



## MINOR EXCEPTION PERMIT

This permit may be requested for certain types of projects which qualify for minor exceptions from the City's Development Code standards (Section 17.66). 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 (along with the processing of a Neighborhood Compatibility application). 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%) landscape 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 (along with the processing of a Neighborhood Compatibility application).

**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 provide a written explanation describing what 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 Permit 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.

These are the materials you will need to submit:

- Residential Planning Application, signed by the property owner.
- 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:
  - 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.)
  - 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.
- Filing Fee<sup>1</sup>**

Certain Minor Exception Permit requests must be accompanied with the filing fee<sup>1</sup> for Neighborhood Compatibility.

Plans may be required to show:

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

<sup>1</sup> Please refer to the City's [Master Schedule of Fees](#) for Planning Division application fees.

- Foot prints of proposed and existing structures
- Building pad elevations
- Maximum ridge line elevations
- Geological investigation

- When filing your application, make certain the entire uniform application is completed and that all the required submittal materials are included, **OTHERWISE THE APPLICATION MAY NOT BE ACCEPTED FOR FILING**.
- Pursuant to Section 17.86.050 of the RPVMC, **THE CITY WILL NOT ACCEPT ANY DEVELOPMENT APPLICATION(S) FOR A LOT OR PARCEL THAT IS IN VIOLATION OF THE CITY'S MUNICIPAL CODE, UNLESS AN APPLICATION IS SUBMITTED TO CORRECT A VIOLATION.**
- Projects involving new construction and additions or tear-down / rebuilds will require approvals from the Los Angeles County Fire Department. Prior to planning application submittal, it is highly recommended that you take your plans to the Fire Department's Hawthorne Office to obtain their requirements, which may include costly upgrades. The LA County Fire Department Fire Prevention Division is located at 4475 W. El Segundo Blvd. Hawthorne, CA. 90250 (phone 310-263-2732.).
- Projects such as new structures, foundation underpinning and basements require City approval of a soils/geology report. Other projects may require a *Category 1<sup>1</sup>* site visit by the City Geologist to determine if a soils/geology report will be required. Prior to planning application submittal, it is highly recommended that you contact the Building & Safety Division to address the geological review of your project. Approval of any required soils/geology report may be pursued during the planning application review process.
- 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.

<sup>1</sup> Please refer to the City's [Master Schedule of Fees](#) for Planning Division application fees.