



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

Development Application & Checklist

Administrative (2 copies) 24"X 36"	Discretionary Review	
	Planning Commission (5 Copies)*	City Council (5 Copies)*
<input type="checkbox"/> Minor Development Permit (I) <input type="checkbox"/> Minor Use Permit (H) <input type="checkbox"/> Administrative Permit	<input type="checkbox"/> Fence Height Exception <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)
<input type="checkbox"/> Other:		

*Number of initial copies. The number of copies of plans identified on under each review type will replace each "X" on page 2.

STREET ADDRESS OR LOCATION OF PROJECT	ZONE/ OVERLAY	ASSESSOR PARCEL NUMBER
PROJECT DESCRIPTION (MAY ATTACH ADDITIONAL SHEETS IF NECESSARY)		
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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:	PRINT NAME /SIGNATURE	PROPERTY OWNER:	PRINT NAME /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	

Item Description / Requirement***:		Copies:	Completed by Staff
			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"/> No
2	Development Plans – All plans must be folded to 9"x 12" in size, collated, and stapled and/or banded. Additional copies will be required for any discretionary review. Additional copies are required prior to public hearing. <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 . <u>Landscape Plan</u> Required for new construction and projects that require parking lot or other site improvements ¹ .	(3) 24" x 36" (1) Color (2) B&W (2) 11" x 17"	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Colors, Materials, & Renderings – <u>Material Board</u> Required for new construction and exterior remodels ¹ , electronic submittal is preferred. <u>Renderings and Architecture Form</u> 3D rendering, Required for new construction and exterior remodels ¹ .	<u>Color</u> (1) 24" x 36"	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Plot Plan Review/ Entitlement checklist – (Handout(s) Required: _____) Required for all projects. For a Plot Plan Review, complete the design narrative.	1 set for each application type	<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"/> 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
7	Business Operation Plan – Required for any new or existing business and/or may be required for a change in use.	1	<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
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"/> No
10	Photographs – Photographs of all existing buildings and structures. Required for all projects.	1 set	<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 90 days and be prepared by a Title Company that identifies the property owner, easements, their purpose, and in whose benefit, liens and restrictions. The digital format must include embedded hyperlinks to referenced documents. <u>Other Projects</u> Submittal of a document, such as a Grant Deed, that confirms property ownership.	1 set	<input type="checkbox"/> Prelim Title Report <input type="checkbox"/> Grant Deed <input type="checkbox"/> No <input type="checkbox"/> TBD
12	Agreements, Affidavits, & Waivers – (Additional Packet(s) Required: _____) General form packet required for all applications.	1	<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

1 Respond to all items in the handout.

2 Respond to all applicable items in the handout.

***By default every item is required unless otherwise noted on the applicable handout. Additionally, if applicant is filing for multiple entitlement types and one application does not require an item, but another application requires that item, the item is required to be submitted in order to be deemed complete.