

DEVELOPMENT PERMIT APPLICATION | Submittal Checklist

The Development Permit procedure is intended to **provide an evaluation of a proposed development project and compliance with established standards**. At the time of application, a review of the location, design configuration, and impact of the proposed project on the surrounding area will be conducted.

Approval authority for development permits is divided between the Director of Planning and Development Services and the Planning Commission. In all cases, the same environmental and design review shall be conducted, as well as the imposition of applicable conditions of approval.

APPLICABLE PROJECTS

- The **intensification** of an existing use.
- A **new structure** other than a garage or carport for a single family dwelling or duplex, fences, yard improvements and accessory structures (see WHMC for exceptions).
- Additions**
 1. An addition of more than 500 square feet to a single family dwelling or duplex
 2. An addition of more than 1,000 square feet to a commercial, multi-family, or other non-residential structure.
- A **major remodel** (see definition, below) to a commercial, multi-family, or other non-residential structure. A Demolition Permit shall also be required for this work prior to the issuance of a Development Permit.
- A new **non-residential parking facility** in a PK (Parking) Overlay Zone or any alterations to an existing non-residential parking lot including intensification of hours of operation.

APPLICABLE DEFINITION

Major Remodel: The removal of **50% or more** of the exterior wall area (which includes walls, doors, and windows) or removal of 50% or more of the supporting members of a structure (e.g. beams, bearing walls, columns, or girders), whichever is more restrictive. (See Section 19.48.020 under Development Permits in the WHMC). **Major remodels only pertain to commercial, multi-family, and other non-residential structures.**

SUBMITTAL CHECKLIST

- Planning Division Permit Application
- Owner's Affidavit (for property in escrow, submit copy of escrow agreement)
- Rent Stabilization Info Sheet (for residential properties)
- Filing Fee: See Permit Fee Sheet
- Written narrative of project, explaining the scope and intent
- Certified Survey (for applicable projects, see Certified Survey Sheet)
- Exterior photographs showing all four views of the property and both sides of the street.
- Plans, drawings, and project data (see Project Submittal Sheet):
 1. Renderings / Photosimulation of proposed project in relation to existing streetscape (drawn to scale)
 2. Site Plan
 3. Floor Plan and Roof Plan
 4. Landscape Plan
 5. Elevations (front and rear must show adjacent buildings) and Cross Sections
 6. Green Building Program Point Sheet
- Additional drawings/information, as requested
- Environmental Assessment Questionnaire (unless categorically exempt under CEQA)
- Sustainable Building Design Questionnaire
- Historical Evaluation
- Massing model (must include adjacent buildings)
- Physical model to scale (for all major commercial projects or residential projects of 3 or more units, must include adjacent buildings)

At a minimum, the submittal package must include:

1. One CD or thumbdrive with PDFs and JPGs of plans, architectural drawings, renderings, and photos. All drawings should be labeled with the date of the first and any subsequent submittals.
2. Two (2) sets of full sized plans (in color, to scale with a north arrow).
3. Two (2) sets of reduced sized plans (11"x17") (in color, to scale with a north arrow).

A CERTIFIED SITE SURVEY IS REQUIRED FOR:

- Any **exterior alteration** to a single family dwelling or duplex (excluding ordinary repairs and maintenance such as the replacement of windows, doors, or porches).
- Any **addition** to a single family dwelling or duplex.
- A **major remodel** (i.e. substantial) to a commercial, multi-family, or other non-residential structure.
- New construction**

The certified survey shall be prepared, signed, and stamped by a licensed surveyor in the State of California. At a minimum, the survey must show:

1. Property lines: label adjacent streets, alleys, sidewalks, etc. that abut the property
2. Building footprint(s) of all structures on the property: label square footage per floor, number of stories, existing land use
3. Building height: label peak of roofline
4. Setbacks: label distance between structures and property lines (front, side, and rear)
5. Easements
6. Landscape and paved areas: label permeable and non-permeable areas
7. Driveways, curb cuts, and parking: label number of spaces and dimensions
8. Fences and walls: label height and width
9. Location and species of existing trees on property: label diameter of tree trunk
10. Topography/contour lines

APPLICABLE DEFINITION

Major Remodel: The removal of **50% or more** of the exterior wall area (which includes walls, doors, and windows) or removal of 50% or more of the supporting members of a structure (e.g. beams, bearing walls, columns, or girders), whichever is more restrictive. (See Section 19.48.020 under Development Permits in the WHMC). **Major remodels only pertain to commercial, multi-family, and other non-residential structures.**

DEVELOPMENT PERMIT APPLICATION | Remodel & Addition Notice

FOR COMMERCIAL, MULTI-FAMILY, AND OTHER NON-RESIDENTIAL STRUCTURES

The table below outlines the permit process for commercial, multi-family and other non-residential remodel projects. This process differs from the permit process for single family dwellings and duplexes remodel projects.

PROJECT TYPE	DESCRIPTION	PLANNING PERMIT	CERTIFIED SURVEY	EXTERIOR PHOTOS
Minor Remodel ¹	Removes less than 50% of exterior wall area or supporting members of a structure, whichever is more restrictive	Zone Clearance	Not Required	Required
Major Remodel ² (i.e. substantial)	Removes 50% or more of the exterior wall area (which includes walls, doors, and windows) or removal of 50% or more of the supporting members of a structure (e.g. beams, bearing walls, columns, or girders), whichever is more restrictive	Development Permit ⁴	Required	Required
Exterior Alteration ¹	Alters exterior walls and maintains architectural character (without removing more than 50% of the exterior wall area, see major remodel)	Zone Clearance	Not Required	Required
	Alters exterior walls and changes architectural character (without removing more than 50% of the exterior wall area, see major remodel)	Administrative Permit	Not Required	Required
Addition ^{1,2}	Expands existing structure up to 500 SF (without removing more than 50% of the exterior wall area, see major remodel)	Zone Clearance	Not Required	Required
	Expands existing structure over 500 and up to 1,000 SF (without removing more than 50% of the exterior wall area, see major remodel)	Administrative Permit	Not Required	Required
	Expands existing structure more than 1,000 SF	Development Permit ⁴	Not Required	Required
New Construction ³	Construct new structure	Development Permit ⁴	Required	Required

PLEASE NOTE:

1. Minor remodels to non-conforming commercial, multi-family, or other non-residential structures may maintain their non-conforming status provided they do not remove more than 50% of the exterior wall area or supporting members (see major remodel). Any expanded floor area must comply with applicable provisions in the WHMC.
2. Major remodels shall not maintain their non-conforming status. The entire structure and property shall comply with all applicable provisions in the WHMC.
3. New construction must comply with all current standards in the WHMC.
4. A Demolition Permit must be approved prior to issuance of a Development Permit for new construction and major remodels.

DEVELOPMENT PERMIT APPLICATION | Major Remodel Warning

FOR NON-CONFORMING COMMERCIAL, MULTI-FAMILY, AND OTHER NON-RESIDENTIAL STRUCTURES

A structure shall lose its non-conforming status if considered to be a **major or “substantial” remodel** (see definition below). **Major remodel projects shall be treated as new construction and must:**

1. Apply for a development permit;
2. Comply with all applicable building and planning standards (such as parking at current rates, density/FAR, setbacks, and height limits) in the WHMC;
3. Pay the planning fees for a development permit for a new building, and
4. Pay all applicable exaction fees for a new building.

