



Residential Remodels & Additions Guide

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, minor modifications to rear portion of the property. The City may administratively grant approval of additions or modifications to single-family residences when the project meets the following conditions:

- (1) The addition or modification shall be located in a rear or side yard and not readily visible from the street.
- (2) The addition or modification shall match the existing structure in terms of roof slope, roof materials, roof design, eave dimensions, siding materials, color, and general design.
- (3) The addition or modification shall be single-story.
- (4) The addition or modification shall maintain a 15-foot rear yard setback, or a ten-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 feet. The addition or modification shall comply with all other applicable setbacks and other Development Code requirements.
- (5) The addition or modification does not include the construction of a balcony



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Residential Remodel Procedure “B”

Procedure B, minor modifications requiring neighborhood notification. The City may administratively approve a single-family residential remodel upon meeting the notification requirements set forth in this subsection. Adjacent neighbors affected by the addition or modification shall be notified of the proposed action and offered the opportunity to sign the plans in support of the addition or modification or offered a 15-day period to respond with any objections or concerns. Should the objections or concerns be unresolved, the matter shall be referred to the Development and Circulation Committee for determination after conducting a public hearing. No fee shall be required for the referral to the appeal body. If there are no unresolved objections, the City may administratively consider and approve the application for a residential room addition which complies with all of the following conditions:

- (1) The project is a minor addition or modification to the front of the house.
- (2) The addition or modification shall match the existing structure in terms of roof slope, roof materials, roof design, eave dimensions, siding materials, color, and general design.
- (3) The addition or modification may be a single- or two-story room addition.
- (4) The addition or modification shall maintain a 15-foot rear yard setback, or a ten-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 feet. The addition or modification shall comply with all other applicable setbacks and other Development Code requirements.
- (5) The addition or modification does not include the construction of a balcony.

Residential Remodel Procedure “C”

Procedure C is for any single-family residential remodel that does not comply with the conditions of a Procedure A residential remodel or a Procedure B residential remodel and requires a Public Hearing for approval of a Precise Plan Amendment at the Development and Circulation Committee.

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 at City Hall and on the City’s website.



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STEP FOUR: Submit the application, architectural plans, and applicable fees.

Turn in your application with notification package, architectural plans (refer to Project Plan Requirements supplement), and the applicable fees to the Community Development Department, Planning Division located at La Palma City Hall. Counter Hours are 7:30am to 12 noon. City Hall's address is:

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

**Checks shall 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 okay the plans to be submitted for building permit plan check review. If the Community Development Department reviews and denies the proposal, the Applicant may file an appeal of that decision to a public meeting of the Development and Circulation Committee. When the Community Development Department's Planning Division stamps your plans approved, you may submit your proposal into the building permit plan check process at the Building & Safety Division. You can contact the Building & Safety Division directly at (714) 690-3340 building@cityoflapalma.org or visit them at City Hall during public counter hours which are between 7:30am to 12 noon Monday through Thursday (closed Fridays).

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, a notification will be mailed to adjacent property owners and property owners across the street who may be visually affected by the addition. Any objections or concerns must be expressed during a 15-day response period that will be incorporated into the notification. Should the objections or concerns be unresolved, the matter shall be referred to the Development and Circulation Committee for determination after conducting a Public Hearing. If there are no unresolved objections, the Planning Division 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 and Circulation 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 and Circulation Committee meeting date. You or your representative will be expected to attend the Public Hearing for your project. The Development and Circulation Committee will give the final approval or denial of your project. Included in this packet is information about the Development and Circulation Committee, including a calendar showing their meeting dates. If the Development and Circulation Committee denies the project, the Applicant may appeal the proposal to the City Council.

After the Development and Circulation 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, Planning & Zoning
(714) 690-3336
scotth@cityoflapalma.org



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Residential Precise Plan Amendment Planning Application

Application pursuant to Chapter 44 of the Municipal Code for:

- Administrative Approval - Residential Remodel Level (A)
- Administrative Approval - Residential Remodel Level (B)
- Precise Plan Amendment / Public Hearing - 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.)



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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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Community Development Planning Division Use Only

Date Filed: _____

Date of Legal Notice: _____

Date of Mailings: _____

Date of DC Meeting: _____



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Development and Circulation Committee Fact Sheet

What is the Development and Circulation Committee?

The Development and Circulation 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 City Council. The Development and Circulation Committee must hold a public hearing for any Level “C” residential remodel and addition or an appeal of a Level “B” residential remodel and addition.

Who makes up the Development and Circulation Committee?

The Development and Circulation Committee is comprised of seven (7) citizens-at-large appointed by the City Council.

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

What is the role of the Development and Circulation Committee?

It shall be the duty of the Development and Circulation Committee to:

- To review proposed projects for consistency with the Circulation and Infrastructure Element of the General Plan.
- To recommend to the City Council ways and means for improving transportation, transit, and circulation conditions and matters in Chapter 40 “Vehicles and Traffic” of the City Code.
- To advise the City Council on matters affecting the review, study, evaluation, design, and installation of traffic control devices in compliance with the Guidelines and Warrants of the California Manual of Uniform Traffic Control Devices (CAMUTCD).
- To advise the City Council on matters affecting accessibility, parking, and transportation modes, including pedestrian, bicycle, and automobiles on all public rights-of-way and paths within the city limits of the City of La Palma.
- To advise the City Council and perform such advisory duties and functions relating to planning, land use, transportation and circulation issues as the City Council may direct.
- To serve as the board of appeals related to disputes concerning the building standards code.



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- To perform the duties and functions prescribed in Municipal Code Chapter 44 (Zoning), including making determinations on applications for residential remodel and addition projects in compliance with Table IV-1.

TABLE IV-1. REVIEW AUTHORITY				
Type of Entitlement	Section of Development Code	Community Development Director	Development & Circulation Committee	City Council
Precise Plan Amendment Single-family Residential Remodels & Additions	44-824	Decision for A & B Recommend for C	Appeal for B Decision for C	Appeal for C

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 350-foot radius of the project, posted on the project site, at the La Palma Library, at the City of La Palma Central Park, and at 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 and Circulation Committee meetings?

The Development and Circulation Committee meets on the second Monday of every even month (February, April, June, August, October, and December). Special meetings may be held on alternate months if a quorum can be achieved with Committee Members. In order to be added to a Development and Circulation Committee agenda, your application, fees, and plans must be submitted to the City of La Palma Community Development Department for a determination of completeness. Once deemed complete the Planning Division will put your project on the next feasible Development and Circulation Committee agenda and notice it accordingly. To access the most current agendas and specific meeting dates please visit the City of La Palma website or contact the Planning Division.



Development Standards Single-Family Residential (R-1) Zoned Properties

The following table illustrates the development standards for residences zoned Single Family Residential (R-1):

R-1 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	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 Plan (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, dimension sidewalks and parkways
- Access (driveways, etc.): existing and proposed location, note dimensions
- Existing and proposed walls and fences, non-retaining walls: type, location, height,
- Topography, showing existing and proposed grades
- Parking: location, number of spaces, and dimensions of garage and driveway



Architectural Sheets (1/4 Scale)

Floor Plans (Existing & Proposed):

- Dimension all individual rooms and overall building with square footages
- All existing proposed and demolished interior walls and partitions with 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

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

- _____

