APPLICATION FOR
ADMINISTRATIVE DESIGN REVIEW
RESIDENTIAL
Pursuant to Sections 10-2.2500 and 10-5.2500 of the Municipal Code

NO FEE

1. PURPOSE:
The purpose of Administrative Design Review (ADR) is to enable the Community Development Director to review minor development projects that otherwise meet the zoning regulations, in terms of the appropriateness of the design. Additionally the ADR process will 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; is compliant with all applicable Zoning Ordinance and Zoning Ordinance for the Coastal Zone regulations; and that it is in accordance with the goals and objectives of the General Plan and consistent with the intent of the residential design guidelines adopted by resolution of the City Council.

In order to ascertain whether a proposed development is consistent with the intent and purpose of the “criteria” pursuant to sections 10-2.2500 (b) or 10-5.2500 (b) and 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 an informed decision to be reached. An application must contain all information, either written or graphic, necessary to permit a determination that the proposed project will be consistent with the Redondo Beach General Plan, the Municipal Code, the purpose and intent of the Residential Design Guidelines, and will be generally compatible with the surrounding area and free from unacceptable adverse impacts.

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. Attachments
      Five (5) 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. An electronic PDF version 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 Sections 10-2.2500(n) and 10-5.2500(n) of the Municipal Code.
c. If an application for Administrative Design Review Decision is denied, the applicant or property owner may submit a written appeal of the denial within ten (10) days after the date of the decision, requesting a public hearing before the Planning Commission pursuant to the provisions of Sections 10-2.2500(g) and 10-5.2500(g) of the Municipal Code.

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. The decision of the Planning Commission may be further appealed to the City Council within ten (10) days of the decision of the Planning Commission.
INSTRUCTIONS FOR GRAPHIC PORTIONS OF THE APPLICATION

A. INSTRUCTIONS FOR PREPARATION
(All plans must be drawn to scale and fully dimensioned)

a. Conceptual Drawings: 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. The Preliminary Review form fully approved and signed by a Planner must be included with the Conceptual Drawings.

b. Size: 18” x 24”. Larger sizes must be approved by the Planning Division.

c. Scale: Preferably 1/8” = 1’ – Site Plan; ¼” = 1’ – Floor Plan/Elevations. Scale must be sufficient to be clearly legible showing all required 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) Transverse and longitudinal sections and roof plan.
   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 standards and criteria of Chapter 2, Title 10 of the Redondo Beach Municipal Code, included but not limited to the footprints with distance in feet of all structures on immediately adjacent and contiguous properties.

B. 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.

October 2023
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

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<thead>
<tr>
<th>A</th>
<th>APPLICANT INFORMATION</th>
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<tbody>
<tr>
<td></td>
<td>STREET ADDRESS OF PROPERTY:</td>
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<td>EXACT LEGAL DESCRIPTION OF THE PROPERTY:</td>
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<td></td>
<td>LOT: BLOCK: TRACT:</td>
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<tr>
<td></td>
<td>FLOOR AREA RATIO (equal to gross floor area divided by site size)</td>
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<tr>
<td></td>
<td>SITE SIZE (sq. ft.): GROSS FLOOR AREA (sq. ft.): FLOOR AREA RATIO:</td>
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<td></td>
<td>RECORDED OWNER'S NAME: APPLICANT'S NAME &amp; EMAIL: AUTHORIZED AGENT'S NAME: (if different than applicant)</td>
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<td>MAILING ADDRESS: MAILING ADDRESS: MAILING ADDRESS:</td>
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<td>TELEPHONE: TELEPHONE: TELEPHONE:</td>
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### B | REQUEST |

The applicant requests a Administrative Design Review Decision to use the above described property for the following purposes:
<table>
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<tr>
<th>CRITERIA: Explain how the project is consistent with the criteria in Section 10-2.2500(b) or Section 10-5.2500(b) of the Zoning Ordinance or Zoning Ordinance for the Coastal Zone respectively.</th>
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<tbody>
<tr>
<td>1. Is the project designed in full accordance with the development standards of the zone in which it is located? If not, explain.</td>
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<td>2. Indicate how the location of buildings and structures avoid traffic congestion or impairment of traffic visibility and protect pedestrian safety and welfare.</td>
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<td>3. Indicate how the location and design of the project is compatible with the overall community and surrounding neighborhood and how the project does not adversely impact surrounding properties or harmfully impact the public health, safety and general welfare;</td>
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<td>4. Describe how the architectural style and design of the project:</td>
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<td>a. Enhances the neighborhood, contribute beneficially to the overall design quality and visual character of the community, and maintain a stable, desirable character;</td>
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<td>b. Makes use of complementary materials and forms that are harmonious with existing improvements and that soften the appearance of volume and bulk, while allowing flexibility for distinguished design solutions;</td>
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<td>c. Avoids a box-like appearance through variations in the roof line and building elevations and through distinguishing design features;</td>
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d. Continues on all elevations the architectural character established for the street facing elevations to the extent feasible;

e. Ensures that the physical proportions of the project and the manner in which the project is designed is appropriate in relation to the size, shape, and topography of the site;

f. Includes windows on the front façade;

g. Provides sufficient area available for use of extensive landscaping to complement the architectural design of the structure, and to minimize the amount of paving to the degree practicable;

5. Describe how the project is consistent with the intent of residential design guidelines and how the design:
   a. Reduces the appearance of mass and bulk;

   b. Reduces paved surfaces;

   c. Reduces the impacts of building height, mezzanines and roof decks;

   d. Reduces the impacts of garages on the street frontage.
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.

________________________________________________________

STATE OF CALIFORNIA

COUNTY OF LOS ANGELES

FILING CLERK OR NOTARY PUBLIC

State of California )
County of Los Angeles ) ss

Seal

October 2023