Major Remodel: The removal of **50% or more** of the exterior wall area (which includes walls, doors, and windows) or removal of 50% or more of the supporting members of a structure (e.g. beams, bearing walls, columns, or girders), whichever is more restrictive. (See Section 19.48.020 under Development Permits in the WHMC). **Major remodels only pertain to commercial, multi-family, and other non-residential structures.**

If a minor remodel project goes beyond the 50% threshold during demolition/construction, the project will be issued a stop work order until the project can meet all of the requirements for a major remodel. You must inform all parties involved in the building project, including the architect, property owner, tenant, contractor and/or subcontractors of the facts in this notice to ensure that minor remodels are not inadvertently transformed into major remodels when the 50% threshold is exceeded.

Only buildings, which have been damaged by a **calamity**, such as flood, fire, or storm damage, have the possibility of retaining non-conforming rights. Degenerative processes that weaken a building’s structural integrity, such as rot, termite damage, or deficiencies of construction (such as inadequately sized construction members, or inadequate structural connections, or foundations) **do not constitute grounds for an exemption from requirements for major remodels.** These are normal conditions that are often encountered in renovation. **There are no exceptions to these rules.**

I am the applicant or authorized representative for the applicant and I have read and understand the above notice.

SIGNATURE (APPLICANT)

DATE

DEVELOPMENT PERMIT APPLICATION | Permit Information

PERMIT INFORMATION

PERMIT NUMBER(S): _____

PROPERTY INFORMATION:

STREET ADDRESS

PRESENT/LAST USE OF PROPERTY

PROJECT PROPOSAL:

Summarize the project below or attach a narrative on additional pages that describes:

1. Demolition of structures and new construction (in square feet for commercial; number of units for residential).
2. Proposed use or activities.
3. For map or text amendments, include a specific proposal for new language and a statement as to how the amendment is consistent with the General Plan. The statement should cite specific sections in the General Plan.

PROPERTY OWNER:

NAME PHONE NUMBER EMAIL

ADDRESS CITY STATE ZIP CODE

APPLICANT: This is the person who will be contacted regarding this application and will referred to as the 'applicant' hereafter.

NAME (IF DIFFERENT THAN PROPERTY OWNER) PHONE NUMBER EMAIL

ADDRESS CITY STATE ZIP CODE

ARCHITECT OF RECORD: (if applicable)

NAME PHONE NUMBER EMAIL

ADDRESS CITY STATE ZIP CODE

LEGAL DESCRIPTION:

ASSESSOR'S PARCEL NUMBER: BOOK PAGE PARCEL

SIGNATURE (APPLICANT) DATE

OWNER'S AFFIDAVIT

State of California, County of Los Angeles

I, (We), _____
 hereby declare under the penalty or perjury that I (we) am (are) the owner(s) of the property involved in this request, or if the owner is a corporation or other entity, that I (we) am (are) duly authorized to execute this affidavit on behalf of said corporations or entity. I (we) further declare that the foregoing statements and the information submitted herewith are true and correct.

I, (We) hereby authorize _____ (list applicant's name)
 to apply for _____ (application type: CUP, MCUP, PUP, DVP, AP, DMP, etc.)
 for _____ (list type of activity).

PROPERTY OWNER:

NAME _____

SIGNATURE _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE NUMBER _____

CAPACITY CLAIMED BY SIGNER:

- INDIVIDUAL(S)
- PARTNER(S)
- TRUSTEE(S)
- CORPORATE OFFICER(S)
- ATTORNEY IN-FACT
- OTHER

SIGNER IS REPRESENTING: _____

NAME OF PERSON(S) OR ENTITY(IES) _____

TO ALL APPLICANTS:

Employees of the City of West Hollywood will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to make the showing necessary before any of the described permits can be granted. Also, there is no guarantee - expressed or implied - that any permit will be granted by whatever agency or individual has authority in the matter. The applicant shall understand also that each matter must be carefully investigated and, after a staff investigation has been made or a public hearing has been held, the staff's recommendation or decision may be contrary to a position taken in any preliminary discussions.

The staff is not permitted to assist the applicant or any opponents of the applicant in preparing arguments for or against a request. I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me .

APPLICANT'S SIGNATURE _____ DATE _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Los Angeles

On _____ before me, _____, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

SIGNATURE

SEAL:

DEVELOPMENT PERMIT APPLICATION | Letter of Agency

LETTER OF AGENCY

This letter empowers the Sheriff’s Department to remove any unauthorized persons from your property without first contacting the owner for a formal trespassing complaint. Without this letter, the Sheriff’s Department can only warn people that they should leave, but cannot force them to do so. This Letter of Agency should be filled out and signed by the property owner, then submitted to the Planning and Development Services Department or West Hollywood Sheriff’s Station. The Letter of Agency will only be valid if you have closed your property to public access and posted “No Trespassing” signs. The letter needs to be renewed every six months if necessary.

PROPERTY OWNER:

NAME _____ PHONE NUMBER _____ BUSINESS PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

DATE _____

TO: CAPTAIN SERGIO ALOMA
WEST HOLLYWOOD SHERIFF’S STATION

I am the owner of the property at _____

The property is a(n): APARTMENT HOUSE PRIVATE RESIDENCE BUSINESS VACANT LOT

I am authorizing the Los Angeles County Sheriff’s Department to arrest for trespassing any persons found on the property without my consent or without lawful purpose.

I certify that the property listed above is closed to the public and is posted as being closed in accordance with 602 n. P.C.*

I understand that this letter is valid for a maximum period of six months and it is my responsibility to renew the letter at that item if the need still exists.

SIGNATURE (APPLICANT)

DATE

* Please be advised: this letter is only enforceable if “no trespassing” signs are correctly posted.

SHERIFF’S DEPARTMENT USE ONLY

BRIEFED: _____

PLACED W/ DEP BOARD: _____

PROCESSED BY: _____

EXPIRES ON: _____ DATE: _____

DEVELOPMENT PERMIT APPLICATION | Major Remodel Notice

IMPORTANT NOTICE:

MAJOR REMODELS ARE TREATED EXACTLY THE SAME AS NEW BUILDINGS BY THE ZONING CODE

A REMODEL QUALIFIES AS A MAJOR REMODEL/NEW BUILDING FOR PLANNING PURPOSES WHEN:

“The removal of 50% or more of the exterior wall area (which includes walls, doors, and windows) or the removal of 50% or more of the supporting members of a structure (e.g. beams, bearing walls, columns or girders), whichever is more restrictive” according to the definition of Major Remodels in section 19.90.020 in the West Hollywood Zoning Code. The same language is repeated in Section 19.48.020 under Development Permits.

Degenerative processes that weaken a building’s structural integrity, such as rot, termite damage, or deficiencies of construction (such as inadequately sized construction members, or inadequate structural connections, or foundations) do not constitute grounds for an exemption from the 50% rule. These are normal conditions that are often encountered in renovation. Only buildings, which have been damaged by a calamity, such as flood, fire, or storm damage, have the possibility of retaining non-conforming rights.

THE CONSEQUENCES OF CHANGING A PROJECT STATUS FROM REMODEL TO NEW CONSTRUCTION ARE:

New buildings must meet all the applicable building and planning standards (such as parking at current rates, density/FAR, setbacks, and height limit), pay the planning fees for a development permit for a new building, and pay all applicable exaction fees for a new building. For some projects it can even mean that the entire building must be torn down, and an entirely new project proposed, for the reason that the remodel-turned-into-new building cannot meet current requirements. There are no exemptions from these circumstances.

Applicants who know prior to commencement of construction that there has been inadequate existing construction, or degenerative processes such as termite damage or rot, or who find these conditions during construction, must immediately consult with Planning and Building and Safety in order to determine what corrective measures (such as replacing termite-ridden studs, for example) would push a project over the 50% mark and qualify it as a new building. This must be done before construction, prior to the point at which corrective action for these existing conditions is taken. Applying for Planning permission after the fact of exceeding the 50% limit does not in any way retain non-conforming status for a building.

