

# **ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT**



## **Community Development Department**

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*(Revised 03/20/2025)*

Objective Standards and Ministerial Procedures for  
Residential Dwelling Unit Construction and Subdivision  
In the R-1, R-A Single-Family Residential Zone Districts  
And for all ADUs in the MFR Zone District  
*(Incorporates OpenGov submittal procedures and SB 9 standards)*

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# ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

*Effective January 1, 2022 – (Rev. 03/17/2025)*

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## **QUICK REFERENCE**

(Application preparation information and objective design standards)

### **SUMMARY OF APPLICATION TYPES**

The following provides a quick reference to the basic information required to file an application for residential development. All planning applications are now required to be submitted electronically through an online web-based portal named OpenGov. All planning applications can be accessed from the following link: <https://lakewoodca.portal.opengov.com>.

**The Simple Project – Residential (SPR)** application is to be used for simple projects such as water heaters, A/C condensers and screening, solar/EV installations, Front Yard Hardscape Area (FYHA) /Front Yard Landscape Area (FYLA), and onsite parking review. Repairs, upgrades, alterations, and remodels are included in this review type.

**The Ministerial Staff Review (MSR)** application is for most major Single-Family Residential projects, including new primary dwelling units (DUs), Accessory DUs (ADUs), SB 9 second primary DUs (SB 9-2nd DUs) and Junior ADUs (JADUs). The MSR also reviews additions, major remodels to existing DUs, and all ADUs in the M-F-R (Multiple-Family Residential) zoning district. The M-F-R zone ADUs are only allowed as additions to a multifamily DU (*attached primary units*), and they can be detached or attached as conversions of existing or proposed non-habitable spaces. This is not for simple residential projects (e.g., water heaters, solar, etc.) or complex multifamily (*attached*) or multiple-family residential projects such as new duplexes, apartments, townhouses, or multiple detached primary DUs on one lot.

**The Planning Project Review (PPR)** application is required for complex M-F-R and Mixed-Use residential projects that will subsequently require either ministerial staff actions or discretionary actions by the Development Review Board (DRB) and possibly the Planning and Environment Commission (PEC.) The following sections provide summaries of Development and Design Standards that apply to all residential development and then provide plan preparation requirements, procedures, and a checklist for each residential application type (*i.e., SPR, MSR and PPR*), included are:

- 1) Summary of Development Standards.
- 2) City of Lakewood Minimum Residential Design Standards.
- 3) Simple Project Review (SPR) - Application Requirements and link:  
[www.lakewoodca.gov/planningportalSPR](http://www.lakewoodca.gov/planningportalSPR)
- 4) Ministerial Staff Review (MSR) - Application Requirements and link:  
[www.lakewoodca.gov/planningportalMSR](http://www.lakewoodca.gov/planningportalMSR) Ministerial Staff Review (MSR) Plan Preparation Checklist.
- 5) Planning Project Review (PPR) - Application Requirements and link:  
[www.lakewoodca.gov/planningportalPPR](http://www.lakewoodca.gov/planningportalPPR)
- 6) Plan Check Review and Building Permit Issuance (*8-step summary.*)

Additional information regarding Building and Planning procedures can be found on the City website at: <https://www.lakewoodca.gov/Home> and at [www.lakewoodca.gov/planningportalHELP](http://www.lakewoodca.gov/planningportalHELP).

Additional information regarding ADUs and state law may be found in the State Housing and Community Development ADU Handbook (January 2025) at the following:

<https://www.hcd.ca.gov/sites/default/files/docs/policy-and-research/adu-handbook-update.pdf>

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## SUMMARY OF DEVELOPMENT STANDARDS

Legend: SF=Square Feet, DU=Dwelling Unit

<b>Standard</b>	<b>Measurement</b>
Minimum Lot Size	1,200 SF and no less than 40% of a parent lot if created by Parcel Map after January 1, 2022. (LMC 9212.C)
Minimum Dwelling Unit Size	150 SF and 320 SF for a prefabricated HUD unit (LMC 9302.21a)
Maximum Dwelling Unit Size	No limit 1 <sup>st</sup> DU or an ADU conversion; 1,200 SF for 2 <sup>nd</sup> D.U. or a detached ADU No more than 50% conversion of a Primary DU, but must allow a minimum of 850 SF - 1 bedroom; 1,000 SF - 2 or more bedrooms 500 SF for JADU (ADU: 9302.21a /JADU: LMC 9302.21.b)
Maximum Height	35 feet or 2.5 stories, whichever is less (LMC 9322.3)
<b><u>SETBACKS</u></b>	
Front Yard Setback	20 feet or as otherwise listed (LMC 9322.4)
Side Yard Setback	4 feet (LMC 9322.5A)
Side Street Setback	4 feet (LMC 9322.5B)
Rear Yard Setback	4 feet (LMC 9322.6)
Eave to Eave Separation	4 feet (LMC 9322.7B)
<b><u>PRIMARY DU STANDARDS</u></b>	
	These are waived and do not apply to ADUs per state law.
Lot Coverage (unless waived)	45% for one D.U. (LMC 9322.2)
Floor Area Ratio (unless waived)	60% of lot area for 1 <sup>st</sup> DU habitable area (LMC 9322.2a)
Minimum Open Space (unless waived)	750 SF for lots with 5,000 SF or more in rear 50% of lot. 15% of lot area for lots with less than 5,000 SF (LMC 9322.6)
<b><u>FRONT YARD STANDARDS</u></b>	
	(Listed as a percentage of the required Front Yard)
FYHA Maximum (Hardscape)	60% or as otherwise stipulated (LMC 9322.10.C.)
FYLA Minimum (Landscape)	40% or as otherwise stipulated (LMC 9322.10.D.)
FYLA Minimum (Organic)	50% of the Landscape Area (Min. 20% of Front Yard)
	(FYHA=Front Yard Hardscape Area and FYLA = Front Yard Landscape Area)
Front Yard Safety Standards	Limits construction in the first 14' of front yard (LMC 9320. K.) Driveway Visibility Triangle, Child Safety Visual Corridor, Sidewalk Safety Setback, Noise Attenuation Windows, Street Tree Protection, and Utility Line Protection.

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## City of Lakewood Minimum Residential Design Standards

(A = Accessory; DU = Dwelling Unit; min. = minimum; max. = maximum)

1. **Water Supply.** Each DU shall have a min. 1" water supply line with a "T" connection after the water meter and before delivery to each separate DU for proper water pressure or a new water meter shall be installed with a 1" water supply line for each DU.
2. **House Numbers/Mailboxes.** Address numbers (*min. 4" high*) for all DUs shall be visible to the addressed street on a post or structure with arrows pointing to rear DUs. Mailboxes for all DUs are to be located together near the addressed street and easily accessible to postal workers.
3. **Trash Carts.** Show a cart storage area, not visible from the street. (*Min. 3 carts per lot*)
4. **Covered Porch.** Each DU shall have a covered porch or trellis over the entry (*Min. 5' x 5' and wider is encouraged*). Posts shall be min. 4" x 6" and wrapped at bottom (*e.g., brick/stone*)
5. **Handrails.** All stairs (*external/internal*) shall have at least one handrail to assist access.
6. **Doors.** New main entry door shall be 36" or wider. All other new interior and exterior doors shall have a 32" clearance. (*i.e., Swing doors to be min. 34" or wider and pocket/slider door types to be min. 32" or wider*) New access hallways shall be min. 36" or wider.
7. **Outlets.** All new electrical outlets shall be a min. of 18" to the top of box.
8. **Switches.** All new light switches shall be a maximum of 48" from the floor.
9. **Toilets.** All new toilets shall be the tall-elongated type with min. 16.5" to top of rim in a min. stall width of 32" and with a min. 24" front clearance.
10. **Showers.** All new showers shall have a min. 36" diameter and be low threshold (max. 4" height). The shower entry should be a min. 32" wide.
11. **Grab Bars.** All new showers, tubs, and toilet areas shall install blocking in the walls for the current/future installation of stabilization grab bars.
12. **Kitchen.** Min. 48" clear in front of stove and min. 42" clear between counters/appliances.
13. **Laundry.** Only hookups are required. (*e.g., Hot/cold water, drain, dryer vent, and electric.*) Min. space for stackable is 30"w x 36"d x 80"h with 36" clear in front for operation.
14. **W/H and A/C.** Show water heater (W/H) and A/C locations for each DU. All exterior tank-type W/H (*existing and new*) shall be in a framed structure, stucco siding, and painted to blend. No uncovered metal enclosures are allowed. Both shall be min. 36" from property line.
15. **Electric Equipment Readiness.** Each new DU shall be pre-wired to allow for an all-electric unit with a separate 240V branch circuit to the stove/oven (*50-amp rating*) and for space heating, water heating, and clothes washing/drying (*30-amp rating*). The panel shall have space for each circuit to have a double pole breaker. A constructed 30" x 30" external enclosure or inside space with wiring, plumbing, and a condensate drain is required for a current or future electric heat pump W/H. Gas systems may be installed in addition to the required electric connections. (*All electric units are encouraged.*)
16. **Windows.** New second-story windows of a dwelling unit within ten feet (10') of the rear 50% of an adjacent lot shall be obscured. No window should have a direct line of site into the bedroom window of an adjacent residence and should be offset for privacy purposes.

