$150.00	<b>\$157.20</b>	per 5,000 sq. ft., or
	\$3.00	<b>\$3.14</b>	per 100 sq. ft.
<b>Site Plan Review (SPR) – SPR Committee Approval</b>	SPR Committee-level approval for projects of less than 50,000 sq. ft. or 50 dwelling units.		
<ul style="list-style-type: none"> <li>Base fee</li> </ul>	\$6,000	<b>\$6,288.00</b>	Base fee only. Additional sq. ft. fee also required.
<ul style="list-style-type: none"> <li>Additional sq. ft. fee</li> </ul>	\$150.00	<b>\$157.20</b>	per 5,000 sq. ft., or
	\$3.00	<b>\$3.14</b>	per 100 sq. ft.
<b>Site Plan Review – Planning Commission Approval</b>	Planning Commission-level approval for projects of 50,000 sq. ft. or more, or 50+ dwelling units.		
<ul style="list-style-type: none"> <li>Base fee</li> </ul>	\$10,000	<b>\$10,480.00</b>	Base fee only. Additional sq. ft. fee also required.
<ul style="list-style-type: none"> <li>Additional sq. ft. fee</li> </ul>	\$150.00	<b>\$157.20</b>	per 5,000 sq. ft., or
	\$3.00	<b>\$3.14</b>	per 100 sq. ft.
<b>SPR for Wing Walls</b>	\$250	<b>\$262.00</b>	SPR is required for wing walls per Table 31-3 of the Residential Chapter.
<b>SPR for Narrow Lots</b>	\$1,292	<b>\$1,354.02</b>	Per 21.31.215.F.1, SPR is required for residential development on lots less than 27 ft. in width in specified zoning districts.
<b>SPR for Wireless Telecommunications Facilities</b>	\$6,454	<b>\$6,763.79</b>	

*This fee schedule is subject to change as fees are updated quarterly throughout the fiscal year.*

<b>SPR for Single Family Dwelling in the Downtown Plan (PD-30) zoning district</b>	\$500	<b>\$524.00</b>	Site Plan Review is required for any new dwelling unit in PD-30. This reduced fee is established for construction of one single-family dwelling.
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## Sign Fees

Fee Name	Base Fee	Fee with Surcharge, or Final Fee	Notes
<b>Sign Permit (1st sign)</b>	\$150	<b>\$157.20</b>	
<b>Sign Permit (each additional sign)</b>	\$75	<b>\$78.60</b>	
<b>Promotional Activity Sign (Banner) Permit</b>	\$50	<b>\$52.40</b>	Per banner.
<b>Creative Sign Permit (Site Plan Review Committee approval)</b>	\$900	<b>\$943.20</b>	Separate sign permit fees required after approval.
<b>Sign Program (Site Plan Review Committee approval).</b>	\$1,500	<b>\$1,572.00</b>	Separate sign permit fees required after approval.

## Modification Fees

Fee Name	Base Fee	Fee with Surcharge, or Final Fee	Notes
<b>Modification to approved permit with no hearing</b>	\$1,500	<b>\$1,572.00</b>	SPR Committee review.
<b>Modification to approved permit with ZA hearing</b>	\$4,000	<b>\$4,192.00</b>	
<b>Modification to approved permit with PC hearing</b>	\$5,000	<b>\$5,240.00</b>	

## Subdivision Fees

Fee Name	Base Fee	Fee with Surcharge, or Final Fee	Notes
<b>Condominium Conversion Permit</b>	\$8,923	<b>\$9,351.30</b>	Tentative Map fees also required.
<b>Condominium Conversion Exemption</b>	\$1,785	<b>\$1,870.68</b>	Only for conversion of Community Apartments or Stock Cooperatives to condominiums.

*This fee schedule is subject to change as fees are updated quarterly throughout the fiscal year.*