Planning Department approval of documents that imply, but do not explicitly state, or which have only partial information, that a building may exceed the 50% rule does not constitute de facto Planning Department approval for a major remodel/new building. Planning permission for a new building or remodel can only be obtained by submitting an application and drawings that clearly and consistently identifies the full scope of new construction. Every set of drawings approved by Planning for new buildings and remodels must contain a demolition plan depicting the full extent of demolition. Inclusion of demolition information on sheets required only by the Department of Building and Safety does not satisfy this requirement. Issuance of permits by the Department of Building and Safety does not in itself constitute Planning permission to exceed the scope of demolition and construction previously approved by the Planning Department. All parties involved in a building project including the architect, property owner, tenant, contractor and subcontractors must be informed of the facts in this notice by the applicant or applicant’s representative in order to ensure that the planning status of buildings as minor remodels is not inadvertently transformed into that of major remodel/new buildings.

I am the applicant or authorized representative for the applicant and I have read and understand the above notice.

SIGNATURE (APPLICANT)

DATE

DEVELOPMENT PERMIT APPLICATION | Rent Stabilization & Housing

The Rent Stabilization and Housing Division has requirements for certain development projects. Completing the following forms help determine and apply the requirements to the proposed project.

Please tell us about your project:

PROJECT TYPE	PAGES REQUIRED
<p>SINGLE FAMILY RESIDENTIAL</p> <p><input type="checkbox"/> NEW</p> <p><input type="checkbox"/> RENOVATION</p> <p><input type="checkbox"/> ACCESSORY DWELLING UNIT</p>	<p>Pages 11 - 12</p>
<p>Single family homes are not subject to affordable housing requirements (WHMC 19.22.020). Single family homes are subject to the rent stabilization ordinance under certain circumstances.</p> <p><i>If the property is currently rented for residential purposes or was rented previously and is now vacant, prior to issuing a demolition permit or a building permit for work that requires the temporary or permanent relocation of tenants the applicant/property owner must meet all requirements for tenant relocation under the Rent Stabilization Ordinance (WHMC 17.52) and the state Ellis Act, including payment of relocation fees. Contact Rent Stabilization staff at rsh@weho.org or (323) 848-6450.</i></p>	
<p>COMMERCIAL/NON-RESIDENTIAL</p> <p><input type="checkbox"/> TENANT IMPROVEMENT</p> <p><input type="checkbox"/> NEW CONSTRUCTION OR ADDITION (LESS THAN 10,000 SQUARE FEET)</p> <p><input type="checkbox"/> NEW CONSTRUCTION OR ADDITION (10,000 SQUARE FEET OR MORE)</p>	<p>Pages 11 - 12</p>
<p>Tenant improvements and projects adding less than 10,000 square feet are not subject to affordable housing requirements. (WHMC 19.22.020)</p> <p>Commercial projects with 10,000 square feet or more are subject to the commercial affordable housing impact fee. The fee is based on project square feet and is due at building permit issuance. The fee is adjusted annually and the fee in effect at issuance of the building permit applies.</p>	
<p>MULTI-FAMILY RESIDENTIAL</p> <p><input type="checkbox"/> 2 TO 10 UNITS</p> <p><input type="checkbox"/> 11 TO 20 UNITS</p> <p><input type="checkbox"/> 21 TO 40 UNITS</p> <p><input type="checkbox"/> 41 OR MORE UNITS</p>	<p>Pages 11 - 13</p> <p>Pages 11 - 12, 14 - 19</p> <p>Pages 11 - 12, 14 - 19</p> <p>Pages 11 - 12, 14 - 19</p>
<p>DENSITY BONUS REQUEST / REQUIREMENTS</p> <p><input type="checkbox"/> Check this box if you are requesting a density bonus (WHMC 19.22.050)</p>	<p>Pages 11 - 12, 14 - 15</p>

DEVELOPMENT PERMIT APPLICATION | Rent Stabilization Notice

RENT STABILIZATION NOTICE

PERMIT NUMBER(S): _____

The Rent Stabilization and Housing Division (RSHD) maintains records on all residential units, including single family residences and condominiums, which were first issued a certificate of occupancy on or before July 1, 1979.

ADUs: Adding an ADU to a property with residential structure(s) built before July 1, 1979 can affect the property's RSO status. Please check with Rent Stabilization staff for information on how the RSO may apply.

PROPERTY OWNER:

NAME	PHONE NUMBER	EMAIL
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ADDRESS	CITY	STATE	ZIP CODE
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ASSESSOR'S PARCEL NUMBER _____

Are any units on the property currently in the Rent Stabilization registry? YES NO

If "yes", enter the Unit Identification and the last rent paid for each unit:

UNIT IDENTIFICATION/ADDRESS:	LAST RENT PAID:
_____	_____
_____	_____
_____	_____
_____	_____

STAFF USE ONLY

Are all rent registration fees current? YES NO

The following action must be taken prior to RSHD signing off on any demolition or building permits:

- Pay rent registration fees and penalties in the amount of \$ to the City of West Hollywood
- Re-register all units whose tenants moved in after 1996 and that have not been re-registered in order to establish legal MARs for the units;
- Maintain the property free of health, safety, housing code violations;
- Comply with the following requirements for removing property from the rental market:
 - Record properly completed document of intent to remove property with the LA County Recorder;
 - Give 120-day notices with all required contents to all tenants of the property;
 - Give relocation fees to all lower-income tenants;
 - Submit notice of intent to withdraw property to the City of West Hollywood RSHD along with all required documents;
 - Submit to the Rent Stabilization and Housing Division the notice of extension to one-year for all senior and disabled tenants who request the extension.
 - Other _____

RECORDS MANAGER	DATE
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DEVELOPMENT PERMIT APPLICATION | Local Affordable Housing Requirement

West Hollywood Municipal Code Section 19.22.030

AFFORDABLE HOUSING REQUIREMENT:

- 2 TO 10 UNIT RESIDENTIAL PROJECT (WHMC 19.22.040)
(if project includes over 10 units, skip this page)

Project Includes:

- 1 LOWER (LOW OR VERY-LOW) INCOME UNIT
- AFFORDABLE HOUSING IN-LIEU FEE PAYMENT

Developers of residential projects with 10 or fewer units that are not requesting a density bonus may provide one low-income unit or choose to pay a fee in lieu. The in-lieu fee is paid before issuance of a building permit for the approved project and is placed in the City’s Affordable Housing Trust Fund. The funds are used exclusively for projects that have a minimum of 60 percent of the dwelling units affordable to low-and moderate-income households, with at least 20 percent of the units available to low-income households. The fee is computed based on the gross livable area, including private balconies, decks, and patios, of the entire project. The amount of the in-lieu fee is calculated in compliance with the City Council’s Fee Schedule.

Effective September 1, 2018, the in-lieu fee for 2018-2019 is as follows:

NUMBER OF UNITS	2	3	4	5	6	7	8	9	10
Fee Per Sq. Ft.	\$13.63	\$15.59	\$17.54	\$19.49	\$21.44	\$23.39	\$25.35	\$27.29	\$29.23

If you are paying the in-lieu fee, please check the table above and calculate the in-lieu fee for your project in the space below:

Number of Units in Project (Total):	
Fee Per Sq. Ft. <i>Based on Number of Units in Project</i>	
Total Square Footage in Project: <i>Gross Building Square Footage + Private Open Space Square Footage</i>	
ESTIMATED IN-LIEU FEE: <i>Due at issuance of Building Permit(s), subject to annual fee schedule update</i>	

DEVELOPMENT PERMIT APPLICATION | Local Affordable Housing Requirement

West Hollywood Municipal Code Section 19.22.030

- 11 UNIT OR MORE RESIDENTIAL PROJECT (BASE UNITS, PRIOR TO ANY REQUESTED BONUS)
- APPLICANT REQUESTS A DENSITY BONUS FOR AFFORDABLE HOUSING AND/OR WAIVERS, INCENTIVES, CONCESSIONS, AND PARKING REDUCTIONS (CALIFORNIA GOVERNMENT CODE 65915, WHMC SECTION 19.22.050)

AFFORDABLE UNITS REQUIRED

Please use the following work sheets to calculate the affordable housing requirement for the project.