**Note to Applicant:** You are required in OpenGov to confirm that these standards have been incorporated into your plans and that they are listed on the project plans. (Rev. 03/17/2025)

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### **Simple Project - Residential (SPR) Application Requirements**

The following application items are required for review:

1. **Simple Project – Residential Application.** Application and plans shall be submitted to the City electronically via the online web-based portal OpenGov. The link to the OpenGov SPR application portal is: [www.lakewoodca.gov/opengovSPR](http://www.lakewoodca.gov/opengovSPR). Complete the application online including all contact information, proposed project details and upload the plans.
2. **The Plans.** Submit a site plan of the proposed residential project electronically in one PDF file that is less than 100 MB. The plans shall include the following:
  - A. North arrow and scale.
  - B. Title block including: a) Project address, b) Plan preparation date, c) Contact information (*Name, address, phone number and email for the Property Owner, Plan Preparer, and any other Representative.*) All communications shall be by email or phone. c) Project description.
  - C. The name of all adjacent public and private streets, including width of alleyways.
  - D. Dimensions of all property boundary lines and distances to structures.
  - E. Location and dimensions of the proposed project.

### **Ministerial Staff Review (MSR) Application Requirements**

The following application items are required for review:

1. **Ministerial Staff Review Application.** Application and plans shall be submitted to the City electronically via the online web-based portal OpenGov. The link to the OpenGov MSR application portal is: [www.lakewoodca.gov/opengovMSR](http://www.lakewoodca.gov/opengovMSR). Complete the application online including all contact information, proposed project details and upload the plans.
2. **The Plans.** Submit the proposed residential development plans electronically in one PDF file that is less than 100 MB. The plans shall include at a minimum a site plan, floor plan, roof plan, and four-sided elevations, as follows: (*Three-dimensional renderings are also encouraged*)
  - A. **Site Plan** (see Figure 1) – Submit a site plan of the project site, fully dimensioned and drawn at a scale no less than 1/8" = 1' or 1" = 10'. The site plan page shall leave a blank area minimum 5" x 7" for official use to insert the "Planning Approval" statement with required standards.

The site plan shall show:

- 1) North arrow and scale.
- 2) Title block, including: a) Project site address b) Project description with zoning (*R-I, R-A or M-F-R*), c) Plan preparation date, and d) Contact information (*Name, address, phone number and email for the Property Owner, Plan Preparer, and any other Representative.*) All communications shall be by email or phone.
- 3) A Scope of Work Statement shall be provided stating the square footage and use of all structures on site as existing ("e"), new ("n") and/or areas to be demolished ("d").
- 4) The name of all adjacent public and private streets, including width of alleyways.
- 5) Dimensions of all property boundary lines.
- 6) Location and dimensions of all existing and proposed structures, including pools, patios, porches, balconies, decks, outdoor storage sheds, gazebos, bar-b-que islands, and other accessory structures. The distances between structures (*eave-to-eave and wall-to-wall*) and distances from property lines to the structures shall be noted.
- 7) Location, size, and percentage of front yard areas dedicated to hardscape and landscape. Include a schematic drawing of existing and proposed landscaping.
- 8) Location, dimensions, heights, and materials of walls or fences and gates.
- 9) Location and dimensions of the driveway and driveway turning radius area, if needed.

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- 10) Location of all exterior mechanical and utility equipment (e.g., AC condenser units, water heaters, electrical panels, gas meters, and a constructed 30" x 30" heat pump W/H space.) All water heaters and HVAC equipment shall be indicated for all dwelling units on the lot.
  - 11) Location of the street-oriented and viewable address numbers for each dwelling unit (minimum 4" high) and with arrows pointing to any rear units.
  - 12) Location of mailboxes for all units in one street accessible space for ease of postal delivery.
  - 13) Location and access to a trash cart storage area, which is not visible from the street.
  - 14) Location of a minimum three-foot (3') wide paved and unobstructed walkway from the entry doorway of each dwelling unit to the public sidewalk and to the mailbox, parking, emergency utility turn offs, and trash cart storage areas that serve each unit.
  - 15) Location and dimensions of public and private easements for sewers, water, electricity, and/or any permanent physical features of the land. Each dwelling unit shall be shown to have a separate 1" water line. Indicate water meter location and size if known.
  - 16) Add notes specifying a) lot area, b) open space, c) lot coverage percent, d) total floor area of all existing and proposed buildings, and e) the Floor Area Ratio (FAR).
  - 17) Indicate direction of slopes and grade differences.
- B. **Roof Plan** – Prepare a roof plan, drawn to a scale of not less than  $1/8" = 1'$  or  $1" = 10'$ . The roof plan shall include existing and proposed structures, ridges, valleys, hips, crickets, eave overhangs, chimneys, locations of roof-mounted equipment (including any PV solar locations), materials, and roof pitch. The roof plan may be incorporated into the site plan.
- C. **Floor Plans** – Prepare floor plans to a scale of not less than  $1/4" = 1'$ . Show the complete floor plans of the existing and proposed structures with room uses and sizes (e.g., *bedroom*) and locations of all doorways and windows. A window and door schedule shall be included on this plan sheet. Include a wall legend for existing, new, and walls to be demolished by using different line types (*bold, dashed, line density, faded*). Floor plans are not required for approval of roof-mounted equipment or fence extensions.
- D. **Elevations (4-sided)** – (see attached) – Prepare to scale (not less than  $1/4" = 1'$ ). Show front, side, and rear exterior elevations of all buildings and all sides showing:
- 1) Lot orientation and Compass direction for each elevation (e.g., Front/North, Rear/South, etc.)
  - 2) Roof height, dimensions, and pitch. Show any proposed PV solar panel locations.
  - 3) Show Daylight Plane on each elevation adjacent to property line.
  - 4) Show venting and any roof mounted equipment or features.
  - 5) Architectural features and treatment of exterior surfaces (e.g., materials and colors).
  - 6) Architectural articulation, show pop outs, shadowing, wainscot, wall cladding, and trim.
  - 7) Wainscot and siding materials are required to wrap around each side a minimum of three feet.
  - 8) Window and doors including style, type, width, height, and trim.
  - 9) Fences and walls with gates, specifying heights, widths, extensions, and materials.
  - 10) Exterior mechanical equipment and proposals for its screening.
  - 11) Show landscaping and any proposed planters.
- E. **Three-Dimensional View** – (*Optional/Encouraged*) – Submit at least one three-dimensional view showing the front building mass (*walls, roof, windows, doors, etc.*) of the proposed project and its proposed articulations (*wainscot, siding, trim packages, etc.*) This will assist review.
3. **Site Photographs** – One electronic PDF file containing color photographs of existing conditions on all lot areas, all yards, and all sides of all structures on the subject project site.

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## MSR PLAN PREPARATION CHECKLIST

*Designers use this list to confirm MSR design and application submittal compliance.*

**APPLICATION:** (Legend: P/L = Property line; SF = Square Feet, DU = Dwelling Unit; A = Accessory)

The following information shall be available in order to complete the OpenGov MSR application submittal:

- ☐ Contact information for the Property Owner and Plan Preparer (*phone, address, and emails are required*)
- ☐ Plans: Site, Roof, Floor, and Elevations, all in ONE PDF file ☐ Fees = \$320 only for additional units.
- ☐ Do not include or submit structural and Title 24 energy calculations. Save for Building Plan Check.
- ☐ Trash Cart Request Form – Signed ☐ Site Pictures: All structures/all sides/all lot areas.

**ALL PLAN SHEETS:** ☐ North arrow ☐ Scale ☐ Approval Stamp Box min. 3” x 5” on each sheet

- ☐ Title Block with Site Address, Designer and Owner contact information ☐ Keep plans readable
- ☐ All General Notes on a separate sheet ☐ Revision Date ☐ Revision Clouds

**TITLE SHEET (optional), SITE, and ROOF PLANS** Dimension the following:

- ☐ Scope of Work – List SF for all structures and label as Existing (e) New (n) and Demolition (d) areas.
- JADU: ☐ Any interior door? ☐ Any bathroom access? ☐ Laundry access?

