



## Planning Permit Application

**Project Location:** \_\_\_\_\_ Long Beach, CA 908 \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Tel.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

(I/We), the undersigned, declare under penalty of perjury under the laws of the State of California that (I am/We are) the owner(s) of the property involved in this application; that the information on all plans, drawings and sketches attached hereto and all the statements and answers contained herein are in all respects true and correct.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Permit(s) Requested:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Administrative Use Permit (AUP)<br><input type="checkbox"/> Conditional Use Permit (CUP)<br><input type="checkbox"/> Standards Variance (SV)<br><input type="checkbox"/> Site Plan Review (SPR)<br><input type="checkbox"/> Conceptual Site Plan Review (CSPR)<br><input type="checkbox"/> Pre-Application<br><input type="checkbox"/> SPR for Wireless Telecom<br><input type="checkbox"/> Local Coastal Development Permit (LCDP) | <input type="checkbox"/> Tentative Map ( <input type="checkbox"/> Vesting)<br><input type="checkbox"/> Lot Merger<br><input type="checkbox"/> Lot Line Adjustment<br><input type="checkbox"/> Certificate of Compliance<br><input type="checkbox"/> Final Map<br><input type="checkbox"/> Zone Change<br><input type="checkbox"/> Zoning Code Amendment<br><input type="checkbox"/> Local Coastal Program Amendment | <input type="checkbox"/> General Plan Amendment<br><input type="checkbox"/> General Plan Conformity Finding<br><input type="checkbox"/> Creative Sign Permit<br><input type="checkbox"/> Sign Program<br><input type="checkbox"/> Condominium Conversion<br><input type="checkbox"/> Modification to Approved Permit<br><input type="checkbox"/> Time Extension<br><input type="checkbox"/> Other (specify): _____ |
|--|---|--|

**Project Description:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

BELOW THIS LINE FOR STAFF USE ONLY

Filing Date: _____ Accepted by: _____ Infor No.: _____ Noticing radius: _____	<b>Application No.:</b> _____ Subtype Nos. _____ CEQA No.: _____	<b>Assigned Planner:</b> _____ Related Cases: _____ Council District: _____
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Applications are accepted on the 2<sup>nd</sup> floor of City Hall (Permit Counter) on Tuesday through Thursday, by appointment only. Please call (562) 570-6194 to schedule an appointment. Incomplete applications will not be accepted.

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## PLANNING PERMIT PROCESS

- Step 1**      **Identify the Permits You Need:** Talk to Planning staff about your project to find out what planning and environmental permits are required. Call (562) 570-6194 or visit the permit center on the 4<sup>th</sup> floor of City Hall.
- Environmental reviews are required for most projects, per the California Environmental Quality Act (CEQA). Many projects require only a Categorical Exemption, which is attached to this application. If a different environmental review process is required for your project, Planning staff will inform you.
- Step 2**      **Calculate the Fees:** Planning application fees can be calculated using the current Fee Schedule, which is included at the end of this application. All fees must be paid at the time of filing. Cash, credit card, personal check or company check are accepted. NO third party checks will be accepted. *The fees are subject to change, so be sure you have the most current Fee Schedule.*
- Step 3**      **Prepare Plans:** The specific requirements for the types of plans required are included in the next section of this packet.
- Step 4**      **Submit Application and Pay Fees:** Schedule an appointment for submittal of the application by calling the zoning information line at (562) 570-6194. Fees must be paid at the time of filing. To better serve you, an appointment is required to submit a Planning permit application.
- Step 5**      **Make Corrections as necessary:** Over the next several weeks after your submittal, Planning staff will contact you with any corrections you need to make to your plans or project to bring it into compliance with Zoning code. Your responses to staff's corrections will greatly affect how soon your project can be scheduled for a public hearing. Failure to make the requested corrections may delay scheduling of a hearing, and may negatively affect staff's recommendation on your project to the hearing body.
- Step 6**      **Post Notice of Public Hearing Sign:** If your project requires a public hearing, Planning staff will provide you with a laminated 30" x 40" *Notice of Public Hearing* poster no later than 14 days before the hearing. You must post this sign immediately. Please see the posting instructions in this packet. Failure to post the sign properly will delay the hearing.
- Step 7**      **Attend Hearing:** If your project requires a public hearing, you or your representative should plan to attend. Your testimony at the hearing will be necessary for the project's approval. *If you, or the person representing you, fails to attend the hearing, the item will be continued, and you will be assessed a continuance fee (see Fee Schedule) before your project may return to hearing.*
- Step 8**      **Appeal Period:** If your project is approved, the appeal period (usually 10 days) must expire with no appeals by a third party before you can apply for building permits to carry out your project. If your project is denied, you have 10 days to appeal the denial to a higher body.

