APPLICATION INSTRUCTIONS FOR ADMINISTRATIVE DESIGN REVIEW
TWO UNIT RESIDENTIAL PROJECT (SENATE BILL 9)

FEE base $2,360
plus $688 per unit

1. PURPOSE:
The purpose of this Administrative Design Review process is to review certain uses permitted by right to ensure that the establishment of those uses will not adversely affect surrounding similar uses and properties, nor disrupt the orderly development of the community. It is the express intent of the City to treat residential “urban lot split” or “two unit” projects established per Government Code section 66411.7, and as regulated specifically by the City regulations, differently from other like residential structures, due to the unique nature of separate households, each with a vested ownership in their own dwelling unit, living in close proximity to one another, and potentially bound together in an association which is responsible for the cooperative maintenance and management of improvements across property boundaries.

The purpose of the Administrative Design Review process is to ensure quality, compatibility, originality, variety, and innovation in the architecture, design, landscaping, and site planning of the proposed project (see criteria in Section 10-2.2500(B), Chapter 2, Title 10 and Section 10-5.2500(B), Chapter 5, Title 10 of the Redondo Beach Municipal Code (RBMC)).

In order to make its decision on the proposed project, the Planning Division must review a complete application, including the concurrent filing of the Administrative Design Review application along with the separate Urban Lot Split (Tentative Parcel Map) application if applicable (there may be cases where a two unit project may be on a site that was either already approved for Urban Lot Split or the two unit project will be on a lot not intended to be split). The Planning Division is wholly dependent on the applicant to provide all information necessary to enable the Division to reach an informed decision. An application must contain all information, either written or graphic, necessary for the Division to determine that the proposed project will be consistent with the Redondo Beach General Plan, the Municipal Code, and will be generally compatible with the surrounding area and free from unacceptable adverse impacts. Conversely, a vague, unclear, incomplete, or non-specific application will make it difficult for the Division to approve the request.

2. INSTRUCTIONS FOR FILING:
The application submittal MUST comply with the application requirements under RBMC 10-2.505(c) for inland or RBMC 10-5.505(c) for coastal and meet the requirements of RBMC 10-2.505(e) for inland or RBMC 10-5.505(e) for coastal.

a. Application Form
   1) All information in this application shall be typed or legibly printed in ink.
   2) Give full and complete answers to all questions.
   3) If necessary, attach extra sheets to answer questions fully.

b. Application Fee
   At the time of filing payment of the application fee is required.

c. Attachments Required (See Instructions for Graphic Portions section below where applicable)
   • 2 copies of the plot plan, floor plans, and elevation plans, on sheets no larger than 18” X 24”;
   • 2 complete sets of full scale drawings of the plot plan, floor plans and elevation plans;
   • 1 copy of the completed Administrative Design Review Application;
   • In the case of an Urban Lot Split related project, any required easement agreement with public service provider to establish easements that are sufficient for the provision of public services to each lot.
   • In the case of an Urban Lot Split related project, a deed restriction will be required prior to issuance of approval per RBMC 10-1.1508(a)(14).
   • A deed restriction will be required prior to issuance of approval per RBMC 10-2.505(e)(10) for inland and RBMC 10-5.505(l)(10) for coastal.

3. LIMITATIONS:
a. An Administrative Design Review shall become null and void unless vested within 36 months after the date of approval.

b. The applicant must agree to comply with all conditions set forth by the Tentative Parcel Map and Deed Restriction, as set forth by Government Code Section 66411.7 and RBMC Title 10, Chapter 1, Article 15 Urban Lot Splits and either RBMC 10-2.505 for inland or RBMC 10-5.505 for coastal for Two Unit Projects. If this is not done, the approval shall be subject to remedies and revocation pursuant to the provisions of RBMC 10-2.505 and 10-2.2500(n) for inland or RBMC 10-5.505 and 10-5.2500(n) for coastal.

4. PROCEDURE:
a. The application for Administrative Design Review shall be filed with the Planning Division by the monthly project filing deadline (verify the exact filing deadline with the Planning Division).

