



Planning Permit Application

This is *not* a building permit application. Visit www.longbeach.gov/lbds/building for building permits.

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

Project Description: _____

BELOW THIS LINE FOR STAFF USE ONLY

Filing Date: _____	Application No.: _____	Assigned Planner: _____
Accepted by: _____	Subtype Nos. _____	Related Cases: _____
Infor No.: _____	_____	_____
Noticing radius: _____	CEQA No.: _____	Council District: _____

Applications are accepted by appointment only, and all submittals are via email, not in person. Please email planningsubmittal@longbeach.gov to schedule a submittal appointment, and call (562) 570-6194 if you have any questions. Incomplete applications will not be accepted.

This is *not* a building permit application. Visit www.longbeach.gov/lbds/building for building permits.

THIS PAGE INTENTIONALLY LEFT BLANK

This document is designed for double-sided printing to conserve paper.



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 4th 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" × 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)
- 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"> • Zone Change • Zoning Code or General Plan Amendment • General Plan Conformity Finding • Classification of Use 	<p>These and other special applications each have special filing requirements. Contact Planning staff for more information prior to submittal.</p>
Use these other specific application forms for the following types of projects.	
<ul style="list-style-type: none"> ▪ Appeal ▪ Certificate of Appropriateness (Historic) ▪ Condominium Conversion Exclusion (CCE) ▪ CUP Exemption for Alcohol (CUPEX) ▪ Environmental (CEQA) application 	<ul style="list-style-type: none"> ▪ Final Map ▪ Request for Reasonable Accommodation ▪ Wireless Telecom Facility Supplement ▪ Zoning Confirmation Letter

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

All plans are now required to be submitted in electronic (pdf) format.

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 Specifications

All architectural materials should be specified on plans, with each material keynoted on elevation drawings and a printed example of each material in the legend.

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" × 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 2021 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.

Date of Complete Application	Site Plan Review Meeting	Notice of Public Hearing Mailed	Planning Commission Hearing Date
Thursday	Wednesday	Monday	Thursday
9/3/20	10/14/20	12/21/20	1/17/21
9/17/20	10/28/20	1/4/21	1/21/21
10/1/20	11/11/20	1/19/21**	2/4/21
10/15/20	11/25/20	2/1/21	2/18/21
10/29/20	12/9/20	2/16/21**	3/4/21
11/12/20	12/23/20	3/1/21	3/18/21
11/25/20**	1/13/21	3/15/21	4/1/21
12/10/20	1/27/21	3/29/21	4/15/21
12/24/20	2/10/21	4/19/21	5/6/21
1/7/21	2/24/21	5/3/21	5/20/21
1/21/21	3/10/21	5/17/21	6/3/21
2/4/21	3/24/21	6/1/21**	6/17/21
2/18/21	4/14/21	6/14/21	7/1/21
3/4/21	4/28/21	6/28/21	7/15/21
3/18/21	5/12/21	7/19/21	8/5/21
4/1/21	5/26/21	8/2/21	8/19/21
4/15/21	6/9/21	8/16/21	9/2/21
4/29/21	6/23/21	8/30/21	9/16/21
5/13/21	7/14/21	9/20/21	10/7/21
5/27/21	7/28/21	10/4/21	10/21/21
6/10/21	8/11/21	10/18/21	11/4/21
6/24/21	8/25/21	11/1/21	11/18/21
7/8/21	9/8/21	11/15/21	12/2/21
7/22/21	9/22/21	11/29/21	12/16/21
8/5/21	10/13/21	12/20/21	1/6/22
8/19/21	10/27/21	1/3/22	1/20/22

** Day of the week adjusted due to City Holiday

ZONING ADMINISTRATOR 2021 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.

