

SPR No: _____

PL No: _____

Date: _____



City of Lawndale
Community Development Department
14717 Burin Avenue, Lawndale, CA 90260
(310) 973-3230 (Phone)
(310) 970-2150 (Fax)
www.lawndale.ca.gov

Site Plan Review Application (Fee: \$1,600)

Project Address:		
Zone:	APN No:	Legal Description:
Applicant's Name:	Phone:	Email:
Applicant's Address:		
Role of Applicant: ☐ Property Owner ☐ Tenant ☐ Contractor ☐ Other:		
Applicant's Signature:		
x		

Property Owner's Name:	Phone:	Email:
Property Owner's Address:		
Property Owner's Signature / Owner Authorization:		
I hereby authorize the above-listed individual to act on my behalf in all matters relevant to this application.		
x		

Project Description:

PROJECT PROCESSING: The following documents are required for project processing:		
• Completed application	• Photographs of site	• Environmental Questionnaire
• Site/Grading/Drainage plan	• Floor plans of all structures	• 3-sets of scaled plans (24"x36")
• Elevation Plans	• Preliminary landscape plan	• 1-set of scaled plans (11"x17")
• Cross-section plans(s)	• Photographs of surrounding area	

I. PLAN PREPARATION GUIDELINES	
- All plans shall be drawn on uniform size sheets not smaller than 24"x36" - All plans shall be clear, legible, and accurately scaled - All plans shall be clearly labeled with sheet title, project name, and project address	
II. SITE PLAN: At minimum, the Site Plan shall include the following information:	
- The name and mailing address of the owner of the lot and the name, mailing address, and telephone number of the architect and/or applicant - Site plan shall be drawn to an engineering scale no smaller than 1"= 40' - North arrow - A vicinity map - Location and dimensions of all easements located on the subject property - Location of the nearest cross street(s) - Site Plan summary to include the following information: 1. Zone: 2. Gross & net lot area: 3. Gross floor area per building (existing & proposed) 4. Number of parking spaces (required & proposed) 5. Assessor Parcel Number (APN) 6. Open space square footage 7. Lot coverage, square footage, and percent of site area - Centerline & dimensions of the street(s) right-of-way or access easement(s) - Show all exterior lighting - Legal description and address of the site - Existing and/or proposed use of all building - Building setbacks and required yard areas (Front, Rear, and Sides) - Distance between building structures - Roof plan - Location of outdoor storage and trash areas - Location of pool and equipment (if applicable) - Maximum building height - Open space required - Location of all structures within 10 feet of the parcel - Location, height, and materials of existing and/or proposed walls and fences - Underground utilities - Parkway dimensions (if applicable) - Property line dimensions and bearings (if applicable) - Dimensioned location of all existing and proposed building and structures - Number of parking spaces required and provided - Location of A/C condenser (not in side yard) - Location of private recreational area - Location of copper main line water service	
III. FLOOR PLANS: minimum information requirements	
- All floor plans shall be fully dimensioned and drawn to an architectural scale not less than 1/8" = 1'10" - Show the location of all walls and partitions (existing and proposed) - Show the location of all permanent fixtures & stationary equipment	
IV. ELEVATION PLANS: minimum information requirements	
- All building elevations shall be drawn to an architectural scale no smaller than 1/8" = 1'10" - Finished grade, building height, and all special architectural features - Provide an exterior finish legend indicating exterior color, textures, and architectural style	
V. CROSS-SECTION PLANS: minimum information requirements	
- Cross-section views as indicated on site/floor plans. Cross-section views must be taken through all proposed construction, extending at least 10 feet beyond the limits of construction or property line as required. Care should be taken to assure that all cross-sections and their notations conform accurately to the site or floor plan - The elevation of the finished grade, the finished floor and the roof ridge beams shall be indicated on the section plan - All walls, fences, curbs, etc., cut by the cross-sections(s) - Any adjacent streets and the curb line (or edge of pavement) if cut by the cross-section. On all cross-sections viewed from a street, include the curb or edge of pavement relative to the structure	
VI. PRELIMINARY LANDSCAPE PLANS: minimum information requirements	
- Amount of landscaping required (common areas and private areas) - A planting plan shall be provided indicating the location of all existing and proposed landscaped and hardscaped areas, and the location of plant materials accurately to the site or floor plan - Provide a plant pallet of all trees, shrubs, and ground cover proposed to be used - Note that water conservation techniques shall be utilized	
NOTE:	Return the required redlined plans with the revised set of plans addressing the requested changes or comments in order to facilitate and expedite the site plan review.