**I. FILING REQUIREMENTS**

All planning application materials must now be submitted electronically as PDF files. This includes the following items for all application types:

- Planning Permit Application form (first page of this packet)
- Environmental Assessment form (<http://longbeach.gov/lbds/forms/>)
- Project Plans (see following pages for plan requirements)
- Preliminary Title Report for all lots or parcels involved in the project, including copies of all documents under the exclusions or exceptions section of the report (required for all projects involving new construction, requesting approval of shared or off-site parking, and upon request for all other applications).

Additional submittal materials are required for the following project types:

- Site Plan Review, Conceptual Site Plan Review, and Pre-Application for Site Plan Review:
  - Color Elevation Drawings
  - Project Materials Board\*
  - Project Renderings\* (perspective drawings or software renderings)
  - \* Items optional but encouraged for Pre-Application
- Lot Merger, Lot Line Adjustment, Certificate of Compliance:
  - Revised Legal Description
  - Plat Map showing changes to lot lines
  - Wet Stamp by California-licensed Land Surveyor (or Civil Engineer licensed before January 1, 1982, license numbers 33965 and lower)
- Local Coastal Development Permit
  - Land Survey stamped by California-licensed Land Surveyor (or Civil Engineer licensed before January 1, 1982, license numbers 33965 and lower)
- Tentative Map (Tract Map or Parcel Map) including condominium maps:
  - Tentative Map prepared by California-licensed Civil Engineer
- Sign Program, Creative Sign Permit:
  - Color renderings or photo-simulations of proposed signs

Other Application Types	
<ul style="list-style-type: none"> <li>• Zone Change</li> <li>• Zoning Code or General Plan Amendment</li> <li>• General Plan Conformity Finding</li> <li>• Classification of Use</li> </ul>	These and other special applications each have special filing requirements. Contact Planning staff for more information prior to submittal.
Use these <b>other specific application forms</b> for the following types of projects.	
<ul style="list-style-type: none"> <li>▪ Appeal</li> <li>▪ Certificate of Appropriateness (Historic)</li> <li>▪ Condominium Conversion Exclusion (CCE)</li> <li>▪ CUP Exemption for Alcohol (CUPEX)</li> <li>▪ Environmental (CEQA) application</li> </ul>	<ul style="list-style-type: none"> <li>▪ Final Map</li> <li>▪ Request for Reasonable Accommodation</li> <li>▪ Wireless Telecom Facility Supplement</li> <li>▪ Zoning Confirmation Letter</li> </ul>

Printed paper copies of plans and other materials may be required prior to project hearing. Staff will notify the applicant when to provide paper copies.

## II. REQUIREMENTS FOR PLANS

Standard-size plans are 24" × 36", although larger plans may be used as necessary. Reduced-size plans are no more than half the size of standard-size plans. The most important attribute of reduced-size plans is that they are reproduced at a usable scale; for example, if the full-size plans are scaled at 1/8"=1', then reduced-size plans would be scaled at 1/16"=1'. Scale must be noted on all plan sets, and plans using a scale smaller than 1/8" must include a graphics scale. If 11" × 17" paper is used, scale must be correct. All plans must be folded to a size no larger than 9" × 12". Additional printed sets of plans may be required if additional hearings are needed for the project. Electronic copies of plans in pdf format must be provided where indicated in the requirements table.

### A. Site Plan

A site plan depicts the project site property boundaries, the location of buildings on the property, and the building setbacks from the property lines, as well as parking, drainage, landscaping, adjacent public right-of-way, and other site features.

The site plan submitted with your application must be legible, to scale, and include:

- Lot lines and dimensions;
- Footprint of existing and proposed buildings on the site;
- Distances between buildings;
- All setback lines properly measured;
- A North Arrow;
- Existing and proposed easements;
- Parking areas and loading facilities, including all parking spaces, access to parking spaces and circulation patterns;
- Location of all trash containers and how they will be accessed; and
- All existing trees on the site and parkway.