5. INSTRUCTIONS FOR GRAPHIC PORTIONS OF APPLICATION - PREPARATION

(All plans must be drawn to scale and fully dimensioned.)

a. A site plan, floor plan, and elevations of the project drawn to scale and dimensioned, graphically representing the proposed development or changes in existing conditions contemplated by the applicant, must be submitted with the application at the time of filing. Otherwise, the application will not be accepted until such time as the site plan, floor plan, and elevation plans are completed and provided.

b. Size: 8½” X 11” up to 18” X 24”. Larger sizes must be approved by the Planning Division.

c. Scale: Preferably at least 1/8” =1’. Larger scales up to 1/4”=1’ may be used to show development on small lots. Scale used must be sufficiently large to be clearly legible and show project details.

d. Contents:
   1) North arrow.
   2) Title block (showing the address of subject property, name and address of person who prepared the map, scale of map, and date).
   3) All boundary lines of subject property fully dimensioned, showing the name and location of abutting streets.
   4) Existing topography and proposed grading.
   5) Existing trees with a trunk diameter of six inches (6”) or greater.
   6) All buildings and structures, and the uses within each room.
   7) Improvements in the public right of way, including location of sidewalk, parkway, curb, gutter, street width to centerline, and dedications.
   8) Exterior lighting.
   9) Easements.
   10) Off-street parking areas, including the stall striping, aisles, and driveways.
   11) Setbacks and spaces between buildings.
   12) Walls, fences, and landscaping and their location, height, and materials.
   13) Landscaping areas.
   14) Required trees and preservation of mature trees per RBMC 10-2.505(e)(6)e. and f. for inland and RBMC 10-5.505(e)(6)e. and f. for coastal.
   15) Trash and recycling facilities.
   16) The architectural elevations of all sides of all structures depicting design, color, materials, textures, ornaments, or other architectural features.
   17) The location, dimensions, and design of all signs.
   18) A section of the building as it relates to the existing topography and proposed grading where the slope of the site is greater than four (4) feet;
   19) Such other data as may be required to demonstrate that the project meets the standards and criteria of Chapter 2, Title 10 of the Redondo Beach Municipal Code.

6. INSTRUCTIONS FOR GRAPHIC PORTIONS OF APPLICATION - OTHER EXHIBITS:

Additional graphic materials to illustrate the project are always helpful to the Planning Division and are suggested as exhibits to accompany this application. Typical exhibits are: photographs, renderings, color and materials board, and models. An electronic PDF version of the conceptual drawings should also be included.
Application is hereby made to the Planning Division of the City of Redondo Beach, for Administrative Design Review to establish a two unit project, pursuant to Sections 10-2.505 & 10-2.2500 for inland or Sections 10-5.505 & 10-5.2500 for coastal, Title 10 of the Redondo Beach Municipal Code. The application submittal MUST comply with the application requirements under RBMC 10-2.505(c) for inland or RBMC 10-5.505(c) for coastal and meet the requirements of RBMC 10-2.505(e) for inland or RBMC 10-5.505(e) for coastal.

Is this application for two unit residential project in conjunction with an Urban Lot Split application? □ Yes* □ No

*If yes, please submit a separate project description section for each lot being created. As well, a Tentative Parcel Map application must be submitted concurrently with this application for consideration of the Urban Lot Split.

PART I - GENERAL INFORMATION

A APPLICANT INFORMATION

STREET ADDRESS OF PROPERTY:

EXACT LEGAL DESCRIPTION OF THE PROPERTY:
LOT: BLOCK: TRACT: ZONING:

RECORDED OWNER’S NAME:
MAILING ADDRESS:
TELEPHONE:

AUTHORIZED AGENT’S NAME & EMAIL:
MAILING ADDRESS:
TELEPHONE:

PROJECT DEVELOPER:
MAILING ADDRESS:
TELEPHONE:

PROJECT ARCHITECT/FIRM/PRINCIPAL:
MAILING ADDRESS:
TELEPHONE: LICENSE NO.