1. Calculate base units allowed. The base housing units allowed for the site are calculated as site area divided by the allowable density in the zoning district in which the project is located.

$$\frac{\text{Site Area (SF)}}{\text{Allowable Density by Zone}} = \text{Base Units/Base Density (Round Up)}$$

Pursuant to the West Hollywood Municipal Code, base units are rounded down; therefore, for purposes of calculating the local affordable housing requirement, base units allowed on the site is calculated as 20%.

Example:
 A project site is located in the R3C Zoning District which allows for 1 du/1,210 SF of lot area. The project site is 19,500 square feet. Therefore, base units allowed is calculated as 19,500 square feet divided by 1,210 square feet, which equals 16.1 base units.

2. Calculate local Affordable Housing Requirement

$$\frac{\text{Base Units (Round Up)}}{\text{WeHo Inclusionary Requirement}} = \text{Affordable Unit Requirement (Round Up)}$$

$$\frac{16}{20\%} = 3.2 \text{ Rounded Up to } 4$$

Example:
 Continuing with the example project above, the base units are rounded down to 16 units. 16 multiplied by 20% is 3.2 units. For the affordable housing requirement, all units are rounded up therefore the local affordable requirement is 4 units.

3. Determine affordable units and income distribution. Affordable units are allocated alternately low or very-low income and moderate income, beginning with lower income. If existing units are being demolished the required affordability for the units shall be based on replacement requirements of state law. West Hollywood Municipal Code Section 19.22.050.B.4 requires one-for-one replacement of units occupied by qualified households earning low or very-low incomes.

Example:
 4 affordable units are required for the project. In accordance with the city's local inclusionary requirement above, 2 units are set aside as either low or very-low income units and 2 units will be set-aside for moderate income. However, this project is also demolishing 2 existing one-bedroom units which have existing household incomes that qualify as very-low. To comply with the one-for-one replacement requirement the developer must set aside 2 one-bedroom units for very-low income levels (instead of low income levels) and 2 units at moderate income levels.

STATE DENSITY BONUS REQUESTED

REQUIREMENTS PER LAW

- Projects must replace all housing units occupied by households earning low or very low income with units reserved for households of equal or lower incomes. *(Affordable units required for a state density bonus count toward meeting this replacement.)*
- All lower income replacement units must be of equivalent size containing at least the same number of bedrooms as the existing units being demolished. *(WHMC 19.22.050.B.4)*
- In the event that the income status of an occupied unit is unknown, state law requires the units replaced by 35% very-low-income and 17% low-income (rates as of 2019, updated annually) pursuant to U.S. Department of Housing and Urban Development’s (HUD) Comprehensive Housing Affordability Strategy (CHAS) database (2011-2015 Data Set). All replacement calculations resulting in fractional units shall be rounded up to the next whole number.
- The existing property’s occupancy and household income information for the five year period before the date of the owner’s permit request is required to determine how many low and very-low-income units will be replaced as affordable units. This determination is evaluated using the income level of the current household, if occupied. If vacant, other requirements apply. Specifically, units that qualify to be replaced as units affordable to low and very-low-income households fit into one of three categories:
 - Units that have been subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of lower or very low income.
 - Units that have been subject to any other form of rent or price control through a public entity’s valid exercise of its police power.
 - Units that have been occupied by low or very-low-income households (determined by household income).

APPLICANT’S DUTIES

- To comply, applicants must provide the income of households currently occupying or who have occupied the units in the prior 5 years.
- The existing property’s occupancy and income status must be fully supported by reliable documentary evidence explained on the following page.

DEVELOPMENT PERMIT APPLICATION | Request for a Density Bonus

California Government Code §§65915, 65915.5, as amended by AB 2222, AB 2556

REQUIRED DOCUMENTS FOR APPLICATION SUBMITTAL

- Rent Stabilization & Housing Owner’s Affidavit (must be signed by owner of record on the title)
- List of units in each building, including unit #, unit square footage, and number of bedrooms for each unit
- Current and previous (last five years) rental information for each unit #:
 - If unit is rented, list the tenant name and family size
 - If unit is not rented, explain its current use, and give date last tenant vacated (if applicable)

REQUIRED DOCUMENTS FOR ENTITLEMENT

- Information to prove vacancy or occupancy status (such as owner occupancy)
 - Examples: utility bills, property tax bills, IRS forms
- List of all evictions in last five years, including tenant name, unit #, move out date, and tenant’s current contact address, phone number and email. Include eviction notices.
- Title (current, recorded)
 - Ownership Documents:
 - If LLC—Articles of Organization, Statement of Information and Operating Agreement
 - If LP—Certificate of Limited Partnership and Limited Partnership Agreement
 - If Corporation—executed Board Resolution establishing signatory authority for this application
 - If Trust—Trust Documents
- Complete inclusionary housing agreement must be signed with the City of West Hollywood.
 - Inclusionary agreement template is available for download at www.weho.org/housing

All documentation must be received within 30 days of the date this application was signed by Owner. For additional questions, please contact Alicen Bartle, Project Development Administrator at (323) 848-6323.

Signature of Owner

Date

Under penalty of perjury, I certify that the information presented in the application is true and accurate to the best of my knowledge. Title 18, Section 1001 of the U.S. Code states that a person is guilty of felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.

DEVELOPMENT PERMIT APPLICATION | Processing Density Bonus Applications

West Hollywood Municipal Code Section 19.22.050

The application for a density bonus and/or concessions shall be processed concurrently with the underlying land use permit and entitlement application and in accordance with the procedures set forth in AB 2501 and WHMC Section 19.40.040.

DENSITY BONUS ALLOWABLE

Example:

Construction of 15 new units to be offered for rent

- 15 units x 20% (mandatory inclusionary percentage requirement in West Hollywood) = 3 affordable units (2 lower-income, 1 moderate-income)

Affordability	Units Provided	% of Development (Round Up)	Bonus
Low	2	13.3% (round up to 14%)	27.5% (5% = 2.5 x 9)
Moderate	1	6.67%	0% (does not meet minimum)

- 15 units x 27.5% = 5 unit density bonus
- Summary: Project with 15 units must provide 3 affordable units to receive a 5 unit bonus. Therefore, the project may be constructed with a total of 20 units, 17 of which may be offered for rent at market rate.

The bonus allowed is set as follows (up to 35 percent):

Affordability	Minimum Affordability Required	Bonus	Additional Bonus per 1% of Additional Affordability
Very-Low	5%	20%	2.5%
Low	10%	20%	1.5%
Moderate	10%	5%	1%

BONUS REQUESTED FOR THE FOLLOWING (CHECK ALL THAT APPLY):

- VERY-LOW INCOME UNITS _____ %
- LOW-INCOME UNITS _____ %
- MODERATE UNITS _____ %
- DONATION OR TRANSFER OF LAND _____ %
- TRANSITIONAL FOSTER YOUTH, VETERAN, OR HOMELESS HOUSING _____ %

For additional questions, please contact Alicen Bartle, Project Development Administrator (323) 848 - 6323.

