1. PURPOSE:
The purpose of the Harbor Commission Design Review 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 Harbor Commission 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 Harbor Commission must review a complete application. The Commission is wholly dependent on the applicant to provide all information necessary to enable the Commission to reach an informed decision. An application must contain all information, either written or graphic, necessary for the Commission to determine that the proposed project will be consistent with the Redondo Beach General Plan, the Municipal Code, and the policies of the Commission, 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 Commission to approve 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
      The applicable fee is due at the time of filing the application (Note: Fee waived for new projects when in conjunction with an application for a Conditional Use Permit for a Condominium or multi-family residential project).

   c. Attachments Required
      Two (2) complete sets of full-scale Conceptual Drawings and 25 complete copies of reduced Conceptual Drawings, as set forth the the attached Instructions for Graphic Portions, must accompany this application at the time of filing. All plans shall be folded to 8 ½” X 11” size. An electronic version (PDF) of drawings must accompany the submittal.

   *d. Low Impact Development (LID)
      IF REQUIRED A copy of the LID approved by the City's Engineering Division must accompany this application at the time of the filing, if the project is considered a "Priority Project" as defined by the City's NPDES Permit. (Attached to this application is a Storm Water Program Planning Checklist, which will determine if the project is a "Priority Project").
3. **REPRESENTATION:**
   THE APPLICANT OR HIS REPRESENTATIVE MUST BE PRESENT AT THE PUBLIC HEARING TO ANSWER ANY QUESTIONS THE HARBOR COMMISSION MAY WISH TO ASK PERTAINING TO THIS REQUEST. FAILURE TO APPEAR AT THE PUBLIC HEARING, UNLESS THE HARBOR COMMISSION RECEIVES WRITTEN NOTIFICATION FROM THE APPLICANT PRIOR TO SAID HEARING, MAY CONSTITUTE GROUNDS FOR DENIAL OF THE REQUEST.

4. **LIMITATIONS:**
   a. An approval granted pursuant to Harbor Commission Design Review shall become null and void unless vested within 36 months after the date of approval.
   b. The applicant must comply with all conditions set forth by the resolution as a result of public hearing by the Harbor Commission or the City Council. If this is not done, the approval shall be subject to revocation pursuant to the provisions of Sections 10-2.2502(K) and 10-2.2506(K) of the Municipal Code.

5. **PROCEDURE:**
   a. Applications for Harbor Commission Design Review shall be filed with the Planning Division approximately 45 days prior to the date of the public hearing (verify the exact filing deadline with the Planning Division). Additional time will be required between the filing date and the date of public hearing where review under the California Environmental Quality Act (CEQA) is required.
   b. Public notification stating the time, place and nature of the application is posted 10 days prior to the public hearing. Included are newspaper publications, signs posted on the subject property, and letters sent by first class mail to property owners within 300 feet of the subject property.
   c. The Harbor Commission’s decision on this application shall be final and conclusive unless, within 10 days of the date of said decision, a written appeal requesting a public hearing before the City Council is filed with the City Clerk and all required fees for said appeal are paid in full.
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: 2 sets up to 18" X 24" and 25 sets up to 11" x 17." Larger sizes must be approved by the Planning Division

c. Scale: Preferably 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 10-2.2502(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 Harbor Commission, and are suggested as exhibits to accompany this application. Typical exhibits are: photographs, renderings, color and materials board, and models. An electronic version (PDF) of drawings must accompany the submittal.
Application is hereby made to the Harbor Commission of the City of Redondo Beach, for Harbor Commission Review, pursuant to Section 10-5.2502, of Chapter 5, Title 10 of the Redondo Beach Municipal Code.

PART I - GENERAL INFORMATION

A  APPLICANT INFORMATION

STREET ADDRESS OF PROPERTY:

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

FLOOR AREA RATIO (EQUAL TO GROSS FLOOR AREA DIVIDED BY SITE SIZE)
SITE SIZE (SQ. FT.): GROSS FLOOR AREA (SQ. FT.) FLOOR AREA RATIO:

RECORDED OWNER'S NAME: AUTHORIZED AGENT'S NAME & EMAIL:
MAILING ADDRESS: MAILING ADDRESS:
TELEPHONE: TELEPHONE:

APPLICANT'S NAME: PROJECT ARCHITECT:
MAILING ADDRESS: MAILING ADDRESS:
TELEPHONE: TELEPHONE: LICENSE NO.

B  REQUEST

The applicant requests a Harbor Commission Design Review to use the above described property for the following purposes:
<table>
<thead>
<tr>
<th>SHOWINGS:</th>
<th>Explain how the project is consistent with the criteria in Section 10-5.2514(C) of the Zoning Ordinance</th>
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<tbody>
<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>
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<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>
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<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>
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</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 if 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.
It is desirable, but not required, to have the signatures of owners of property in the immediate area affected, certifying that they have no objection to the proposed project. Use reverse side of this sheet if more space is needed.

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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