1. PURPOSE:
The purpose of the Administrative Design Review Decision process is to ensure compatibility, originality, variety, and innovation in the architecture, design, landscaping, and site planning of developments in the community. It shall be the responsibility of the Community Development Director, when considering this application, that the proposed project design on a particular site is compatible with the surrounding area; is in the best interest of the public health, safety and welfare of the community; and that it is in accordance with the goals and objectives of the General Plan.

In order to ascertain whether a proposed development is compatible with other existing and permitted developments, the Community Development Director must review a complete application. The Community Development Director is wholly dependent on the applicant to provide all information necessary to enable him to reach an informed decision. An application must contain all information, either written or graphic, necessary for to permit a determination that the proposed project will be consistent with the Redondo Beach General Plan and the Municipal Code, and will be generally compatible with the surrounding area and free from unacceptable adverse impacts. Conversely, a vague, sketchy, incomplete or non-specific application will make it difficult for the Community Development Director to consider the request.

2. INSTRUCTIONS FOR FILING:
   a. Application Form
      1) All information in this application shall be typed or legibly printed.
      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
      Three (3) complete copies of conceptual drawings, as set forth in the attached Instructions for Graphic Portions, must accompany this application at the time of filing. All plans shall be folded to 8½” X 11” size. A digital PDF copy of the conceptual drawings should also be included.

3. LIMITATIONS:
   a. An approval granted pursuant to Administrative Design Review Decision shall become null and void unless vested within 36 months after the date of approval
   
   b. If an application for Administrative Design Review Decision is approved, the applicant must comply with all conditions of approval (if any) set forth in writing by the Planning Director at the time of approval. If this is not done, the approval shall be subject to revocation pursuant to the provisions of Section 10-2.2500(k) of the Municipal Code.

FEES:
Non Residential < 10,000sf in floor area……………… $5,400
Non Residential > 10,000sf in floor area…………….. $13,560
4. **PROCEDURE:**
   
a. Applications for Administrative Design Review Decision shall be filed with the Planning Division and must be accompanied with a Preliminary Review Form fully approved by Planning Division staff.

b. The Community Development Director shall review the application and shall approve, approve with conditions, or deny the application. If approved, an approval stamp shall be affixed upon the project plans, including any required conditions.

c. If the Community Development Director denies a request for Administrative Design Review Decision, the decision shall be in writing and shall recite the failure to meet the criteria upon which the decision is based. Notice of the decision to deny an application for Administrative Design Review decision shall be mailed to the applicant by first class mail within seven (7) days of the decision.

d. The decision of the Community Development Director to deny an application for Administrative Design Review Decision shall be final and conclusive unless, within ten (10) days after the date of such decision, a written appeal is filed with the Planning Division requesting a public hearing before the Planning Commission.

e. The decision of the Planning Commission regarding all appeals of the Community Development Director’s denial of applications for Administrative Design Review Decision, shall be final and conclusive.
INSTRUCTIONS FOR GRAPHIC PORTIONS OF THE APPLICATION

A. INSTRUCTIONS FOR 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) Trash and recycling facilities.
  15) The architectural elevations of all sides of all structures depicting design, color, materials, textures, ornaments, or other architectural features.
  16) The location, dimensions, and design of all signs.
  17) 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.
  18) Such other data as may be required to demonstrate that the project meets the criteria of Section 10-2.2500(b) of Chapter 2, Title 10 of the Redondo Beach Municipal Code.

B. OTHER EXHIBITS:

Additional graphic materials to illustrate the project are always helpful to the Planning Director, and are suggested as exhibits to accompany this application. Typical exhibits are: photographs, renderings, color and materials board, and models.
Application is hereby made to the Planning Division of the City of Redondo Beach, for Administrative Design Review Decision, pursuant to Section 10-2.2500 or Section 10-5.2500 Title 10 of the Redondo Beach Municipal Code.

**PART I - GENERAL INFORMATION**

<table>
<thead>
<tr>
<th>A</th>
<th>APPLICANT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET ADDRESS OF PROPERTY:</td>
<td></td>
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<tr>
<td>EXACT LEGAL DESCRIPTION OF THE PROPERTY:</td>
<td>ZONING:</td>
</tr>
<tr>
<td>LOT:</td>
<td>BLOCK:</td>
</tr>
<tr>
<td>FLOOR AREA RATIO (equal to gross floor area divided by site size)</td>
<td></td>
</tr>
<tr>
<td>SITE SIZE (sq. ft.):</td>
<td>GROSS FLOOR AREA (sq. ft.):</td>
</tr>
<tr>
<td>RECORDED OWNER'S NAME:</td>
<td>APPLICANT'S NAME &amp; EMAIL:</td>
</tr>
<tr>
<td>MAILING ADDRESS:</td>
<td>MAILING ADDRESS:</td>
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<tr>
<td>TELEPHONE:</td>
<td>TELEPHONE:</td>
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<table>
<thead>
<tr>
<th>B</th>
<th>REQUEST</th>
</tr>
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<tbody>
<tr>
<td>The applicant requests a Administrative Design Review Decision to use the above described property for the following purposes:</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>SHOWINGS:</strong> Explain how the project is consistent with the criteria in Section 10-2.2500(b) of the Zoning Ordinance.</td>
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<tr>
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<td>---------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1.</td>
<td>Is the project designed in full accordance with the development standards of the zone in which it is located? If not, explain.</td>
</tr>
<tr>
<td>2.</td>
<td>Indicate how the location of buildings and structures respects the natural terrain and is integrated with natural features of the landscape including the preservation of existing trees where feasible.</td>
</tr>
<tr>
<td>3.</td>
<td>Describe the site in terms of its access to public rights-of-way. Give street names, widths, and flow characteristics.</td>
</tr>
</tbody>
</table>
4. Describe how the overall design is compatible with the neighborhood and in harmony with the scale and bulk of surrounding properties.

5. Describe how the design of buildings and structures avoids the appearance of flat facades or boxlike construction.

6. SIGNS: Indicate how the size, shape, color, materials, illumination, and placement of signs is harmonious and in scale with the building and surrounding area, and avoids needless repetition or proliferation of signs or any adverse impacts on surrounding properties.
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

OCTOBER 2023