



CITY OF LA PALMA
COMMUNITY DEVELOPMENT DEPARTMENT
7822 WALKER STREET • LA PALMA, CALIFORNIA 90623-1771
(714) 690-3340 • FAX: (714) 523-2141

COMMUNITY DEVELOPMENT DEPARTMENT APPLICANT'S GUIDE TO:

Residential remodels

PROCEDURE:

Step One: Fill out the Residential Remodel Planning Application.

Helpful Tips:

- If you do not know the Lot and Tract number of the property, leave this line blank and City staff will fill it in.
- Make sure all the proper signatures are on the application.
- This process only applies to remodels of single-family residences. All new residential development must submit a Precise Plan application.

Step Two: Determine which procedure to follow.

This section will allow you to determine which procedure you should follow. There are 3 different procedures:

Residential Remodel Procedure A

Procedure A is used if the following conditions are met:

- A) The addition will be located in a rear or side yard and will not be readily visible from the street.
- B) The addition will match the existing structure in terms of roof slope, roof materials, roof design, eave dimensions, siding materials, color, and general design.
- C) The addition will be a single story room addition.
- D) The addition will comply with all applicable setbacks and other City Code requirements; for example, the addition must maintain a 15 foot rear yard setback, or a 10 foot rear yard setback, provided the rear yard backs up to an arterial roadway, railroad right-of-way, Southern California Edison right-of-way, flood control channel, industrial zoned property, or commercial zoned property and maintains a minimum rear yard area of 1,000 square foot.
- E) The addition or modification does not include the construction of a balcony.

The Community Development Department may consider and approve an application over the counter for a single story residential room addition that complies with all of the



conditions listed above. However, the Department Staff may request a neighborhood notification or Development Committee approval even if the above conditions are met.

Residential Remodel Procedure B

Procedure B is used if the following conditions are met:

- A) The project will be located in a rear or side yard and will not be readily visible from the street or will be a minor modification to the front of the house.
- B) The addition will match the existing structure in terms of roof slope, roof materials, roof design, eave dimensions, siding materials, color, and general design.
- C) The addition will be a single or two story room addition.
- D) The addition will comply with all applicable setbacks and other City Code requirements; for example, the addition must maintain a 15 foot rear yard setback, or a 10 foot rear yard setback, provided the rear yard backs up to an arterial roadway, railroad right-of-way, Southern California Edison right-of-way, flood control channel, industrial zoned property, or commercial zoned property and maintain a minimum rear yard area of 1,000 square foot.
- E) The addition or modification does not include the construction of a balcony.

Neighbors to the rear, to the sides, and anyone affected by the addition will be notified of the proposed addition by the Community Development Department and offered a 15-day notification to respond with any objections or concerns. Should the objections or concerns be unresolved, the matter shall be referred to the Development Committee for determination after conducting a Public Hearing. If there are no unresolved objections, then Department Staff may consider and approve an application over the counter for a residential room addition that complies with all of the conditions listed above. However, Department Staff may request Development Committee approval for residential remodels even if the above conditions are met.

Residential Remodel Procedure C

Any single-family remodel that does not comply with the conditions of a **Residential Remodel A** or **Residential Remodel B** requires a Precise Plan Amendment and the approval of the Development Committee.



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Step Three: Determine required filing fees.

For a current list of Residential Remodel Permit Fees please refer to the latest City Council Adopted Planning Fees Schedule available on the City's website and at City Hall.

Step Four: Submit the application, three sets of the plans, and applicable fees.

Turn in your application, three sets of the plans (refer to Project Plan Requirements supplement) and the applicable fees to the La Palma City Hall Planning Division at:

La Palma City Hall
7822 Walker Street
La Palma CA, 90623

Checks may be made payable to the **City of La Palma.

Step Five: Staff Review and Public Hearings.

Residential Remodel Procedure A

The Planning Division will review your plans and will either return the plans to you for corrections or approve the plans over the counter. If the City Planner denies the proposal, the Applicant may appeal to the Development Committee at a Public Hearing. When the Planning Division staff stamps your plans approved, you may start the plan check process for your building permits at the Building & Safety Division. You can contact the Building & Safety Division at (714) 690-3340.

