

## MINOR EXCEPTION PERMIT

This permit may be requested for certain types of projects which qualify for minor exceptions from the City's development standards. Eligible projects are limited to the following:

1. Variations in the height or location of fences, walls or hedges, pursuant to Section 17.76.030 of the City's Development Code.
2. A reduction of any setback and open space requirement required by the City's Development Code by twenty percent (20%) or less. However, a minor exception permit may not be granted to reduce the setback and open space requirements for the following:
  - a. New direct access garages or the conversion of existing indirect access garages to direct access garages which encroach into the required front or street-side setback;
  - b. A structural addition or modification to an existing structure that has been approved through a discretionary permit by the Planning Commission or City Council within two (2) years of the proposed addition and/or modification; and
  - c. An existing structure, the construction of which, has been initiated or carried out prior to obtaining a minor exception permit.
3. An increase of no more than twenty percent (20%) of the fifty percent (50%) land coverage restriction which is applicable to driveways, parking areas and paved walkways within the required front or street-side setback areas in single-family residential (RS) districts, as set forth in Section 17.48.030(D) of the City's Development Code.

If you are uncertain whether your project qualifies for a minor exception permit, please contact the Planning staff. Please remember that an application is not a guarantee of approval.

When completing the Minor Exception Permit application, you should take particular care in describing the exception you are requesting. For example, if you are requesting approval to encroach into a setback, your description must include the location of the encroachment (front, side, or rear setback); the square footage of the encroachment (this refers only to the portion of the project which will extend into the setback area, not the size of the entire project); and how far into the setback the structure would be built. If you are requesting an oversized fence, you must give both the height and specific location of the fence (for example, a ten foot fence, three feet inside the rear property line; or a five-foot fence, ten feet from the front property line). The point is to be as specific as you possibly can.

The explanation of why the exception is necessary is also very important. A minor exception can be granted only when the exception is warranted by practical difficulties (such as severe topography), unnecessary hardships, or when exception is necessary to avoid results that may be in conflict with the intent of the City's Development Code. By completely and accurately answering these questions, you will enable staff to better assess the merits of your proposal and to process your application without unnecessary delay.

If you feel there might be a question as to whether your project meets this criteria, please discuss your project with one of your staff members prior to filing the application or having your plans drawn.

When you are ready to submit your application, please make certain that the application is completed, signed by both the landowner and applicant, and that you have all the necessary materials.

These are the materials you will need:

- Three (3) copies of the site plan, including dimensions of the lot; dimensions of all existing and proposed structures; distance from the proposed structure to the property lines.
- Three (3) copies of the elevations if the structure exceeds twelve (12) feet in height.
- Three (3) copies of elevations, including section drawings, indicating:
  1. The maximum height of the proposed structure, measured from the highest point of existing grade covered by the structure to the ridge of the structure (including any roof tiles, roof shingles or other proposed roof material.)
  2. The maximum height of the proposed structure, measured from the finished grade adjacent to the lowest foundation to the ridge.

All plans must be assembled in complete sets and folded no larger than 9 1/2" X 14". If so desired by the applicant, only one copy of the site plan, elevation drawing and floor plan may be submitted as part of the initial application package. Once it is determined by the Director that the submitted plans contain all the necessary information described in this application, then the appropriate number of plans (3 copies) will be requested from the applicant.

- Two (2) copies of a "vicinity map", prepared to scale, which shows all neighboring properties that are adjacent to the subject property (applicant). The "Vicinity Map" must be prepared exactly as described in the attached instruction sheet.
- Two (2) sets of self-adhesive mailing labels and one (1) photocopy of the labels which list the property owner of every parcel which is adjacent to the subject property (applicant). The name and address of every property owner (including applicant) must be typed on 8 1/2" X 11" sheets of self-adhesive labels. The mailing labels must be keyed to the corresponding lots, as shown on the vicinity map described above. The property owners mailing list must be prepared exactly as described in the attached instruction sheet. If the property owners mailing list is not prepared by a Title Company or other professional mailing list preparation service, the applicant must sign and submit the attached "Certification of Property Owners Mailing List" form.
- Minor Exception Permit Application, signed by both applicant and landowner.
- A \$1,707.00 Filing Fee + \$4.00 Data Processing Fee = **\$1,711.00**

In addition to the above Filing Fee, the following fee may be assessed if applicable: **\$18.00** Historic Data Entry Fee (one time fee per property).

Plans may be required to show:

- Topographic lines
- Grading plan, indicating all elevation changes and retaining wall locations and top of wall outs
- Easements

- Driveways (existing and new)
- Streets and widths of streets (Public and Private)
- Private sewage disposal system (location of septic tank and seepage pit)
- Verification of lot lines by survey
- Foot prints of proposed and existing structures
- Building pad elevations
- Maximum ridge line elevations
- Geological investigation

(Please refer to Chapter 17.66 of the City Development Code).