The following must be tabulated and shown on the Site Plan:

- Lot size;
- Lot coverage;
- Building area (by floor);
- Floor area ratio;
- Parking by size and type;
- Location of building footprints on adjoining and abutting lots noting height and number of stories on the elevations (this can be done on a separate plot plan, if necessary); and
- All contiguous properties, streets, and alleys showing centerline, lane striping, curb lines, street widths, right-of-way lines, circulation patterns and street names (this can be done on a separate plot plan, if necessary).

### B. Floor Plans

A floor plan shows the size, use and location of the interior spaces in a building.

The floor plan submitted with your application must be legible, to scale, and should include the items listed below. Floor plans required for submittal may be typical if several units are included.

- Specific room arrangements;
- Room sizes;
- Window sizes and types;
- Location of all doors;
- Uses for all rooms;
- Distance from the windows to the property lines\*; and
- Distance to other windows on the same floor\*.

\*Required only for residential projects of five or more units. A separate floor plan showing only window spacing may be required, but only if specifically requested (LBMC 21.31.240).

**C. Elevations**

Elevations show the exterior sides of a building.

The elevations submitted with your application must be legible and to scale. Measure height from **top of curb** to roof peak, midpoint of sloped roof, and from eaves. Show the following:

- All sides of the proposed building(s), labeled according to which direction the building faces (i.e., north face, south face, etc.);
- Adjoining buildings (side or rear) in outline form;
- Primary, secondary and tertiary building massing;
- Original and finished grade changes;
- A clear identification of all building materials and textures to be used on the facades; and
- Curb grade (top of curb), which differs from “natural grade” or “finish grade.”

For all Site Plan Review applications, full color elevation drawings are required. See “Materials Boards” on page 9 below.

**D. Sections**

Sections are drawings showing the project, or certain aspects of the project, as if made by a geometric plane cutting through it perpendicular to the ground.

Section drawings are only required for certain types of buildings: multi-story buildings, projects with internal courtyards, and semi-subterranean or subterranean parking. Consult a planner to determine if you must submit section drawings. If required, they must be legible, to scale and should include:

- Sections through the length and width of the building;
- Sections through interior courtyards and courtyard planters;
- Original, adjacent and finished grade;
- Building height; and
- All finished floor elevations.

**E. Roof Plan**

A roof plan shows the architectural details of the roof(s) of all buildings on the site.

A roof plan is required for all projects requiring Site Plan Review. The roof plan must be legible, to scale and should include:

- Proposed rooftop equipment locations;
- Proposed screening devices, if any; and
- Location of any rooftop deck, pool or spa areas.

**F. Landscaping Plan**

A landscaping plan shows proposed landscaping (trees, shrubs, and groundcover) with building footprints and parking areas shown as well.

General landscaping plans are required for all projects, although the landscaping plan may be combined with the site plan if all components remain legible. For larger projects, a detailed landscaping plan may be required. All landscaping plans must show, at a minimum:

- The location of the planting area; and
- Number and general types of plants to be used.

**G. Sign Plan**

A sign plan shows the types and locations for primary and secondary on-site signs.

A sign plan is required for any retail or office commercial development that requires Site Plan Review. All proposed signs must be compatible with the project’s architecture through the use of similar shapes, colors and materials. The submitted sign plan must be legible, to scale and should include:

- The location of the signs;
- Signage design features including height, width, colors, materials, and other features;
- Compatibility with building architecture; and
- Area of each sign in square feet.

- “Can” or “cabinet” signs are prohibited. Individual channel letters or push-through sign faces should be used instead.