**Dimension and Delineate:** ☐ Lot Area ☐ Front/Rear/Side Setbacks ☐ Any Projections?

- ☐ Floor Area for all structures (*Exist/New*) ☐ All P/L dimensions ☐ Adjacent Street names ☐ Alley width.
  - ☐ DU room/overall areas in SF ☐ DU ht. ☐ Indicate slope direction/ grade. Water drains only to ROW.
  - ☐ Dimension all sides/all structures, distance between structures and distance to P/L. Show all structures.
  - ☐ Show width/location of all easements (e.g., utilities, sewer, etc.) Indicate any electrical lines or poles.
  - ☐ No windows or doors within 3’ of a P/L ☐ Daylight Plane. ☐ Indicate slope direction/ grade.
  - ☐ Each new DU has to have new independent 1” water supply line split from main line before any delivery.
  - ☐ Front Yard Landscape (min. 40%) and Hardscape Areas (FYLA/FYHA) - Dimensions/area/percentage.
  - ☐ Include diagram of landscaping (planters min. 3’ wide) – no uncovered area – Min. 3” deep mulch.
  - ☐ Trash storage area (*Min. 3 carts*) is not street viewable. ☐ Dimension driveway/driveway turning radius.
  - ☐ All DU mailboxes together-street accessible ☐ All DU addresses together – Min. 4” high street viewable.
  - ☐ Dimension height and location of walls and fences with any extensions and gates (max. 7.5’ in height.)
  - ☐ If gated, provide a pedestrian gate (Min. 3’ wide with single hand operable door handle/latch.)
  - ☐ Sidewalk from public sidewalk to each DU entry - Min. 3-feet wide unobstructed.
  - ☐ Sidewalk from DU to trash, mailbox, and parking area ☐ DU entry door min. 3-feet wide.
  - ☐ Covered Entry/Porch - Request 5’ x 10’ front patio (Min. required 5’ x 5’ *with wrapped 4” x 6” posts.*)
  - ☐ Water Heater (W/H) - (List type for each DU) ☐ No uncovered W/H metal enclosures.
  - ☐ Energy Ready 240 V wired for stove/dryer/space heating/Heat Pump W/H in 30”x30” enclosure w/ utilities.
  - ☐ Show any A/C (*Min. 3’ to P/L for each DU*) ☐ Show all exterior utilities (*Electrical panels, gas.*)
- Following are Waived for ADUs:** ☐ Open Space (*min. 750 SF for lots over 5K SF or 15% under 5K*)
- ☐ Lot Coverage (*max 45% 1<sup>st</sup> DU*) ☐ Floor Area Ratio (FAR) max. is 60%

**ROOF PLANS:** ☐ All DUs shall have matching roof styles, vents, pitch, ridges, eaves, and overhangs.

- ☐ Show PV solar panel location for S or W facing roofs for New Detached DUs. Installs are separate permit.



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**FLOOR PLANS:** ☐ List overall Floor Area SF (*Max. 1200 SF - ADU/500 SF - JADU, Conversion unlimited*)  
☐ Entry Porch or Trellis - Min. 5' x 5' (*Encourage 10' or wider*) ☐ Main Entry Door 3' or wider  
☐ Kitchen (Min. 50+ SF; Stove clear 48" / Counter clear 42") ☐ Dining Area ☐ Living Room ☐ Other Rooms  
☐ Bedrooms (Min. 80 SF+ nothing less than 7.5 feet) ☐ Bathrooms (*List types: full, ¾ and ½*)  
☐ Laundry Area (min. 30"w x 36"d x 92"h / 36" clear in front) Hookups Only: (Water [H+C]/Electric/Drain/Vent)

**Accessibility Elements:** ☐ All new doors shall have min. 32" clear which is 34" swing, 32" pocket or slide.  
☐ Bathroom (min. 44 SF+) ☐ Electrical Outlets min. 18"+ to top of box and switches max. 48" or less.  
☐ Shower (min. 36" diameter, threshold max. 4" ht.) ☐ Blocking for/install grab bars (toilet/shower.)  
☐ Tall Elongated Toilet min. 16.5" to rim, with a min. 32" wide stall and 24" in front ☐ Handrails for all stairs.

**ELEVATION PLANS:** Elevation Plans shall show and dimension the following:

- ☐ Compass direction and confirm lot location of each elevation (e.g., Front/North, Rear/South, etc.)
- ☐ Roof Style: height/pitch, fascia, barge boards, eaves, overhangs, venting, mechanical, and any PV solar
- ☐ Same Style: windows, doors, fences/wall, siding materials, porch, pop outs, shadowing, and trim.
- ☐ 2<sup>nd</sup> Story Windows within 10' of neighbor backyard shall be obscured and offset to avoid direct view of opposing bedroom.
- ☐ Wainscot/Siding wrap 3' each side ☐ Landscaping/planters (Min. 3' wide) ☐ Mechanical Equipment.
- ☐ **Garage Conversion:** ☐ Garage door/frame fully removed ☐ Garage floor vapor barrier/flat.

**M-F-R PROJECT:** ☐ List number of DUs; Is it ☐ Multifamily attached or ☐ Multiple units detached?  
☐ M-F-R project conforms to all development standards of the MFR zone district ☐ List any ADUs proposed.  
☐ One detached ADU per existing or proposed Primary DU (*Max. 8 ADU.*) No ADUs allowed with multiple  
☐ One attached ADU conversion of existing or proposed non-habitable space for every four primary DU.

### **PLANNING PROJECT REVIEW (PPR) APPLICATION REQUIREMENTS**

The following application items are required for review:

1. **Planning Project Review (PPR) Application.** Application and plans shall be submitted to the City electronically via the online web-based portal OpenGov. The link to the OpenGov PPR application portal is: [www.lakewoodca.gov/opengovPPR](http://www.lakewoodca.gov/opengovPPR). Complete the application online including all contact information, proposed project details and upload the plans.
2. **The Plans.** Submit the proposed residential development plans electronically in one PDF file that is less than 100 MB. The plans shall include a site plan, floor plan, roof plan, and four-sided elevations. The PPR plans shall be prepared in accordance with the MSR plan preparation directions. In addition, the plans shall include landscaping and irrigation plans, lighting plans, gate and wall plans, trash enclosure plans, security lighting and camera plans, and three-dimensional architectural renderings. Material boards are encouraged and may be required.
3. **Low Impact Development (LID).** If project: 1) Adds/replaces 500 SF of impervious area, 2) Replaces 50% building/impervious area; 3) Disturbs one acre or more; or 4) near sensitive area, then Public Works needs to conduct the LID assessment of the proposed residential project.

## ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

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### PLAN CHECK REVIEW AND BUILDING PERMIT ISSUANCE

City of Lakewood – Community Development Department  
Contact the Department at (562) 866-9771, Ext. 2354 for any questions.

Once you have successfully received an Action Letter and a set of plans titled “**Planning Approval**” from the Planning Division, then complete the following to submit your construction drawings to plan check review and ultimately be issued building permits, before commencing construction.

**DO NOT SUBMIT TO THE BSOP until you have a set of plans titled “Planning Approval.”**

#### APPLICANT WILL (Designer or Property Owner):

1. **Assemble** the following PDF files and do not submit individual plan sheets. Combine all plan sheets into a single plan file and do not submit as separate documents, to include:
  - a. **PLANNING PLANS** - The approved set of plans you received titled “**Planning Approval**” with approval stamps with the project description followed by a site plan, floor plan, roof plan, and elevations of each side of the project structure, indicating compass direction and location orientation (North/Front Side, etc.)
  - b. **BUILDING PLANS** - All other plans required for building plan check, including MEPs.
  - c. **BUILDING CALCULATIONS** - Title 24 documents and engineering calculations.
2. **Establish** an account with the LA County Building and Safety Online Plan Check System (BSOP). <https://dpw.lacounty.gov/BSD/BSOP/> (*City contracts with LA County for plan check & inspections*)
3. **Upload** the Planning Plans, Building Plans, and Building Calculations into your personal account on the BSOP system, only after planning approval.
  - a. The Plan Check Engineer (Plan Checker) will review the submittal to assure that all necessary documents are included. The Plan Checker will either accept it for processing or reject it with a list of missing items. The applicant will be notified within their BSOP account.
  - b. **Fee.** Staff will then send an email to the applicant regarding plan check fee payment instructions and contact information.
4. **Pay** the plan check fees to the Lakewood Administrative Services Department (ASD).
  - a. Upon payment of the fees, the plans are placed in a workload queue based on the date received.
  - b. The Plan Checker will identify any required corrections and return their comments to the applicant through the BSOP system.
5. **Make** the requested plan corrections and resubmit the corrected plans through the BSOP. Repeat, as necessary. Once a corrected set of plans is approved by the Plan Checker, planning staff will transfer the approval stamps and confirm plan consistency. The applicant will be notified.
6. **Submit** an application for building permits to [myplans@lakewoodca.gov](mailto:myplans@lakewoodca.gov). Staff will process the permit application and calculate the building permit fees. Applicant then pays the amount of permit fees due to ASD.
7. **Fees** include: 1) building permit fees, 2) business license fees for all contractors working on this project, 3) Construction of Dwelling Unit Tax for new dwellings, 4) proof of payment or a delay of payment agreement from the applicable school district for “Developer Fees,” if any, and 5) proof of recordation and fee for any required “notice of condition.” The building permits can now be issued to a licensed contractor or to a homeowner (*only on their primary residence*). Owners of commercial, rental or second homes are required to use a licensed contractor, who must have a city business license.
8. **Keep** on the project site:
  - a. The official job card that was provided to you for inspection signatures, and
  - b. One full set of approved construction plans and an approved site plan. (*Printed by applicant*)
  - c. Call for inspections at least two business days before and have the job ready for the inspection.
  - d. Confirm the final inspection is signed on the job card and property owner should retain a copy.

# ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

Effective January 1, 2022 – (Rev. 03/17/2025)

## TRASH CART REQUEST FORM

(Revised 05/20/2024)

**FEE:** Every new dwelling unit (DU) on each residential lot (*e.g., Main DU, ADU, 2<sup>nd</sup> DUs, but not JADUs*) is required to pay a monthly per DU trash collection fee, starting after final inspection of construction.