Fee Name	Base Fee	Fee with Surcharge, or Final Fee	Notes
<b>Tentative Map for Condo Conversion</b>			
• Base fee	\$9,035	<b>\$9,468.68</b>	Base fee, per unit fee also required.
• Per unit fee	\$164	<b>\$171.87</b>	Additional fee per unit.
<b>Tentative Map for new construction or other Subdivision</b>			
• Base fee	\$5,735	<b>\$6,010.28</b>	Base fee, per unit or per lot fee also required.
• Per unit or per lot fee	\$164	<b>\$171.87</b>	Additional fee per unit or lot.
<b>Vesting Tentative Map</b>	\$1,641	<b>\$1,719.77</b>	
<b>Final Map</b>			
• Base fee	\$2,113	<b>\$2,214.42</b>	Base fee, per unit or per lot fee also required.
• Per unit or per lot fee	\$164	<b>\$171.87</b>	Additional fee per unit or lot.
<b>Lot Merger</b>	\$850	<b>\$890.80</b>	Certificate of Compliance also required for each lot.
<b>Lot Line Adjustment</b>	\$2,558	<b>\$2,680.78</b>	Certificate of Compliance also required for each lot.
<b>Certificate of Compliance</b>	\$897	<b>\$940.06</b>	One Certificate of Compliance required per lot.

## Environmental Fees

Fee Name	Base Fee	Fee with Surcharge, or Final Fee	Notes
<b>Categorical Exemption (CE)</b>	\$350	\$366.80	Required in addition to other fees for most projects. Separate check for \$75 County Recorder Fee required.
• Plus Separate County Recorder Fee	\$75		
<b>Negative Declaration (ND) prepared by City staff</b>	\$9,615	<b>\$10,076.52</b>	Separate check for \$75 County Recorder Fee required.

*This fee schedule is subject to change as fees are updated quarterly throughout the fiscal year.*



<b>Negative Declaration (ND) prepared by consultant to City</b>	<b>115% of billed consultant costs paid by the City</b>	Separate check for \$75 County Recorder Fee required.
<b>Environmental Impact Report (EIR)</b>	<b>115% of billed consultant costs paid by the City</b>	Separate check for \$75 County Recorder Fee required.
<b>Environmental Document Peer Review</b>	<b>115% of billed consultant costs paid by the City</b>	
<b>EIR Addendum to Certified EIR</b>	<b>115% of billed consultant costs paid by the City</b>	Separate check for \$75 County Recorder Fee required.
<b>Ongoing mitigation monitoring by outside consultant</b>	<b>115% of billed consultant costs paid by the City</b>	
<b>Modification of mitigation measure</b>	\$5,753 <b>\$6,029.14</b>	
<b>NEPA Application</b>	<b>115% of billed consultant costs paid by the City</b>	
<b>NEPA Exclusion with Worksheet</b>	<b>115% of billed consultant costs paid by the City</b>	
<b>NEPA Exclusion Without Worksheet</b>	<b>115% of billed consultant costs paid by the City</b>	
<b>NEPA Environmental Assessment by consultant</b>	<b>115% of billed consultant costs paid by the City</b>	
<b>NEPA EIS prepared by consultant</b>	<b>115% of billed consultant costs paid by the City</b>	

## Other Planning Fees

Fee Name	Base Fee	Fee with Surcharge, or Final Fee	Notes
<b>Appeal by Applicant</b>	\$3,500	<b>\$3,668.00</b>	
<b>Appeal by Third Party</b>	\$100	<b>\$100.00</b>	No surcharge.
<b>Classification of Uses</b>	\$4,000	<b>\$4,192.00</b>	Per Division VI of Ch. 21.25.
<b>Continuance of a hearing</b>	\$1,500	<b>\$1,572.00</b>	Charged when a continuance is requested by applicant, or caused by applicant.
<b>Development Agreement</b>			
• <b>Initial Deposit</b>	\$35,000	<b>\$36,680.00</b>	
• <b>Additional per hour fee</b>	\$500	<b>\$524.00</b>	Per hour fee for each hour after initial deposit is drawn down.

*This fee schedule is subject to change as fees are updated quarterly throughout the fiscal year.*