#### H. Materials Boards

Materials Boards are required for all Site Plan Review applications, except wireless telecommunications sites. Materials Boards should include the following:

- Colored elevations with all materials noted and materials legend;
- Actual material samples of each exterior material to be used in the building design (including stucco, paint colors, etc.), fully labeled to correspond to the elevations and legend.
- Samples of window and door frames
- Small samples of all exterior elements including railings, canopies, lights, window glass, hardware, etc.
- **Please make sure that all material samples are mounted securely on the board and will not detach if the board is bumped, dropped, or sent in the mail.**
- **Please do not submit full-size samples of windows, railings, lights, or other hardware.**

### III. SIGN POSTING REQUIREMENTS

A notice poster must be posted at the subject site for any project requiring a public hearing. The City will provide applicants with a 30” x 40” Notice of Public Hearing sign poster. It is the applicant’s responsibility to post this sign in accordance with the following requirements or the hearing will be postponed to a later scheduled hearing so posting requirements can be met.

- A. **Time:** The sign must be posted at least 14 days prior to the date of the public hearing. *Failure to post the sign 14 days prior to the hearing will result in a delay of the hearing.*
- B. **Mounting:** The sign provided to the applicant must be mounted on a foam-core board or other stiff display board, if not affixed to the wall of a building.
- C. **Location:** The sign must be posted at the front of the subject site facing the public street. The sign must be at least 1 foot inside the property line, but not more than 10 feet.
- D. **Height:** The sign must be mounted so the top is 6 feet above ground level. Stakes must be used to mount the sign if it is not affixed to the wall of a building.
- E. **Photographic Verification:** The applicant must submit at least two photographs of the sign to verify that it is posted properly. Photographs must include a camera-generated date stamp. *Failure to submit photographs will result in a delay of the hearing.*
- F. **Affidavit:** The applicant also must return the Certificate of Posting provided by the City, certifying that all posting requirements are met. *Failure to return this affidavit will result in a delay of the hearing.*
- G. **Maintenance:** It is the applicant’s responsibility to maintain the sign in good condition. If the sign falls down, is vandalized, or is damaged by wind and weather, the applicant must *immediately* repair and correct it if possible. If it is damaged beyond usability or lost, the applicant must *immediately* request a new sign from the City and post it as soon as the City provides it to the applicant. *It is the applicant’s responsibility to monitor the condition of the sign every day before the public hearing.*
- H. **Duration:** The sign must remain posted during the 10-day appeal period after the hearing, or 10 days plus 21 days in the Coastal Zone. *Failure to keep the sign posted as required may result in permit invalidation.* The sign must then be removed no later than 7 days after receipt of the Notice of Final Action.
- I. **Multiple Frontages:** If the site has more than one street frontage, additional signs will be provided to the applicant and must be posted on the secondary frontage(s) in the same manner.

### IV. RADIUS MAP, MAILING LABELS, MAILING LIST

Effective for all applications submitted after August 13, 2009, the City now provides all radius maps, mailing labels, and mailing lists for each project. The applicant is not required to submit these items.

## PLANNING COMMISSION 2020 Estimated Filing and Hearing Schedule

An application will not be deemed complete until all filing requirements have been met. The timelines set forth in this table are tentative only. Your project planner will schedule a hearing date after your project is reviewed at the Staff Site Plan Review Committee meeting. Planning Commission meetings are held the first and third Thursday of each month.

<b>Date of Complete Application</b>	<b>Site Plan Review Meeting</b>	<b>Notice of Public Hearing Mailed</b>	<b>Planning Commission Hearing Date</b>
Thursday	Wednesday	Monday	Thursday
10/17/2019	11/13/2019	12/27/2019**	<b>1/16/2020</b>
10/31/2019	12/11/19	1/17/2020**	<b>2/6/2020</b>
11/14/2019	12/11/19	2/3/2020	<b>2/20/2020</b>
11/28/2019	1/8/2020	2/14/2020**	<b>3/5/2020</b>
12/12/2019	1/22/2020	3/2/2020	<b>3/19/2020</b>
12/26/2019	2/12/2020	3/16/2020	<b>4/2/2020</b>
<b>1/9/2020</b>	3/25/2020	3/30/2020	<b>4/16/2020</b>
1/23/2020	2/26/2020	4/20/2020	<b>5/7/2020</b>
2/6/2020	3/11/2020	5/4/2020	<b>5/21/2020</b>
2/20/2020	3/25/2020	5/18/2020	<b>6/4/2020</b>
3/5/2020	4/8/2020	6/1/2020	<b>6/18/2020</b>
3/19/2020	4/22/2020	6/15/2020	<b>7/2/2020</b>
4/2/2020	5/13/2020	6/26/2020**	<b>7/16/2020</b>
4/16/2020	5/27/2020	7/20/2020	<b>8/6/2020</b>
4/30/2020	6/10/2020	8/3/2020	<b>8/20/2020</b>
5/14/2020	6/24/2020	8/17/2020	<b>9/3/2020</b>
5/28/2020	7/8/2020	8/31/2020	<b>9/17/2020</b>
6/11/2020	7/22/2020	9/14/2020	<b>10/1/2020</b>
6/25/2020	8/12/2020	9/28/2020	<b>10/15/2020</b>
7/9/2020	8/26/2020	10/19/2020	<b>11/5/2020</b>
7/23/2020	9/9/2020	11/2/2020	<b>11/19/2020</b>
8/6/2020	9/23/2020	11/16/2020	<b>12/3/2020</b>
8/20/2020	10/14/2020	11/30/2020	<b>12/17/2020</b>
9/3/2020	10/28/2020	12/21/2020	<b>1/7/2021</b>
9/17/2020	11/11/2020	1/4/2021	<b>1/21/2021</b>

