

**SUBMITTAL REQUIREMENTS – FENCE, HEDGE, OR WALL
ADMINISTRATIVE HEIGHT MODIFICATION**

NOTES TO APPLICANT

- COMPLETED APPLICATION AND PAYMENT OF FEE**

- PROJECT PLANS** (3 sets)
 - **Site Plan** (Show and label lot dimensions, the location of existing buildings, setback information, label public rights-of-way, street trees, driveway, parking, and the location and use of adjacent structures. Include other information as appropriate).
 - **Fence/Wall or Hedge Plan**
 - Fence/Wall Plan (Show and label the location of the proposed fence or wall and include appropriate dimensions. Provide dimensioned exterior elevations of the proposed fence or wall, including information on the colors and materials of the structure.)
 - Hedge Plan (Show and label the location of all proposed plant species of the hedge by common name. Indicate the quantity, size, and proposed height of all shrubs, bushes, or trees. Clearly label all plant material and provide color photos of all proposed plant material.)

- COLOR PHOTOS**
Applications must include one (1) set of labeled and color photographs on 8 1/2" x 11" sheets showing all relevant elevations of the project site and surrounding properties and uses. Photos should be labeled with site address and description of photo content.

- ADJACENT PROPERTY OWNER(S) VERIFICATION**
Verification of property ownership of the adjacent property owner that shares a common property line nearest to the fence, wall, or hedge.

- LETTER OF AGREEMENT**
A **notarized** letter between the applying property owner and adjacent property owner nearest the proposed fence, wall, or hedge agreeing to the proposed height modification and agreeing that notice of the modification determination can be recorded on their respective properties with the Los Angeles County Recorder's Office.

The Zoning Administrator may grant an administrative modification if the adjacent neighbor nearest the fence, wall, or hedge agrees to the increase in height and if a notarized letter agreeing to the height is recorded with the LA County Recorder's Office.

The administrative modification determination is not appealable and shall be recorded with the LA County Recorder's Office on each property.

All projects (except those in single-family residential zones) that require new site landscaping shall have landscape and irrigation plans reviewed and approved by the Architectural Review Board (ARB).

Landscape plans involving less than 150 square feet of landscaping area that conforms to the City's Water Conservation Ordinance may be eligible for Administrative/Staff ARB approval.

**SUBMITTAL REQUIREMENTS – FENCE, HEDGE, OR WALL
DISCRETIONARY HEIGHT MODIFICATION**

**NOTES TO
APPLICANT**

- COMPLETED APPLICATION AND PAYMENT OF FEE**

- PROJECT PLANS** (3 sets)
 - **Site Plan** (Show and label lot dimensions, the location of existing buildings, setback information, label public rights-of-way, street trees, provide a parking layout, and the location and use of adjacent structures. Include other information as appropriate).
 - **Fence/Wall or Hedge Plan**
 - Fence/Wall Plan (Show and label the location of the proposed fence or wall and include appropriate dimensions. Provide dimensioned exterior elevations of the proposed fence or wall, including information on the colors and materials of the structure.)
 - Hedge Plan (Show and label the location of all proposed plant species of the hedge by common name. Indicate the quantity and size of all shrubs, bushes, or trees. Clearly label all plant material and provide color photos of all propose plant material.)

- COLOR PHOTOS**

Applications must include one (1) set of labeled and color photographs on 8 1/2" x 11" sheets showing all relevant elevations of the project site and surrounding properties and uses. Photos should be labeled with site address and description of photo content.

- NEIGHBORHOOD PHOTO MONTAGE**

Applications must also include a color photo montage including photos of all sites on the street within the subject city block and an image of the project to scale placed on-site. The photos should illustrate how the proposed fence, wall, or hedge is compatible with other similar structures in the neighborhood or is required to mitigate impacts from adjacent land uses, public rights-of-way, or safety concerns. The minimum size of the rendering should be 11" x 17".

- FINDINGS**
 - For all height modification requests that are not qualified or eligible for an Administrative Height Modification, complete the findings on page 4.
 - For height modification requests for **registered existing nonconforming fences, walls, and hedges**, complete the findings on page 5.

- LETTER OF AGREEMENT** *(for height modification requests for registered existing nonconforming fences, walls, and hedges)*

A **notarized** letter between the applying property owner and adjacent property owner nearest the proposed fence, wall, or hedge agreeing to the proposed height modification and agreeing that notice of the modification determination can be recorded on their respective properties with the Los Angeles County Recorder's Office.

- SIGN POSTING REQUIREMENT**

All applications for discretionary fence, wall, or hedge height modifications must include a photograph of the posted sign at the project site per the Sign Posting Requirements (attached, pages 6-7).

The Zoning Administrator may approve, approve with conditions, or disapprove your application based on the applicable findings on page 4 or 5.

The decision of the Zoning Administrator may be appealed to the Planning Commission within 14 consecutive calendar days of the date the decision is made.

The Planning Commission may also approve, approve with conditions, or disapprove your application. The decision of the Planning Commission is final.

SUBMITTAL REQUIREMENTS – FENCE, HEDGE, OR WALL
DISCRETIONARY HEIGHT MODIFICATION

**NOTES TO
APPLICANT**

HEIGHT MODIFICATION FINDINGS

1. The subject fence, wall, or hedge will be compatible with other similar structures in the neighborhood and is required to mitigate impacts from adjacent land uses, the subject property's proximity to public rights-of-way, or safety concerns in that...

The Zoning Administrator may approve fence, wall, or hedge height modifications if these findings can be made in the affirmative.

Economic hardships are not considered as special circumstances or exceptional characteristics when reviewing applications for modifications.

