

# ZONE CLEARANCE APPLICATION | Applicable Projects

A Zone Clearance can be approved by Staff. **Only one Zone Clearance shall be allowed within any three-year time period for an expansion in floor area.** Any additional expansion within three years shall require a Development Permit. The only exception is for expansion or alterations solely for the purpose of increasing access for disabled persons or to comply with local, state, or federal regulations concerning handicapped accessibility. The Director will determine if the project is a *minor* or *major* Zone Clearance. A *major* Zone Clearance requires an on-site inspection for approval; a *minor* Zone Clearance does not.

## APPLICABLE PROJECTS

- A **change of use** that does not require more parking than the previous use.
- A **change of tenant**
- A **reduction** in the number of **residential units**
- Ordinary repairs** and/or maintenance (e.g. replacing a window or door)
- Interior alteration** to a single family dwelling or duplex that does not alter the exterior walls
- Exterior alteration** to a single family dwelling or duplex that maintains the building footprint and the architectural character (see definition below)
- Minor remodel** (see definition below) to commercial, multi-family, and other non-residential structures that maintains the architectural character of the building
- Additions up to 500 square feet that maintain the architectural character:**
  1. An addition to the first-story of a single family dwelling or duplex
  2. An addition to a commercial, multi-family, or other non-residential structure
  3. An addition to a detached accessory structure serving a residential use
- A **fence** or other structure that does not require a building permit or any other item regulated by the Zoning Ordinance
- A **detached accessory structure** serving a residential use up to 500 square feet
- Solar energy systems**, collectors and panels
- Re-paving a **driveway**
- Re-roofing** that can be seen from street (not required for flat roof)
- Accessory Dwelling Unit** or a **Junior Accessory Dwelling Unit**
- Electric vehicle** charger and/or equipment

## APPLICABLE DEFINITIONS

1. **Architectural character:** the character of a structure that is defined by the scale and composition of the structure, as well as the proportion, style, and arrangement of doors, openings and other architectural elements on the exterior walls of the structure. The architectural character of a structure does not change simply because it is larger in size.
2. **Minor remodel:** the removal of less than **50 percent of the exterior wall area** (which includes walls, doors, and windows), or the removal of less than **50 percent of the supporting members of a structure** (e.g., beams, bearing walls, columns, or girders), whichever is more restrictive.

## SUBMITTAL CHECKLIST

- Planning Division Permit Application
- Written narrative of project, explaining the scope and intent
- Filing Fee: See Permit Fee Sheet
- Certified Survey (for applicable projects, see Certified Survey Sheet)
- Exterior photographs showing all four views of the property and both sides of the street
- Plans, drawings, and project data (see Project Submittal Sheet):
  1. Renderings / Photosimulation of proposed project in relation to existing streetscape (drawn to scale)
  2. Site Plan
  3. Floor Plan and Roof Plan
  4. Landscape Plan
  5. Elevations (front and rear must show adjacent buildings) and Cross Sections
  6. Green Building Program Point Sheet
- Additional drawings/information, as requested

**At a minimum, the submittal package must include:**

1. Three (3) sets of full sized plans (in color, to scale with a north arrow) labeled with the submission date, or;
2. Two (2) sets of full sized plans and one (1) set of reduced sized plans (11"x17") (in color, to scale with a north arrow), labeled with the submission date.

## A CERTIFIED SITE SURVEY IS REQUIRED FOR:

- Any **exterior alteration** to a single family dwelling or duplex (excluding ordinary repairs and maintenance such as the replacement of windows, doors, or porches).
- Any **addition** to a single family dwelling or duplex.
- A **major remodel** (i.e. substantial) to a commercial, multi-family, or other non-residential structure.
- New construction**

**The certified survey shall be prepared, signed, and stamped by a licensed surveyor in the State of California. At a minimum, the survey must show:**

1. Property lines: label adjacent streets, alleys, sidewalks, etc. that abut the property
2. Building footprint(s) of all structures on the property: label square footage per floor, number of stories, existing land use
3. Building height: label peak of roofline
4. Setbacks: label distance between structures and property lines (front, side, and rear)
5. Easements
6. Landscape and paved areas: label permeable and non-permeable areas
7. Driveways, curb cuts, and parking: label number of spaces and dimensions
8. Fences and walls: label height and width
9. Location and species of existing trees on property: label diameter of tree trunk
10. Topography/contour lines