**Please remember that, if all these materials are not submitted,  
the application cannot be accepted for filing.**

➤Important◀

- Notice: CC&R's are private restrictions or agreements. Therefore the City is not responsible for a property owner's compliance with any CC&R's that may govern their property and the City does not enforce private CC&R's. The City recommends that property owners review their title report to see if any CC&R's govern their property, and if so, consult such CC&R's prior to submittal of their application. Additionally, property owners should review their title report for any other private property restrictions (Deed Restriction, Private Easement, etc.) that may govern their property.

**MINOR EXCEPTION PERMIT APPLICATION ZON \_\_\_\_\_**

**APPLICANT/CONTRACTOR:**

**LANDOWNER:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Description: \_\_\_\_\_

Describe in detail the type and nature of the minor exception requested. Be specific.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explain why this exception is necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**General Information**

- \_\_\_\_\_ 1. Maximum height of project, measured from top of lowest foundation wall to ridge.

- \_\_\_\_\_ 2. Square footage of project.
- \_\_\_\_\_ 3. If addition, square footage of existing structure footprint (including any covered or enclosed patios).
- \_\_\_\_\_ 4. Square footage of driveways, parking areas, and impervious surfaces (impervious surfaces less than 5 feet in width and/or one patio area less than 500 square feet in area shall be excluded from the lot coverage calculation).
- \_\_\_\_\_ 5. Square footage of lot.
- \_\_\_\_\_ 6. Percentage of existing open space.
- \_\_\_\_\_ 7. Percentage of open space after development.

I HEREBY CERTIFY, under penalty of perjury, that the information and materials submitted with this application are true and correct.

\_\_\_\_\_  
Signature of Applicant/Contractor                      and                      \_\_\_\_\_  
Signature of Landowner

Dated: \_\_\_\_\_    Dated: \_\_\_\_\_

**CONTRACTORS PLEASE READ AND INITIAL:**

***I understand that in order to perform work in the City of Rancho Palos Verdes, a business license must be obtained from the City's Finance Department prior to obtaining a building permit from the Building and Safety Department.***

\_\_\_\_\_  
***(initials)***

\_\_\_\_\_  
**Staff Signature**

**Lot type:**

- \_\_\_\_\_ **Upslope**
- \_\_\_\_\_ **Downslope**
- \_\_\_\_\_ **Pad**

\_\_\_\_\_  
**Date Accepted**

**CITY OF RANCHO PALOS VERDES  
INSTRUCTIONS FOR PREPARING A VICINITY MAP AND PROPERTY OWNERS LIST**

In order to satisfy public noticing requirements, certain planning applications require the submittal of a vicinity map and accompanying property owners list. The size of the vicinity map varies by application and may involve either adjacent properties, a 100' radius, or a 500' radius. Please check on the application form you are submitting for the vicinity map size you must submit.

With the exception of "Adjacent Properties" maps, a vicinity map and property owners list must be prepared by a Title Company or other professional mailing list preparation service. The mailing labels must be certified as accurate by the agent preparing the mailing list. Attached is a list of firms that provide services in preparation of vicinity maps and certified mailing labels. This is not intended to be an exhaustive list and the cost of the services provided will vary.

If you have any questions regarding properties of the vicinity map or property owners list, as described below, please contact a planner at (310) 544-5228.

**VICINITY MAP**

The purpose of the vicinity map is to clearly show all properties within the required radius of the subject lot (applicant). The vicinity map must clearly show the required radius line, dimensioned and drawn from the exterior boundaries of the subject lot, as shown below. All neighboring properties (including lots outside R.P.V. city limits) which fall completely within, partially within or are just touched by the radius line, must be consecutively numbered and the names and the addresses of the owners provided to the City as described below. Please devise your own consecutive numbering system on the map and ignore the lot number, Assessors number, or any other number already found on the lots on the vicinity maps. An "adjacent properties" vicinity map does not involve a set radius but rather needs to identify all properties behind, beside, and in front of the proposed project site, as shown below. The city's planning staff can provide the base map for preparing the vicinity map for a nominal charge. Applicants may also prepare their own maps, at a clearly marked scale of not less than 1" = 200'.