2. The granting of such modification will not be detrimental or injurious to the property or improvements in the general vicinity and district in which the property is located in that...

3. The modification will not impair the integrity and character of the neighborhood in which the fence, wall, or hedge is located in that...

DISCRETIONARY HEIGHT MODIFICATION FINDINGS

SUBMITTAL REQUIREMENTS – FENCE, HEDGE, OR WALL
DISCRETIONARY HEIGHT MODIFICATION FOR REGISTERED EXISTING
NONCONFORMING FENCES, WALLS, AND HEDGES

HEIGHT MODIFICATION FINDINGS

NOTES TO APPLICANT

1. The adjacent parcel owner(s) that share a common parcel line nearest to the registered fence, wall or hedge have agreed to the proposed increase in height.

2. The granting of such modification is necessary to mitigate impacts due to physical changes on the adjacent parcel made subsequent to the registration of the nonconforming fence, wall, or hedge including, but not limited to, the construction of an additional story or stories to an existing structure in that...

3. The subject fence, wall, or hedge will be compatible with other similar structures in the neighborhood and is required to mitigate impacts from adjacent land uses, the subject property's proximity to public rights-of-way, or safety concerns in that...

4. The granting of such modification will not be detrimental or injurious to the property or improvements in the general vicinity and district in which the property is located in that...

5. The modification will not impair the integrity and character of the neighborhood in which the fence, wall, or hedge is located in that...

These findings apply to height modification requests for registered existing nonconforming fences, walls, and hedges.

The adjacent neighbor nearest the fence, wall, or hedge must agree to the increase in height. A notarized letter from the adjacent neighbor agreeing to the height must be provided.

The Zoning Administrator may approve fence, wall, or hedge height modifications if these findings can be made in the affirmative.

Economic hardships are not considered as special circumstances or exceptional characteristics when reviewing applications for modifications.

City of
Santa Monica
Planning and Community Development Department
City Planning Division
(310) 458-8341

SIGN POSTING REQUIREMENTS

The property which is the subject of a **Discretionary Height Modification** application shall be posted with a sign prior to filing an application(s). When the application is filed, the applicant must submit two photographs of the sign to verify its posting. One photograph must clearly show the sign text. The second photograph must show the location of the sign on the property. At least eight weeks prior to the public hearing date, the applicant must submit another photograph to verify that the project case number and the public hearing date have been correctly posted on the sign. Failure to submit this photograph shall be cause for continuance of the hearing. The applicant shall also submit to the Zoning Administrator an affidavit verifying the date that this information was posted on the sign. The sign shall conform to the following requirements:

1. Size: Shall be twelve (12) square feet in sign area (generally three feet by four feet).
2. Height: Shall not exceed eight (8) feet from ground level.
3. Location: Not less than one (1) foot nor more than ten (10) feet inside the property line, in an area most visible to the public. Signs may be attached to a building at zero setback if none exists.
4. The sign shall not be illuminated.
5. Only one such sign may be displayed per street frontage unless otherwise permitted by the Director of Planning and Community Development.
6. The sign shall include only the following factual information (all applicable applications must be listed) :
 - a. Title: **NOTICE OF PENDING [Application(s) – DISCRETIONARY FENCE, WALL, OR HEDGE HEIGHT MODIFICATION; DEVELOPMENT REVIEW PERMIT; etc.]**
 - b. Project case number: (e.g. **15ENT-0001**).
 - c. Brief explanation of the request: (e.g. **NEW 6-FOOT HIGH FRONT YARD FENCE** or **5-FOOT HIGH ADDITION TO EXISTING WEST SIDE PROPERTY LINE WALL**; Do not use descriptive words such as “luxurious”, “elegant”, etc.)
 - d. Name and telephone number of project proponent
 - e. Location of property
 - f. Date, time, and location of public hearing to be inserted when public hearing date has been set. **The posting affidavit must be returned to the City Planning Division at least two weeks before scheduled hearing date.** The date shall be inserted at least two weeks. **If the hearing date is changed, the new hearing date must be marked on the sign.** Dates shall also be changed for Planning Commission items appealed to the City Council. The applicant is responsible for proper posting of the site.
 - g. City Planning Division phone number (310) 458-8341
7. **The lettering style shall be a standard typeface (Arial or similar).** The lettering size shall be 2-inch capital letters for the title and project case number. All other letters shall be 1-inch in size and may be either capitals or upper and lower case. **All letters shall be black upon a white background.**
8. The sign shall remain in place until after the 14-day appeal period has passed following a final decision by the Zoning Administrator or Planning Commission. If an appeal is filed, the sign shall remain in place, with the new hearing date noted, until the final decision by the Planning Commission or City Council. The sign shall be removed within ten (10) days of either the end of the appeal period or the final decision of the Planning Commission or City Council, whichever applies.

I acknowledge these sign posting requirements and that failure to post the sign/required information and failure to conform to placement/graphic standards will result in delay in the required public hearing.

Property Owner’s Name (PRINT)

Property Owner’s Signature / Date

EXAMPLE OF REQUIRED SIGN POSTING



4'



3'

NOTICE OF PENDING

[Requested Application(s)]

(Discretionary Fence, Wall, or Hedge Height Modification; Development Review Permit; etc.)

Site Address: _____

Application(s) Number: _____

Proposed Project On This Site: _____

Applicant: _____

Address: _____

Phone Number: (____) _____ Email: _____

Hearing Date/Time: _____

Location of Hearing: City Council Chambers
1685 Main Street, Room 213

For Further Information: City Planning Division
(310) 458-8341 www.smgov.net

Para informacion sobre este Permiso de Desarrollo favor de llamar (310) 458-8341.