Date of Complete Application	Notice of Public Hearing Mailed	Zoning Administrator Hearing Date
Thursday	Wednesday	Monday
11/12/20	12/9/20	1/11/21
11/25/20**	12/23/20	1/25/21
12/10/20	1/6/21	2/8/21
12/24/20	1/20/21	2/22/21
1/7/21	2/3/21	3/8/21
1/21/21	2/17/21	3/22/21
2/11/21	3/10/21	4/12/21
2/25/21	3/24/21	4/26/21
3/11/21	4/7/21	5/10/21
3/25/21	4/21/21	5/24/21
4/15/21	5/12/21	6/14/21
4/29/21	5/26/21	6/28/21
5/13/21	6/9/21	7/12/21
5/27/21	6/23/21	7/26/21
6/10/21	7/7/21	8/9/21
6/24/21	7/21/21	8/23/21
7/9/21	8/4/21	9/7/21
7/22/21	8/18/21	9/20/21
8/12/21	9/8/21	10/11/21
8/26/21	9/22/21	10/25/21
9/9/21	10/6/21	11/8/21
9/23/21	10/20/21	11/22/21
10/14/21	11/10/21	12/13/21
10/28/21	11/24/21	12/27/21
11/11/21	12/8/21	1/10/22
11/24/21**	12/22/21	1/24/22
12/16/21	1/12/22	2/14/22
12/30/21	1/26/22	2/28/22

** Day of the week adjusted due to City Holiday

**CULTURAL HERITAGE COMMISSION
 2021 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 last Tuesday of each month.

Date of Complete Application	Notice of Public Hearing Mailed	Cultural Heritage Commission Hearing Date
Tuesday	Tuesday	Tuesday
11/24/20	1/12/21	1/26/21
12/22/20	2/9/21	2/23/21
1/26/21	3/16/21	3/30/21
2/23/21	4/13/21	4/27/21
3/23/21	5/11/21	5/25/21
4/27/21	6/15/21	6/29/21
5/25/21	7/13/21	7/27/21
6/29/21	8/17/21	8/31/21
7/27/21	9/14/21	9/28/21
8/24/21	10/12/21	10/26/21
9/28/21	11/16/21	11/30/21
10/26/21	12/14/21	12/28/21
11/23/21	1/11/22	1/25/22

** Day of the week adjusted due to City Holiday

PLANNING BUREAU FEE SCHEDULE

All fees are subject to an 8.0% surcharge. Base fee and fee with surcharge are shown. Fee with surcharge applies.

Fee Name	Base Fee	Fee with Surcharge	Notes
ZONING FEES			
Administrative Use Permit (AUP)	\$4,370.00	\$4,719.60	
Conditional Use Permit (CUP)	\$8,400.00	\$9,072.00	
Conditional Use Permit (CUP) for Wireless Telecom site	\$10,970.00	\$11,847.60	
CUP Exemption for alcoholic beverage sales (CUPEX)	\$930.00	\$1,004.40	
Standards Variance (SV) - first variance	\$5,945.00	\$6,420.60	Fee for first SV in an application
Standards Variance (SV) - each additional variance	\$1,745.00	\$1,884.60	Fee for each additional SV in an application
Fence Height Exception (AUP or SV)	\$780.00	\$842.40	
Administrative Adjustment	\$1,960.00	\$2,116.80	Currently only available through Title 22.
Administrative Land Use Permit (ALUP)	\$210.00	\$226.80	
As-Planned Post-Approval Review (APR) - Major	\$10,320.00	\$11,145.60	Required for any requested review of plans or substantial conformance determination for an entitled project prior to plan check submittal.
As-Planned Post-Approval Review (APR) - Minor	\$4,055.00	\$4,379.40	
Additional As-Planned Review	\$2,100.00	\$2,268.00	For each additional round of As-Planned Review.
Annual Zoning Compliance (conditions of approval inspection)	\$580.00	\$626.40	
Penalty for construction work or land use without a permit	Double the total required permit fee(s).		
COASTAL FEES			
Local Coastal Development Permit (LCDP) - With Other Planning Permit Required	\$1,995.00	\$2,154.60	
Local Coastal Development Permit (LCDP) - No Other Planning Permit Required	\$4,370.00	\$4,719.60	
Local Coastal Development Permit - Administrative Only (for ADUs)	\$1,345.00	\$1,452.60	
Coastal Permit Categorical Exclusion (CPCE)	\$90.00	\$97.20	
Coastal Development Permit (CDP) Submitted to California Coastal Commission	\$4,000.00	\$4,320.00	
Coastal Development Permit (CDP) Local Agency Review Appendix B Form Only	\$1,180.00	\$1,274.40	
CDP Local Agency Review Appendix B Form Only - for Boat Dock	\$220.00	\$237.60	
Local Coastal Program Amendment (LCPA) - prepared by consultant to City	115% of billed consultant costs paid by City		