**STORAGE:** All trash carts shall be stored on-site so that they are screened and not visible from the street.

**CARTS:** Every lot is required to have a minimum of 3 trash carts (*i.e., solid, recycling, and organic waste.*) Each additional DU on a lot may have additional carts, but they are not required. The City does not want EDCO, the City's waste hauler, to distribute additional carts, unless they are requested by the property owner, and only trash carts distributed by EDCO will be picked up. Cart allocation is as follows.

The basic trash collection service fee (per DU) requires and allows the following trash carts per lot:

- 1) Minimum one 95-gallon Grey/Black Cart for Solid Waste and you may add 1 per each additional unit.
- 2) Minimum one 95-gallon Green Cart for Green/Organic Waste and you may add up to 3 per unit\*
- 3) Minimum one 65-gallon Blue Cart for comingled Recycling Waste and add as many as you need.

\* In addition, you may bundle green yard waste to be maximum 4-feet long and up to 18" in diameter.

The purpose of this form is to determine the **additional trash cart needs** of each lot as many property owners have stated that they do not need or want more than the mandatory three (3) carts.

### Property Owner - Please complete this form:

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

Primary Dwelling Unit Address: \_\_\_\_\_

ADU Address (if any): \_\_\_\_\_

2<sup>nd</sup> Dwelling Unit (SB 9) or 2<sup>nd</sup> ADU Address: \_\_\_\_\_

REQUEST: I certify that I am the property owner of the above referenced property and understand that there is a per unit trash collection fee. I hereby request that EDCO provide the 3 required carts and the following number of **additional** carts to serve my lot with all the units listed above. I agree to keep all carts stored in an area that is not visible from the street.

\_\_\_\_\_ 95-gallon Grey/Black Cart for Solid Waste (*Max 1 per DU/ Additional charge for more than Max.*)

\_\_\_\_\_ 95-gallon Green Cart for Green/Organic Waste (*Max. 3 per DU.*)

\_\_\_\_\_ 65-gallon Blue Cart for comingled Recycling Waste (*Max. no limit.*)

\_\_\_\_\_ Total number of **additional** carts requested above the mandatory three (3) that will be provided.

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address (if not same as Primary): \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

Property Owner Date of Birth: \_\_\_\_\_ CA DL or ID: \_\_\_\_\_

This is for account verification purposes.

### **Official Use Only**

Administrative Services Notified:

EDCO Notified of Cart Request:

Confirmation of Cart Delivery:

# ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

*Effective January 1, 2022 – (Rev. 03/17/2025)*

## THE ADMINISTRATIVE MANUAL

**Purpose.** The City Council originally adopted this Administrative Manual for Residential Development (“Administrative Manual” or “Manual”) on 11/16/2021, to set forth objective standards and ministerial procedures to implement provisions of Senate Bill 9 (“SB 9”) regarding the subdivision and development of dwelling units on urban lots zoned for single family residential (SFR) development. Both, this Administrative Manual and SB 9, had an original effective date of January 1, 2022. This Manual, as revised, addresses all current state law modifications allowing additional dwelling units. Additional dwellings include Accessory Dwelling Units (“ADUs”), Junior ADUs (“JADUs”) and SB 9 second primary dwelling units.

In the City of Lakewood, all lots, or parcels (“lots”) zoned either, R-1, R-A, or M-F-R are in an “Urbanized Area\*,” therefore are subject to the provisions of this Manual. The Manual sets forth the objective standards and procedures for the Ministerial Staff Review (“MSR”) application and any related parcel maps. Included are procedures for application acceptance, project design review, project action notification, and appeal procedures. The MSR application is required for all primary and additional dwelling unit development, including all ADUs in the M-F-R zone district. Proposed divisions of lots in the R-1 and R-A zones, as they existed on January 1, 2022, shall conform to state law and this Manual.

**Authority.** The MSR ministerial review replaces the previously required discretionary review by the Development Review Board (“DRB”) of all residential development projects in the R-1 and R-A zoning districts and the previous Staff Design Review (“SDR”) application. In addition, ADUs allowed now by state law in the M-F-R zone district are now processed with an MSR application. The objective standards contained herein shall supersede and shall prevail in the event of any conflict with standards in the Lakewood Municipal Code (“LMC.”) These standards shall comply fully with SB 9 regulations, ADU regulations, policy direction from the California Housing and Community Development Department and any amended regulations, as those may be amended from time to time. The Lakewood City Council has authorized the Community Development Director to develop, update, modify, interpret, and implement the standards and procedures contained in this Administrative Manual without further City Council action. This authority was granted to properly implement and process residential development projects, including application materials, forms, public information handouts, and respond in a timely manner to any modifications made to these provisions by new state laws or recognized legal interpretations.

The Lakewood General Plan sets forth goals, guides, and promotes the orderly growth and development of Lakewood. The General Plan goals are implemented through the LMC zoning regulations and now in part through this Manual and the MSR application. The underlying source for the objective standards in this Manual is in the foundation laid by years of Lakewood residential design review, first based on the regulations in the LMC, secondly framed by the conditions of approval and standards established by the DRB and in the DRB Handbooks, and thirdly from previous standards and procedures established for the Staff Design Review (SDR) ministerial reviews processing of ADUs and JADUs. In addition, this Administrative Manual addresses the mandates of state law, specifically those of SB 9.

\*Note: SB 9 allows one-time lot splits of any SFR lot in an urban area of a California city and references the US Census definitions for urban areas. US Census defines an “urban area” as a territory that encompasses at least 2,500 people, at least 1,500 of which reside outside of institutional group quarters (e.g., residential school, military base, or prison.) The Census Bureau identifies three types of areas, namely:

- “Urbanized Areas (UAs)” of 50,000 or more people.
- “Urban Clusters (UCs)” of at least 2,500 and less than 50,000 people.
- “Rural” is all territory, population, and housing, not included within the above Urban Areas or Urban Clusters.

## ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

*Effective January 1, 2022 – (Rev. 03/17/2025)*

**Review History.** The Development Review Board (DRB) (*formed on 11/12/1972*) provides discretionary review of most development projects in the city, including multifamily residential, commercial, institutional, and industrial land uses prior to building plan check. Single-family residential projects were reviewed until exempted by SB 9 on 1/1/2022. The DRB reviews development proposals to ensure compliance with LMC standards, resolve unpermitted work, and enforce consistency in the quality of architecture, landscaping, and general aesthetics.

Since January 1, 2017, the state legislature has adopted a series of laws to address housing supply shortages that required cities to allow ADUs and JADUs with ministerial reviews and subject only to specified objective standards. These standards reduced required setbacks to four feet (4') for rear and side property lines, allowed conversions of garages to ADUs, reduced, or waived all parking requirements, and limited allowed review times. In response, the City of Lakewood adopted a compliant ADU ordinance and established an SDR application for ministerial reviews of ADUs and JADUs.

On January 1, 2022, Senate Bill 9 became effective, and it prohibits discretionary review of residential development in a single-family residential zoning district and, therefore, the DRB reviews of those projects. In Lakewood, the lots affected are in the R-1 or R-A zoning districts. This Manual and the MSR application process were established to implement a ministerial staff review with objective standard of such residential development, including ADUs, JADUs, and SB 9 second primary dwelling units.

**Residential Project Reviews.** In November 2024, the city implemented a new electronic web-based application submittal portal named OpenGov. This system will be used for the submittal and processing of all Planning application reviews. Listed below are the three residential project review types:

- **Simple Project – Residential (SPR).** ([www.lakewoodca.gov/opengovSPR](http://www.lakewoodca.gov/opengovSPR)) This OpenGov application replaces the previous reviews that were collectively called “Over-the Counter” or “OTC.” These reviews are normally a same-day site plan review by planning staff of minor projects that require a planning review of such actions prior to issuance of building permits, business licenses, and special events. Included in this review category are zoning clearances, building permits for replacement of water heaters, windows, doors, mechanical equipment, block walls, and PV solar upgrades. Also included are property line wall and fence extensions with more than one material. A related OpenGov review *Simple Project – Commercial* [www.lakewoodca.gov/opengovSPC](http://www.lakewoodca.gov/opengovSPC) reviews interior commercial tenant improvements and commercial signs.
- **Ministerial Staff Review (MSR).** ([www.lakewoodca.gov/opengovSPR](http://www.lakewoodca.gov/opengovSPR)). The MSR application has been converted into an OpenGov application type. This application type requires that the provisions of this Administrative Manual be followed with compliance in the submittal of the application through the OpenGov portal. MSR application approval is required for new construction or modification of any residential dwelling unit, including preapproved ADUs in the zones: R-1 or R-A, and for ADUs in the M-F-R zone, as follows:
  1. Construction of new dwelling units (DUs), including ADUs/JADUs, and SB 9 units.
  2. Single-story or second-story additions to dwelling units or accessory structures, including remodeling of a structure, roof redesign or exterior wall material/extensions.
- **Planning Project Review (PPR).** ([www.lakewoodca.gov/opengovPPR](http://www.lakewoodca.gov/opengovPPR)). The OpenGov PPR application is a gateway screening tool for all required discretionary reviews and some complex ministerial residential reviews (*e.g., Mixed Use.*) This includes reviews by the Development Review Board (DRB) and Conditional Use Permit (CUP) reviews in a Public Hearing before the Planning and Environment Commission (PEC).

## ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

*Effective January 1, 2022 – (Rev. 03/17/2025)*

**Review Stages.** A proposed residential development project review has five basic stages, namely: 1) Planning review (*ADUs require fees*), 2) Building and Safety plan check review (*All with fees*), 3) building permit issuance (*All with fees*), 4) building construction inspections, and 5) occupancy of the unit.

1. The planning review determines the “**Who**,” “**What**,” And “**Where**” of a proposed project. It determines zoning regulation compliance, including acceptability of the proposed use, location, architecture, landscaping, operational constraints, and correction of unpermitted construction.
2. The building plan check reviews the “**How**” a building is to be built. It reviews construction drawings to make sure they comply with all building codes and any other agency regulation reviews.
3. Building permits are issued after all plans are approved and all related fees are paid (*e.g., school fees*).
4. Building and Safety permit inspections “**Confirm**” that the project was built per codes and plans.
5. Occupancy is granted when the final building permit inspection is completed. At this stage, all contractors and subcontractors are required to submit proof of a city business license. The project permit card then receives a “**Final**” signature of the building inspector--this signature grants occupancy. The property owner should retain a copy of this job card as proof of completion. They may request an official signed Certificate of Occupancy for an additional fee. (*Note: Final payment to the contractor should be made after the final inspection is signed to certify all work is done properly.*)

**Public Information.** If an applicant has questions relating to the development process, they may contact the Community Development Department at (562) 866-9771, extension 2340. Additional information is available on the City’s website at: ([www.lakewoodca.gov/services/planning/default.asp](http://www.lakewoodca.gov/services/planning/default.asp)).

**In-Person Visits.** These visits shall be for information and guidance only. All application submittals and processing are through the OpenGov portal. The Community Development Department - Planning Section counter hours are: Monday through Thursday: 7:30 A.M. – 5:30 P.M. and Alternating Fridays: 7:30 A.M. – 5:00 P.M. Lakewood City Hall is closed every other Friday.

**Early Review Recommended.** Applicants are advised to submit preliminary plans to allow staff sufficient time to review and provide corrections and identify missing materials. Applicants are invited to discuss a proposed project with planning staff by phone at any time. The planner will be able to give better design advice if the proposed project sketches or plans are fully dimensioned and have a great amount of design detail. This Administrative Manual also provides many tools to guide residential project design.

**Staff Review Response Documents.** Through the OpenGov system, staff will send:

- MSR Intake Review Response. Planning staff lists missing information and required corrections to meet the objective standards listed elsewhere in this manual. Corrections are made, submitted, and reviewed until the project is appropriately designed and can be approved.
- MSR Approval Notification. The Property Owner and Plan Preparer are notified of the Project Approval and attached to this are:
  - a. The Approved Plans with a “Planning Approval Statement” on the Site Plan (*The approval statement lists all work that will be subject to permit, and any requirements related to that work, including the detail dimensions and square footages of proposed work. This provides the Building Clerk the necessary information for issuing building permits after plan check.*)
  - b. Plan Check Review and Building Permit Issuance Summary. This summary lists the eight processing steps necessary to obtain a building plan check approval and a building permit.



**ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT***Effective January 1, 2022 – (Rev. 03/17/2025)*

**Unpermitted Construction and Expired Permit Policy.** All project reviews shall determine if there are any expired permits and if there is any construction or installations done without the required plan check, permits, and inspections. This compliance review includes unpermitted water heaters, HVAC equipment, patio covers, windows, doors, electrical panel upgrades, accessory structures, and various other construction projects. Expired permits need to be resolved, and unpermitted construction is required to be either removed or properly permitted and inspected. This is normally required to be resolved prior to the issuance of any permits for any new residential improvements.

However, permits may be issued without correcting unpermitted work or resolving expired permits, where such permits are required to resolve concerns relating to the health, safety, and overall livability of a dwelling unit (*e.g., water heaters, HVAC equipment, leaking roofs, etc.*), to complete emergency and weather-related repairs (*e.g., rain or heat*) and to resolve shared property line projects, resolve code enforcement cases, and where otherwise waived by state law (*e.g., ADUs.*)

In these situations, planning staff shall determine that the proposed urgent construction project does not involve the identified unpermitted structure or equipment. Then such projects shall be issued permits, provided that planning staff add a note on the project site plan and on the building permit that states that:

“NO ADDITIONAL PERMITS SHALL BE ISSUED ON THIS LOT UNTIL ALL CONSTRUCTION WORK IS PROPERLY PERMITTED, INSPECTED, AND ANY OUTSTANDING EXPIRED PERMITS ARE CLEARED.”

If possible, any expired permits shall be cleared with these permit inspections. Resolution of the unpermitted work by either removal or proper permitting shall be encouraged. The property owner(s) shall be notified that such problems exist and do require eventual resolution. Resolution of unpermitted construction and expired permits may be demanded as a remedy of a code enforcement case. A maximum five-year compliance period may be established for unpermitted work when reviewing an ADU.

**Preapproved ADU Procedure.** The City of Lakewood has a pre-approved ADU program (*as of 1/1/25 that is AB 1332 compliant*) that property owners may use to streamline an ADU project with reduced costs. Architects and Designers participate in the program by submitting standardized ADU construction plans and paying fees for an initial review. Plans are then reviewed by both the Planning and the Building and Safety sections. The plans can then be selected as standard preapproved plans.

Once the plans are approved, they are posted on the City of Lakewood website for consideration by property owners. If a property owner decides that this is an acceptable option for their ADU project, they contact the related architect or designer to contract with them for a fee to use the preapproved plans and to create a site plan for the location of the preapproved ADU on their lot. The Planning Staff will then review the site plan to assure that it complies with all standards. The plans are then submitted to Building and Safety who will do an expedited plan check for a reduced fee. This process will save the property owner about two months of processing time and hundreds of dollars in plan check fees. The property owner is then able to pay for their building permit fees and commence construction with inspections.

## ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

*Effective January 1, 2022 – (Rev. 03/17/2025)*

### **OBJECTIVE DESIGN AND PROCEDURAL STANDARDS**

**Residential Development – Procedural Standards.** No dwelling unit, accessory building or other structure on an R-1 or R-A lot or an ADU in the M-F-R zone district shall be constructed or maintained, except as provided in the Lakewood Municipal Code (LMC), this Administrative Manual, and/or as otherwise stipulated by state law or city adopted building codes, as amended from time to time. The following requirements shall be the objective standards applied by a ministerial review for any major residential development, including new construction, conversions, additions, and remodeling of existing units in the R-1, R-A and ADUs in the M-F-R zone districts (*Notes in italics are either cross-references to LMC Sections or non-mandatory recommendations for preferred design.*) The review is completed under the authority of the Community Development Department Director (“Director”) or designee.

1. **Ministerial Staff Review (MSR) Approval.** Residential development (*new or expanded*) shall be reviewed and processed through a Ministerial Staff Review (MSR) by planning staff in OpenGov, subject to the objective standards contained in this Administrative Manual. Procedures are as follows:
  - First, the Planning Staff (“Staff”) shall, within 15 days of submittal, review and determine if an application can be “deemed complete” and accepted for processing. If the application is not “deemed complete” by Staff then it shall be rejected and returned with a written list detailing what additional information is required, including any correction to the design details. Staff shall only “deem complete” those applications that have all the required information, which are designed properly and that are ready to be approved.
  - Second, Staff shall complete the planning review, stamp the plans with the “Planning Approval” statement, and prepare the approval notification with the required handout attachments.
  - Third, the project applicant shall then proceed to file plans with Building & Safety for plan check.
2. **Residential Land Division.** When the property owner proposes to subdivide a residential lot as it existed on January 1, 2022 into two lots (*an Urban Lot Split*) as allowed by SB 9, a parcel map application shall first be submitted and processed by staff through the Los Angeles County review procedures. The lot design shall follow the required “objective” design standards and criteria.
3. **Required Plan Review and Permits.** The objective standards contained in this Administrative Manual are the requirements needed to approve either an MSR and/or an urban lot split Parcel Map. These shall be completed by the applicant to the satisfaction of the planning staff. The applicant shall then submit building plans and obtain permits to construct the requested project in accordance with the approved plans and these objective standards. After construction they shall obtain a successful final inspection. (*Final payment to the contractor should be made after final inspection.*)
4. **Business Licenses.** All contractors, including subcontractors, shall have properly issued business licenses to construct all development projects within the City.
5. **Compliance.** All existing structures shall be properly permitted and sited in compliance with the LMC and/or this Manual. There shall be no expired permits related to the subject lot. Any existing non-complying structures shall either be removed or properly permitted, prior to final inspection of the approved residential development project, unless waived or delayed by State Law.
6. **Appeal Rights.** Any ministerial decision made in conformance with the objective standards listed herein shall be final and effective five (5) City business days after giving of notice of the action via e-mail or via the United States Postal Service to the applicant, the property owner and any other person requesting such notice, unless within that same five (5) City business days an appeal to the PEC is properly filed in writing (*including fees*) with the City Clerk.



# ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

Effective January 1, 2022 – (Rev. 03/17/2025)

## RESIDENTIAL LAND DIVISION

*(Urban Lot Split)*

Each R-1 or R-A lot or parcel (“lot”) existing on January 1, 2022, may be subdivided one time by the property owner into two lots, provided:

1. **Minimum Lot Area.** Where the lot to be subdivided is zoned R-1, or R-A, the minimum resulting lot area shall be no less than forty percent (40%) of the parent lot, as it existed on January 1, 2022, and shall be no less than 1,200 square feet. *(LMC Section 9212. C.) [SB 9]*
2. **Horizontal Lot Division Access.** If the parent lot is proposed to be divided horizontally between the two side property lines with a second lot behind the first facing the street, then the second lot shall be required to provide vehicle, pedestrian, and utility line access to the public sidewalk and public street, as follows:
  - a. Method 1. Vehicular access to the lot shall be provided via an abutting City-maintained alleyway. Pedestrian and utility access to the lot shall be provided from the public sidewalk via a pedestrian/utility access flag lot corridor or a dedicated pedestrian/utility access easement, which shall be required to have a minimum frontage and unobstructed width that is four (4’) feet or wider. A paved private sidewalk shall be required within that corridor/easement, a minimum three feet (3’) wide, leading from the public sidewalk to the rear lot dwelling unit entryway. This is for access by emergency personnel, delivery services, and for normal pedestrian access from the street.
  - b. Method 2. Vehicular, pedestrian and utility access shall be provided to both the public sidewalk and the public street via a flag lot corridor to serve all three uses. The corridor shall be created by fee title ownership or via an approved dedicated access easement for these purposes. A paved driveway/access shall be required to have a minimum width that is nine feet (9’) or wider. Vehicles shall be parked in a manner to allow an unobstructed path of travel for pedestrians that is three feet (3’) or wider from the public sidewalk to the main entry of each dwelling unit. The pedestrian path of travel can be sited on the driveway or separately, adjacent to the driveway via an easement. Any structure on the front lot shall have a minimum side yard of four feet (4’) from any property line, including the flag lot corridor property line, except any projections into side yards allowed by the LMC. A horizontal lot division shall not be approved, unless this side yard setback can be provided or unless it is for an existing structure, or a new structure being built in the same location and same dimensions as an existing structure that is being replaced. *[CGC 66411.7]*
3. **Vertical Lot Division.** Each lot created by a vertical lot division after January 1, 2022 shall provide frontage wide enough to have a driveway and one on-street parking space in front of each lot.
4. **Notice of Condition Required on Divided Lot.** Any lot zoned R-1 or R-A that is divided after January 1, 2022 shall require the property owner to sign, have notarized, and record a Notice of Condition that acknowledges and certifies the following:
  - a. The property owner shall agree as a condition of the parcel map approval that they shall reside on one of the two lots created by the parcel map for three years or more after the recordation date of the related parcel map creating the land division.
  - b. That the property was not occupied by a renter or lessee during the three (3) years preceding the acceptance date of the application for the related parcel map.
  - c. The property shall be used solely for residential uses along with allowed accessory uses, including home business occupations as allowed by the R-1 and R-A zoning districts.
  - d. Dwelling units on either one of the two resultant lots shall, per state law, only be rented in increments of time for “30 days or more.” There shall be no short-term rentals (less than 30 days.)
  - e. There shall be no new ADUs or JADUs constructed on any such subdivided lot.

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*Effective January 1, 2022 – (Rev. 03/17/2025)*

### RESIDENTIAL DEVELOPMENT - OBJECTIVE STANDARDS

Proposed residential dwelling units on R-1 and R-A zoned lots and for any ADUs on an M-F-R zoned lot shall conform to the following standards:

#### GENERAL REQUIREMENTS

**Allowed Units.** One or two dwelling units are allowed on each R-1/R-A zoned lot, in addition to any allowed ADUs or JADUs. There shall be no more than four dwelling units on any R-1/R-A zoned lot. No new ADU or JADU shall be allowed to be constructed on an R-1 or R-A lot created by parcel map after January 1, 2022, in conjunction with a second DU on such lots. Existing ADU and JADU units may remain. An existing dwelling unit may be demolished and removed from a lot to allow for construction of 1 or 2 new DUs. *(LMC Section 9320 A. 1 and Section 9326 A. 1) [SB 9]*

#### Dwelling Unit Occupancy and Rent Regulations.

1. **Rental Period.** All dwelling units, including ADUs, JADUs and SB 9 second primary units on a lot shall only be rented for 30 days or more. *[LMC 9320.F.1 and CGC 66310 et. seq.)]*
2. **Short-Term.** There shall be no short-term rentals (less than 30 days) of any DUs. *[LMC 9320.F.2]*
3. **JADU Limit.** The property owner of a JADU is required to be an owner-occupant of either the JADU or the host residence, as their primary residence. *[LMC 9320.F.1.c and CGC 66333-66339]*
4. **Home-Share Rental.** A property owner may only rent individual bedrooms in any dwelling unit on a lot for a period time that is 30 days or more, *[LMC 9320.F.4]*

**Maintenance Responsibilities.** Property owners are required to always maintain their properties in an aesthetically pleasing manner in compliance with *LMC 4221.1 and 4323*. There shall be continuous maintenance of all landscaping and structures including all buildings, roofs, painting, fences, and walls. There shall be no dead, diseased, missing, or overgrown vegetation. Vegetation shall be properly trimmed in proportion to adjoining structures and shall not encroach onto or into public sidewalks or roadways.

#### EXTERIOR IMPROVEMENTS

1. **Landscaping Replacement.** The property owner shall revitalize the existing front yard landscaping after any construction. All disturbed landscaping and mulch shall be replaced. *(Recommendation: Choose plant materials that are water conserving, require lower maintenance, and are not aggressive with the capability of damaging/lifting hardscape or adjacent structures with large root growth.)*
2. **Landscaping Required.** A landscape/hardscape/irrigation plan shall be submitted, approved, and installed to the satisfaction of the Community Development Department prior to the final inspection of any new dwelling unit on a lot and prior to any modification affecting ten percent (10%) or more of the existing landscape/hardscape installation. The property owner shall install either:
  - a. **Turf.** A traditional scheme of front yard turf with a minimum three-foot wide planter along the frontage of each dwelling unit to separate the turf from the residence. The turf area shall be designed to encourage drainage away from the residence. When located adjacent to a turf area, a planter shall either be raised or have a minimum six-inch wide (6") and six-inch (6") deep concrete mow strip between the planter and the turf area, or
  - b. **Drought Tolerant.** A drought tolerant landscaping scheme in front of each dwelling unit. The use of native plants is encouraged.

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3. **FYLA/FYHA Requirements.** The plans shall detail the percentages and area of the both Front Yard Landscaping Area (FYLA) and Front Yard Hardscape Area (FYHA). The landscape plan shall comply with lot area surface standards established by *LMC 9322.C*.
4. **Landscape Plant Selection.** The landscape plan shall detail the location of the plant materials and indicate the mature growth coverage. The selection of trees, shrubs, ground covers, and any other plantings shall be based on standards and best practices of the International Society of Arboriculture (ISA) or other recognized standards as approved by the Director. The landscaping plans shall conform to the following standards:
  - a. Ground cover. New ground cover shall be planted on a maximum of 12” on center and shall achieve 90% coverage within two years.
  - b. Shrubs/Hedge. New shrubs shall be a minimum of five gallons in size, planted in groups of three with no more than five-foot centers.
  - c. Trees. New trees shall be a minimum of 15 gallons in size with multiple branches and a main trunk diameter that is 1” or greater measured at three feet above soil level.
  - d. Mulch. Mulch shall be applied at the rate of four cubic yards per 1,000 SF of landscaped area with a minimum 3” deep layer of mulch on exposed soil.
5. **Walls, Fences, and Hedges.** Perimeter fencing height shall not exceed seven and one-half (7.5) feet in the side yards or rear yards and shall be no more than 42” within or adjacent to the required front yard setback area. (*e.g., normally the front 20’ of lot*) The DRB may approve walls up to ten feet high.
6. **Access Walkway.** There shall be a minimum of one three-foot (3’) wide continuously paved flat-surfaced access walkway that creates an unobstructed path-of-travel from the public sidewalk to the front door of each dwelling unit. There shall be a paved flat-surfaced access walkway that is a minimum three feet (3’) wide from each dwelling unit to the mailbox, trash, and parking areas. The access path to any unit shall not travel through any portion of the habitable area of another dwelling unit. (*Recommendation: Stamped concrete or brick walkways are preferred for better site aesthetics.*)
7. **Gates.** Any intervening gate in the access path-of-travel sidewalk shall be a pedestrian-friendly gate that is a minimum three (3) feet wide and is no more than five (5) feet wide, unless it is fully automated with a remote-control operation. This gate shall be easily opened with a one-handed single motion latch, lever, or handle system that is between three (3) and four (4) feet above the ground.
8. **Pool Fencing and Gating.** A pool, spa or other body of water that is 18” or more in depth shall be protected with fencing and gates prior to filling pursuant to *LMC Section 8010*.
9. **Addressing.** Addressing and numbering shall comply with *LMC Section 8003*. All DU addresses shall have minimum 4” high numbers with a 1” stroke and be visible from the street to which they are addressed. Directional arrows to rear units will assist emergency and delivery services. The rear units may repeat the address on the building for confirmation purposes.
10. **Mailboxes.** Mailboxes shall be co-located in one location for all units on each lot and they shall be visible from the addressed street with an access sidewalk leading to the mailbox area. (*Coordination with the Post Office is encouraged to determine acceptability of mailbox location.*)
11. **Required Parking Spaces.** Every dwelling unit shall provide off-street parking in compliance with *LMC Section 9490*. Required parking spaces shall be nine feet (9’) wide and twenty feet (20’) long. There shall be a minimum of two off-street parking spaces on a lot in the R-1 or R-A zone district, except as otherwise specified by or waived by state law or local ordinance. (*LMC Section 9321*) Additional parking spaces may comply with the small car standard of 8’ wide and 16’ long.