Residential Remodel Procedure B

The Planning Division will review your plans and will return the plans to you for corrections, if needed. Once the Planning Division receives a satisfactory, complete set of plans, notification will be sent to adjacent property owners and to anyone who may be affected by the addition. Any objections or concerns must be expressed during a 15-day response period. Should the objections or concerns be unresolved, the matter shall be referred to the Development Committee for determination after conducting a Public Hearing. If there are no unresolved objections, the City Planner may consider and approve an application over the counter for a residential room addition that complies with all of the stated conditions. The Planning Division staff will stamp your plans approved and you may begin the plan check process for your building permits at the Building & Safety Division. You can contact the Building & Safety Division at (714) 690-3340.



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Residential Remodel Procedure C

Your project will need a Precise Plan Amendment. The Planning Division will review your plans and will return the plans to you for corrections, if needed. Once the Planning Division receives a satisfactory, complete set of plans, you will need to provide the Planning Division with 1 full size copy of the architectural plans, one set of 11 inch by 17 inch reductions and a digital copy for the Development Committee Public Hearing.

A completed application and architectural plans must be submitted, reviewed, and determined to be complete by the Planning Division, prior to scheduling a Development Committee meeting date. You or your representative will be expected to attend the Public Hearing for your project. The Development Committee will give the final approval or denial of your project. Included in this packet is information about the Development Committee, including a calendar showing their meeting dates. If the Development Committee denies the project, the Applicant may appeal the proposal to the Planning Commission.

After the Development Committee approves the project, the applicant will be required to sign an agreement to comply with the approved set of conditions related to the project. A copy of this agreement, three (3) sets of plans (including the structural calculations and energy forms) can then be submitted to the Building & Safety Division for plan check, payment of school fees (if applicable) and issuance of building permits. You can contact the Building & Safety Division at (714) 690-3340.

For More Information Contact:

Scott A. Hutter, Associate Planner
(714) 690-3336
scotth@cityoflapalma.org



Residential remodel Planning Application

Application pursuant to Chapter 44 of the Municipal Code for:

- Over the Building Counter - Residential Remodel Level (A)
- Administrative Approval - Residential Remodel Level (B)
- Public Hearing Precise Plan Amendment - Residential Remodel Level (C)

Fees: For a current list of fees please refer to the latest City Council Adopted Planning Fees Schedule available on the City's website and at City Hall.

File Number _____ Filing Date _____ Total Fees _____

Applicant _____ Phone () _____

Address _____

Property Owner _____

Project Site Address _____

Lot and Tract number of the property _____

Project Description:

1. Total Square Footage of Existing House _____
2. Total Lot Area of Property _____
3. Total Square Footage of Addition _____
4. Number of new bedrooms _____
5. Number of new bathrooms _____
6. List all modifications to any Bathrooms/Bedrooms/Dens _____

7. Existing Home: 1st Floor Sq. Ft. _____ 2nd Floor Sq. Ft. _____
 New Addition: 1st Floor Sq. Ft. _____ 2nd Floor Sq. Ft. _____



8. Location of Addition(s) to the House (front, rear, side, etc.)

9. Proposed Use of Addition_____

Number of Existing Bedrooms_____

Number of Existing Bathrooms_____

List all other rooms excluding Bedrooms and Bathrooms_____

Why is the proposed use necessary and desirable for the development of the community? _____

Why will the proposed use not be detrimental to the neighborhood?



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I HEREBY CERTIFY that all of the applicable items required in conjunction with City of La Palma application filing procedures are submitted with this application and to the best of my knowledge and belief are true and correctly represented. I understand that failure to submit all applicable information may be cause for denial of the application.