Fee Name	Base Fee	Fee with Surcharge	Notes	
Local Coastal Program Amendment (LCPA) - prepared by City staff	\$15,265.00	\$16,486.20		
SITE PLAN REVIEW FEES				
Pre-Application				
Pre-Application - no new building area proposed (land use question)	\$1,715.00	\$1,852.20	For land use issues, such as a CUP, where no new building area is proposed.	
Pre-Application - less than 1/2 acre	\$1,305.00	\$1,409.40	By acre(s) of site area.	
Pre-Application - 1/2 to 1 acre	\$1,545.00	\$1,668.60		
Pre-Application - 1 to 5 acres	\$1,935.00	\$2,089.80		
Pre-Application - 5 or more acres	\$2,335.00	\$2,521.80		
Conceptual Site Plan Review (CSPR)				
CSPR - Voluntary	\$2,760.00	\$2,980.80	Only for applications where CSPR is not required. Fee is credited toward future SPR application if voluntary.	
CSPR - up to 50,000 sq. ft. of building area	\$7,000.00	\$7,560.00	In cases where CSPR may be required when project is otherwise under thresholds.	
CSPR - 50,001 to 100,000 sq. ft. of building area	\$7,000.00	\$7,560.00	CSPR is required for nonresidential projects >50,000 sq. ft. and residential projects >50 dwelling units, prior to SPR application.	
Additional fee for each 1,000 sq. ft. over 50,000 sq. ft.	\$45.00	\$48.60		
CSPR - 100,001 to 300,000 sq. ft. of building area	\$9,250.00	\$9,990.00		
Additional fee for each 1,000 sq. ft. over 100,000 sq. ft.	\$23.00	\$24.84		
CSPR - 300,001 to 500,000 sq. ft. of building area	\$13,850.00	\$14,958.00		
Additional fee for each 1,000 sq. ft. over 300,000 sq. ft.	\$47.00	\$50.76		
CSPR - 500,001 or more sq. ft. of building area	\$23,250.00	\$25,110.00		
Additional fee for each 1,000 sq. ft. over 500,000 sq. ft.	\$27.00	\$29.16		
Staff Site Plan Review Committee (SSPRC) approval				
SPR - SSPRC approval - 5 to 12 dwelling units or up to 5,000 sq. ft. of building area	\$7,725.00	\$8,343.00		SPR is required 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, and 4) Interim housing, regardless of number of units, including but not limited to emergency shelters, transitional housing, and supportive housing.
SPR - SSPRC approval - 13 to 25 dwelling units or 5,001 to 50,000 sq. ft. of building area	\$10,610.00	\$11,458.80		
SPR - SSPRC approval - 25 to 49 dwelling units or 25,001 to 50,000 sq. ft. of building area.	\$13,595.00	\$14,682.60		
SPR Ministerial Review for ADU	\$990.00	\$1,069.20	For sites with 5+ existing dwelling units.	