B PROJECT PLANS

For new construction, 2 enlarged sets of conceptual plans, and 2 reduced copies of each sheet shall be submitted as part of this application (see Instructions for Graphic Portions of the Application). These plans shall consist of: I. Site Plan (including property lines and adjacent uses); II. Floor Plans (fully dimensioned); III. Building Elevations (showing natural and finished grades); IV. Transverse and Longitudinal Sections (showing natural grades); and V. Roof Plan.
PROJECT DESCRIPTION: If this application is in conjunction with an Urban Lot Split, this section shall be completed for each lot being created. Give the following data for the project:

General Information Regarding Lot:
1. Zone (applicable only in R1 and R1A zones) ___________

2. Lot Size:
   Current Lot Size: ___________
   If concurrent application for an Urban Lot Split, provide areas of resulting lots:
   Lot A Size: ___________   Lot B Size: ___________
   If not concurrent application for Urban Lot Split, was the current lot a result of a prior Urban Lot Split (the Urban Lot Split provision established per Government Code section 66411.7 may only be used on a site that was not previously split utilizing this provision? □ Yes □ No

3. Is the lot historically designated or within a designated historic district? This includes Federal, State, City or County designations. □ Yes □ No

4. Lot Being Described (current if no Urban Lot Split)
   □ Current Lot    □ Lot A of Urban Lot Split    □ Lot B of Urban Lot Split

Information for Lot Selected Under Item 4. Above:
(This section shall be completed for each lot being created if in conjunction with an Urban Lot Split)

a. Building Area Total on Lot Being Described: _______square feet _______% of Lot (Floor Area Ratio)

b. Landscaped area: ______________square feet

c. Trees
   Any mature trees on site, as defined under RBMC 10-2.505 or 10-5.505? □ Yes □ No
   If yes, will these trees be maintained, replaced, or fee in lieu paid? ___________
   Will the tree provision be met with the planting of the tree or fee in lieu paid? ___________
   If fee in lieu proposed for either or both above, description of why the provision cannot be met:
   ____________________________________________________________________________________
   ____________________________________________________________________________________
   ____________________________________________________________________________________

   d. Number of Units Proposed: _____  #Primary Units: _____  # of Accessory Dwelling Units: _____

   e. Existing Units

   Will there be demolition or alteration of existing units on site? □ Yes □ No
   (May be subject to review for protected housing provisions per Government Code Section 66411.7)
   Are there existing units on the site that are proposed to remain or be modified, if so note which under item f. below? □ Yes □ No
**f. Size of Each Unit (Please note which are the existing units, if any):**

<table>
<thead>
<tr>
<th>UNIT NUMBER</th>
<th>CURRENT SIZE (existing only) sq ft</th>
<th>PROPOSED SIZE sq ft</th>
<th>PRIMARY OR ADU</th>
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**g. Number of parking spaces assigned to units:**

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<th>UNIT NUMBER</th>
<th>NUMBE OF SPACES</th>
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Assigned to guests: ______________
Total: ______________

**h. Number of stories and height:**

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<th>UNIT NUMBER</th>
<th>STORIES (include mezzanine)</th>
<th>HEIGHT feet</th>
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**i. Compute the outdoor living space serving each unit (i.e., patios, decks, balconies, etc.) using table below:**

<table>
<thead>
<tr>
<th>UNIT NUMBER</th>
<th>TYPE OF SPACE AND DIMENSIONS (deck, balcony, patio, yard, etc.)</th>
<th>ACTUAL AREA</th>
<th>CREDITING PERCENTAGE</th>
<th>RESULTING CREDITABLE AREA</th>
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**j. Does each unit have at least one private patio, balcony, deck (excluding roof decks), or yard with a minimum area of 800 square feet including bonuses, and a minimum dimension of 10 feet?**

☐ Yes  ☐ No

**k. Does each unit have at least 400 cubic feet of enclosed, weatherproofed and lockable storage space, and at least 200 cubic feet of such storage area in a single location?**

