



### CITY OF SANTA MONICA – CITY PLANNING DIVISION FENCE, WALL, OR HEDGE HEIGHT MODIFICATION APPLICATION

Applications must be submitted by appointment at the City Planning public counter, Room 111 at City Hall, located at 1685 Main Street, Santa Monica, CA 90401. To schedule an appointment or if you have any questions completing this application please call City Planning at (310) 458-8341. Current Fees are available at the City's website [www.smgov.net](http://www.smgov.net).

**PROJECT ADDRESS:** \_\_\_\_\_

**PROPERTY OWNER** *(Note: All correspondences will be sent to the contact person, if applicable)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTACT PERSON or APPLICANT** *(if different from owner)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relation to Owner: \_\_\_\_\_

**DETAILED PROJECT DESCRIPTION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION TYPE**

- Administrative** Height Modification (see page 2)
  - For height modification requests no more than four (4) feet above the height limit *and with adjacent property owner approval*
  - For side and/or rear yard areas only
- Discretionary** Height Modification (see pages 3 through 7)
  - Required for all other height modification requests that are not qualified or eligible for an Administrative Height Modification
  - Required for height modification requests for registered existing nonconforming fences, walls, and hedges

*I hereby certify that I am the owner of the subject property and that I have reviewed the subject application and authorize the contact person, if applicable, to make decisions that may affect my property as it pertains to this application.*

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

*This part to be completed by City staff*

Received By: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Check No.: \_\_\_\_\_

GENERAL INFORMATION

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

- 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 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.
  
- 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.

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

DISCRETIONARY HEIGHT MODIFICATION SUBMITTAL REQUIREMENTS

**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 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.

**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).

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

**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...

---

---

---

---

---

---

---

---

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**

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...

---

---

---

---

---

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.

**DISCRETIONARY HEIGHT MODIFICATION SUBMITTAL REQUIREMENTS**

**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](http://www.smgov.net)

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