\*\* Day of the week adjusted due to City Holiday



## ZONING ADMINISTRATOR 2020 Estimated Filing and Hearing Schedule

An application will not be deemed complete until all filing requirements have been met. The timelines set forth in this table are tentative only. Your hearing date will be confirmed by your project planner after your completed application is reviewed. Zoning Administrator hearings are held the second and fourth Monday of each month.

<b>Date of Complete Application</b>	<b>Notice of Public Hearing Mailed</b>	<b>Zoning Administrator Hearing Date</b>
Thursday	Wednesday	Monday
11/14/19	12/24/19**	<b>1/13/20</b>
11/28/19	1/8/20	<b>1/27/20</b>
12/12/19	1/22/20	<b>2/10/20</b>
12/26/19	2/5/20	<b>2/24/20</b>
1/9/20	2/12/20	<b>3/9/20</b>
1/23/20	2/26/20	<b>3/23/20</b>
2/13/20	3/11/20	<b>4/13/20</b>
2/27/20	3/25/20	<b>4/27/20</b>
3/26/20	4/22/20	<b>5/11/20</b>
4/9/20	5/6/20	<b>5/26/20**</b>
4/23/20	5/20/20	<b>6/8/20</b>
5/7/20	6/3/20	<b>6/22/20</b>
5/28/20	6/24/20	<b>7/13/20</b>
6/11/20	7/8/20	<b>7/27/20</b>
6/25/20	7/22/20	<b>8/10/20</b>
7/9/20	8/5/20	<b>8/24/20</b>
7/30/20	8/26/20	<b>9/14/20</b>
8/13/20	9/9/20	<b>9/28/20</b>
8/27/20	9/23/20	<b>10/12/20</b>
9/10/20	10/7/20	<b>10/26/20</b>
9/24/20	10/21/20	<b>11/9/20</b>
10/8/20	11/4/20	<b>11/23/20</b>
10/29/20	11/25/20	<b>12/14/20</b>
11/12/20	12/9/20	<b>12/28/20</b>
11/25/20**	12/23/20	<b>1/11/21</b>
12/10/20	1/6/21	<b>1/25/21</b>
12/24/20	1/20/21	<b>2/8/21</b>
1/7/21	2/3/21	<b>2/22/21</b>

\*\* Day of the week adjusted due to City Holiday

## CULTURAL HERITAGE COMMISSION 2020 Estimated Filing and Hearing Schedule

An application will not be deemed complete until all filing requirements have been met. The timelines set forth in this table are tentative only. Your hearing date will be confirmed by your project planner after your completed application is reviewed. Cultural Heritage Commission meetings are held the second Monday of each month.