## APPLICABLE DEFINITION

**Major Remodel:** The removal of **50% or more** of the exterior wall area (which includes walls, doors, and windows) or removal of 50% or more of the supporting members of a structure (e.g. beams, bearing walls, columns, or girders), whichever is more restrictive. (See Section 19.48.020 under Development Permits in the WHMC). **Major remodels only pertain to commercial, multi-family, and other non-residential structures.**

# ZONE CLEARANCE APPLICATION | Remodel & Addition Notice

## FOR SINGLE FAMILY DWELLINGS OR DUPLEXES

The table below outlines the permit process for single family dwellings and duplexes. This process differs from the permit process for commercial, multi-family, and non-residential remodel projects.

PROJECT TYPE	DESCRIPTION	PLANNING PERMIT	CERTIFIED SURVEY	EXTERIOR PHOTOS
Ordinary Repairs & Maintenance	<b>Replacement</b> of building elements (e.g. new windows, doors, porch post)	Zone Clearance	Not Required	Not Required
Interior Alteration	Changes to <b>interior</b> of structure only, no alterations to exterior walls of structure (e.g. kitchen remodel)	Zone Clearance	Not Required	Not Required
Exterior Alteration <sup>1</sup>	Alters <b>exterior</b> walls and maintains building footprint and architectural character	Zone Clearance	Required	Required
	Alters exterior walls, maintains building footprint and <b>changes</b> architectural character	Administrative Permit	Required	Required
Addition <sup>1,2</sup>	Expands structure on <b>first-story</b> up to 500 SF	Zone Clearance	Required	Required
	Expands structure on <b>second-story</b> (new of existing second-story) up to 500 SF	Administrative Permit	Required	Required
	Expands structure <b>more than 500 SF</b>	Development Permit <sup>4</sup>	Required	Required
New Construction <sup>3</sup>	Construct new structure that does not maintain building footprint	Development Permit <sup>4</sup>	Required	Required

### PLEASE NOTE:

1. Exterior alterations and/or additions up to 500 square feet to non-conforming single family dwellings or duplexes may maintain their non-conforming status provided they maintain the building footprint. Construction is subject to the current standards in the Building Code. Applicants should meet with Building & safety staff at an early stage to identify any potential reconstruction issues for non-conforming structures (e.g. openings along walls less than three feet from the property line) prior to design.
2. Additions over 500 square feet to non-conforming single family dwellings or duplexes may not maintain their non-conforming status. The entire structure shall comply with all applicable provisions in the WHMC (see exemptions to parking requirements in Section 19.28.040 (C) of the Zoning Ordinance).
3. New construction must comply with all current standards in the WHMC.
4. A Demolition Permit must be approved prior to issuance of a Development Permit for new construction.

# ZONE CLEARANCE APPLICATION | Remodel & Addition Notice

## FOR COMMERCIAL, MULTI-FAMILY, AND OTHER NON-RESIDENTIAL STRUCTURES

The table below outlines the permit process for commercial, multi-family and other non-residential remodel projects. This process differs from the permit process for single family dwellings and duplexes remodel projects.

PROJECT TYPE	DESCRIPTION	PLANNING PERMIT	CERTIFIED SURVEY	EXTERIOR PHOTOS
Minor Remodel <sup>1</sup>	<b>Removes less than 50% of exterior wall</b> area or supporting members of a structure, whichever is more restrictive	Zone Clearance	Not Required	Required
Major Remodel <sup>2</sup> (i.e. substantial)	<b>Removes 50% or more of the exterior wall</b> area (which includes walls, doors, and windows) or removal of 50% or more of the supporting members of a structure (e.g. beams, bearing walls, columns, or girders), whichever is more restrictive	Development Permit <sup>4</sup>	Required	Required
Exterior Alteration <sup>1</sup>	Alters exterior walls and <b>maintains</b> architectural character (without removing more than 50% of the exterior wall area, see major remodel)	Zone Clearance	Not Required	Required
	Alters exterior walls and <b>changes</b> architectural character (without removing more than 50% of the exterior wall area, see major remodel)	Administrative Permit	Not Required	Required
Addition <sup>1,2</sup>	Expands existing structure <b>up to 500 SF</b> (without removing more than 50% of the exterior wall area, see major remodel)	Zone Clearance	Not Required	Required
	Expands existing structure <b>over 500 and up to 1,000 SF</b> (without removing more than 50% of the exterior wall area, see major remodel)	Administrative Permit	Not Required	Required
	Expands existing structure <b>more than 1,000 SF</b>	Development Permit <sup>4</sup>	Not Required	Required
New Construction <sup>3</sup>	Construct new structure	Development Permit <sup>4</sup>	Required	Required