DEVELOPMENT PERMIT APPLICATION | Density Bonus Law

West Hollywood Municipal Code Section 19.22.030

A qualified project that provides an affordable housing set-aside shall be granted incentives in the following amounts:

Qualified Projects		Incentives		
		One*	Two*	Three*
Affordable housing set-aside	Very-Low	5%	10%	15%
	Low	10%	20%	30%
	Moderate (for-sale only)	10%	20%	30%

If requesting an incentive, concession, waiver, or reduction in development standards, please respond to the prompts below. Affix your answers to the completed application and include with your final submission:

1. Under WHMC Section 19.22.050.E.2.f other than an additional story, the applicant shall provide an explanation of the regulatory concession and how it results in identifiable and actual cost reductions for the project to offset the affordable housing costs, or for rents for the targeted units as specified in Government Code Section 65915. The intent of this requirement is to provide reasonable documentation to establish eligibility for the concession or to demonstrate the concession meets the definition set forth in Section 65915.
2. A proposal for any requested waiver or reduction of the development standard if compliance with a development standard would physically preclude construction of the project as proposed. The proposal shall include an explanation of how the development standard would physically preclude construction of the project as proposed.
3. A proposal for any requested reduction in parking ratios under WHMC Section 19.22.050.F and an explanation for how the project is eligible for the requested reduction.

A request for density bonus or concession shall be reviewed concurrently with and by the same review authority as the underlying application for land use permits and entitlements as set forth in WHMC Section 19.40.020.

DEVELOPMENT PERMIT APPLICATION | Local Affordable Housing Requirement

West Hollywood Municipal Code Section 19.22.030

EXISTING SITE CONDITIONS

PROJECT SITE INCLUDES EXISTING RESIDENTIAL UNITS

Please provide information on the existing site and any existing buildings (attach additional pages if needed).

APN Number(s):		
Lot Number(s):		
Does this property have a Certificate of Occupancy issues on or before July 1, 1979?		
<input type="checkbox"/> YES <input type="checkbox"/> NO		
Property Address(es)	Number of Units	Are Units on the Property Rented? (Y/N)
Total Units in Complex:		

Please provide a description of existing units, buildings or APN:

If any dwelling units are occupied on the date of application, the project shall provide at least the same number of units of equivalent size to be made available at affordable rent or affordable housing cost to, and occupied by, persons and families in the same or lower income category as those households in occupancy. If any existing dwelling units have been vacated or demolished within the five-year period preceding the application, the proposed project shall provide at least the same number of units of equivalent size as existed at the highpoint of those units in the five-year period preceding the application to be made available at affordable rent or affordable housing cost to, and occupied by, persons and families in the same or lower income category as those persons and families in occupancy at that time, if known.

If the income category of the last household in occupancy, or of the persons or families in occupancy at the highpoint, is not known, it shall be rebuttably presumed that lower income renter households occupied these units in the same proportion of lower income renter households to all renter households within the jurisdiction, as determined by the most recently available data from the United States Department of Housing and Urban Development's Comprehensive Housing Affordability Strategy (CHAS) database. "Rebuttably presumed" means that it is presumed to be true unless evidence is presented to prove otherwise, as determined by the Director of Human Services and Rent Stabilization.

DEVELOPMENT PERMIT APPLICATION | Local Affordable Housing Requirement

West Hollywood Municipal Code Section 19.22.030

INCOME CERTIFICATION

Have each household currently residing at the property, or who resided at the property in the last 5 years complete an income certification form:

*A household includes all members living in a single residential unit (kitchen, bathroom, sleeping areas)

Project Address: _____

Apartment #: _____

of Bedrooms: _____

Number of People in Household: _____

Dates of Occupancy: _____

Are you currently receiving rental assistance from the Housing Choice Voucher (Section 8) or any other subsidy program(s)? YES NO

TOTAL HOUSEHOLD INCOME

Please check the appropriate box below that best fits your total household income:

Household Size				
1	<input type="checkbox"/> Below \$32,092	<input type="checkbox"/> \$32,093 - \$51,348	<input type="checkbox"/> \$51,349 - \$64,184	<input type="checkbox"/> \$64,185 or Above
2	<input type="checkbox"/> Below \$34,660	<input type="checkbox"/> \$34,661 - \$55,455	<input type="checkbox"/> \$55,456 - \$69,319	<input type="checkbox"/> \$69,320 or Above
3	<input type="checkbox"/> Below \$37,227	<input type="checkbox"/> \$37,228 - \$59,563	<input type="checkbox"/> \$37,229 - \$74,454	<input type="checkbox"/> \$74,455 or Above
4	<input type="checkbox"/> Below \$39,794	<input type="checkbox"/> \$39,795 - \$63,671	<input type="checkbox"/> \$63,672 - \$79,589	<input type="checkbox"/> \$79,590 or Above
5	<input type="checkbox"/> Below \$42,362	<input type="checkbox"/> \$42,363 - \$67,779	<input type="checkbox"/> \$67,780 - \$84,723	<input type="checkbox"/> \$84,724 or Above

I DO NOT WISH TO DISCLOSE MY INCOME

NAME (HEAD OF HOUSEHOLD)

PHONE NUMBER

SIGNATURE

All documentation must be received within 30 days of the date this application was signed by Owner. For additional questions, please contact Alicen Bartle, Project Development Administrator at (323) 848-6323.

OWNER'S AFFIDAVIT (USE WHEN OWNER IS THE APPLICANT)

DATE

TO: Rent Stabilization and Housing
West Hollywood City Hall
8300 Santa Monica Boulevard West
Hollywood, California 90069

RE: _____
ADDRESS (INCLUDING APARTMENT OR UNIT NUMBER/S)

(ALL APN NUMBERS)

(Circle one: LLC, LP, Corporation,
Other _____ "Owner" hereby certifies that:

- (1) Owner is the legal owner of the above-referenced real property ("Property"); and
- (2) That the person(s) identified below ("Authorized Signatory/ies") has/have been legally authorized to sign on its behalf as evidenced by the separate instrument(s) attached herewith; and
- (3) The documents furnished to **the City of West Hollywood in conjunction** herewith, represent the full and complete information required for the **Affordable Unit Determination** requested for the Property and that the facts, statements and information presented are true and correct to the best of its knowledge and belief.

Owner declares under penalty of perjury under the State of California that the foregoing is true and correct.

***ATTACH CALIFORNIA NOTARY PUBLIC ACKNOWLEDGEMENT**

Executed on _____ at _____, California
(Date) (City)

Print Full Name of Authorized Signatory/ies: _____

Signature of Authorized Signatory/ies: _____

(additional signature lines may be added as needed)

APPLICANT'S AFFADAVIT AND OWNER'S ACKNOWLEDGMENT
(USE WHEN APPLICANT AND OWNER ARE SEPARATE ENTITIES)

DATE

TO: Rent Stabilization and Housing
West Hollywood City Hall
8300 Santa Monica Boulevard West
Hollywood, California 90069

RE: _____
ADDRESS (INCLUDING APARTMENT OR UNIT NUMBER/S)

(ALL APN NUMBERS)

_____ (Circle one: LLC, LP, Corporation,
Other _____ "Applicant" hereby certifies that:

(1) Applicant is the potential future developer of the above-referenced real property "Property" owned by _____ (circle one: a LLC, LP, corporation, other: _____) "Owner"; and

(2) That the person(s) identified below ("Authorized Signatory/ies") has/have been legally authorized to sign on its behalf as evidenced by the separate instrument(s) attached herewith; and

(3) The documents furnished to the **City of West Hollywood in conjunction** herewith, represent the full and complete information required for the **Affordable Unit Determination** requested for the Property and that the facts, statements and information presented are true and correct to the best of its knowledge and belief.

Applicant declares under penalty of perjury under the State of California that the foregoing is true and correct.