Fee Name	Base Fee	Fee with Surcharge	Notes	
SPR for Wing Walls, Façade Remodel, Narrow Lots, and similar	\$610.00	\$658.80		
SPR for 1 to 4 dwelling units or 1,000 sq. ft. of less of building area	\$1,985.00	\$2,143.80	When required by PDs, SPs, and similar code sections.	
Site Plan Review for Wireless Telecom Facilities				
SPR for Major Modification to Wireless Telecom Site	\$6,310.00	\$6,814.80		
SPR for Minor Modification to Wireless Telecom Site	\$3,010.00	\$3,250.80		
Additional fee for SPR for Wireless Telecom Site on a Historic Resource	\$3,000.00	\$3,240.00	Additional fee required for any wireless telecom site located on a historic resource.	
SPR for New Co-location	\$3,755.00	\$4,055.40	Required for co-location of a new carrier's facility at an existing wireless facility	
Site Plan Review - Planning Commission Hearing				
Site Plan Review (SPR) - Planning Commission hearing - 0 to 50,000 sq. ft. of building area	\$9,755.00	\$10,535.40	Required if building area is 50,000 or less but related permits require Planning Commission hearing.	
SPR Planning Commission hearing - 50,001 to 100,000 sq. ft. of building area	\$9,755.00	\$10,535.40	Required for nonresidential projects >50,000 sq. ft. and residential projects >50 dwelling units, following CSPR, with the exceptions listed for Staff Site Plan Review Committee approval.	
Additional fee for each 1,000 sq. ft. over 50,000 sq. ft.	\$66.00	\$71.28		
SPR Planning Commission hearing - 100,001 to 300,000 sq. ft. of building area	\$13,055.00	\$14,099.40		
Additional fee for each 1,000 sq. ft. over 100,000 sq. ft.	\$33.00	\$35.64		
SPR Planning Commission hearing - 301,000 to 500,000 sq. ft. of building area	\$19,655.00	\$21,227.40		
Additional fee for each 1,000 sq. ft. over 300,000 sq. ft.	\$52.00	\$56.16		
SPR Planning Commission hearing - 500,001 or more sq. ft. of building area	\$30,055.00	\$32,459.40		
Additional fee for each 1,000 sq. ft. over 500,000 sq. ft.	\$58.00	\$62.64		
SIGN FEES				
Sign Permit - first sign	\$30.00	\$32.40		Applies to first sign in an application.
Sign Permit - each additional sign	\$15.00	\$16.20	Applies to each additional sign in an application.	
Promotional Activity Sign (Banner) Permit	\$30.00	\$32.40	Per banner.	
Creative Sign Permit	\$1,580.00	\$1,706.40	SSPRC approval. Does not include sign permit fees.	
Sign Standards Waiver	\$1,490.00	\$1,609.20	Not yet implemented in code.	
Sign Program - 5 to 12 signs	\$2,870.00	\$3,099.60	Does not include sign permit fees.	

Fee Name	Base Fee	Fee with Surcharge	Notes
Sign Program - 13 to 25 signs	\$3,010.00	\$3,250.80	
Sign Program - 26 to 100 signs	\$4,850.00	\$5,238.00	
Sign Program - 101 or more signs	\$7,840.00	\$8,467.20	
Sign Program Amendment	\$2,035.00	\$2,197.80	Modification to existing Sign Program
MODIFICATION FEES			
Modification to Approved Permit - Director's Administrative Approval	\$1,005.00	\$1,085.40	For modification per authority granted in conditions of approval.
Modification to Approved Permit - Staff Site Plan Review Committee approval	\$2,400.00	\$2,592.00	For modification per Section 21.21.405.
Modification to Approved Permit - Minor/Administrative Approval by Zoning Administrator	\$925.00	\$999.00	Only may be used for modification under Section 21.10.047, or equivalent sections in PDs, SPs, or Title 22.
Modification to Approved Permit - Zoning Administrator (ZA) hearing	\$2,380.00	\$2,570.40	For modification per Section 21.21.405.
Modification to Approved Permit - Planning Commission (PC) hearing	\$6,800.00	\$7,344.00	This fee or 100% of original fee, whichever is less. For modification per Section 21.21.405.
SUBDIVISION FEES			
Lot Merger (LM) - Administrative	\$1,710.00	\$1,846.80	Not yet implemented in code. Includes Certificate of Compliance.
Lot Merger (LM) - Zoning Administrator hearing	\$1,515.00	\$1,636.20	Includes Certificate of Compliance.
Lot Line Adjustment (LLA)	\$5,050.00	\$5,454.00	Includes Certificate of Compliance.
Certificate of Compliance (CoC) - standalone	\$1,710.00	\$1,846.80	Fee only required for standalone CoC. CoC is included in LM and LLA fees.
Condominium Conversion Permit	\$12,670.00	\$13,683.60	Required for each condominium conversion project in addition to Tentative Map fees.
Additional fee for each condominium unit	\$355.00	\$383.40	
Tentative Parcel Map - Zoning Administrator hearing	\$4,420.00	\$4,773.60	Not yet implemented in code.
Tentative Parcel Map - Planning Commission hearing	\$9,700.00	\$10,476.00	
Parcel Map Waiver	\$1,295.00	\$1,398.60	
Tentative Tract Map - 5 to 20 lots	\$11,500.00	\$12,420.00	
Tentative Tract Map - 21 to 40 lots	\$16,765.00	\$18,106.20	
Additional fee for each lot over 20 lots	\$102.00	\$110.16	
Tentative Tract Map - 41 to 80 lots	\$18,805.00	\$20,309.40	
Additional fee for each lot over 40 lots	\$99.00	\$106.92	
Tentative Tract Map - 81 to 120 lots	\$22,765.00	\$24,586.20	
Additional fee for each lot over 80 lots	\$181.00	\$195.48	