Date of Complete Application	Notice of Public Hearing Mailed	Cultural Heritage Commission Hearing Date
Tuesday	Tuesday	Monday
11/19/2019	1/14/2020	<b>1/28/2020</b>
12/24/2019	2/11/2020	<b>2/25/2020</b>
1/28/2020	3/17/2020	<b>3/31/2020</b>
2/25/2020	4/14/2020	<b>4/28/2020</b>
3/24/2020	5/12/2020	<b>5/26/2020</b>
4/28/2020	6/16/2020	<b>6/30/2020</b>
5/26/2020	7/14/2020	<b>7/28/2020</b>
6/23/2020	8/11/2020	<b>8/25/2020</b>
7/28/2020	9/15/2020	<b>9/29/2020</b>
8/25/2020	10/13/2020	<b>10/27/2020</b>
9/22/2020	11/10/2020	<b>11/24/2020</b>
10/27/2020	12/15/2020	<b>12/29/2020</b>
11/24/2020	1/12/2021	<b>1/26/2021</b>

\*\* Day of the week adjusted due to City Holiday

## PLANNING BUREAU FEE SCHEDULE

All fees are subject to a 6.8% surcharge. Base fee and fee with surcharge are shown. Fee with surcharge applies.

Fee Name	Base Fee	Fee with Surcharge	Notes
<b>ZONING FEES</b>			
Administrative Use Permit (AUP)	\$3,165.00	\$3,380.22	
Conditional Use Permit (CUP) - Major	\$7,315.00	\$7,812.42	
Conditional Use Permit (CUP) - Minor	\$4,200.00	\$4,485.60	
CUP Exemption for alcoholic beverage sales (CUPEX)	\$520.00	\$555.36	
Standards Variance (SV)	\$4,200.00	\$4,485.60	
Fence Height Exception (AUP or SV)	\$520.00	\$555.36	
Administrative Land Use Permit (ALUP)	\$105.00	\$112.14	
Annual Zoning Compliance (conditions of approval inspection)	\$365.00	\$389.82	
Penalty for construction work or land use without a permit	Double the total required permit fee(s).		
<b>COASTAL FEES</b>			
Local Coastal Development Permit (LCDP) - With Other Planning Permit Required	\$1,035.00	\$1,105.38	
Local Coastal Development Permit (LCDP) - No Other Planning Permit Required	\$2,645.00	\$2,824.86	
Coastal Permit Categorical Exclusion (CPCE)	\$85.00	\$90.78	
Coastal Development Permit (CDP) Submitted to California Coastal Commission	\$2,645.00	\$2,824.86	
Local Review Form (Boat Docks)	\$155.00	\$165.54	
Local Coastal Program Amendment (LCPA)	\$10,425.00	\$11,133.90	
<b>SITE PLAN REVIEW FEES</b>			
Pre-Application	\$780.00	\$833.04	Optional process for large SPR projects.
Conceptual Site Plan Review (CSPR) - base fee	\$5,185.00	\$5,537.58	Required for nonresidential projects >50,000 sq. ft. and residential projects >50 dwelling units, prior to SPR application.
CSPR per sq. ft. fee	\$3.00	\$3.20	Additional fee per 100 sq. ft. of building area for CSPR application.

Fee Name	Base Fee	Fee with Surcharge	Notes
Site Plan Review (SPR) - Staff Site Plan Review Committee (SSPRC) approval - base fee	\$6,225.00	\$6,648.30	For the following project types:
			1) Nonresidential projects ≤50,000 sq. ft.
			2) Residential projects ≤50 dwelling units
			3) Any 100%-affordable housing project (excluding manager's units), regardless of number of units
			4) Interim housing, regardless of number of units, including but not limited to emergency shelters, transitional housing, and supportive housing.
Site Plan Review (SPR) - Planning Commission (PC) approval - base fee	\$9,390.00	\$10,028.52	Required for nonresidential projects >50,000 sq. ft. and residential projects >50 dwelling units, following CSPR, with the above exceptions.
SPR per sq. ft. fee	\$3.00	\$3.20	Additional fee per 100 sq. ft. of building area for any SPR application.
SPR for Wing Walls	\$260.00	\$277.68	
SPR for Narrow Lots	\$1,340.00	\$1,431.12	
SPR for Single-Family Dwelling in the Downtown Plan (PD-30)	\$520.00	\$555.36	
SPR for Wireless Telecommunications Facilities	\$6,695.00	\$7,150.26	
<b>SIGN FEES</b>			
Sign Permit (first sign in an application)	\$155.00	\$165.54	
Sign Permit (each additional sign in an application)	\$78.00	\$83.30	
Promotional Activity Sign (Banner) Permit	\$52.00	\$55.54	Per banner.
Creative Sign Permit	\$935.00	\$998.58	SSPRC approval. Does not include sign permit fees.
Sign Program	\$1,555.00	\$1,660.74	SSPRC approval. Does not include sign permit fees.
<b>MODIFICATION FEES</b>			
Modification to Approved Permit - No Hearing (SSPRC approval)	\$1,555.00	\$1,660.74	