***ATTACH CALIFORNIA NOTARY PUBLIC ACKNOWLEDGEMENT**

Executed on _____ at _____, California
(Date) (City)

Print Full Name of Authorized Signatory/ies: _____

Signature of Authorized Signatory/ies: _____

(additional signature lines may be added as needed)

ENVIRONMENTAL QUESTIONNAIRE

If a project is subject to the requirements of the California Environmental Quality Act and not exempted under any of the provisions of the Guidelines for Implementation of CEQA, the City is required to conduct an initial study to determine if the project may have a significant effect on the environment. This environmental questionnaire shall be completed and submitted to the Planning and Development Services Department . Any other permit application, not including a Building Permit, required by the Planning and Development Services Department shall be filed concurrently with the attached form.

The following information and data shall accompany the Environmental Questionnaire:

- Photographs of the area in sufficient detail showing existing physical conditions in the project area.
- A boundary map clearly outlining the boundaries of the site.

APPLICANT:			
NAME	PHONE NUMBER	BUSINESS PHONE	
ADDRESS	CITY	STATE	ZIP CODE
EMAIL			

PROJECT DESCRIPTION:

Provide a complete description of the proposed project:

Location of project (address, nearest street intersections):

Existing Zoning District(s):

List and describe any other related permits or other public approvals required for this project, including those required by city, regional, state and federal agencies:

Surrounding Land Uses (North, South, East, West):

PROJECT DESCRIPTION (CONT'D.):

If the project is commercial or industrial, give a complete description of activities and other pertinent information including but not limited to estimated employment per shift, and any potential hazardous materials which may be used, etc.:

If the project is residential, indicate number, types and size of units and associated facilities:

If the project is institutional, indicate the major function, estimated employment per shift and maximum occupancy:

Describe any change in existing features of any hills or substantial alteration of ground contours:

Describe any change in scenic views or vistas from existing residential areas or public lands or roads:

Project land area (square footage): Square feet of building area:

Number of parking spaces: Number of floors: Height of tallest structure in project:

Proposed scheduling and anticipated incremental development:

LAND FORM:

Is the site currently graded? YES NO

Gross cubic yard(s) of grading proposed:

Maximum height and grade of fill after grading is completed:

VEGETATION:

Attach a map indicating the location, type, and size of trees located on site. Indicate below the number, type and size of trees to be removed as a result of the project:

AIR QUALITY:

If the project is industrial, describe and list air pollution sources and quantity and types of pollutants emitted as a result of the project:

TRAFFIC:

Approximately how much traffic will be generated by the project?

0-50 vehicular trips per day 50-250 vehicular trips per day 250-500 vehicular trips per day 500 or more vehicular trips per day

DEVELOPMENT PERMIT APPLICATION | Environmental Questionnaire

NOISE:

What noise will be produced by the property? If available, please give noise levels in decibel measurement and typical time distribution when noise will be produced.

How will noise produced by the project compare with existing noise levels?

PUBLIC SERVICES AND FACILITIES:

Will the project require installation or replacement of new water lines? YES NO

Please estimate the daily water volume in gallons required to serve the project:

Will the project require installation or replacement of new sewer lines? YES NO

Please estimate the approximate amount of sewage generated from the project (pounds/day):

Describe the type and amount (pounds/day) of solid waste generated by the project:

POPULATION DISPLACEMENT:

Will any residential occupants be displaced by the project activities? YES NO

Briefly describe the type of buildings or improvements to be demolished by the project:

MUNICIPAL SERVICES:

Indicate any substantial change in the demand for municipal services (i.e. police, fire, etc.):

MITIGATING MEASURES:

What is included in the project that may conserve or protect the following: non-renewable resources, e.g., electricity, gas, water/flora and fauna/water:

What measures are proposed in the design of the project, e.g., architectural treatment and landscaping which have been coordinated with the design of the existing community to minimize visual effect?

I certify that the information herein is true and accurate to the best of my knowledge.

SIGNATURE (APPLICANT)

DATE

SUSTAINABLE BUILDING DESIGN QUESTIONNAIRE

As evident from its long-standing Green Building Program, the City of West Hollywood continually seeks to promote excellence and innovation in sustainable building design and construction practices for all properties. Sustainability is a high priority to our commercial and residential community. To encourage our development community to strive beyond the West Hollywood Municipal Code and 2016 California Green Building Standards Code (2016 Cal Green), this sustainable building questionnaire is provided to assist applicants with how they may voluntarily go beyond mandatory code requirements. The answers provided will help inform the City on how it should approach a future update to its current Green Building Program. For questions or comments, please view the corresponding handout to this questionnaire entitled *Sustainable Building Design Process and Principles*.

APPLICANT:			
NAME	PHONE NUMBER	BUSINESS PHONE	
ADDRESS	CITY	STATE	ZIP CODE
EMAIL			

SITE PLANNING & DESIGN:

Have you considered installing **electric vehicle charging stations** at parking spaces into the project or equipping a number/percentage of future spaces for electric vehicle charging readiness beyond baseline provisions in 2016 Calgreen? If so, please explain.

WATER EFFICIENCY & CONSERVATION

Have you considered how the project can **reduce indoor potable water use** beyond the mandatory requirements of 2016 CalGreen (e.g., nonpotable water systems [treated graywater, captured rainwater], hot water recirculation systems, ultra-low-flow plumbing fixtures and fittings, EnergySTAR appliances, etc.)? If so, please explain.

Have you considered how the project can **reduce outdoor potable water use** using methods consistent with or exceeding the 2015 California Model Water Efficient Landscaping Ordinance (e.g., automatic irrigation controllers, nonpotable water systems [graywater, captured rainwater], landscaping with no irrigation requirements, etc.)? If so, please explain.

Handouts on water efficiency for different property types can be found at the City of West Hollywood's Planning Counter on the second floor of City Hall.

ENERGY EFFICIENCY

Have you considered incorporating specific building design strategies in the project to achieve an **energy design performance** of at least 10% beyond the baseline requirements of California Energy Code [Title 24, Part 6] (e.g., sensor controlled lighting and building systems, energy-conserving appliances and equipment, cool roofs, low-e coated windows, etc.)? If so, please explain.

Have you considered incorporating any **specific zero net energy strategies** into the building design of the project (e.g., natural ventilation and daylighting, efficient building envelope and insulation, on-site renewable generation, solar hot water distribution system, radiant floor heating and cooling system, etc.)? If so, please explain.

Handouts on Net Zero Energy Design for different property types and users can be found at the City of West Hollywood's Planning Counter on the second floor of City Hall.

Have you considered how the project will not impede or prevent any adjacent properties from installing and operating **rooftop solar** equipment? If so, please explain.

MATERIAL CONSERVATION & RESOURCE EFFICIENCY

Have you considered how the project can **reduce cement use** in foundation mix design no less than 20 percent? If so, please explain. Common products used to replace cement include fly ash, slag, silica fume, and rice hull ash.

Have you considered how the project can use materials with a **post-consumer or pre-consumer recycled content value (RCV)** of no less than 10 percent of total material cost of the project? If so, please explain.

INNOVATION

Has your project incorporated any **other sustainable building design measures** not discussed above? If so, please explain.

OTHER

If your project has not considered some or any of the aforementioned sustainable design strategies, please explain why. Be as specific as possible.

HISTORIC RESOURCE ASSESSMENT

A Historic Resource Assessment (HRA) in the City of West Hollywood (City) is required for projects involving major alterations or a demolition of the following: 1) structures that are 45 years or older and have not been identified in any of the City's historic resource surveys; or 2) properties identified in the City's historic resource surveys and assigned a California Historical Resource Status Code of 7 (Not Evaluated for National Register (NR) or California Register (CR) or Needs Revaluation). Please note that there are properties on the City's historic resource surveys that are listed, but have no status code; these properties will also require an HRA. You may visit the City's preservation page at www.wehopreservation.org for access to the City's database of historic resource surveys.