☐ Yes  ☐ No

**l. Which unit will be owner occupied for three years, as may be required by the regulations?**

_______

**IMPORTANT NOTICE**

**RE: FIRE HYDRANTS AND WATER MAINS**

Contact California Water Service, at (310)540-1033 regarding possible required water main extensions and/or upgrading of fire hydrants in conjunction with the construction of all residential projects.
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<th>CHECKLIST</th>
<th>ACCEPTABLE</th>
<th>COMMENTS</th>
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<td>Quantity. No more than two dwelling units of any kind may be built on a lot that results from an urban lot split. For purposes of this paragraph, “unit” means any dwelling unit, including, but not limited to, a primary dwelling unit, an additional primary unit created under this section of this code, an accessory dwelling unit (ADU), or a junior accessory dwelling unit (JADU).; A lot that is not created by an urban lot split may have a two-unit project under this section, plus any ADU or JADU that must be allowed under state law and the city’s ADU ordinance.</td>
<td>YES</td>
<td>NO</td>
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<td>Demo Cap. The two-unit project may not involve the demolition of more than 25 percent of the existing exterior walls of an existing dwelling unless the site has not been occupied by a tenant in the last three years.</td>
<td>YES</td>
<td>NO</td>
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<td>Lot Coverage/Floor Area Ratio. The City’s existing Floor Area Ratio standards for its R-1 and R-1A Single-Family Residential Zones shall apply to projects subject to this Chapter. This standard shall apply to the maximum extent feasible so that two primary dwelling units on the lot at 800 square feet each are permitted.</td>
<td>YES</td>
<td>NO</td>
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<td>Outdoor Living Space. The City’s existing outdoor living space standards for its R-1 and R-1A Single-Family Residential Zones shall apply to projects subject to this Chapter. This standard shall apply to the maximum extent feasible so that two primary dwelling units on the lot at 800 square feet each are permitted.</td>
<td>YES</td>
<td>NO</td>
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<td>Tree Provisions. Each two-unit project must provide one 24- inch box tree for every dwelling unit on site. If the standard must be reduced, a fee in lieu must be provided for any required tree provision that cannot be met in order for a tree to be planted elsewhere in the municipality.</td>
<td>YES</td>
<td>NO</td>
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<td>CHECKLIST</td>
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**Tree Replacements.** Existing mature trees with trunk diameters of six (6) inches or greater on site that cannot feasibly be saved for a two-unit project must each be replaced by one 36- inch or larger box tree on site. If the standard must be reduced, a fee in lieu must be provided for any required tree provision that cannot be met in order for a tree to be planted elsewhere in the municipality.

**Unit Size Second Unit.** The total floor area of any second primary dwelling unit built that is developed under this section cannot exceed 800 square feet.

**Height and Story Second Unit.** The second unit shall be no greater than sixteen (16) feet in height, measured from the lowest portion of the building that is above ground to the top most portion of the roof, exclusive of chimneys or vents. The second unit shall not exceed one story in height. This standard shall apply to the maximum extent feasible so that two primary dwelling units on the lot at 800 square feet each are permitted.

**Setbacks.**

**Generally.** The City’s existing setback standards for its R-1 and R-1A Single-Family Residential Zones shall apply to projects subject to this Chapter. This setback standard shall apply to the maximum extent feasible so that two primary dwelling units on the lot at 800 square feet each are permitted.

**Exceptions.** Notwithstanding subpart (e)(6)f.1. above, no setback is required for an existing legally established structure or for a new structure that is constructed in the same location and to the same dimensions as an existing legally established structure.

- **Front** – First Story 25’ Average (20’-0” Minimum)
- **FRONT** – Second Story 35’ Average
- **FRONT** Setback Averaging Calculations
- **Side** – 4’-0”
- **Rear** – 4’-0”
**Parking.** Each new primary dwelling unit must have at least one off-street parking space per unit unless one of the following applies:
1. The lot is located within one-half mile walking distance of either:
   i. a high-quality transit corridor, as defined in subdivision (b) of Section 21155 of the Public Resources Code
   ii. a major transit stop, as defined in Section 21064.3 of the Public Resources Code
2. There is a car share vehicle located within one block of the parcel.

**Utilities.** Each primary dwelling unit on the lot must have its own direct utility connection to the utility service provider.
OWNER’S AFFIDAVIT

Project address: __________________________________________

Project description: __________________________________________

__________________________________________________________

I (We) __________________________________________, being duly sworn, depose and say I am (we are) the owner(s) of all or part of the property involved and that this application has been prepared in compliance with the requirements printed herein. I (we) further certify, under penalty of perjury that the foregoing statements and information presented herein are in all respects true and correct to the best of my (our) knowledge and belief.

Signature(s): __________________________________________

__________________________________________________________

Address: __________________________________________

__________________________________________________________

__________________________________________________________

Phone No. (Res.) __________________________________________

(Bus.) __________________________________________

Subscribed and sworn to (or affirmed) before me this ___ day of ___________, 20____ by __________________________________________, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

__________________________________________________________

FILING CLERK OR NOTARY PUBLIC

State of California )
County of Los Angeles ) ss Seal