Fee Name	Base Fee	Fee with Surcharge	Notes
Modification to Approved Permit - Zoning Administrator (ZA) hearing	\$3,165.00	\$3,380.22	
Modification to Approved Permit - Planning Commission (PC) hearing	\$4,200.00	\$4,485.60	
<b>SUBDIVISION FEES</b>			
Lot Merger (LM)	\$880.00	\$939.84	CoC also required for resultant lot.
Lot Line Adjustment (LLA)	\$2,655.00	\$2,835.54	CoC also required for each resultant lot.
Certificate of Compliance (CoC)	\$930.00	\$993.24	One CoC required per lot for LM or LLA.
Condominium Conversion Permit	\$9,255.00	\$9,884.34	Required for each condominium conversion project in addition to Tentative Map fees.
Tentative Map - base fee	\$5,753.00	\$6,144.20	
Tentative Map for Condo Conversion - base fee	\$9,375.00	\$10,012.50	For condominium conversion projects only.
Tentative Map - per unit or lot fee	\$170.00	\$181.56	Additional fee per unit or lot for all Tentative Maps.
Vesting Tentative Map	\$1,700.00	\$1,815.60	In addition to TM fees.
Final Map - base fee	\$2,113.00	\$2,256.68	
Final Map - per unit or lot fee	\$164.00	\$175.15	Additional fee per unit or lot for all Final Maps.
Condominium Conversion Certificate of Exclusion (CCCE)	\$1,850.00	\$1,975.80	Only for conversion of Community Apartments or Stock Cooperatives to condominiums.
<b>ENVIRONMENTAL FEES</b>			
Categorical Exemption (CE)	\$365.00	\$389.82	
County Recorder fee	\$75.00		Required for CE and ND. No surcharge.
Negative Declaration (ND) - prepared by City	\$9,975.00	\$10,653.30	
Negative Declaration (ND) - prepared by consultant to City	115% of billed consultant costs paid by City		
Environmental Impact Report (EIR)	115% of billed consultant costs paid by City		
EIR Addendum to a Certified EIR	115% of billed consultant costs paid by City		
Modification of mitigation measure	\$5,970.00	\$6,375.96	Required to modify any mitigation measure of a completed environmental document.
Program EIR Compliance Checklist (CEQA Clearance)	\$6,225.00	\$6,648.30	
Environmental Document Peer Review	115% of billed consultant costs paid by City		

Fee Name	Fee with		Notes
	Base Fee	Surcharge	
Ongoing mitigation monitoring by consultant to City	115% of billed consultant costs paid by City		
National Environmental Protection Act (NEPA) Application	115% of billed consultant costs paid by City		
NEPA Exclusion with Worksheet	115% of billed consultant costs paid by City		
NEPA Exclusion without Worksheet	115% of billed consultant costs paid by City		
NEPA Environmental Assessment (EA) prepared by consultant to City	115% of billed consultant costs paid by City		
NEPA Environmental Impact Statement (EIS) prepared by consultant to City	115% of billed consultant costs paid by City		
<b>OTHER PLANNING FEES</b>			
Appeal - By Applicant	\$2,645.00	\$2,824.86	
Appeal - By Third Party	\$105.00	\$112.14	
Billboard Inventory: 1-29	\$8,560.00	\$9,142.08	Required only for first billboard CUP Application by each billboard owner
Billboard Inventory: 30-59	\$12,970.00	\$13,851.96	
Billboard Inventory: 60-89	\$17,115.00	\$18,278.82	
Billboard Inventory: 90+	\$21,525.00	\$22,988.70	
Business License Zoning Review	\$34.25	\$36.58	
Cannabis Business Zoning Consultation	\$235.00	\$250.98	
Classification of Use	\$4,150.00	\$4,432.20	
Continuance	\$1,555.00	\$1,660.74	Required when a continuance is requested by applicant or results from applicant's actions.
Development Agreement - Initial Deposit	\$36,310.00	\$38,779.08	
Development Agreement - Additional per hour fee	\$519.00	\$554.29	Per hour fee after initial deposit is drawn down.
Development Agreement Annual Review	\$3,110.00	\$3,321.48	
Downtown Dining and Entertainment District (DDED) Noise Study Exemption Request	\$99.00	\$105.73	
Appeal of DDED Noise Study Exemption	\$99.00	\$105.73	
General Plan Amendment (GPA)	\$11,930.00	\$12,741.24	

