



City of Hermosa Beach
 Community Development Department
 1315 Valley Drive, Hermosa Beach, CA 90254
 FOR QUESTIONS PLEASE CONTACT PLANNING@HERMOSABEACH.GOV
 OR CALL (310) 318-0242
Office Hours: Monday to Thursday, 7:00 a.m. to 6:00 p.m.

PLAN REVIEW SUBMITTAL COVER SHEET

INSTRUCTIONS: The project applicant and a City Planner must complete applicable sections of the form based on the status of the project. **The project applicant must submit one copy of this cover sheet for all initial submittals, resubmittals, and revisions.**

Form completed by (applicant name): _____ Date: _____
 Form completed by (Planner name): _____ Date: _____

PROJECT INFORMATION (Applicant to Complete)

PROJECT ADDRESS: _____
 PERMIT NUMBER (if a resubmittal or revision): _____
 DESCRIPTION OF WORK (i.e. initial submittal for a new SFR in the coastal zone, OR resubmittal to planning for zoning review, etc.): _____

Phase 1. PRE-SUBMITTAL AND INITIAL SUBMITTAL STEPS

Applicant to complete steps 1-7

1. Review City's plan submittal requirements handout
<https://www.hermosabeach.gov/home/showdocument?id=13680>
2. Review City's Plan Submittal Acceptance Checklists
<https://www.hermosabeach.gov/home/showdocument?id=13682>
<https://www.hermosabeach.gov/home/showdocument?id=13684>
3. Review City's Public Works Civil Sheet (C-Sheet) and LID Submittal Materials
 - Link to Public Works Plan Submittal Checklist
<https://www.hermosabeach.gov/home/showdocument?id=13172>
 - Link to the Public Works Residential Encroachment Application and Procedure Checklist <https://www.hermosabeach.gov/home/showdocument?id=8664>
 - Link to the Public Works Assumption of Risk form
<https://www.hermosabeach.gov/home/showpublisheddocument?id=1196>
 - Link to the Public Works Covenant and Agreement Regarding the Management of Low Impact Development (LID) Best Management Practices (BMPs)
<https://www.hermosabeach.gov/home/showdocument?id=10095>

4. Complete pre-submittal review by City planner via email at planning@hermosabeach.gov
5. Complete pre-submittal C-sheet and/or LID review by Michelle Licata, Public Works Engineer via email at mlicata@hermosabeach.gov
6. Obtain approval from a City planner and City engineer (if C-sheets and/or LID is required) to submit application materials to Community Development Department.
7. Submit building permit application, payment, electronic copy of plans to and C-sheets and LID to Frances and Melinda via email at communitydevelopment@hermosabeach.gov or email to coordinate a submittal time at the City Hall.

Frances or Melinda will send credit card authorization form with fees due
 Link to Credit Card Authorization Form
<https://www.hermosabeach.gov/home/showdocument?id=13951>

- i. Checks (make payable to City of Hermosa Beach) put in City Hall Citation drop box or mail it to the City

City Planner to complete step 8 once applicant completes steps 1-7 above.

8. Project Status: INITIAL SUBMITTAL
 Application ok to accept for planning/zoning review
 Project requires and includes C-sheets and/or LID materials (Route to Michelle with Public Works via email at mlicata@hermosabeach.gov)

(Permit Technicians to log in ComDev and Permits Plus)

****Project planner to review the initial submittal within 30 days of receiving a complete application. Review comment letters will be email to the applicant and property owner.**

Phase 2. RESUBMITTAL TO PLANNING STEPS

Applicant to complete steps 1-2

1. Address all corrections items listed in the review comment letter.
2. Email revised plans in a single file PDF to project planner for review.

City Planner to complete step 3

3. Project Status: RESUBMITTAL TO PLANNING (for zoning review and/or approval in concept)
 ASSIGN TO: _____

(Permit Technicians to log in ComDev and Permits Plus)

****Project planner to review resubmittals within 30 days of date received deeming plans zoning complete or incomplete with remaining corrections.**

Phase 3. PLANS ZONING APPROVED OR APPROVED IN CONCEPT (AIC)

City Planner to complete steps 1-2

1. All corrections addressed and plans are zoning complete and ready to go to Building review (Phase 4) OR
 2. All corrections addressed plans stamped approved by planner (2 sets of plans and Appendix B ok for applicant to pick up)
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Phase 4. SUBMITTAL TO ROUTE STRAIGHT TO BUILDING STEPS

Applicant to complete steps 1-3

1. Receive zoning/planning approval to submit for building review.
2. Submit two sets of 24" x 36" hard copy plans, 2 copies or all building/structural calcs, and single file PDF of full plan check plans to Community Development Department office.
3. Coordinate submittal time at the City Hall with Frances and Melinda via email at frances@hermosabeach.gov & mgonzalez@hermosabeach.gov.

City Planner to complete step 4

4. Project Status: RESUBMITTAL TO ROUTE STRAIGHT TO BUILDING REVIEW
ROUTE TO: Hayer Bob for in-house building review

(Permit Technicians to log in ComDev and Permits Plus)

*****Hayer (3rd party building/structural consultants) review plans within 7-10 business days for each review round**

Phase 5. (FINAL PLAN REVIEW PROCESS) Information Item

For Final C-Sheets please submit (4) hard copies wet signed and stamped & (2) hard copies of LID Report wet signed and stamped to Michelle with Public Works for final review. Please email Michelle at mlicata@hermosabeach.gov to coordinate submittal of hard copy materials.

Final plans, once received by the City after approval from Hayer, (the City's Building and Structural Consultant), must be re-reviewed first by the planning division and after by the City Building Official. Final planning review requires approximately two (2) weeks to complete and final building review requires an additional two (2) week review following that. **AT TIME OF FINAL PLANNING REVIEW THE CITY PLANNING DIVISION WILL NEED PROOF OF APPROVED CIVIL SHEETS AND COASTAL COMMISSION APPROVAL** in order to complete the final planning review and before final plans can be routed for final building review. **Please ensure that the finished floor elevations, driveway slopes, and site drainage items match between final plans and approved Civil Sheets and LID plans.**

Once final plans are approved by planning and building divisions the applicant will work with the Department's Permit Technicians, Frances Estrada and Melinda Gonzalez via email at communitydevelopment@hermosabeach.gov, on the permit issuance process.

Permit/Plan Issuance Steps

- a. Frances/Melinda review file to create a checklist of required items needed before issuance and to collect permit fees
- b. Checklist gets emailed to Applicant/Architect to pass along to Contractor to complete
- c. Once payment and all remaining documents are received, the job copy plans and job permit card are ready to be issued
- d. Contractor/Owner Builder (O/B for residential projects only) notifies Frances/Melinda when they arrive to City Hall to retrieve plans and permit card

Optional Phase 6. REVISION TO PLANS WHERE PERMIT IS ALREADY ISSUED

**Revision review is charged at an hourly rate for both Planning and Building time and will be charged after final review of revision(s) is/are completed.

Applicant to complete steps 1-3

1. Obtain approval from a City planner and City engineer (if C-sheets and/or LID revisions are required) to submit revision materials to Community Development Department.
2. Submit electronic copy of plans to original project planner or if unsure who was original project planner then to planning@hermosabeach.gov
3. Acknowledge that revisions will go through steps 2-5.

City Planner to complete step 4.

4. Step 4 Revision plans are ok to accept for review.
ASSIGN TO: Nicole Yuritzzy Melanie Christy

(Permit Technicians to log in ComDev and Permits Plus)

Full List of Community Development Department Applications, Forms and Handouts

<https://www.hermosabeach.gov/our-government/community-development/applications-forms-handouts>