An HRA will be used to determine if any structure(s) are considered historical resources under the California Environmental Quality Act (CEQA). It will also be used to assess a project's impacts on any identified historical resources on a project site.

The City's prequalified list of historic preservation consultants shall be used by applicants who need an HRA prepared for their development project. The credentials of these consultants have been determined to meet the National Park Service, Department of the Interior's Professional Qualifications Standards for Architectural History as set forth in 36 Code of Federal Regulations Part 61, Appendix A. The consultants are listed in alphabetical order, below. The project applicant must contract with one of the prequalified consultants directly. Fees for the consultants' services are not collected through the City. Please note that the City reserves the right to peer review any HRA as deemed necessary by staff.

PRE-QUALIFIED LIST OF CONSULTANTS FOR PREPARING AN HRA

ARG

Attn: Katie Horak
8 Mills Place, Suite 300
Pasadena, CA 91105
a.spicer@arg-la.com
626.583.1401

LSA Associates

Attn: Casey Tibbet
20 Executive Park, Suite 200
Irvine, CA 92614
Casey.Tibbet@lsa.net
213.407.1455

ASM

Attn: Shannon Davis
20 North Raymond Avenue, Suite 220
Pasadena, CA 91103
sdavis@asmaffiliates.com
626.793.7395

Page & Turnbull

Attn: Flora Chou
417 South Hill Street, Suite 211
Los Angeles, CA 90013
chou@page-turnbull.com
213.221.1200

Dudek

Attn: Samantha Murray
605 Third Street
Encinitas, CA 92024
smurray@dudek.com
626.204.9800

SWCA Environmental Consultants

Attn: Nelson White
150 South Arroyo Parkway
Pasadena, CA 91105
pasmktg@swca.com
626.240.0587

Environmental Science Associates

Attn: Dr. Margarita Jerebek
626 Wilshire Boulevard, Suite 1100
Los Angeles, CA 90017
mjerabek@esassoc.com
213.599.4300

PLAN SUBMITTAL REQUIREMENTS

PROJECT DRAWINGS:

The following drawings and information must be included with your application submittal. Note that in the City of West Hollywood, drawings must be prepared and certified by licensed design professionals (Architect and Landscape Architect) and engineering professionals (Surveyor, Civil Engineer, Structural Engineer, Soils/Geotechnical Engineer, Seismic Engineer, etc.) In accordance with State Law, professionals are not permitted to stamp and sign documents or drawings that have not been prepared by them under their direct supervision. Please note that larger projects are subject to the Concurrent Plan Check Process.

1. ARCHITECTURAL DRAWING CONVENTIONS

- a. Provide north indication arrow, and orient plans with north toward the top (if possible);
- b. Plan must be drawn to scale, with scale indicated. Use Engineer's or Architect's scale: 1" = 10', 1/4" = 1', etc.
- c. Indicate demolished walls with dashed lines, walls to remain as solid lines and new walls filled;
- d. Provide correct submittal date on all drawing sheets;
- e. Use line weights properly-(i.e. heaviest for elements that are cut through, lightest for transparent elements, door swings, etc.);
- f. Show stairs accurately with arrows indicating direction;
- g. Show all property lines. Do not use edge of paper for property lines.

2. PROJECT DATA (INCLUDED ON COVER SHEET OR SITE PLAN SHEET)

- a. Include Index Sheet with all plan sets;
- b. Address and legal description of subject property;
- c. Name, address and phone number of the applicant, owner and architect;
- d. Existing and proposed land use and number of stories;
- e. Building square footage ;
- f. Size and number of units (residential projects only);
- g. Calculations of common and private open space (residential projects only);
- h. Calculations of permeable surface and landscape area;
- i. Indicate the subject property zoning designation and calculations for density, floor area ratio (FAR);
- j. Parking requirements including required parking and guest parking, bicycle, electric vehicle spaces.

SITE & CONTEXT INFORMATION:

3. SITE SURVEY

- a. All new construction must have a survey prepared by a licensed surveyor. Boundary or ALTA Topographic survey prepared by California State licensed Surveyor;
- b. The survey shall include the L.A. County Assessor's parcel information, lot area, site dimensions, metes and bounds, the footprints and height of buildings on adjacent properties (sides and rear, if applicable), as well as any easements, dedications or encumbrances (per a current Title Report);
- c. Locate all existing trees both on the property and any street trees adjacent to the property with trunk diameter and drip line. Identify any native trees, for example S. California species (see Southern California Native Tree List in West Hollywood's Heritage Tree Ordinance).

4. NEIGHBORHOOD PLAN/FIGURE GROUND MAP

- a. A plan or map of the project site entire block including properties directly across the street;
- b. Indicate all building footprints, property lines, streets, sidewalks, and zoning designations. Footprints and dimensions can be approximate (per Google maps for example). Mark the project site on the map or plan.

DEVELOPMENT PERMIT APPLICATION | Plan Submittal Requirements

5. AERIAL PHOTO

- a. An aerial photo of the project site's entire block, and the block directly across the street from the project site. (Note: Aerial photos may be per Google Maps.) Mark the project site on the photo.

6. PHOTO MONTAGE

- a. A composite photograph of existing building/property frontages along the proposed project's block, with an image of the proposed façade inserted at the same scale.
- b. Include a composite photo of existing frontage across the street from the project site; if the site is on a corner, include existing frontages from all blocks opposite.

7. EXISTING SITE PLAN (1/16"=1'0" MINIMUM)

- a. Existing site plan including topography contour lines, and dimensioned setbacks of adjacent properties. (Required for all new construction);
- b. Existing building footprint(s), square footage(s), number of stories, and land use;
- c. Dimensions from all structures to front, side and rear property lines;
- d. Existing parking areas, parking stalls, driveways, and turning areas;
- e. Dimensions for existing buildings, driveways, and parking spaces;
- f. Fences and walls;
- g. Labeled landscaped and paved areas;
- h. Location and species of trees on property and the diameter of tree trunks;
- i. Sidewalks, streets (with names), and curb cuts adjacent to the property.

8. PROPOSED SITE PLAN (1/16"=1'0" MINIMUM)

- a. Street level plan showing ground floor building footprint with dimensions to property lines;
- b. Vehicular entrance and exit locations;
- c. Footprints of all adjacent buildings including at sides, rear and across the street. (Existing development to be demolished should be shown on a separate drawing.)
- d. Show streets and alleys (with names), curb parkway and sidewalks on both sides of the street;
- e. Show location and width of any public or private easements, such as driveways or utility company Right-of-Ways. If none note this on the site plan;
- f. Indicate and label any obstructions such as telephone poles, street signs, bus stops, etc. in the Public Right-of-Ways. If none, note this on the site plan;
- g. Proposed parking areas, parking stalls, driveways, turning areas, visibility windows and parking lot landscaping. Identify proposed location of curb cuts and driveway;
- h. Show location, height, and materials for all proposed fences and walls;
- i. All landscaped and paved areas, including stoops and paths, and existing trees to remain, to be removed, and new trees. Identify all common open space areas;
- j. Calculations of paved areas and permeable surfaces on the plans per WHMC 19.20.190.D;
- k. Show trash/recycling area, open air mailboxes, and utility meters (water, gas, electric, etc.) if at grade, and main fire department connection valves or standpipes, pad-mounted transformers, backflow preventers, security gates, and perimeter fencing;
- l. For swimming pools, spas or hot tubs, dimension setbacks from property lines and indicate the location and screening of all related equipment per WHMC 19.20.140;
- m. Show site drainage including permeable surfaces (in accordance with City's SWPP program), catch basins, trench drains, sumps, etc. Include water features and pools;
- n. For any residential project involving new construction, indicate and dimension the existing front yard setbacks of the two structures closest to the subject property on the adjacent properties.