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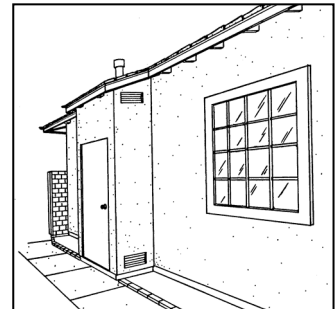
**12. Required Driveways and Allowed Parking.** Each lot shall have a driveway to access required parking spaces for the lot. The driveway width shall be no wider than ten (10) feet and no less than eight feet (8') wide to access each required off-street parking space, including those that are covered. (e.g., *Maximum 20-feet wide for a two-car garage/parking area*). Install driveways as follows:

- a. **Apron.** The location of a new/reinstalled driveway apron shall be approved with an encroachment permit from the Lakewood Public Works Department that adheres to the following requirements:
  - i. A driveway that enters or exits a parking area other than an alley shall be no closer than ten feet (10') to a point of tangency of a corner curb radius line. (LMC 9492.D)
  - ii. Driveways to two adjoining lots may share one continuous driveway approach that goes across a shared property line to provide access to each lot without an intervening hump.
  - iii. A driveway approach apron may begin at a property line shared with a neighboring lot.
  - iv. When driveways serving adjoining lots are separated by ten (10') feet or less, there shall be no wall, fence, or vegetation (*other than groundcover that is less than six inches in height*) allowed on either property in the area between two adjoining driveways and for the depth of the adjacent and required front yard setback area. Notwithstanding this provision, two adjoining property owners may each sign and record a Notice of Condition stipulating an agreement between the two properties to allow such a wall, fence, or vegetation not to exceed forty-two (42") inches in height and provided each driveway is at least eight feet (8') wide after installation of the vegetation, wall, or fence. (Note: A surveyor is required to survey and file a Record of Survey to determine property line locations.)
- b. **Fill-In.** A driveway may be expanded to fill in the area between the driveway and the nearest side property line. The driveway fill-in provision for parking shall apply to only one side property line.
- c. **Width.** A driveway leading to parking spaces behind the residence shall not exceed ten feet or the width between residence and the side property line, whichever is greater. Parking is allowed.
- d. **Parking.** Vehicles may park on all portions of an allowed driveway and adjacent fill-in areas to satisfy parking requirements of the lot, including tandem parking and any portion of the allowed driveway or allowed fill-in areas in the required front yard setback area. (LMC 9322.10.B.2)

One additional parking space (*max. 200 SF*) may be installed in the front yard area. (LMC 9321)

**13. Trash Cart Area.** Each lot shall have a storage area for three or more trash carts stored in an area screened and not visible from the street. A screening structure may be in the front yard setback area. On collection day, trash carts shall only be placed immediately in front of the lot from which they originated. JADUs are not required to have a separate trash cart service account, but all other DUs do.

**14. Water Heater (W/H).** The location of a properly permitted and vented water heater for each dwelling unit on a lot shall be indicated on the site plan for the project. Any exterior enclosure shall be framed and finished with cladding materials that match the adjacent structure with a roof that extends to the roof or first-story of the dwelling unit. Venting and plumbing shall not be exposed, except above the roof of the enclosure. The enclosure shall match the residence in terms of material, paint color, texture, and matching roofing material. Metal water heater enclosures shall be removed or enclosed as a requirement for the approval of residential additions or new dwelling units, including ADUs/JADUs. No uncovered metal enclosures are allowed to remain.



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15. **Electrical Equipment Readiness.** If gas systems are proposed for space heating, water heating, clothes drying and/or stove and oven, then in addition to these gas hookups separate 240V branch circuits with a 50-amp rating for stove/oven and a 30-amp rating for other heating appliances shall be installed now for future readiness. The main electrical panel shall have space for each such circuit to have a double pole breaker. A heat pump W/H area (min. 30" x 30") in either an internal space or external enclosure (per above standards) is required to be included in project construction with wiring, plumbing, and a condensate drain for future or current installation. *(The state is encouraging all-electric dwelling units with PV solar and battery backups.)*
16. **Mechanical Equipment Requirements.** No sound-producing machinery or equipment, *(e.g., pumps, fans, air conditioning condensers, heat pumps, air handling apparatus, or similar mechanical devices)* shall be installed, located, or maintained in any residential zone unless installed or maintained in the manner or fashion determined acceptable by the Director of Community Development, or their designee. The following minimum regulations shall apply:
  - a. Noise. The noise level for any mechanical equipment shall not exceed 65 dB (A) at any residential property line and shall be mitigated, with the installation sound dampening material, if possible.
  - b. Visual Screening. No exposed plumbing or conduits are allowed and shall be within the building. Any external line set covers shall be painted to match the adjacent structure.
  - c. Rear Yard and Side Yard. Mechanical equipment shall be set back a minimum of three feet (3') from all rear and side property lines.
  - d. Front Yard. Mechanical equipment may be located in the required front yard setback area, provided that the equipment is fully screened and with sound dampening material, if necessary to protect the surrounding properties from both excessive noise and an unsightly appearance. Such equipment should be located adjacent to a structure and painted to match or forest green.
  - e. Roof Mounted. Mechanical equipment shall only be installed on or upon the roof of any building or structure located in the R-1 or R-A zone in accordance with the following:
    - i. Such equipment shall have a low-profile design that does not project above the roof ridge or a screening parapet.
    - ii. Such equipment shall not be visible from any adjacent street and shall be screened from the ground level views of any adjacent dwelling unit.
    - iii. Such equipment shall be screened so that it appears to be an integral part of the original structure and painted to blend with the underlying roof color.
    - iv. Any roof-mounted air conditioning condenser shall be mounted on a sheet metal base no larger than the unit. The base shall be painted to match the underlying roof color.
17. **Accessory Buildings.** These shall be allowed per *LMC Section 9322.7*, and as follows:
  - a. Sheds. Storage sheds shall be in rear 50% of the lot and setback a minimum one-foot from side property lines and a minimum of three-feet from rear property lines.
  - b. Canopies. A canopy shall only be in the rear 50% of the lot and a minimum of five feet (5') from any rear or side property line, and not on any portion of a driveway.
18. **Covered Entry.** The main entry door shall be covered with a porch or area. The covered porch area shall be a minimum of twenty-five (25) square feet with no dimension less than five (5') feet. *(Recommendation: 5' x 10' porch supported with wrapped 4" x 6" posts.)* The purpose of the covered porch is to provide a small dedicated outdoor space for the unit occupants and to protect the entry door from weathering. In the case of a conflicting regulation that prevents an entry door covering *(e.g., eave to eave separation)*, then an alternative-covered outdoor space shall be provided for the occupants, and the entry door may then have a reduced cover.

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19. **Exterior Doors.** Each new dwelling unit's main entry door shall be thirty-six (36) inches or wider. All other new exterior doors shall have an opening clearance of thirty-two (32) inches or wider with a paved landing in front of each exterior door as required by building code. *(A 34" wide swing door provides the required 32" clearance as does a 32" wide double pane glass sliding door).*
20. **Windows.** New second-story windows of a dwelling unit within ten feet (10') of the rear yard of a neighboring DU shall be obscured. No window should have a direct line of site into the bedroom window of an adjacent residence and should be offset for privacy purposes.
21. **Roof Top Patios.** Rooftop patios visible from adjacent properties are not allowed.