### PLEASE NOTE:

1. Minor remodels to non-conforming commercial, multi-family, or other non-residential structures may maintain their non-conforming status provided they do not remove more than 50% of the exterior wall area or supporting members (see major remodel). Any expanded floor area must comply with applicable provisions in the WHMC.
2. Major remodels shall not maintain their non-conforming status. The entire structure and property shall comply with all applicable provisions in the WHMC.
3. New construction must comply with all current standards in the WHMC.
4. A Demolition Permit must be approved prior to issuance of a Development Permit for new construction and major remodels.

# ZONE CLEARANCE APPLICATION | Major Remodel Warning

## FOR NON-CONFORMING COMMERCIAL, MULTI-FAMILY, AND OTHER NON-RESIDENTIAL STRUCTURES

A structure shall lose its non-conforming status if considered to be a **major or “substantial” remodel** (see definition below). **Major remodel projects shall be treated as new construction and must:**

1. Apply for a development permit;
2. Comply with all applicable building and planning standards (such as parking at current rates, density/FAR, setbacks, and height limits) in the WHMC;
3. Pay the planning fees for a development permit for a new building, and
4. Pay all applicable exaction fees for a new building.

**Major Remodel:** The removal of **50% or more** of the exterior wall area (which includes walls, doors, and windows) or removal of 50% or more of the supporting members of a structure (e.g. beams, bearing walls, columns, or girders), whichever is more restrictive. (See Section 19.48.020 under Development Permits in the WHMC). **Major remodels only pertain to commercial, multi-family, and other non-residential structures.**

**If a minor remodel project goes beyond the 50% threshold during demolition/construction, the project will be issued a stop work order** until the project can meet all of the requirements for a major remodel. You must inform all parties involved in the building project, including the architect, property owner, tenant, contractor and/or subcontractors of the facts in this notice to ensure that minor remodels are not inadvertently transformed into major remodels when the 50% threshold is exceeded.

Only buildings, which have been damaged by a **calamity**, such as flood, fire, or storm damage, have the possibility of retaining non-conforming rights. Degenerative processes that weaken a building’s structural integrity, such as rot, termite damage, or deficiencies of construction (such as inadequately sized construction members, or inadequate structural connections, or foundations) **do not constitute grounds for an exemption from requirements for major remodels.** These are normal conditions that are often encountered in renovation. **There are no exceptions to these rules.**

I am the applicant or authorized representative for the applicant and I have read and understand the above notice.

\_\_\_\_\_  
SIGNATURE (APPLICANT)

\_\_\_\_\_  
DATE

# ZONE CLEARANCE APPLICATION | Plan Submittal Requirements

## PLAN SUBMITTAL REQUIREMENTS

### PROJECT DRAWINGS:

The following drawings and information must be included with your application submittal. Note that in the City of West Hollywood, drawings must be prepared and certified by licensed design professionals (Architect and Landscape Architect) and engineering professionals (Surveyor, Civil Engineer, Structural Engineer, Soils/Geotechnical Engineer, Seismic Engineer, etc.) In accordance with State Law, professionals are not permitted to stamp and sign documents or drawings that have not been prepared by them under their direct supervision. Please note that larger projects are subject to the Concurrent Plan Check Process.

#### 1. ARCHITECTURAL DRAWING CONVENTIONS

- a. Provide north indication arrow, and orient plans with north toward the top (if possible);
- b. Plan must be drawn to scale, with scale indicated. Use Engineer's or Architect's scale: 1" = 10', 1/4" = 1', etc.
- c. Indicate demolished walls with dashed lines, walls to remain as solid lines and new walls filled;
- d. Provide correct submittal date on all drawing sheets;
- e. Use line weights properly-(i.e. heaviest for elements that are cut through, lightest for transparent elements, door swings, etc.);
- f. Show stairs accurately with arrows indicating direction;
- g. Show all property lines. Do not use edge of paper for property lines.

