



CITY OF PALOS VERDES ESTATES REQUEST FOR 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 commission review. Changes not approved by staff may be submitted for Planning Commission consideration with a new application and fee.

Examples of changes that may be reviewed by staff:

- Relocation of improvements, other than buildings, so long as the new location is not in a setback.
- Lot coverage or floor area so long as such increase does not exceed 10% or two hundred square feet.
- Height of any structure so long as any increase in height does not exceed 10% or one foot.
- Placement of walls, fences, and structures that are not within required setbacks.
- Reconfiguration of architectural features and/or modification of finished materials.
- 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 larger 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

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

Applicant /Owner: _____

Address: _____

Telephone # _____ Fax # _____ Email: _____

Project Address: _____

Application # _____

Proposed Modifications: _____

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: _____

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 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