Fee Name	Base Fee	Fee with Surcharge	Notes
Tentative Tract Map - 121 lots or more	\$30,005.00	\$32,405.40	
Additional fee for each lot over 120 lots	\$125.00	\$135.00	
Condominium Tentative Map - 2 to 12 units	\$15,245.00	\$16,464.60	
Condominium Tentative Map - 13 to 25 units	\$17,690.00	\$19,105.20	
Condominium Tentative Map - 26 units or more	\$17,690.00	\$19,105.20	
Additional fee for each condominium unit over 25 units	\$112.00	\$120.96	
Vesting Tentative Map	\$1,010.00	\$1,090.80	Fee in addition to other Tentative Map fees
Final Map review	\$1,740.00	\$1,879.20	
Additional fee for each lot or unit	\$30.00	\$32.40	
Condominium Conversion Certificate of Exclusion (CCCE)	\$1,945.00	\$2,100.60	Only for conversion of Community Apartments or Stock Cooperatives to condominiums.
ENVIRONMENTAL FEES - CEQA			
Categorical Exemption (CE) or Statutory Exemption (SE) - standalone	\$548.00	\$591.84	
Categorical Exemption (CE) or Statutory Exemption (SE) - with other application	\$415.00	\$448.20	
Categorical Exemption - Infill Class 32	\$1,288.00	\$1,391.04	
County Recorder fee	\$75.00	-	Required for CE and ND. No surcharge.
Negative Declaration (ND) - prepared by City	\$17,830.00	\$19,256.40	
Mitigated Negative Declaration (MND) - prepared by City	\$18,610.00	\$20,098.80	
Negative Declaration (ND) or Mitigated Negative Declaration (MND) - prepared by consultant to City	115% of billed consultant costs paid by City		
Environmental Impact Report (EIR) - prepared by consultant to City	115% of billed consultant costs paid by City		
Environmental Impact Report (EIR) Addendum - prepared by City staff	\$20,755.00	\$22,415.40	
EIR Addendum to a Certified EIR - prepared by consultant to City	115% of billed consultant costs paid by City		
Modification of mitigation measure - prepared by City staff	\$9,500.00	\$10,260.00	Required to modify any mitigation measure of a completed environmental document.
Modification of mitigation measure - prepared by consultant to City	115% of billed consultant costs paid by City		