#### 2. PROJECT DATA (INCLUDED ON COVER SHEET OR SITE PLAN SHEET)

- a. Include Index Sheet with all plan sets;
- b. Address and legal description of subject property;
- c. Name, address and phone number of the applicant, owner and architect;
- d. Existing and proposed land use and number of stories;
- e. Building square footage ;
- f. Size and number of units (residential projects only);
- g. Calculations of common and private open space (residential projects only);
- h. Calculations of permeable surface and landscape area;
- i. Indicate the subject property zoning designation and calculations for density, floor area ratio (FAR);
- j. Parking requirements including required parking and guest parking, bicycle, electric vehicle spaces.

### SITE & CONTEXT INFORMATION:

#### 3. SITE SURVEY

- a. All new construction must have a survey prepared by a licensed surveyor. Boundary or ALTA Topographic survey prepared by California State licensed Surveyor;
- b. The survey shall include the L.A. County Assessor's parcel information, lot area, site dimensions, metes and bounds, the footprints and height of buildings on adjacent properties (sides and rear, if applicable), as well as any easements, dedications or encumbrances (per a current Title Report);
- c. Locate all existing trees both on the property and any street trees adjacent to the property with trunk diameter and drip line. Identify any native trees, for example S. California species (see Southern California Native Tree List in West Hollywood's Heritage Tree Ordinance).

#### 4. NEIGHBORHOOD PLAN/FIGURE GROUND MAP

- a. A plan or map of the project site entire block including properties directly across the street;
- b. Indicate all building footprints, property lines, streets, sidewalks, and zoning designations. Footprints and dimensions can be approximate (per Google maps for example). Mark the project site on the map or plan.

# ZONE CLEARANCE APPLICATION | Plan Submittal Requirements

**5. AERIAL PHOTO**

- a. An aerial photo of the project site's entire block, and the block directly across the street from the project site. (Note: Aerial photos may be per Google Maps.) Mark the project site on the photo.

**6. PHOTO MONTAGE**

- a. A composite photograph of existing building/property frontages along the proposed project's block, with an image of the proposed façade inserted at the same scale.
- b. Include a composite photo of existing frontage across the street from the project site; if the site is on a corner, include existing frontages from all blocks opposite.

**7. EXISTING SITE PLAN (1/16"=1'0" MINIMUM)**

- a. Existing site plan including topography contour lines, and dimensioned setbacks of adjacent properties. (Required for all new construction);
- b. Existing building footprint(s), square footage(s), number of stories, and land use;
- c. Dimensions from all structures to front, side and rear property lines;
- d. Existing parking areas, parking stalls, driveways, and turning areas;
- e. Dimensions for existing buildings, driveways, and parking spaces;
- f. Fences and walls;
- g. Labeled landscaped and paved areas;
- h. Location and species of trees on property and the diameter of tree trunks;
- i. Sidewalks, streets (with names), and curb cuts adjacent to the property.

**8. PROPOSED SITE PLAN (1/16"=1'0" MINIMUM)**

- a. Street level plan showing ground floor building footprint with dimensions to property lines;
- b. Vehicular entrance and exit locations;
- c. Footprints of all adjacent buildings including at sides, rear and across the street. (Existing development to be demolished should be shown on a separate drawing.)
- d. Show streets and alleys (with names), curb parkway and sidewalks on both sides of the street;
- e. Show location and width of any public or private easements, such as driveways or utility company Right-of-Ways. If none note this on the site plan;
- f. Indicate and label any obstructions such as telephone poles, street signs, bus stops, etc. in the Public Right-of-Ways. If none, note this on the site plan;
- g. Proposed parking areas, parking stalls, driveways, turning areas, visibility windows and parking lot landscaping. Identify proposed location of curb cuts and driveway;
- h. Show location, height, and materials for all proposed fences and walls;
- i. All landscaped and paved areas, including stoops and paths, and existing trees to remain, to be removed, and new trees. Identify all common open space areas;
- j. Calculations of paved areas and permeable surfaces on the plans per WHMC 19.20.190.D;
- k. Show trash/recycling area, open air mailboxes, and utility meters (water, gas, electric, etc.) if at grade, and main fire department connection valves or standpipes, pad-mounted transformers, backflow preventers, security gates, and perimeter fencing;
- l. For swimming pools, spas or hot tubs, dimension setbacks from property lines and indicate the location and screening of all related equipment per WHMC 19.20.140;
- m. Show site drainage including permeable surfaces (in accordance with City's SWPP program), catch basins, trench drains, sumps, etc. Include water features and pools;
- n. For any residential project involving new construction, indicate and dimension the existing front yard setbacks of the two structures closest to the subject property on the adjacent properties.

