



## CITY OF PALOS VERDES ESTATES MINOR MODIFICATION APPLICATION

Realizing that applicants may desire to make minor changes to plans originally approved by the Planning Commission, the Minor Modification procedure is intended to provide a method of processing changes that may not trigger additional Planning Commission review. Changes not approved by staff may be submitted for Planning Commission consideration with a new application and fee.

Changes that may be reviewed by staff include:

1. Relocation of improvements, other than buildings, on the property; provided, that the new location is not in a setback.
2. Lot coverage of a building or structure so long as such increase does not exceed two hundred square feet or ten percent of that previously approved, whichever is less.
3. Height of any structure so long as any increase in height is less than two feet or ten percent of that previously approved, whichever is less.
4. On-site circulation and parking, loading, and landscaping.
5. Placement of walls, fences, and structures.
6. Reconfiguration of architectural features and/or modification of finished materials that does not alter or compromise the previously approved theme.
7. Permission to repair or remodel nonconforming structures, if the work will bring the structures and their subsequent use into greater conformity with permitted uses.
8. Reduction in density or intensity of a development project.
9. Modifications required to conform to changes in the building code adopted after issuance of the development entitlement.

Note: Staff does not approve modifications which contradict specific conditions of approval or that increase possible impacts of the project. Notice of the Planning Department decision will be mailed to "all owners of real property abutting, across the street or alley from, or having a common corner with the subject property". Any interested party may appeal the decision to the Planning Commission by filing a written appeal within 15 days after the decision.

### **Submittal Requirements:**

- ☐ Minor Modification Application clearly describing all proposed changes.
- ☐ Updated versions of all application sheets which have changed including floor area, lot coverage and grading.
- ☐ One set of plans (no smaller than 11" x 17") with Art Jury Approval.
- ☐ The changes from the original approval clearly depicted with "clouding or bubbles" and highlighted in yellow.
- ☐ It is recommended that the names, addresses and signatures of adjacent neighbors be obtained on the submitted plan and the minor modification form. If the applicant is unable to obtain one or more of the required signatures, a letter may be attached explaining the reason for the missing signature(s) and the Planning Director will take this into consideration.

## MINOR MODIFICATION APPLICATION

Project Address: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Owner: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Telephone # \_\_\_\_\_ Work # \_\_\_\_\_ Email \_\_\_\_\_

Proposed Modification(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Surrounding Neighbors - Please have the neighbor print their name, address, telephone #, date and signature on the lines below, **as well as on the plans.**

**NOTE: IF ANY NEIGHBOR HAS A QUESTION REGARDING THIS REQUEST, THEY ARE ENCOURAGED TO CONTACT CITY HALL TO REVIEW THE APPLICATION WITH A PLANNER.**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_



Staff Use Only

Application #: \_\_\_\_\_ Misc. Receipt #: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Comments from Staff: \_\_\_\_\_

\_\_\_\_\_

Conditions of approval or reasons for disapproval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project **Approved/Disapproved** by: \_\_\_\_\_ Date: \_\_\_\_\_

Note: The Planning Department decision is **not** considered final until after the 15-day appeal period.

**CITY OF PALOS VERDES ESTATES  
REQUIRED PLAN CHECK INFORMATION**

THE FOLLOWING IS MANDATORY AND MUST BE SUBMITTED WITH THE APPLICATION

|                    |     |       |        |
|--------------------|-----|-------|--------|
| OWNER/APPLICANT:   |     |       |        |
| PROJECT ADDRESS:   |     |       |        |
| LEGAL DESCRIPTION: | LOT | BLOCK | TRACT  |
| APPLICANT'S AGENT: |     |       | PHONE: |
| EMAIL:             |     |       | DATE:  |

LOT SIZE:  
\_\_\_\_\_ sq. ft.

ALLOWABLE FLOOR AREA:  
\_\_\_\_\_ sq. ft.      Equals the lesser of 30% (lot size) + 1,750 or 50% (lot size)

EXISTING LOT COVERAGE:

|               |         |                                               |
|---------------|---------|-----------------------------------------------|
| _____ sq. ft. | _____ % | BUILDING                                      |
| _____ sq. ft. | _____ % | HARDSCAPE (Pool, patio, deck, driveway, etc.) |
| _____ sq. ft. | _____ % | TOTAL                                         |

PROPOSED LOT COVERAGE: (Include only added lot coverage)

|               |         |                                               |
|---------------|---------|-----------------------------------------------|
| _____ sq. ft. | _____ % | BUILDING                                      |
| _____ sq. ft. | _____ % | HARDSCAPE (Pool, patio, deck, driveway, etc.) |
| _____ sq. ft. | _____ % | TOTAL                                         |

**TOTAL LOT COVERAGE:** (Sum of existing and proposed)

|               |         |                                               |
|---------------|---------|-----------------------------------------------|
| _____ sq. ft. | _____ % | BUILDING (Not to exceed 30%)                  |
| _____ sq. ft. | _____ % | HARDSCAPE (Pool, patio, deck, driveway, etc.) |
| _____ sq. ft. | _____ % | TOTAL (Not to exceed 65%)                     |

EXISTING FLOOR AREA:

|                            |                         |
|----------------------------|-------------------------|
| _____ sq. ft. FIRST FLOOR  | _____ sq. ft. MEZZANINE |
| _____ sq. ft. SECOND FLOOR | _____ sq. ft. GARAGE    |
| _____ sq. ft. BASEMENT     | _____ sq. ft. TOTAL     |

PROPOSED FLOOR AREA: (Include only added floor area)

|                            |                         |
|----------------------------|-------------------------|
| _____ sq. ft. FIRST FLOOR  | _____ sq. ft. MEZZANINE |
| _____ sq. ft. SECOND FLOOR | _____ sq. ft. GARAGE    |
| _____ sq. ft. BASEMENT     | _____ sq. ft. TOTAL     |

**TOTAL FLOOR AREA:** (Sum of existing and proposed)

|                            |                         |
|----------------------------|-------------------------|
| _____ sq. ft. FIRST FLOOR  | _____ sq. ft. MEZZANINE |
| _____ sq. ft. SECOND FLOOR | _____ sq. ft. GARAGE    |
| _____ sq. ft. BASEMENT     | _____ sq. ft. TOTAL     |

(Cannot exceed Allowable Floor Area)