<b>Development Agreement Annual Review</b>	\$3,000	<b>\$3,144.00</b>	Separate fee for annual review of a Development Agreement.
<b>Downtown Dining and Entertainment District (DDED) Noise Study Exemption Request</b>	95.66	<b>\$100.25</b>	
<b>Appeal of Downtown Dining and Entertainment District (DDED) Noise Study Exemption</b>	95.66	<b>\$100.25</b>	
<b>General Plan Amendment</b>	\$11,500	<b>\$12,052.00</b>	
<b>General Plan Conformity Certification</b>	\$1,764	<b>\$1,848.67</b>	
<b>Interim Park Use Permit</b>	\$1,500	<b>\$1,572.00</b>	Per Division XII of Ch. 21.25.
<b>Planned Development District In-Lieu Fee</b>	<b>115% of billed consultant costs paid by the City</b>		
<b>Street Name Change</b>	\$3,000	<b>\$3,144.00</b>	
<b>Water Efficiency Landscape Review (MWELo) - Residential</b>	\$40.00	<b>\$41.92</b>	
<b>Water Efficiency Landscape Review (MWELo) - Commercial</b>	\$65.00	<b>\$68.12</b>	
<b>Time Extension</b>			
• <b>First Time Extension</b>	\$250	<b>\$262.00</b>	
• <b>Each subsequent Time Extension request</b>	\$1,000	<b>\$1,048.00</b>	
<b>Zoning Confirmation Letter</b>			
• <b>Zoning Confirmation Letter - Basic</b>	\$220	<b>\$230.56</b>	
• <b>Zoning Confirmation Letter - with Additional Research</b>	\$660	<b>\$691.68</b>	

## Historic Fees

Fee Name	Base Fee	Fee with Surcharge, or Final Fee	Notes
<b>Certificates of Appropriateness (CoAs)</b>			
• <b>Minor CoA for Signs, Utilities, and Other Minor Exterior Features</b>	\$75	<b>\$78.60</b>	
• <b>Minor CoA for Windows, Doors, and Other Exterior Materials</b>	\$250	<b>\$262.00</b>	For a single family dwelling, and up to 4 dwelling units.
• <b>Minor CoA for Accessory Structures</b>	\$400	<b>\$419.20</b>	
• <b>Minor CoA for Windows, Doors, and Other Exterior Materials</b>	\$500	<b>\$524.00</b>	For 5+ dwelling units and non-residential sites.
• <b>Major CoA - Staff-Level Review</b>	\$1,000	<b>\$1,048.00</b>	

*This fee schedule is subject to change as fees are updated quarterly throughout the fiscal year.*

Fee Name	Base Fee	Fee with Surcharge, or Final Fee	Notes
<ul style="list-style-type: none"> <li>Major CoA - Cultural Heritage Committee (CHC) Review</li> </ul>	\$2,000	<b>\$2,096.00</b>	
<ul style="list-style-type: none"> <li>COA Pre-Application Review Fee</li> </ul>	\$400	<b>\$419.20</b>	
<ul style="list-style-type: none"> <li>CoA for Demolition</li> </ul>	\$5,000	<b>\$5,240.00</b>	
<b>CoA Time Extension</b>			
<ul style="list-style-type: none"> <li>First CoA Time Extension</li> </ul>	\$250	<b>\$262.00</b>	
<ul style="list-style-type: none"> <li>Each subsequent CoA Time Extension</li> </ul>	\$1,000	<b>\$1,048.00</b>	
<b>CoA Revision - Staff Review</b>	<b>50% of the original COA fee, but no less than \$66</b>		Surcharge required.
<b>CoA Revision - CHC Review</b>	<b>50% of the original COA fee, but no less than \$86</b>		Surcharge required.
<b>Penalty for Unauthorized Work Without a CoA</b>	<b>Double the total required CoA fee(s)</b>		Surcharge required.
<b>Appeal of a CoA Action</b>	<b>85% of the original COA application fee, but no less than \$60.00</b>		Surcharge required.
<b>Mills Act Pre-Application</b>	\$100	<b>\$104.80</b>	
<b>Mills Act Application</b>	\$1,350	<b>\$1,414.80</b>	
<b>Mills Act/Landmark Combination Request</b>	\$1,500	<b>\$1,572.00</b>	
<b>Mills Act Inspection Fee</b>	\$200	<b>\$209.60</b>	Annual fee per property.
<b>Request for Designation of a Historic Landmark</b>	\$835	<b>\$875.08</b>	
<b>Request for Designation of a Historic District</b>	\$5,000	<b>\$5,240.00</b>	
<b>Continuance of a CHC Hearing</b>	\$76	<b>\$79.65</b>	Charged when a continuance is requested by applicant or results from applicant's actions.