# ZONE CLEARANCE APPLICATION | Plan Submittal Requirements

**9. LANDSCAPE PLAN (1/16"=1'0" MINIMUM)**

- a. Location of planted areas, hydrozones, permeable surfaces;
- b. Location, identification, and size of all plant types;
- c. Plant palette including list with species, common names and photos of all plant types;
- d. Drought tolerance levels of proposed plantings per WHMC 19.26.060;
- e. Location and size of all existing trees on the subject property, indicating proposed to be removed or to remain;
- f. Hardscape, color and material finishes;
- g. Site amenities, special features, water features, pools;
- h. Show permanent affixed furniture, fences, gates, pergolas or other structures on plan with note indicating height;
- i. Compliance with Solar Access and Solar Equipment Section of the WHMC 19.20.170.

**BUILDING PLANS, ELEVATIONS & DETAILS:**

**10. PARKING PLAN(S) (1/16"=1'0" MINIMUM)**

- a. Dimensions of driveway and vehicle back-up;
- b. Visibility window at vehicle ingress/egress;
- c. Driveway ramp slopes and transition slopes, overhead clearances, gates or overhead doors;
- d. Drainage (i.e. trench drains, basins and sump pumps), mechanical rooms, main electrical switchgear, trash enclosures, and subterranean meter and transformers;
- e. Pedestrian access paths, exit stairs, elevator and machine rooms;
- f. Parking stall dimensions and striping in accordance w/ Title 24 Disability Access provisions, end stalls, vehicular mobility and turning radii (especially where tandem parking is proposed).

**11. FLOOR PLAN(S) (1/16"=1'0" MINIMUM)**

- a. All levels including parking plans and rooftop plans;
- b. Building footprint and property lines;
- c. Windows and doors (proposed and existing to remain);
- d. Interior layout with labels for proposed use, units and rooms, private outdoor spaces, exterior storage components, etc.;
- e. Locations and dimensions of utility meters (water, gas, electric, etc.), main fire department connection valves, pad-mounted transformers and all other equipment;
- f. Locations and dimensions of trash enclosures, mailboxes;
- g. Location, dimensions and height of security gates and/or perimeter enclosures;
- h. Show urban art on the ground floor plan (or where occurs);
- i. For roof plans, locations and dimensions of mechanical equipment, location and dimensions and details of mechanical screening;
- j. For projects involving a nightclub or restaurant, include seating layout plan, menu, proposed hours of operation, and copy of ABC Permit;
- k. For multi-family residential projects, indicate area and dimensions of each private and common openspace area. Provide a summary table including required and proposed open space areas.

**12. BUILDING SECTIONS (1/8"=1'0" MINIMUM)**

- a. Provide a cross-section drawing through the proposed building and the entire site, extending beyond property lines to fronting street(s), and/or existing buildings on adjacent property;
- b. Indicate section locations on floor plan(s);
- c. For sloped sites, a site section is required including section through street, property and adjacent property or street;
- d. Cross sections shall be at the same scale as the building elevations;
- e. Indicate overall heights and ceiling heights;
- f. Additional sections may be requested as needed.

# ZONE CLEARANCE APPLICATION | Plan Submittal Requirements

**13. BUILDING ELEVATIONS (1/8"=1'0" MINIMUM)**

- a. Provide colored and rendered elevations of the proposed structure(s) including front, sides, rear and courtyard elevations (where occurs);
- b. Indicate overall height, floor-to-floor heights and other important dimensions;
- c. Indicate finish materials, roof slopes if pitched, roof drainage (scuppers, downspouts, gutters, etc.) unless integrated and concealed, shading devices, and significant architectural elements or features;
- d. Existing adjacent structures on either side of the proposed structure, including overall height, windows, doors and other key elevation information;
- e. Indicate all proposed vents, gutters, downspouts;
- f. Indicate proposed utility meters, transformers, utility boxes, and other equipment;
- g. Location of exterior lighting;
- h. Existing and proposed materials and colors;
- i. For building additions and renovations, clearly indicate proposed work and existing to remain.

