



CITY OF PALOS VERDES ESTATES

NEIGHBORHOOD COMPATIBILITY EXEMPTION APPLICATION

While the original Neighborhood Compatibility process requires all second story additions and certain second story balconies to be reviewed by the Planning Commission, it is understood that some required projects have no impact to the surrounding neighborhood. This exemption procedure is intended to provide a method of processing these minor second story additions and certain second story balconies. Exemption applications that are not approved by staff may be submitted for Planning Commission consideration under the Neighborhood Compatibility process.

Projects that may be approved by staff:

- Addition to the second floor of an existing building of less than 200 square feet of area.
- Addition to an existing building of a second story deck or balcony up to 160 square feet in which the proposal is not located in a required side yard setback and projects no more than 10 feet from the existing building.

The following findings must be made in order to deem an exemption application approvable:

- The project has no impact on the natural features of the land;
- The project is reasonably compatible with the existing neighborhood character in terms of scale of development of surrounding residences;
- The project has no impact on the privacy of adjacent properties;
- The project has no impact on neighbors' existing views.

Submittal Requirements:

- One set of plans (11" x 17" in size) including site plan, floor plans, and elevation drawings.
- The following is to be included on the **site plan**: The outlines of the existing structures within 30 feet of the property lines, the names/addresses/legal descriptions of all adjacent lots, addition areas depicted with shading/hatching, and roof ridge lines with elevations.
- The following is to be included on the **floor plans**: Dimensions if both new/existing areas and all new walls are to be clearly denoted.
- The following is to be included on the **elevation drawings**: Ceiling plate heights, finished floor elevations, and roof ridge elevations.
- Note: More information may be required to clearly depict the proposed work.
- The names, addresses and signatures of the potentially affected neighbors. Signatures **must be on the submitted plan and the exemption application 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.
- Completed application and fee.

NEIGHBORHOOD COMPATIBILITY EXEMPTION

Date: _____ Misc. Receipt #: _____ Fee Paid: _____

Applicant /Owner: _____

Address: _____

Telephone # _____ Fax # _____ Email: _____

Project Address: _____

Application # **NCEX-** _____

Clearly describe the proposed addition: _____

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

Comments from Staff: _____

Conditions of approval or reasons for disapproval: _____

Project Approved/Disapproved by: _____ Date: _____

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

THE FOLLOWING INFORMATION IS MANDATORY AND MUST BE SUBMITTED WITH THE PLAN CHECK APPLICATION

OWNER/APPLICANT: _____
PROJECT ADDRESS: _____
LEGAL DESCRIPTION: LOT _____, BLOCK _____, TRACT _____
APPLICANT'S AGENT: _____ PHONE: _____
DATE: _____

LOT SIZE: _____ square feet

ALLOWABLE FLOOR AREA: _____ equals the smaller of 30% (lot size) + 1750 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

EXISTING FLOOR AREA:
_____ sq. ft. FIRST FLOOR
_____ sq. ft. SECOND FLOOR
_____ sq. ft. BASEMENT
_____ sq. ft. MEZZANINE
_____ sq. ft. GARAGE
_____ sq. ft. TOTAL*

PROPOSED FLOOR AREA: (include only added floor area)
_____ sq. ft. FIRST FLOOR
_____ sq. ft. SECOND FLOOR
_____ sq. ft. BASEMENT
_____ sq. ft. MEZZANINE
_____ sq. ft. GARAGE
_____ sq. ft. TOTAL

TOTAL FLOOR AREA: (sum of existing and proposed)
_____ sq. ft. FIRST FLOOR
_____ sq. ft. SECOND FLOOR
_____ sq. ft. BASEMENT
_____ sq. ft. MEZZANINE
_____ sq. ft. GARAGE
_____ sq. ft. TOTAL