Fee Name	Base Fee	Fee with Surcharge	Notes
Program EIR Compliance Checklist - prepared by City staff	\$6,805.00	\$7,349.40	
Program EIR Compliance Checklist - prepared by consultant to City	115% of billed consultant costs paid by City		
Environmental Document Peer Review	115% of billed consultant costs paid by City		
Ongoing mitigation monitoring by consultant to City	115% of billed consultant costs paid by City		
ENVIRONMENTAL FEES - NEPA			
National Environmental Protection Act (NEPA) Application	115% of billed consultant costs paid by City		
NEPA Exclusion with Worksheet - prepared by consultant to City	115% of billed consultant costs paid by City		
NEPA Exclusion without Worksheet - prepared by consultant to City	115% of billed consultant costs paid by City		
NEPA Exclusion with Worksheet - prepared by City staff	\$3,140.00	\$3,391.20	
NEPA Exclusion without Worksheet - prepared by City staff	\$790.00	\$853.20	
NEPA Environmental Assessment (EA) and FONSI - prepared by City	\$17,830.00	\$19,256.40	
NEPA Environmental Assessment (EA) and Mitigated FONSI - prepared by City staff	\$35,440.00	\$38,275.20	
NEPA Environmental Assessment (EA) and FONSI - prepared by consultant to City	115% of billed consultant costs paid by City		
NEPA Environmental Assessment (EA) and Mitigated FONSI - 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		
OTHER PLANNING FEES			
Appeal to Planning Commission by Applicant	\$4,820.00	\$5,205.60	
Appeal to Planning Commission by Third Party	\$400.00	\$432.00	
Appeal to Planning Commission of 100% Affordable Housing Project by Any Party	\$4,820.00	\$5,205.60	
Appeal to City Council by Applicant	\$4,735.00	\$5,113.80	
Appeal to City Council by Third Party	\$400.00	\$432.00	

Fee Name	Base Fee	Fee with Surcharge	Notes
Appeal to City Council of 100% Affordable Housing Project by Any Party	\$4,735.00	\$5,113.80	
Billboard Inventory Review - base fee	\$4,265.00	\$4,606.20	Required only for first billboard CUP Application by each billboard owner
Billboard Inventory Review - additional signs fee	\$90.00	\$97.20	Fee per each additional sign after first 10 signs
Business License Zoning Review	\$34.25	\$36.99	
Business License Zoning Review - Home Occupation	\$15.00	\$16.20	For home occupations in a residence only.
Cannabis Business Zoning Consultation	\$435.00	\$469.80	
Classification of Use	\$7,320.00	\$7,905.60	
Continuance - Zoning Administrator	\$390.00	\$421.20	Required when a continuance is requested by applicant, or the need for a continuance results from applicant's actions.
Continuance - Planning Commission, Cultural Heritage Commission, or City Council	\$7,320.00	\$7,905.60	
Development Agreement	\$36,000.00	\$38,880.00	Deposit determined by staff (fee shown here is minimum) with charges at the fully allocated hourly rates for all staff involved plus any outside costs.
Development Agreement - Additional per hour fee	\$519.00	\$560.52	Per hour fee after initial deposit is drawn down.
Development Agreement Annual Review	\$5,175.00	\$5,589.00	
Development Agreement Amendment	\$20,000.00	\$21,600.00	Deposit determined by staff (fee shown here is minimum) with charges at the fully allocated hourly rates for all staff involved plus any outside costs.
Downtown Dining and Entertainment District (DDED) Noise Study Exemption Request	\$120.00	\$129.60	
Appeal of DDED Noise Study Exemption	\$1,990.00	\$2,149.20	
Fence Permit	\$60.00	\$64.80	
General Plan Map Amendment (GPMA)	\$15,265.00	\$16,486.20	
General Plan Text Amendment (GPTA)	\$19,825.00	\$21,411.00	
General Plan Conformity Certification - Alley Vacation	\$3,450.00	\$3,726.00	
General Plan Conformity Certification - Other	\$6,480.00	\$6,998.40	
Park Use Permit/Interim Park Use Permit	\$5,590.00	\$6,037.20	Per Division XII of Ch. 21.25.
Noticing Fee - Tier 1 (300 ft.)	\$410.00	\$442.80	
Noticing Fee - Tier 2 (500 ft.)	\$645.00	\$696.60	
Noticing Fee - Tier 3 (750+ ft.)	\$950.00	\$1,026.00	
Planned Development District In-Lieu Fee	Construction value of required public improvements		

