



**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION**
12700 NORWALK BOULEVARD
NORWALK, CA 90651-1030
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SITE PLAN AND PLOT PLAN SUBMITTAL REQUIREMENTS

1) INTRODUCTION

In order to provide the Community Development Department and the Planning Commission with an accurate and detailed description of your proposed project, the information listed below will be required upon submittal of your Site Plan Application. Since all projects are unique, additional information may be deemed necessary depending on the project's location, size, complexity and surrounding environment. If you have questions regarding the applicability of any of these submittal requirements or if additional information will be required for your project, contact the Planning Division at (562) 929-5744 for clarification.

2) REQUIRED SUBMITTAL INFORMATION

- A.** A completed and signed ***General Planning Application***.
- B.** The ***Site Plan Application Fee*** (See Fee Schedule).
- C.** A completed and signed ***Discretionary Planning Project Categorization Checklist***.
- D.** Provide two (2) copies of the ***Title Report*** for the subject property/properties that are a part of this Site Plan Application.
- E. *General Requirements:***
 - 1) The project address and name of the legal property owner(s) must be clearly printed on each plan sheet.
 - 2) All plans must be submitted on sheets that are a minimum of 11"x17" in size (i.e., "ledger" sheets).
 - 3) Specify which scale your plans have been drawn. Please note, all plans shall be prepared at a minimum scale of 1/8" inch = 1'-0" foot.
 - 4) All plans must be clearly drawn with all written information neatly printed.
 - 5) Provide a north (directional) arrow on your plans.
 - 6) Specify the total square footage of all new buildings and/or additions to your property on the cover sheet of your plans.
- F.** A detailed ***Site Plan*** of the project location that illustrates the following information:
 - 1) Clearly and accurately illustrate the location of all new buildings and structures on your property. In addition, illustrate the location and setbacks of all existing on-site buildings or structures on your property, including their distance from all new buildings.
 - 2) Specify the overall length and width of the new building.

- 3) For all new buildings, please specify the proposed building setbacks from your front, side and rear property lines (as applicable).
 - 4) Illustrate the location, length and width of all existing property lines.
 - 5) Specify the location of all existing streets (and alleys) that are contiguous to your property.
 - 6) For all new freestanding buildings, please document that you have a minimum of 500 square feet of private open space behind the rear half of your property (driveways cannot be included). All open space dimensions must be a minimum of ten feet (10') (in any direction) to be credited toward the overall total of 500 square feet of private open space.
- G.** A fully dimensioned **Floor Plan** that specifies the following information:
- 1) Identify all new rooms on your floor plan and their proposed use.
 - 2) Illustrate and specify the size of all doors and windows on your floor plan.
 - 3) Fully dimension all new rooms and specify their total (gross) square footage.
- H.** Detailed building **Elevations** for all exterior construction which illustrates the following:
- 1) Specify the total building height from the ground (finished grade) to the highest point of the structure.
 - 2) Provide a north, south, east and west building elevation (drawn picture). Illustrate all windows, roofing material, building colors and wall cladding (i.e., stucco, wood siding, brick, etc.).
- I.** A master **Wall Plan** for the property that illustrates:
- 1) The location, height, length, type (i.e., slump stone/split face/precision block, brick, stucco, etc.) and color of all new and existing perimeter walls/fences. In addition, illustrate the location, height, length and type of all proposed retaining walls.
 - 2) Any/all proposed changes or modifications to the existing perimeter walls. Please note all perimeter fencing must be consistent in height, material and color.
 - 3) Specify any damage to the existing perimeter walls and all proposed repair work.
- J.** For all new on-site construction, provide a conceptual **Landscape Plan** that illustrates the following:
- 1) The location of all new trees, plants and ground cover.
 - 2) Provide a landscape planting legend that identifies the symbols used to represent all on-site trees, plants and ground cover. In addition, specify the number and size of all new on-site plants and trees.
 - 3) For all existing on-site trees that will be removed as part of the proposed development, specify the size (trunk diameter), species and condition of each tree.
 - 4) All landscape trellis elements.
 - 5) An irrigation plan.
- K.** Provide **Four (4) Sets of Plans** that incorporate all of the applicable information stated.
- L.** Los Angeles County Fire Department 's **Initial Plan Check** submittal requirements:
- 1) A vicinity map showing the subject property with distance (in feet) from the nearest cross street.
 - 2) Type of construction (as identified in the Uniform Building Code).
 - 3) Occupancy code classification (as identified in the Uniform Building Code).
 - 4) Specify the square footage for each floor of the building and the total number of floors.