Date_____

 Signature of Property Owner

 Signature of Applicant or Agent

 Print Name of Property Owner

 Print Name of Applicant or Agent

Consent and Assignment

I hereby consent to allow the applicant the use of my property and I authorize

_____ to proceed with the application on my behalf.

Date_____

 Signature of Property Owner



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Office Use Only

Date Filed _____

Date of Legal Notice _____

Date of Mailings _____

Date of DC Meeting _____



Authority for Land USE AND ZONING DECISIONS

| Type of Entitlement or Decision | Section of Development Code | Community Development Director | Development Committee | Planning Commission | City Council | Special Permit Committee |
|------------------------------------|-----------------------------|--|---------------------------------|---------------------|--------------|--------------------------|
| Artificial Turf Permit | 44-335 | Decision | Appeal | N/A | N/A | N/A |
| Conditional Use Permits | 44-849 | Recommend | N/A | Decision | Appeal | N/A |
| Development Agreements | N/A | Recommend | N/A | Recommend | Decision | N/A |
| Development Code Amendments | 44-666 | Recommend | N/A | Recommend | Decision | N/A |
| General Plan Amendments | 44-666 | Recommend | N/A | Recommend | Decision | N/A |
| Interpretations | 44-4 | Decision | N/A | Appeal | Appeal | N/A |
| Outdoor Display and Seating Permit | 44-1137 | Decision | Appeal | N/A | Appeal | N/A |
| Precise Plan, Residential New | 44-784 | Recommend | Recommend | Decision | Appeal | N/A |
| Amendment | 44-824 | Recommend | Decision | Appeal | Appeal | N/A |
| Precise Plan, Nonresidential New | 44-784 | Recommend | Recommend | Decision | Appeal | N/A |
| Amendment | 44-784 | Recommend | Recommend | Decision | Appeal | N/A |
| Single-family Residential Remodels | 44-824 | Decision for A and B and Recommend for C | Appeal for B and Decision for C | Appeal | Appeal | N/A |
| Specific Plans | 44-1071 | Recommend | Recommend | Recommend | Decision | N/A |
| Temporary Use Permits | 44-1006 | Decision | N/A | N/A | Appeal | N/A |
| Variances | 44-1038 | Recommend | Recommend | Decision | Appeal | N/A |
| Minor Exceptions | 44-1038 | Decision | Appeal | N/A | N/A | N/A |
| Zoning Map Amendments | 44-666 | Recommend | N/A | Recommend | Decision | N/A |
| Sign Permits and Master Sign Plan | 44-875 | Refer to 44-487 (Sign review authority) | | | | |
| Reasonable Accommodation | 44-1157 | Decision | N/A | Appeal | N/A | N/A |



Development Committee Fact Sheet

What is the Development Committee?

The Development Committee is the approval authority for residential Precise Plan Amendments for single family residential remodels. They also serve as the design review board and as an advisory body to the Planning Commission. The Development Committee must hold a public hearing for any project that needs Planning Commission approval (exceptions are at the discretion of the Director of Community Development).

Who makes up the Development Committee?

The Development Committee is made up of five residents who are appointed by the City Council for a term of four years. Many of the Development Committee members have a background in planning, construction, engineering, or architecture.

Mail for the Development Committee should be sent to City Hall in care of the Community Development Department.

What is the role of the Development Committee?

The Development Committee has approval authority for residential Precise Plan Amendments and serves as the review authority for making recommendations to Planning Commission for other planning entitlements. The Development Committee reviews the design of projects and frequently will request revisions that will improve the project before they will recommend approval. The recommendation from the Development Committee will be given to the Planning Commission prior to their public hearing. The Development Committee serves as the advisory body to the Planning Commission. The Planning Commission relies on the design expertise of the Development Committee; however, the Planning Commission is not required to adhere with the Development Committee's recommendation. The Development Committee reviews plans for conformance to the development standards established by the City's Municipal Code and does not review the suitability of specific uses. Land use decisions and environmental impact considerations are the sole responsibility of the Planning Commission.



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What is a Public Hearing?

A public hearing is a formal meeting conducted by a City body. The public is invited to attend these meetings and provide comments about the items on the agenda. A notice of a public hearing is mailed to property owners within a 300-foot radius of the project, and posted on the project site, at the La Palma Library, at the City of La Palma Recreation Center, and outside City Hall. The notice of the public hearing is also published in a local newspaper ten days before the hearing. Public hearings ensure that all land use decisions are made in an open forum and are subjected to public scrutiny in accordance with California Law.

