



City of Torrance, Community Development Department, Planning Division
 3031 Torrance Boulevard, Torrance, CA 90503, Telephone (310) 618-5990

Development Application & Checklist

| Administrative (5 Copies)** | Public Hearing | |
|---|--|--|
| | Planning Commission (23 Copies)** | City Council (40 Copies)** |
| <input type="checkbox"/> Minor Development Permit (I) <input type="checkbox"/> Minor Use Permit (H) <input type="checkbox"/> Administrative Permit <input type="checkbox"/> Other: | <input type="checkbox"/> Fence Height Exception <input type="checkbox"/> Minor Hillside Exemption <input type="checkbox"/> Plot Plan (A) | <input type="checkbox"/> Conditional Use Permit (H) <input type="checkbox"/> Planning Commission Review (J) <input type="checkbox"/> Development Permit (I) <input type="checkbox"/> Waiver (D) <input type="checkbox"/> Division of Lot (E) <input type="checkbox"/> Modification (F) <input type="checkbox"/> Precise Plan (G) <input type="checkbox"/> Variance (D) <input type="checkbox"/> Zone Change (B) <input type="checkbox"/> General Plan Amendment (B) <input type="checkbox"/> Planned Development (C) |

**Number of copies of plans is based on the level of review. The number of copies of plans identified under the review type will replace each "X" in the chart on page 2.

| | | |
|--|----------------------|-------------------------------|
| STREET ADDRESS OR LOCATION OF PROJECT | ZONE/ OVERLAY | ASSESSOR PARCEL NUMBER |
| PROJECT DESCRIPTION (MAY ATTACH ADDITIONAL SHEETS IF NECESSARY) | | |
| <hr/> <hr/> | | |

| APPLICANT | REPRESENTATIVE/CONTACT | PROPERTY OWNER |
|-----------------------|------------------------|-----------------------|
| First Name, Last Name | First Name, Last Name | First Name, Last Name |
| ADDRESS | ADDRESS | ADDRESS |
| PHONE | PHONE | PHONE |
| EMAIL | EMAIL | EMAIL |

**PURSUANT TO § 65850.2 OF THE CALIFORNIA GOVERNMENT CODE
 PLEASE COMPLETE THE FOLLOWING:**

STATEMENT I

I, (the undersigned owner/ authorized agent), verify my project will handle, store, or use hazardous materials as defined in Article 1 or Chapter 6.95 of the California Health and Safety Code, or emit HAZARDOUS AIR EMISSIONS*.

This statement is: True False

STATEMENT II

I, (the undersigned owner/ authorized agent), certify to have more than the threshold quantity of a regulated substance, as specified in Article 2 of Chapter 6.95 of Division 20 of the California Health and Safety Code, in a process or contain a source or modified source of HAZARDOUS AIR EMISSIONS*.

This statement is: True False

AFFIDAVIT

I, the undersigned, understand I am responsible with complying with the provisions of the Torrance Municipal Code, and any conditions of approval related to, the applications I am applying for. I certify the information provided to City Staff is accurate to allow the City to render a decision. I understand that all required documents must be provided prior to the City providing a decision. I understand the City of Torrance may request additional information prior to providing a decision.

| | |
|----------------------------|---------------------------------|
| APPLICANT SIGNATURE | PROPERTY OWNER SIGNATURE |
| | |

*HAZARDOUS AIR EMISSIONS means emissions into the ambient air of air contaminants which have been identified as a toxic air contaminant by the State Air Resources Board or by the air pollution control officer for the jurisdiction in which the project is located. As determined by the air pollution control officer, hazardous air emissions also means emissions into the ambient air of any substance identified in subdivision (a) to (f), inclusive, of Section 44321 of the Health and Safety Code.

FOR STAFF USE ONLY – DO NOT COMPLETE BELOW

| | | |
|---------------------------|-----------------------|---------------------|
| PLANNING RECORD NUMBER(S) | LEVEL OF CEQA | DATE STAMP RECEIVED |
| | | |
| REVIEW COMPLETED BY | REVIEW COMPLETED DATE | |
| | | |



Development Application & Checklist

| | Item Description / Requirement: | Copies: | Completed by Staff | |
|----|---|--|---|---|
| | | | Required: | Submitted: |
| 1 | Development Application – Fill out all information and have it signed by the applicant/representative and property owner. | 1 | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2 | Development Plans – All plans must be folded to 9"x 12" in size, collated, and stapled and/or banded. <u>Site Plan/Area Plan</u> Required for all projects ¹ . <u>Floor Plan</u> Required for new construction, interior improvements and most entitlements ¹ . <u>Elevations/Roof Plan</u> Required for new construction and exterior remodels ¹ . | X (24" x 36") <u>Color</u> <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | <u>Landscape Plan</u> Required for new construction and projects that require parking lot or other site improvements ¹ . | X (24" x 36") | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Colors, Materials, & Massing – <u>Material Board</u> Required for new construction and exterior remodels ¹ , electronic submittal is preferred. <u>Massing Diagram and Form</u> 3D rendering, Required for new construction and exterior remodels ¹ . | <u>Color</u> X (24" x 36") | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4 | Plot Plan Review/ Entitlement checklist – (Packets Required: _____) Required for all projects. For a Plot Plan Review, complete the design narrative. | 1 set for each type of application | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5 | Environmental Assessment – Required for all projects except Plot Plans. This will help staff determine the level of environmental review per the California Environmental Quality Act (CEQA) ¹ . | 1 | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6 | Tree Information – Required for sites that have existing trees that are proposed for removal or where construction will occur within 10 feet of an existing tree ¹ . | 1 | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7 | Business Operation Plan – Required for any new or existing businesses and/or may be required for a change in use. | 1 | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8 | Historic Evaluation – Required for projects located within Torrance Tract/ Downtown that include demolition or exterior remodels ² . | 1 | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9 | Planning Fee Schedule – Required for all projects, made payable to the City of Torrance. | Cash, check, or credit | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10 | Photographs – Photographs of all existing buildings and structures. Required for all projects. | 1 set | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 11 | Property Ownership Verification – <u>Construction Projects</u> A Preliminary Title Report is required for new construction, building demolition, exterior remodels or other site improvements. The report must be less than 6 months old and prepared by a Title Company and identify the property owner, easements, their purpose, and in whose benefit, liens and restrictions. <u>Other Projects</u> Submittal of a document, such as a Grant Deed, that confirms property ownership. | 2 sets | Prelim <input type="checkbox"/> Title Report <input type="checkbox"/> Grant Deed <input type="checkbox"/> No <input type="checkbox"/> TBD | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 12 | Agreements, Affidavits, & Waivers – (Additional Packets Required: _____) General form packet required for all applications. | 1 | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 13 | Flash Drive/Digital Format – Required for all projects. Submit a digital copy of items #1 through #8, & #10 through #12. | 1 set | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

1 Respond to all items in the handout.
 2 Respond to all applicable items in the handout.