*This fee schedule is subject to change as fees are updated quarterly throughout the fiscal year.*

**Conditional Use Permit (CUP)/Administrative Use Permit (AUP) Fee Categories**

Proposed Use	CUP		AUP
	Minor	Major	
Agriculture and Related Uses in the IG Zone	•		
Alcoholic Beverage Sales Uses – New License or Nonconforming Use		•	
Alcoholic Beverage Sales Uses – Upgrade of License	•		
All Financial Services Not Listed		•	
All Other Financial Services (CH)			•
All Other Retail Uses (CH, CT)			•
All Personal Services Not Listed			•
All Professional Offices Not Listed			•
Arcade		•	
Artist Studio w/ Residence (CNP–CHW)			•
ATM, Drive-thru Machine (CNA, CCA, CCR, CCN, CHW)			•
ATM, Drive-thru Machine (CCP)		•	
ATM, Exterior Freestanding Machine			•
Auto Detailing (CNP, CNA, CNR)			•
Automobile Related Services (including sales)		•	
Automobile Rental Agency (Does Not Include Repair) (CCR, CCN)			•
Bail Bonds		•	
Bank, Credit Union, Savings and Loan (CNP)			•
Bars, Nightclubs, Cabarets and the Like with Alcohol (Industrial Zones)		•	
Bed and Breakfast Inn (CNP–CHW)			•
Billboards		•	
Car Wash (CHW)			•
Caretaker Residence (CNP–CHW)			•
Cemeteries	•		
Check Cashing		•	
Church (CNA–CHW)			•
Commercial Parking Lot or Structure (Nonresidential Districts)	•		
Commercial Storage/Self Storage		•	
Commercial Uses in Industrial Zone	•		
Community Correctional Re-entry Centers		•	
Computer Arcade	•		
Courtesy Parking in Residential Districts	•		
Diesel Fuel Sales (CCA–CHW)			•
Eating with Drive-Thru Service (Industrial Zones)	•		
Electronic Message Center Signs		•	
Fast Food Restaurants	•		
Food Carts (CNP–CHW)			•
Food Processing		•	
Gun Repair Shop (CNP–CCN)			•
Gun Shop (CNP–CCN)			•
Health Clubs and the Like (IL Zone)	•		
Heliport or Blimp Port or Helipads		•	
Institutional and Public Assembly Uses		•	
Job Training and Vocational Rehabilitation (Industrial Zones)		•	

Proposed Use	CUP		AUP
	Minor	Major	
Laundromat (CNP–CHW)			•
Limousine Services (CCR, CCN)			•
Manufacturing (If required per Table 33-1 of the Zoning Code)		•	
Mobile Home Park		•	
Motorcycle/Jet Ski Sales and Repair		•	
Nursery Schools, Day Nurseries, Preschools, Childcare Centers, Daycare Centers and Similar Uses for Daytime Care and Education of a Limited Number of Persons	•		
Office Uses in Residential Districts	•		
Offset Printing (CNA, CCA, CCR, CCN)			•
Other Institutional Uses (CCA, CCR, CCN, CHW)			•
Outdoor Recreation (IL Zone)	•		
Outdoor Sales Events		•	
Pawn Shops		•	
Pistol or Rifle Range		•	
Private Elementary and Secondary Schools		•	
Recreational Park (CNP–CS)			•
Recycling Collection Center for Cans and Bottles (Staff Attended) (CCA–CHW)			•
Recycling Operations (Collection Center with Attendant or Recycling Processing/Manufacturing Center) (Industrial Zones)		•	
Repair Services with Outdoor Operations (Industrial Zones)	•		
Restaurants and Ready-To-Eat foods w/ drive-thru lanes	•		
Restaurant with Alcoholic Beverage Sales (w/ bar)		•	
Retail Uses in Industrial Zones (per Table 33-2 of the Zoning Code)	•		
Social Service Office (w/out food distribution) (CNA, CCA–CCN)			•
Special Group Residence (Board and Care, Convalescent Home, Half-way House, Boardinghouse/Lodginghouse, Communal Housing and the like)		•	
Tattoo	•		
Theater, Live or Movie (100 seats or less) (CNR–CCN)			•
Thrift Store, Used Merchandise (CNP–CCN)			•
Through-block Commercial	•		
Transportation Related Uses (Trucking, etc.)		•	
Vehicle Parts (w/out installation) (CNA, CCA–CCN)			•
Vending Carts (CNP–CHW)			•
Veterinary Services (including boarding)	•		
Wireless Telecommunications Facilities (per Chapter 21.56)		•	

Conditional Use Permits and Administrative Use Permits are required as set forth in Tables 31-1, 32-1, 32-1A, 33-2, 34-1, 35-1, and 36-1 of the Zoning Regulations, Title 21, LBMC.

Any CUP use not specified in this table shall be subject to the Major CUP fee.

See fee schedule for current fee amounts.