**PROPERTY OWNERS MAILING LIST**

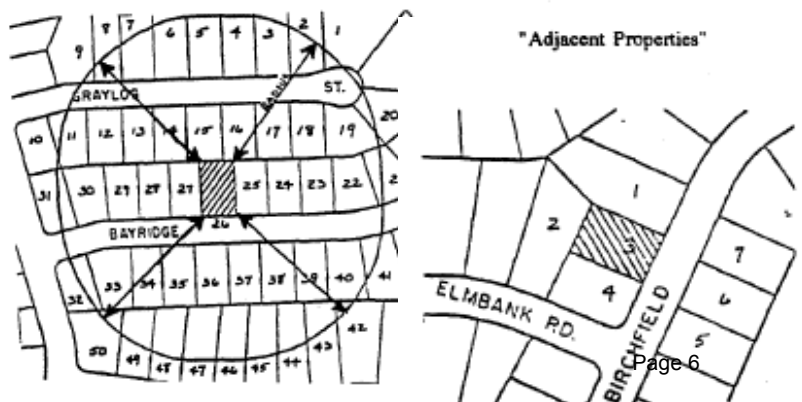
The property owner of every parcel (even if vacant, rented or government owned), which falls completely or partially within the required radius on the vicinity map must be identified, placed on a mailing list and submitted to the City. The name and address of every property owner along with the assigned lot identification number, which corresponds to the vicinity map, must be neatly typed on 8 1/2" x 11 sheets of Xerox or Avery self-adhesive labels, as shown below. Two (2) sets of self-adhesive labels and a Xerox copy of the list must be provided to the City with your subject application. These labels will be used by the City to mail notice of your subject application to neighboring property owners. The property owners list must be obtained from the most current L.A. County Tax Assessor's roll. The City does not provide this service. The Assessor's office located at 500 W. Temple Street, Room 205, Los Angeles, CA 90012. Office hours are 8:00 am to 4:30 pm Monday-Friday. The telephone number is (213) 974-3441.

**SAMPLE MAILING LABELS**

Assigned Lot I.D. Number  
Property Owner Name  
Address  
City, State, Zip Code

- |                |                       |
|----------------|-----------------------|
| 1              | 2                     |
| Harold Jackson | Malcolm Hill          |
| 773 Graylog    | 4117 Greenwood Meadow |
| RPV, CA 90275  | Torrance, CA 90503    |

**SAMPLE VICINITY MAPS**





# City of RANCHO PALOS VERDES

Department of Planning, Building & Code Enforcement

## CERTIFICATION OF PROPERTY OWNERS' MAILING LIST

**Application(s)** \_\_\_\_\_

**Applicant Name** \_\_\_\_\_

**Subject Property Address** \_\_\_\_\_

**Notice Radius Required** \_\_\_\_\_

**Number of property owners to be notified** \_\_\_\_\_

*I certify that the property owners' mailing list submitted with the application(s) listed above includes all of the persons listed on the latest adopted LA County Tax Roll as the legal owners (and if applicable occupants) of all parcels of land within \_\_\_\_\_ feet of the subject property noted above. I certify that the property owners' mailing list has been prepared in accordance with the City of Rancho Palos Verdes Development Code and "Vicinity Map Instructions Sheet." I also understand that if more than 20% of the notices are returned by the post office after mailing due to incorrect address information, or if the address information is not complete, that I will have to submit a new property owners' list that has been prepared and certified as accurate by a Title Company or other professional mailing list preparation service, and the project notice will have to be re-mailed.*

\_\_\_\_\_  
Property Owner (Applicant) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)

***who may prepare radius maps and mailing lists***

Blue Energy  
P.O. Box 3305  
Palos Verdes Peninsula, CA 90274  
(310) 465-1825  
Attn: Natalie Kay

G.C. Mapping  
711 Mission St., Suite D  
So. Pasadena, CA 91030  
(626) 441-1080  
Attn: Gilbert Castro

JPL Zoning Services, Inc.  
6263 Van Nuys Blvd.  
Van Nuys, CA 91401-2711  
(818) 781-0016  
(818) 781-0929 (FAX)  
Attn: Maria Falasca

Kimberly Wendell  
P.O. Box 264  
Los Alamitos, CA 90720  
(562) 431-9634  
(562) 431-9634 (FAX)

Nieves & Associates  
115 So. Juanita Ave.  
Redondo Beach, CA 90277  
(310) 543-3090

NotificationMaps.com  
23412 Moulton Parkway, Ste. 140  
Laguna Hills, CA 92653  
(866) 752-6266  
[www.notificationmaps.com](http://www.notificationmaps.com)  
Attn: Martin Parker

Ownership Listing Service  
P.O. Box 890684  
Temecula, CA 92589  
(800) 499-8064  
(951) 699-8064 (FAX)  
Attn: Cathy McDermott

Sir Speedy Mapping Service  
1073 Kendall Drive  
San Gabriel, CA 91775  
(626) 281-6274  
Attn: James Chang

Srour & Associates, LLC  
1001 Sixth Street, Suite 110  
Manhattan Beach, CA 90266  
(310) 372-8433  
Attn: Elizabeth Srour

