



City of Torrance, Community Development Department, Planning Division

3031 Torrance Boulevard, Torrance, CA 90503, Telephone (310) 618-5990

Minor Hillside Exemption Permit Application

In accordance with Article 41, Chapter 1, Division 9 of the Torrance Municipal Code, the Community Development Director may grant approval of development on properties located within the Hillside and Local Coastal Overlay, provided the development meets the requirements of Sections 91.41.7, 91.41.8, and 91.41.14.

Minor Hillside Exemption (MHE) permits are reviewed and processed administratively by the Planning Division prior to building permit application. The development review process involves submittal of architectural plans, filing fee, staff review, and notices to other properties in the vicinity of the proposed development. Notices are required to determine the proposed development will not have a significant adverse impact on the view, light, air, and privacy of other properties, and there is no significant public controversy thereon. Permit approvals not implemented within one year shall expire, unless extended by the Community Development Director for an additional period as provided in Section 92.27.1 of the Torrance Municipal Code.

APPLICATION REQUIREMENTS

Applications are accepted in-person at the Permit Center (Planning Counter) located at 3031 Torrance Boulevard, Torrance, CA 90503, open 8:00am to 5:00pm, Monday through Thursday, open alternate Fridays.

- Application:** The application must be fully completed and accompanied with architectural drawings and filing fee. Incomplete applications are not accepted.
- Architectural Plans:** Two copies size 24 inches by 36 inches. Plans must be drawn to scale, legible, stapled, collated, and folded to approximately 12 inches by 9 inches. An electronic copy of the plans (PDF) must be submitted through email or USB drive. Plans must include existing and proposed site plan, floor plan, elevations, and roof plan (as applicable). Plans must contain sufficient detail including the scope of work, floor areas, setbacks, lot coverage, floor area ratio, open space, exterior finish and materials, exterior dimensions, and building heights measured from the lowest adjacent grade. Plans must also include full contact information of the property owner and the design professional.

Pursuant to Government Code Section 65103.5 the City of Torrance requests that the design professional submit an electronic copy of the site plan and massing diagram for posting on the City webpage.

- Filing Fee:** Payment may be written to "City of Torrance" in the amount listed on the fee schedule. Credit/debit card payments are accepted with an additional service fee. Filing fees are nonrefundable after 100 days of the application filing date.

DEVELOPMENT REVIEW AND NOTICES

Plans are reviewed by staff to determine conformance with the development standards of the Hillside and Local Coastal Overlay and the underlying zone. If the applicant and plans are deemed complete, notices are mailed to the registered owner of properties in the vicinity as determined by staff. The notices provide a brief project description, contact information, availability to review the plans, and comment period. If no comments are received, the plans are approved, and the applicant may apply for building permit. If comments are received, staff assessment is required.

If revisions are made to the proposed development during the review process, additional notices and an extended comment period will be required. Up to one revision can be made to the plan, otherwise a new application and filing fee is required. Filing fees are nonrefundable after 100 days of the application filing date.

At the discretion of the Community Development Director, notices may be completed through an alternative method when emergency repairs are necessary, or it can be determined with certainty that the proposed development will not have a significant adverse impact and there is no public controversy. The alternative method requires the applicant to share the plans with the registered owner of properties in the vicinity as determined by staff and to obtain their signature of approval on the plans. The plans with signatures are resubmitted to staff for review. Ownership names must match the property record. If all signatures are obtained and verified, the plans are approved and the applicant may apply for a building permit. If signatures are not obtained or cannot be verified, notices will be mailed by staff.

PUBLIC REVIEW AND COMMENT

Members of the public may review the plans at the Permit Center (Planning Counter) located at 3031 Torrance Boulevard, Torrance, CA 90503, open 8:00am to 5:00pm, Monday through Thursday, open alternate Fridays. Members of the public may also submit written comments related to the proposed development. The comment period is 10 business days from the notice date. Comments must be submitted to the Planning Division via email at CDDInfo@TorranceCA.gov by 5:00pm on the tenth business day, and must include in the subject line "Public Comment" and the record number and project address. Comments are evaluated based on the provisions listed in Section 91.41.6 of the Torrance Municipal Code. All comments are shared with the applicant and included in the public record.

