



INSTRUCTIONS FOR FILING SITE PLANS

The Lomita Municipal Code requires that a site plan be approved by the Planning Commission in certain situations. Site plans prepared in accordance with the following instructions must be submitted to the Planning Department, Lomita City Hall, 24300 Narbonne Avenue during the hours of 8:00 a.m. through 5:00 p.m.

INFORMATION AND REQUIREMENTS

(These requirements also apply to applications where a site plan is required: Conditional Use Permit, Zone Variance, etc.)

- A. Twenty-five (25) copies required. Site plans will be accepted only if the copies are suitably reproduced, **folded** to 8 ½ " by 11" and contain the required information.

In addition to the site plan, elevation and floor plans shall be required.

- B. The legal description of the entire property must be written on the plan. This information may be taken from the deed.
- C. The name, address and telephone number of the applicant shall appear on the face of the site plan. If the record owner of the subject property is other than the applicant, the owner's name, address and telephone number shall also appear on the site plan and an owner's authorization submitted.
- D. The location (address) of the subject property shall appear on the site plan and shall include the name, distance and direction of the closest cross street.
- E. The Lomita Planning Commission meets on the **second Monday** of each month. Plans which do not require review by the Traffic Commission must be filed 21 days prior to the meeting unless otherwise required.
- F. The Lomita Traffic Commission meets on the fourth Monday of each month. Plans including new or changed parking layouts must be filed at least 21 calendar days prior to the meeting unless otherwise required.

FEE

A filing fee of \$75 is due and payable to the **City of Lomita** at the time of filing.

SITE PLAN

A. SCALE Plans must be drawn to a definite scale and the scale indicated. Minimum scale of one inch equals 10 feet or 1/8-inch equals one (1) foot is required. Dimensions on the plan must be legible and complete. Minimum scale for elevation plans shall be 1/4-inch equals 1 foot.

B. LAYOUT

1. The proposed and existing buildings, structures and driveways must be shown and identified; show their exact location by means of dimensions from street, lot and parcel lines. Show all existing obstructions located on the site and in the public right-of-way, e.g., trees, utility poles, drainage catch basins, fire hydrants, meter boxes under the sidewalks, etc. Show the location and width of adjacent sidewalks.

For new, non residential developments, show approximate size, identification, use, location and distance from property line for all structures on adjacent properties which are within 20 feet of the subject property.

2. Show the entire ownership; and where more than one ownership is involved; show the full extent of the additional ownerships.

3. Include a short description of your request on the face of the site plan.

4. Include the computation for parking and landscaping on the face of the site plan. Parking stalls, aisles and driveways must be fully dimensioned on the plans.

Landscaping shall be clearly dimensioned and indicated on the site plan and should include the type of proposed plants.

5. The plan must be oriented on the paper so that North is at the top of the sheet.

6. Dimensions on the plan must be legible and accurate.

7. Do not use the edge of the paper for property lines. A 4"x 6" area on the face of the plan must be left blank for City use.

8. Plans must be folded to 8 1/2" x 11" or to 8 1/2" x 14" at the time of filing.

9. It is recommended that photographs of the site be submitted.

10. Show general drainage directions and grade elevations at the lot corners.

C. SIGN PLANS

1. Plans must show fully dimensioned front view and elevation of the sign(s).

2. The exact location of the proposed sign must be indicated on the plan.
3. Show all other existing signs which are to remain on the site.

In the case of a shopping center, indicate on the face of the plan if each tenant has a sign and its dimensions.

D. MULTI-RESIDENTIAL AND NEW COMMERCIAL/OFFICE PLANS

1. Twenty-five (25) copies of grading and drainage plans and building cross sections (or elevations) clearly demonstrating the full height of the building(s) relative to the natural grade and proposed finished grade are required if cut or fill exceeds 3 feet.

E. SINGLE FAMILY AND SUBDIVISION SITE PLANS

1. Twenty-five (25) copies of grading plans if cut or fill exceeds 3 feet including the following:
 - a) Proposed building pad grad.
 - b) Current and proposed grade at the rear of each lot.
 - c) Adjacent grade of the property adjoining each proposed lot.
 - d) Drainage plan.