Susan W. Case  
917 Glenneyre St., Ste. 7  
Laguna Beach, CA 92651  
(949) 494-6105  
(949) 494-7418

T-Square Mapping Service  
969 So. Raymond Ave., Floor 2  
Pasadena, CA 91105  
(626) 403-1803  
(626) 403-2972 (FAX)  
Attn: Darla Hammond

Robert Vargo  
5147 W. Rosecrans  
Hawthorne, CA 90250  
(310) 973-4619

**HAZARDOUS WASTE AND SUBSTANCES STATEMENT**

The California Environmental Protection Agency (Cal/EPA) has compiled lists of Hazardous Waste and Substances Sites for the entire State of California. Although the current list for the City of Rancho Palos Verdes (reproduced below) is based upon data retrieved from the Cal/EPA web site on October 17, 2006, you should be aware that these lists are revised periodically. Pursuant to Government Code Section 65962.5(f), before the City can accept an application as complete, the applicant must consult the list and indicate whether the project and any alternatives are located on a site, which is included on any such list, and shall specify any list.

**IMPACT CITY: RANCHO PALOS VERDES**

STREET ADDRESS	CURRENT USE	FORMER USE	RWQCB CASE No.	CASE STATUS
3860 CREST ROAD	FAA radar site	Same	R-13308	Closed
5656 CREST ROAD	Demolished	Unocal service station	I-06500	Open
5837 CREST ROAD	Calif. Water Svc. Co. maintenance yard	Same	R-05395	Open
5841 CREST ROAD	Verizon facility	Same	R-12296	Closed
5701 CRESTRIDGE ROAD	Belmont Village	Vacant	L472881	Closed
28103 HAWTHORNE BLVD	Valero service station	Same	R-01504	Open
31100 HAWTHORNE BLVD	Shopping center	Same	0586	Closed
28732 HIGHRIDGE ROAD	Hilltop Automotive	Unocal service station	I-06434	Closed
40 MIRALESTE PLAZA	Auto repair shop	Chevron service station	L469540	Open
96 NARCISSA DRIVE	Residence	Same	R-23219	Closed
6100 PVDS	Residence (1 Sea Cove Drive)	Shell service station	R-36348	Closed
6124 PVDS	Fire Station No. 53	Same	R-12757	Closed
6560 PVDS	Two residences (32504 & 32508 Seawolf Drive)	Chevron service station	R-14832	Closed
6600 PVDS	Demolished	Marineland and Texaco service station	R-01409	Closed
31200 PVDW	Abandoned	Unocal service station	I-11074	Closed
31501 PVDW	Point Vicente Interpretive Center	U.S. Military rifle range	N/A	Open
27501 WESTERN AVENUE	Green Hills Memorial Park	Same	R-12803	Open
29421 WESTERN AVENUE	Chevron service station	Same	I-15523	Closed
29505 WESTERN AVENUE	Shopping center	Mobil service station	R-03558	Open
29701 WESTERN AVENUE	Shopping center	Unocal service station	R-05958	Closed

In the event that the project site and any alternatives proposed in the application are not contained on the Cal/EPA lists, please certify that fact as provided below. I have consulted the lists compiled pursuant to Section 65962.5 of the Government Code and hereby certify that the development project and any alternatives proposed in this application are not contained on these lists.

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(Applicant) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

**HAZARDOUS WASTE AND SUBSTANCES STATEMENT**

If the development project and any alternatives proposed in this application are contained on the CAL/EPA lists, please complete the following statement.

1. Name of Applicant: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Phone Number: \_\_\_\_\_ Email \_\_\_\_\_
4. Address of Site (Street name and number if available, and ZIP code):  
\_\_\_\_\_
5. Local Agency (City/County): \_\_\_\_\_
6. Assessor's Book, Page, and Parcel Number: \_\_\_\_\_
7. Specify any list pursuant to Section 65962.5 of the Government Code:  
\_\_\_\_\_
8. Regulatory Identification Number: \_\_\_\_\_
9. Date of List: \_\_\_\_\_

\_\_\_\_\_  
(Applicant)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**FOR STAFF USE ONLY**

I have consulted the lists compiled pursuant to Section 65962.5 of the Government Code and hereby certify that the development project and any alternatives proposed in this application are located on a site which: (check one)

\_\_\_\_\_ Is not included in these lists.

\_\_\_\_\_ Is included in these lists, and the project applicant has completed the statement required by Section 65962.5(f) of the Government Code.

\_\_\_\_\_ Is included in these lists, and I have notified the applicant, pursuant to Section 65943 of the Government Code, that he or she has failed to complete the statement required by Section 65962.5(f) of the Government Code by letter dated \_\_\_\_\_.

\_\_\_\_\_  
Staff Signature