



CUDAHY
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ZONING CLEARANCE: PRE-PLAN CHECK APPLICATION

Community Development Department | Planning Division | 5220 Santa Ana St. Cudahy CA 90201 | Phone: 323-773-5143 | Email: planning@cityofcudahyca.gov

Last updated: August 2026

The Zoning Clearance Pre-Plan Check application is a review that ensures that proposed development is in compliance with all applicable development standards found in the Cudahy Municipal Code (CMC) pursuant to Chapter 20.84. A Zoning Clearance application is intended to review site planning, circulation, landscaping, and other zoning and planning development standards **prior to obtaining any Building permits and prior to commencing work.**

Zoning approval or denial, however, **does not** ensure that the subject property is developed with buildings of proper construction type nor that it is in condition to permit any additional development, **does not** ensure a building permit will be issued, and **in no way legalizes** any other use, sign, structure, code violations, or nonconformity.

THIS FORM IS TO REQUEST A PRELIMINARY REVIEW OF ZONING COMPLIANCE. THIS FORM DOES NOT RESULT IN ISSUANCE OF ANY BUILDING PERMITS.

Projects subject to a Zoning Clearance include, but are not limited to the following:

- Residential interior remodel and modification
- Single-family residential additions to existing buildings or structures up to 50% of existing gross floor area
- Nonresidential expansions up to 50% of existing gross floor area not visible from the public right-of-way
- Single-family residential and nonresidential façade improvements not visible from the public right-of-way
- Patio covers, breezeways, porch covers, and similar structures not visible from the public right-of-way
- Exterior spas, hot tubs, or swimming pools
- Mechanical equipment
- Accessory Dwelling Unit (ADU)
- Commercial, industrial, and mixed-use tenant improvement
- Parking lot re-striping
- Solar panel installation

If you have any questions, please contact the Planning Division by email, planning@cityofcudahyca.gov or by phone, (323) 773-5143.

STAFF USE ONLY	Received By: _____	File Number: _____
General Plan Land Use Designation: _____	Zone: _____	
Restrictions/Conditions of Approval: _____		
Notes: _____		
The proposed Zoning Clearance is: ☐ Approved (Permitted by right) ☐ Denied (Not permitted)		
Date of Approval/ Denial: _____		Date Approval Expires: _____
Date/Time Received: _____		Fee Received & Receipt Number: _____

Zoning Clearance Application Check List:

The following materials may be required as part of your application, dependent upon the proposed scope:

- ☐ Completed Application
- ☐ \$297 Application Fee (*other fees apply as applicable*) – *Fees shall be paid in person at City Hall or mailed in by check, payable to "City of Cudahy"*. Please note, the zoning clearance fee is updated July 1st of each year.
- ☐ Property Owner approval
- ☐ Photographs of existing property
- ☐ Detailed architectural plan set (*site plan, floor plan, and elevations*)
- ☐ Digital color palette and materials board
- ☐ Window schedule and roof plan
- ☐ Line-of-sight diagram for any new roof-mounted equipment and/or specifications for proposed screening

APPLICANT INFORMATION: (This is the person who will be contacted regarding this application.)

Name: _____

Address: _____

Phone Number: _____ Email Address: _____

PROJECT INFORMATION:

Type of Project:

☐ Single-Family Residential ☐ Multi-Family Residential ☐ Commercial ☐ Industrial ☐ Mixed-Use

Address: _____ APN(s): _____

Zoning Designation: _____ General Plan Designation: _____

Existing Use(s): _____ Proposed Use(s): _____

Lot Size (square feet): _____ Square Feet of Existing Structure(s): _____

Are improvements proposed that will be visible from a public right-of-way? ☐ YES ☐ NO

Is there a proposed expansion of an existing structure which will increase floor area by 50% or more? ☐ YES ☐ NO

Proposed Expansion Floor Area: _____ Proposed Floor Area: _____

Is there proposed demolition? ☐ NO ☐ YES: _____ (what will be demolished) _____ sq. ft. of demolition

Existing No. of Stories: _____ Proposed No. of Stories: _____

Existing Building Height: _____ Proposed Building Height: _____

Existing Parking Spaces: _____ Proposed Parking Stalls: _____

Required Parking Spaces: _____

RESIDENTIAL USES if any:

Density (du/acre): _____ Existing # Units: _____ Existing Sq. ft.: _____

Proposed and/or existing unit/bedroom count: _____

DETAILED PROJECT SCOPE:

Provide a detailed description of the proposed project, or provide a separate PDF labeled "Project Description" if more space is needed. ☐ Check if project description is attached.