Fee Name	Base Fee	Fee with Surcharge	Notes
General Plan Conformance Certification	\$1,830.00	\$1,954.44	
Interim Park Use Permit	\$1,555.00	\$1,660.74	Per Division XII of Ch. 21.25.
Noticing Fee - Tier 1 (300 ft.)	\$410.00	\$437.88	
Noticing Fee - Tier 2 (500 ft.)	\$645.00	\$688.86	
Noticing Fee - Tier 3 (750+ ft.)	\$950.00	\$1,014.60	
Planned Development District In-Lieu Fee	Construction value of required public improvements		
Publicly-Accessible Telephone (PAT) Review - First	\$155.00	\$165.54	
Publicly-Accessible Telephone (PAT) Review - Additional	\$52.00	\$55.54	For each additional pay phone submitted at the same time.
Street Name Change	\$3,110.00	\$3,321.48	
Water Efficiency Landscape Review (MWELO) - Residential	\$41.50	\$44.32	
Water Efficiency Landscape Review (MWELO) - Non-residential	\$67.00	\$71.56	
Time Extension - First Request	\$260.00	\$277.68	
Time Extension - Each Subsequent Request	\$1,035.00	\$1,105.38	
Zone Change	\$11,930.00	\$12,741.24	
Zoning Text Amendment	\$11,930.00	\$12,741.24	
Zoning Confirmation Letter - Basic	\$230.00	\$245.64	
Zoning Confirmation Letter - With Additional Research	\$685.00	\$731.58	
<b>HISTORIC FEES</b>			
Certificate of Appropriateness (CoA) - Minor, for Signs, Utilities, and Other Minor Exterior Features	\$78.00	\$83.30	
CoA - Minor, for Windows, Doors, and Other Exterior Materials - for 4 or less dwelling units	\$260.00	\$277.68	
CoA - Minor, for Windows, Doors, and Other Exterior Materials - for 5 or more dwelling units	\$520.00	\$555.36	
CoA - Minor, for Accessory Structures	\$415.00	\$443.22	
CoA - Major, Staff-Level Review	\$1,035.00	\$1,105.38	

Fee Name	Base Fee	Fee with Surcharge	Notes
CoA - Major, Cultural Heritage Commission (CHC)-Level Review	\$2,075.00	\$2,216.10	
CoA Pre-Application Review Fee	\$415.00	\$443.22	
CoA - Demolition	\$5,185.00	\$5,537.58	
CoA Time Extension - First Request	\$260.00	\$277.68	
CoA Time Extension - Each Subsequent Request	\$1,035.00	\$1,105.38	
CoA Revision - Staff-Level Review	\$68.00	\$72.62	50% of the amount of the original CoA, but not less than this amount.
CoA Revision - CHC-Level Review	\$89.00	\$95.05	50% of the amount of the original CoA, but not less than this amount.
Penalty for Unauthorized Work without a CoA	Double the total required CoA fee(s).		
Appeal of a CoA Action	\$62.00	\$66.22	85% of the original CoA fee(s), but not less than this amount.
Mills Act Pre-Application	\$105.00	\$112.14	
Mills Act Application	\$1,400.00	\$1,495.20	
Mills Act/Landmark Combination Request	\$1,555.00	\$1,660.74	
Mills Act Inspection Fee	\$205.00	\$218.94	Annual fee per property.
Request for Designation of a Historic Landmark	\$865.00	\$923.82	
Request for Designation of a Historic District	\$5,185.00	\$5,537.58	
Continuance of a CHC Hearing	\$79.00	\$84.37	Required when a continuance is requested by applicant or results from applicant's actions.

To request this information in an alternative format or to request a reasonable accommodation, please contact the Development Services Department at [longbeach.gov/lbds](http://longbeach.gov/lbds) and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.