STAFF ASSESSMENT

Commentors have 10 business days following the comment period to schedule a field visit at their property for staff assessment of potential impacts to view, light, air and privacy. Failure by the commentor to schedule a field visit within 10 business days will end the staff assessment and comments will not be evaluated. Story poles (silhouette) and visual aids may be required when, in the judgment of staff, there is potential for significant adverse impacts. A staff report is prepared with a recommendation to the Community Development Director for approval or denial. A copy of the staff report is shared with the applicant, commentors, and made available on the City webpage at www.bit.ly/PlanningAdministrativeActions. Decisions made by the Community Development Director may be appealed to the Planning Commission within 15 calendar days from the decision date. For information on the appeal process and filing fee, contact the City Clerk's Office at (310) 618-2870.

APPEAL TO PLANNING COMMISSION

Appeals to the Planning Commission are scheduled in the order received. Staff contacts the appellant and the applicant to select a preferred and alternate meeting date. The Planning Commission meets monthly on the first and third Wednesday at 6:30pm in the Council Chambers. The applicant is required to submit 15 copies of the plans to proceed with the appeal. A staff report is prepared with a recommendation to the Planning Commission to uphold or deny the appeal. Notices are mailed 10 calendar days prior to the meeting date to the appellant, the applicant, and to the property owners that were previously notified. A notice is posted at the project site and legal advertisement is published in the local newspaper. A copy of the staff report is made available on the City webpage at www.bit.ly/TorrancePlanningCommissionAgenda.

Members of the public may review the plans at the Permit Center (Planning Counter) at the above referenced address. Members of the public may also prepare written comments to the Planning Commission. Comments must be submitted via email to PlanningCommission@TorranceCA.gov no later than 5:00pm on Tuesday before the Planning Commission meeting date, and must include in the subject line "Public Comment" and the record number and project address.

At the Planning Commission meeting the appellant and the applicant will each have the opportunity to speak, followed by public comments, and thereafter a rebuttal. Decisions made by the Planning Commission may be appealed to the City Council within 15 calendar days from adoption of the resolution. For information on the appeal process and filing fee, contact the City Clerk's Office at (310) 618-2870.

APPEAL TO CITY COUNCIL

Appeals to the City Council are scheduled in the order received. Staff contacts the appellant and the applicant to select a preferred and alternate meeting date. The City Council meets on alternate Tuesdays at 6:30pm in the Council Chambers. The applicant is required to submit 15 copies of the plans to proceed with the appeal. A staff report is prepared with a recommendation to the City Council to uphold or deny the appeal. Notices are mailed 10 calendar days prior to the meeting date to the appellant, the applicant, and to the property owners that were previously notified. A notice is posted at the project site and legal advertisement is published in the local newspaper. A copy of the staff report is made available on the City webpage at www.TorranceCA.Gov/Agenda.

Members of the public may review the plans at the Permit Center (Planning Counter) at the above referenced address. Members of the public may also prepare written comments to the City Council. Comments must be submitted via email to CouncilMeetingPublicComment@TorranceCA.Gov no later than 5:00pm on Monday before the City Council meeting date, and must include in the subject line "Public Comment" and the record number and project address.

At the City Council meeting the appellant and the applicant will each have the opportunity to speak, followed by public comments, and thereafter a rebuttal. Decisions made by the City Council are final.



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The application must be fully completed by the property owner or design professional and submitted with the architectural drawings and filing fee. Pursuant to Government Code § 65103.5 a request is made to the design professional to submit an electronic copy of the site plan and massing diagram for posting on the City webpage.

PROJECT INFORMATION

STREET ADDRESS OR LOCATION OF PROJECT	ZONE
LEGAL DESCRIPTION	ASSESSOR PARCEL NUMBER
DOES THE APPLICATION INCLUDE A SITE PLAN AND MASSING DIAGRAM FOR POSTING ON CITY WEBPAGE? (GOVERNMENT CODE § 65103.5) <input type="checkbox"/> YES <input type="checkbox"/> NO	
PROJECT DESCRIPTION	

PROPERTY OWNER INFORMATION

NAME OF PROPERTY OWNER(S)			
STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	EMAIL ADDRESS		

DESIGN PROFESSIONAL INFORMATION

NAME OF DESIGN PROFESSIONAL			
STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	EMAIL ADDRESS		

FOR STAFF USE ONLY – DO NOT COMPLETE BELOW

PLANNING RECORD NUMBER	CEQA EXEMPTION	DATE STAMP RECEIVED
REVIEW COMPLETED BY	REVIEW COMPLETED DATE	
FORM OF NOTICE COMPLETED <input type="checkbox"/> NOTICE MAILING <input type="checkbox"/> OWNER SIGNATURES	SITE PLAN AND MASSING DIAGRAM (GOV CODE § 65103.5) <input type="checkbox"/> YES <input type="checkbox"/> NO	