PROPERTY OWNER INFORMATION:

Name of Property Owner: _____
Property Owner's Address: _____
Property Owner's Phone Number: _____
Property Owner's E-Mail: _____

PROPERTY OWNER APPROVAL

Must be read, filled in, and signed by the owner of the property or management company.

_____ (owner/prop. management) hereby grants full permission and approval for
_____ (applicant) to carry out the project described in this application and
detailed on all attachments to this application at _____ (project address).

Additionally, I have been notified of the full extent of the project proposed and agree to not hold the City of Cudahy responsible for any problems or concerns that may arise due to it.

Signature of owner or person authorized

Date

APPLICANT DECLARATION

Must be read, filled in, and signed by the applicant.

I hereby certify and say, under penalty of perjury, that I am the applicant in the foregoing application for
_____ (proposed project) at _____ (project address), that I have read this
Application and know the content thereof, and that the herein stated information and all attachments hereto, are true and correct to
the best of my knowledge and belief.

Signature of applicant

Date

Provide all required materials below as attachments to your application submission.

PLAN REQUIREMENTS

☐ **Cover Sheet to include:**

- Preparer's name, title and registration (if applicable), address, phone number.
- Project name, address, legal description, APN#, Tract#, Block#, Lot#, Zone
- Property owner's name, address, phone number,
- Consultants contact information (if applicable)
- Scope of work identifying all work proposed under this permit.
 - Scope of work should include all onsite and off-site work proposed.
 - All off-site work is subject to an Encroachment Permit.
- Gross area per floor and building height, lot coverage, rear lot coverage, hardscape coverage.
- Vicinity map and parcel map.

☐ **Site Plan to include:**

- Clearly show full parcel, lot dimensions, property lines, interior lot lines if applicable, street name/s
- Show footprint of dwelling(s) and roof line with all projections and dimensions to property lines.
- Show recorded easements, if any, and visible utilities, such as meters for electric, gas, water, W/H, AC Condenser, etc. Label distance from visible utilities to property line and to other structures.
- Show locations of any existing and proposed walls and accessory structures (patios, sheds, garage, etc.) and swimming pools and spas. Label distance to property lines and to other structures.
- Show footprint of proposed work and roof lines with all projections and dimensions to property lines.
- Show north arrow and scale.
- Clearly demonstrate the location of all site improvements including paving/hardscape improvements with dimensions of improvements provided.
- Clearly demonstrate the location and dimension of all parking spaces.
- Clearly demonstrate the location and type of all on-site trees and landscaping.

☐ **Floor Plans to include:**

- Existing and proposed architectural floor plans with labeled dimensions and labeled room type (kitchen, bathroom, bedroom, etc.).
- Demolition plan if a structure or portion of a structure is to be removed.
- Existing and proposed window and door schedule to note size, color, material, and type (casement, sliding, etc.) of all windows and doors.

☐ **Elevations to include:**

- Full elevations (existing and proposed) labeled North, South, East, and West.
- Specify and delineate the height of each floor and the finished floor grade of the structure.
- Details of any architectural features and elements (ex: down spouts, water heaters, attic vents, etc.)
- Provide typical cross sections in each direction
- Call out existing colors and materials of the new and existing structure

☐ **Roof Plan to include:**

- Roof ridges, valleys, hips, etc.
- Pitch and slope direction for all roof planes.
- Materials (existing and proposed)
- **Note:** New roofing should match the existing roof pitch, color and material of the existing dwelling