Fee Name	Base Fee	Fee with Surcharge	Notes
Publicly-Accessible Telephone (PAT) Review - First	\$155.00	\$167.40	
Publicly-Accessible Telephone (PAT) Review - Additional	\$52.00	\$56.16	For each additional pay phone submitted at the same time.
Street Name Change	\$3,110.00	\$3,358.80	Deposit determined by staff (fee shown here is minimum) with charges at the fully allocated hourly rates for all staff involved plus any outside costs.
Water Efficiency Landscape Review (MWELO) - Performance Checklist for Residential/Commercial	\$580.00	\$626.40	
Water Efficiency Landscape Review (MWELO) - Prescriptive Checklist for 1 to 4 residential units	\$75.00	\$81.00	
Water Efficiency Landscape Review (MWELO) - Prescriptive Checklist for Commercial	\$240.00	\$259.20	
Time Extension - First Request	\$600.00	\$648.00	
Time Extension - Each Subsequent Request	\$1,450.00	\$1,566.00	
Zoning Administrator Interpretation	\$1,030.00	\$1,112.40	Per Section 21.10.045
Zoning Amendment/Map Change	\$15,265.00	\$16,486.20	
Zoning Text Amendment	\$19,825.00	\$21,411.00	
Zoning Confirmation Letter - Basic	\$280.00	\$302.40	
Zoning Confirmation Letter - With Additional Research	\$855.00	\$923.40	
HISTORIC PRESERVATION FEES			
Certificates of Appropriateness (CoA)			
CoA Pre-Application Review Fee	\$500.00	\$540.00	
CoA (Minor) for Signs, Utilities, and Other Minor Exterior Features	\$78.00	\$84.24	
CoA (Minor) for Windows, Doors and Other Exterior Materials or Features - Single-Family Dwelling and up to 4 Residential Units	\$500.00	\$540.00	
CoA (Minor) for Accessory Buildings/Structures	\$690.00	\$745.20	
CoA (Minor) for Windows, Doors and Other Exterior Materials or Features - 5 or more Residential Units, and Non-Residential Properties	\$880.00	\$950.40	
CoA (Major) for Staff Review	\$1,240.00	\$1,339.20	
CHC Hearing for CoA for addition of 250 sq. ft. or more, or visible changes - ADU/JADU	\$1,240.00	\$1,339.20	

Fee Name	Base Fee	Fee with Surcharge	Notes
CHC Hearing for CoA for addition of 250 sq. ft. or more, or visible changes - all other projects	\$3,325.00	\$3,591.00	
CoA for Demolition	\$7,070.00	\$7,635.60	
Other Historic Preservation Fees			
Appeal of a Staff Decision to CHC by Applicant	\$1,500.00	\$1,620.00	
Appeal of Staff Decision to CHC by Third Party	\$1,000.00	\$1,080.00	
Appeal of Staff Decision on a 100% affordable Housing Project by Any Party	\$1,500.00	\$1,620.00	
Appeal of CHC Decision to Planning Commission by Applicant	\$5,675.00	\$6,129.00	
Appeal of CHC Decision to Planning Commission by Third Party	\$1,000.00	\$1,080.00	
Appeal of CHC Decision on a 100% Affordable Housing Project by Any Party	\$5,675.00	\$6,129.00	
CoA Revision - CHC Review	\$90.00	\$97.20	50% of the original fee, but not less than fee shown here.
CoA Revision - Staff Review	\$70.00	\$75.60	50% of the original fee, but not less than fee shown here.
Continuance of a CHC Hearing	\$821.00	\$886.68	Required when a continuance is requested by applicant or the need for a continuance results from applicant's actions.
Landmark Amendment	\$2,500.00	\$2,700.00	
Landmark Recision	\$13,760.00	\$14,860.80	
Mills Act Application	\$2,500.00	\$2,700.00	
Mills Act Inspection - Compliant Property	No fee.		
Mills Act Inspection - Noncompliant Property	\$1,000.00	\$1,080.00	Annual fee per property.
Mills Act Pre-Application	\$220.00	\$237.60	
Mills Act/Landmark Combination Request	100% of the largest fee and 50% of other fees.		
Penalty for Unauthorized Work without a CoA	Double the total required CoA fee(s).		
Request for Designation of a Historic District	150% of billed consultant costs paid by City.		
Request for Designation of a Historic Landmark	\$1,410.00	\$1,522.80	
Time Extension for CoA - Each Subsequent Request	\$680.00	\$734.40	
Time Extention for CoA - First Request	\$470.00	\$507.60	

To request this information in an alternative format or to request a reasonable accommodation, please contact the Development Services Department at 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.