**14. CUSTOM DETAILS**

- a. Detail drawings of significant architectural features and components including but not limited to: windows, doors, railings, fencing, graphic screens or shading devices, creative signage, lighting, moveable building elements, and custom landscape features (i.e. vertical garden walls).

**ADDITIONAL SUPPORT EXHIBITS:** PLEASE PREPARE THE FOLLOWING EXHIBITS FOR DISCUSSION WITH THE PLANNING STAFF, NEIGHBORHOOD OUTREACH, AND PUBLIC HEARING PROCESS. PROJECTS OF 10 UNITS OR LESS MAY CHOOSE BETWEEN PROVIDING EITHER A 3-D DRAWING/ RENDERING OR A SCALE MODEL.

**15. THREE DIMENSIONAL REPRESENTATIONS (2)**

- a. At least two (2) illustrative three-dimensional sketches, illustrations, drawings, digital models, or renderings or combinations thereof showing the proposed project at eye-level. At least one view must show the front façade.

**16. ARCHITECTURAL SCALE MODEL**

- a. Physical massing model, including indications of window and door openings can be provided in lieu of 3-dimensional renderings.
- b. Models must be to scale and include buildings adjacent to the subject site.
- c. Any major commercial project, residential project of three units or more, or any project to be presented at a neighborhood meeting requires a massing model.
- d. For permits to be reviewed by the Planning Commission, provide a massing model and if requested, detailed model to scale.

**17. MASSING/ORGANIZATION DIAGRAMS**

- a. Illustrative two-and three-dimensional diagram (axonometric, 3D virtual model, exploded drawings etc.) showing the project massing and building organization concepts such as circulation, exiting, private and common open space, exterior storage, etc.

**18. MATERIAL BOARDS**

- a. A materials board with samples of all exterior finishes and colors, including but not limited to walls, door & window frames, railings, paving, roofing, and fencing. All samples shall be clearly labeled with specified finish and color, and keyed to building elevation drawings.
- b. Catalog "cut sheets" for doors and windows, noting the dimensions of (a) the reveal depth (distance from wall face back to door face/glass face) and (b) the trim projection (distance from wall face out to face of projecting frames and/or trim).

# ZONE CLEARANCE APPLICATION | Plan Submittal Requirements

## SUPPLEMENTAL APPLICATION ITEMS:

**19. GREEN BUILDING POINT SHEET**

**20. SUPPLEMENTAL NARRATIVE FOR COURTYARD HOUSING PROJECTS**

- a. For courtyard housing projects, provide a narrative and plan sheet indicating how the project complies with all criteria in WHMC 19.36.265. If these criteria are not met, explain how the proposed “alternative design” complies with the intent of the code as described in WHMC 19.36.265.

**21. SUPPLEMENTAL NARRATIVE FOR EXEMPLARY DESIGN**

- a. For proposed residential projects that do not comply with the additional six-foot front yard setback required for second floors and above per Table 2-3 under WHMC 19.06.040, provide a written statement explaining how the proposed project is of exemplary design.

**22. CANNABIS LOCATION CLEARANCE**

- a. Letter of Acceptance

## FOR PLANS ALSO TO BE SUBMITTED TO THE BUILDING AND SAFETY DIVISION, INCLUDE THE FOLLOWING:

- a. Show the building area (total and per story), occupancy group(s), use(s), type of construction(s), number of stories, height, type of fire sprinklers provided, and the number of parking space(s) on the first sheet or title sheet of the construction documents.
- b. Include justification and analysis for increase in area, height and/or story. For mixed occupancies, provide corresponding allowance area calculations for each floor.
- c. Show all required accessible entrances & exits, accessible path of travel to each space & floor and accessible parking requirements. Identify routes on plans and provide all required dimensions.
- d. Provide the minimum plumbing fixture requirements (restrooms) for each occupancy and floor.