When are the Development Committee meetings?

The Development Committee meets on the second Monday of every odd month (January, March, May, July, September, and November). Special meetings may be held on alternate months. In order to be added to a Development Committee agenda, your application, fees, and plans must be submitted to the City of La Palma Community Development Department four weeks prior to the meeting. To access the most current agendas and specific meeting dates please visit the City of La Palma website at:

<http://www.cityoflapalma.org/calendar.aspx>



Development Standards Residential Zones

The Single-family designation is intended to provide for a range of single-family housing types including conventional single-family detached homes, patio homes, zero lot lines homes, and attached lower-density developments such as duplexes. The following table illustrates the development standards for residences zoned Single Family Residential (R-1):

| R-1, Single-Family Residential Home DEVELOPMENT STANDARDS | |
|--|--|
| Minimum Lot Size | 5,000 sq. ft. |
| Density Range | 1.0 to 8.7 dwelling units per net acre |
| Maximum Height Limit | 30 ft. (two stories) |
| Maximum lot coverage | 45% |
| Minimum Rear Yard Area | 1,000 sq. ft. |
| House Front Setback | 15 ft. |
| Garage Setback (front entry) | 23 ft. |
| Garage Setback (side entry) | 15 ft. |
| House Side Setback | 5ft. |
| House Rear Setback (abutting another residence) | 15 ft. |
| House Rear Setback (abutting an arterial roadway, flood control channel, railroad right-of-way, Southern California Edison right-of-way, or industrial or commercial zoned property) | 10 ft. |
| Roof Eave Overhang | Can project 2 ft. into a setback |



Project Plan Requirements for residential projects

The professional plans should be a minimum of 18" by 24", drawn to scale, and should include the following criteria:

Site Plans (1/8 scale)

- Address, legal description, and designated zoning of the project site.
- Vicinity map which clearly shows the location of the project site.
- Title Block (name and address for property owner of record and the plan preparer).
- Scale, north arrow, and date prepared.
- Identify and label all property lines and the lot dimensions.
- Dimension all yards and space between buildings.
- Dimension all existing and proposed structure setbacks.
- Identify all easements, their locations, purposes and widths.
- Buildings: existing and proposed, location and size, showing distances from property lines, existing and proposed rooflines.
- Ultimate street right-of-way lines, street dedications, improvements, and easements designated.
- Streets: name, location, width and existing improvements including sidewalks and parkways.
- Access (driveways, etc.): existing and proposed location, add dimensions and materials.
- Existing and proposed walls and fences, non-retaining walls: type, location, height, and materials.
- Retaining walls existing or proposed: type, location, height, and materials.
- Topography, showing existing and proposed grades.
- Parking: location, number of spaces, and dimensions of garage and driveway.
- Lighting Plan: show all exterior lighting; indicate style, placement, and height.

Development Plans (1/4 Scale)

Floor Plans (Existing & Proposed):

- Dimensions of all individual rooms and the overall building, including square footage calculations
- All existing proposed and demolished interior walls and partitions. Please include a wall legend
- Label all rooms



- Show all proposed and existing window and door locations
- Window and door schedule
- Light and ventilation calculations
- Cross-sections of the project area

Elevations (Existing & Proposed):

- Provide views of elevations for all areas of improvement
- Indicate height limit and proposed height on elevations
- Height dimensioned from lowest point of structure
- Height dimensioned above grade of all floor, eaves, and ridges
- Exterior wall openings locations
- Signs: location, size, height, and content
- Exterior elevations, including height and identification of materials used on all sides of the building

Roof Plan (Existing & Proposed):

- Roof pitches
- Ridges
- Identify line of roof eave overhang
- Identify line of building footprint
- All roof mounted equipment and screening locations

Additional Materials (City's Discretion)

- Materials Board (Specifications and samples of type, color, and texture of proposed construction materials)
- Grading Plan
- Topographical Survey / Lot Survey
- Landscape Plan
- Photographic log of existing conditions
- Digital Copy of Plans and Associated Documentation
- Preliminary Title Report
