

CITY OF LOMITA
HEIGHT VARIATION PERMIT
FILING INSTRUCTIONS

The following are the approval process and requirements for structures in **residential zones south of Pacific Coast Highway.**

A. New construction and single story additions of less than 16 feet will be reviewed by staff and may receive administrative approval if all current zoning requirements are met. New multifamily construction usually requires Planning Commission approval.

B. New construction, second story additions, including balconies, decks, fire escapes, parapets, satellite antenna dishes, skylights, solar panels, guardrails or similar construction exceeding 16 feet in height, will require submission of a Height Variation Permit application to the Planning staff, together with pertinent information as detailed in the “INSTRUCTIONS FOR FILING SITE PLANS.”

1.The applicant must submit three (3) copies of fully dimensioned site plans indicating all existing and proposed structures (see instructions for site plans). An application form is attached. A fee of \$500 payable to the City of Lomita must be submitted with the application materials.

2.The applicant must erect a silhouette (open framing) of the proposed construction. A guide for silhouette construction is attached.

3.City staff will notify property owners within 300 feet of the subject property advising them of the proposed construction.

4.If written objections are received from less than 5% of the notified property owners within fourteen (14) days of notification, and if staff determines that the proposed construction will not adversely affect the views of properties in the vicinity, an administrative approval may be granted. A portion of the filing fee will be refunded. Notice of staff’s decision will be mailed to all property owners who responded to the notification.

5.If written objections are received from five percent (5%) or more of the notified property owners and/or staff determines that the proposed construction may impair view from surrounding properties, the proposal will be scheduled for public hearing before the Planning Commission

6.Twenty-two (22) additional copies of plans and other pertinent information will be required to prepare for a public hearing.

7.Property owners within a 300-foot radius will be re-notified and advised of the public hearing.

8.Notice of the Planning Commission’s decision will be mailed to all parties who responded to the notice or who spoke at the public hearing.

9.The decision by the Planning Commission may be appealed in WRITING to the City Council as provided in Article 74 of the Municipal Code.

====Anyone wishing to appeal staff’s decision (No. 4 above) must file a written appeal to the Planning Commission within fifteen (15) days after notice of the decision is mailed. No fee is required. If appealed, the following procedures will be taken:

- a. Staff will schedule a public hearing before the Planning Commission. Additional information and plans to be submitted by the applicant will be required.
- b. Staff will re-notify property owners within a 300 foot radius of the subject property of the public hearing on the appeal.