DEVELOPMENT PERMIT APPLICATION | Plan Submittal Requirements

9. LANDSCAPE PLAN (1/16"=1'0" MINIMUM)

- a. Location of planted areas, hydrozones, permeable surfaces;
- b. Location, identification, and size of all plant types;
- c. Plant palette including list with species, common names and photos of all plant types;
- d. Drought tolerance levels of proposed plantings per WHMC 19.26.060;
- e. Location and size of all existing trees on the subject property, indicating proposed to be removed or to remain;
- f. Hardscape, color and material finishes;
- g. Site amenities, special features, water features, pools;
- h. Show permanent affixed furniture, fences, gates, pergolas or other structures on plan with note indicating height;
- i. Compliance with Solar Access and Solar Equipment Section of the WHMC 19.20.170.

BUILDING PLANS, ELEVATIONS & DETAILS:

10. PARKING PLAN(S) (1/16"=1'0" MINIMUM)

- a. Dimensions of driveway and vehicle back-up;
- b. Visibility window at vehicle ingress/egress;
- c. Driveway ramp slopes and transition slopes, overhead clearances, gates or overhead doors;
- d. Drainage (i.e. trench drains, basins and sump pumps), mechanical rooms, main electrical switchgear, trash enclosures, and subterranean meter and transformers;
- e. Pedestrian access paths, exit stairs, elevator and machine rooms;
- f. Parking stall dimensions and striping in accordance w/ Title 24 Disability Access provisions, end stalls, vehicular mobility and turning radii (especially where tandem parking is proposed).

11. FLOOR PLAN(S) (1/16"=1'0" MINIMUM)

- a. All levels including parking plans and rooftop plans;
- b. Building footprint and property lines;
- c. Windows and doors (proposed and existing to remain);
- d. Interior layout with labels for proposed use, units and rooms, private outdoor spaces, exterior storage components, etc.;
- e. Locations and dimensions of utility meters (water, gas, electric, etc.), main fire department connection valves, pad-mounted transformers and all other equipment;
- f. Locations and dimensions of trash enclosures, mailboxes;
- g. Location, dimensions and height of security gates and/or perimeter enclosures;
- h. Show urban art on the ground floor plan (or where occurs);
- i. For roof plans, locations and dimensions of mechanical equipment, location and dimensions and details of mechanical screening;
- j. For projects involving a nightclub or restaurant, include seating layout plan, menu, proposed hours of operation, and copy of ABC Permit;
- k. For multi-family residential projects, indicate area and dimensions of each private and common openspace area. Provide a summary table including required and proposed open space areas.

12. BUILDING SECTIONS (1/8"=1'0" MINIMUM)

- a. Provide a cross-section drawing through the proposed building and the entire site, extending beyond property lines to fronting street(s), and/or existing buildings on adjacent property;
- b. Indicate section locations on floor plan(s);
- c. For sloped sites, a site section is required including section through street, property and adjacent property or street;
- d. Cross sections shall be at the same scale as the building elevations;
- e. Indicate overall heights and ceiling heights;
- f. Additional sections may be requested as needed.

DEVELOPMENT PERMIT APPLICATION | Plan Submittal Requirements

13. BUILDING ELEVATIONS (1/8"=1'0" MINIMUM)

- a. Provide colored and rendered elevations of the proposed structure(s) including front, sides, rear and courtyard elevations (where occurs);
- b. Indicate overall height, floor-to-floor heights and other important dimensions;
- c. Indicate finish materials, roof slopes if pitched, roof drainage (scuppers, downspouts, gutters, etc.) unless integrated and concealed, shading devices, and significant architectural elements or features;
- d. Existing adjacent structures on either side of the proposed structure, including overall height, windows, doors and other key elevation information;
- e. Indicate all proposed vents, gutters, downspouts;
- f. Indicate proposed utility meters, transformers, utility boxes, and other equipment;
- g. Location of exterior lighting;
- h. Existing and proposed materials and colors;
- i. For building additions and renovations, clearly indicate proposed work and existing to remain.

14. CUSTOM DETAILS

- a. Detail drawings of significant architectural features and components including but not limited to: windows, doors, railings, fencing, graphic screens or shading devices, creative signage, lighting, moveable building elements, and custom landscape features (i.e. vertical garden walls).

ADDITIONAL SUPPORT EXHIBITS: PLEASE PREPARE THE FOLLOWING EXHIBITS FOR DISCUSSION WITH THE PLANNING STAFF, NEIGHBORHOOD OUTREACH, AND PUBLIC HEARING PROCESS. PROJECTS OF 10 UNITS OR LESS MAY CHOOSE BETWEEN PROVIDING EITHER A 3-D DRAWING/ RENDERING OR A SCALE MODEL.

15. THREE DIMENSIONAL REPRESENTATIONS (2)

- a. At least two (2) illustrative three-dimensional sketches, illustrations, drawings, digital models, or renderings or combinations thereof showing the proposed project at eye-level. At least one view must show the front façade.

16. ARCHITECTURAL SCALE MODEL

- a. Physical massing model, including indications of window and door openings can be provided in lieu of 3-dimensional renderings.
- b. Models must be to scale and include buildings adjacent to the subject site.
- c. Any major commercial project, residential project of three units or more, or any project to be presented at a neighborhood meeting requires a massing model.
- d. For permits to be reviewed by the Planning Commission, provide a massing model and if requested, detailed model to scale.

17. MASSING/ORGANIZATION DIAGRAMS

- a. Illustrative two-and three-dimensional diagram (axonometric, 3D virtual model, exploded drawings etc.) showing the project massing and building organization concepts such as circulation, exiting, private and common open space, exterior storage, etc.

18. MATERIAL BOARDS

- a. A materials board with samples of all exterior finishes and colors, including but not limited to walls, door & window frames, railings, paving, roofing, and fencing. All samples shall be clearly labeled with specified finish and color, and keyed to building elevation drawings.
- b. Catalog "cut sheets" for doors and windows, noting the dimensions of (a) the reveal depth (distance from wall face back to door face/glass face) and (b) the trim projection (distance from wall face out to face of projecting frames and/or trim).

DEVELOPMENT PERMIT APPLICATION | Plan Submittal Requirements

SUPPLEMENTAL APPLICATION ITEMS:

19. GREEN BUILDING POINT SHEET

20. SUPPLEMENTAL NARRATIVE FOR COURTYARD HOUSING PROJECTS

- a. For courtyard housing projects, provide a narrative and plan sheet indicating how the project complies with all criteria in WHMC 19.36.265. If these criteria are not met, explain how the proposed “alternative design” complies with the intent of the code as described in WHMC 19.36.265.

21. SUPPLEMENTAL NARRATIVE FOR EXEMPLARY DESIGN

- a. For proposed residential projects that do not comply with the additional six-foot front yard setback required for second floors and above per Table 2-3 under WHMC 19.06.040, provide a written statement explaining how the proposed project is of exemplary design.

FOR PLANS ALSO TO BE SUBMITTED TO THE BUILDING AND SAFETY DIVISION, INCLUDE THE FOLLOWING:

- a. Show the building area (total and per story), occupancy group(s), use(s), type of construction(s), number of stories, height, type of fire sprinklers provided, and the number of parking space(s) on the first sheet or title sheet of the construction documents.
- b. Include justification and analysis for increase in area, height and/or story. For mixed occupancies, provide corresponding allowance area calculations for each floor.
- c. Show all required accessible entrances & exits, accessible path of travel to each space & floor and accessible parking requirements. Identify routes on plans and provide all required dimensions.
- d. Provide the minimum plumbing fixture requirements (restrooms) for each occupancy and floor.