### DWELLING UNIT DESIGN STANDARDS

1. **Minimum Required Setbacks.** The minimum setbacks are four (4) feet for rear yard (*LMC 9322.6*), side yard (*LMC 9322.5A*) and side street yard setbacks (*LMC 9322.5B*). Building to building separation is a minimum of four (4) feet between eaves (*LMC 9322.7B*). Front Yard setbacks shall be as regulated in *LMC 9322.4*. *(A majority of lots in the R-1 and R-A zones require a twenty (20) foot front yard setback area.)* An addition to an existing structure may adopt the same setback as the existing structure and be extended either laterally or vertically with a non-conforming side yard of not less than three feet (3') per *LMC Section 9394.D.2*. If an accessory structure is in the rear 50% of a lot, it may be located one foot (1') from a side property line and three feet (3') from the rear property line. Garages may be attached to a dwelling unit on the lot, provided adequate access is maintained to the rear yard area (*breezeway*) (*LMC Section 9322.7*).
2. **Determination of Front Yard.** The Director of Community Development, in coordination with the Director of Public Works, shall determine the orientation and location of the front yard and front property line on corner lots and other non-traditional lots, when necessary. This determination shall include consideration of the main entry, the assigned street address, and building orientation.
3. **Allowed Yard Projections.** Projections into required yards are detailed in *LMC Sections 9383 and 9384*. Projections are allowed as stated below, if they maintain a minimum clearance of thirty inches (30") to all property lines. *(i.e., 1.5' projection into a 4' setback, leaving a 2.5-foot clearance)*
  - a. Cornices, eaves, belt courses, sills, buttresses or other similar architectural elements may project into front, rear, and side yards.
  - b. Water heaters, chimneys, and similar devices may project into required side and rear yards.
  - c. A covered unenclosed stairway or balcony may extend or project into a required front yard setback area not more than forty-eight (48") inches and shall be at least thirty (30") inches away from either a rear or side property line. (*LMC Section 9383.1*)
  - d. An uncovered or covered unenclosed porch, platform or landing place which does not extend above the grade of the first floor level of the building may extend or project into any required front yard setback area not more than six (6) feet, or into a required rear or side yard setback area without limitation as to area, provided such structure in a side yard or rear yard setback area shall not reduce to less than three (3) feet the width of an unobstructed pedestrian way or sidewalk on ground level, unless otherwise waived or modified by state law or as restricted for Tracts 11600 and 12673. Any necessary stairs may be installed in front of the allowed projection. (*LMC Section 9383.2*)
  - e. Carports located in the rear 50% of a lot and in conformance with building and fire construction standards *(e.g., 1-hour fire construction)* may project as allowed by *LMC Section 9383.F*.
  - f. Porte-cocheres may project into required side yards as listed in *LMC Section 9383.G*.
  - g. Other allowed projections are allowed in all setback yards as listed in *LMC Section 9383.3*
    - 1) Guard railings for safety protection around ramps, perimeter walls, planters, and fencing.
    - 2) Swimming pools, diving boards, and related equipment in the side and the rear yards.

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4. **Height Projections.** Projections allowed above height limits are listed in *LMC Section 9380*.
5. **Dwelling Unit and Accessory Building Location.** All dwelling units and accessory structures can be located anywhere on a lot within the “Building Envelope” or as elsewhere allowed by the Lakewood Municipal Code. The “Building Envelope” is the lot area remaining once all the required yard setback areas are removed (*i.e., front, rear, side, and side-street yards*).
6. **Maximum Dwelling Unit Size.** There shall be no maximum dwelling unit size required for the first primary dwelling unit on a lot or the conversion to an ADU of any existing properly permitted accessory structure, provided compliance with all development standards is achieved. A new detached ADU or second primary dwelling unit (SB 9) or the conversion of a portion of the primary DU with or without an addition shall have a maximum unit size of 1,200 square feet. A partial conversion of, or an addition to an existing dwelling unit to create an ADU shall not exceed fifty percent (50%) of the dwelling unit area to which it is attached or 800 square feet, whichever is greater up to 1,200 square feet. However, such an ADU conversion or addition shall always be allowed to be a minimum of eight hundred fifty (850) square feet for a one-bedroom unit and one thousand (1,000) square feet for two or more bedrooms. A JADU shall have a maximum unit size of 500 square feet. (*CGC 66310 et. seq.*)
7. **Minimum Dwelling Unit Size.** The minimum size of a dwelling unit is 150 square feet for an efficiency unit (HSC 17958.1) and 320 square feet for manufactured housing per the HUD Manufactured Home Construction and Safety Standards (*MHCSS*) (24 CFR Part 3280)
8. **Maximum Building Height.** All structures on a lot zoned R-1 or R-A shall be a maximum of 35 feet in height or two and one-half stories, whichever is less. (*LMC 9322.3*) Building height is defined as the vertical distance measured from the average level of the highest and lowest points of that portion of the lot covered by the building to the ceiling of the uppermost story. (*LMC Section 9302.10*).
9. **Daylight Plane.** The Daylight Plane is a required area to allow access to light and air and to limit the impacts of the bulk and mass of a second story structures on adjacent lots. It is defined as the area into which structures do not project above an angled plane of forty-five (45) degrees that extends into interior project site from a point that is twenty (20) feet vertically above the property line. The Daylight Plane combined with the zone district height limit defines the upper limitations of the Building Envelope in and under which all structures shall be contained.
10. **Maximum Lot Coverage (*Waived for ADUs*).** Maximum lot coverage is 45% for one unit.
11. **Maximum Floor Area Ratio (*Waived for ADUs*).** Maximum for all structures on a lot is 60%.
12. **Minimum Open Space (*Waived for ADUs*).** (*LMC 9322.6*) Open space shall be required as follows:
  - a. Lots with 5,000 square feet or more in total lot area shall have a minimum of seven hundred fifty (750) square feet of open space area, located within the rear fifty percent (50%) of such lots.
  - b. Lots with less than 5,000 square feet in total lot area shall have a minimum of fifteen percent (15%) of the total lot area in open space areas, located within the rear fifty percent (50%) of such lots.
  - c. Open space areas shall be computed to include the following:
    - 1) Side yard areas in the rear fifty percent (50%) of the lot and of which at least four (4) feet must be contiguous with a yard area behind a dwelling unit.
    - 2) Driveways and driveway turning radius areas located in the rear fifty percent (50%) of the lot.
    - 3) Balconies and both open and enclosed recreation areas may be included.
    - 4) Patios under cover and which are otherwise unobstructed on all sides, except where enclosed by the walls of the attached building, provided the patio does not occupy more than fifty percent (50%) of the required open space area, and provided no portion of an attached patio is located within the four (4) foot rear yard setback area.
    - 5) No area occupied by any building, other than an unenclosed patio area or recreation area.
    - 6) No area that is less than four (4) feet in width and four (4) feet in length.

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13. **Garage Conversions.** Any dwelling unit created by converting a garage shall do the following:
  - a. The garage door shall be removed along with the surrounding framing and stucco.
  - b. The replacement wall shall be finished with material covering the full wall and there shall be no shadowing of the previous opening. All architectural elements shall be the same or similar between all dwelling units on a lot in terms of roofing, siding, wainscot, windows, and doors.
  - c. The garage floor shall be reconstructed in such a manner that it is waterproof and flat.
  - d. The foundation shall be confirmed as acceptable for conversion to habitable space.
14. **Minimum Dwelling Unit Components.** Each dwelling unit shall have:
  - a. Living Room. A living area (*e.g., TV hookups with wiring and a seating area, etc.*).
  - b. Bedroom. At minimum, an open studio bedroom sleeping area, or one or more enclosed bedrooms. No bedroom shall be less than eighty square feet (80 SF), and no width dimension shall be less than seven and one-half feet (7.5').
  - c. Closets. Closets shall be as follows: a “U” shaped closet shall be a minimum six feet six inches (6'6”) wide and an “L” shaped closet shall be a minimum of four feet six inches (4'6”) wide.
  - d. Bathroom. All new full or  $\frac{3}{4}$  bathrooms shall be at least forty-four square feet (44 SF) in area that has a sink, toilet, and bathing facilities (a tub and/or a low threshold shower). There shall be twenty-four inches (24”) clear or more in front of each toilet. Bathroom entry doors should not swing into the toilet area. A JADU without a bathroom requires an internal door access to a bathroom in the host DU, otherwise an internal door is not required. A second  $\frac{1}{2}$  bath is allowed.
  - e. Laundry. (Hookups Only). All new DUs shall have a dedicated laundry area with hookups installed in an enclosed structure (*hot and cold-water faucets, dryer vent, water outflow pipe, electrical outlets sized for chosen appliances, and a gas outlet, if gas appliances are chosen*). This hookup may be for a future stackable unit, or a full-sized washer and dryer set. Full size laundry areas shall be a minimum 5-feet wide and 3-feet deep to accommodate a side-by-side washer and dryer set. The work area in front of the washer and dryer appliances shall be a minimum of three (3') feet deep. Stackable units may be used to save space (*min. 30" wide x 36" deep and 80" high.*) The laundry area can be co-located in a bathroom area or with a combination unit in the kitchen counter area for space efficiency. A JADU without laundry hookups requires an internal door to access the host DU laundry area.
  - f. Dining. A meal eating area (*e.g., table or counter with chairs*).
  - g. Kitchen. A food preparation area with a sink, a stove, a refrigerator space, a counter, and food storage cabinets. There shall be minimum 48" clear in front of the stove and there shall be a minimum of 42" between counter tops and any other appliances. A JADU only requires an economy kitchen with electrical plugs for portable cooking appliances.
15. **Accessibility.** The design of any new or remodeled dwelling unit shall incorporate features into the plan for hallways, bedrooms, and bathrooms to assist the mobility-challenged and elderly, including:
  - a. Bathrooms. New bathrooms shall have an elongated toilet with a rim height that is a minimum 16.5 inches from the floor. The toilet shall be in a 32" wide stall (*16" on center*) and shall have twenty-four inches (24") clear in front of the toilet (*recommend 36"*). If a shower is proposed, it shall be a low threshold style with a maximum four inch (4") high threshold, the shower entry door shall be a minimum 32" wide and the internal clear area diameter shall be a minimum of thirty-six inches (36"). There shall be blocking installed in the walls behind and/or to the side of the toilet, tub and/or shower areas for current or future installation of stabilization grab bars. (*Recommend: Install the stabilization grab bars with project.*)
  - b. Doors. All new internal and external access passage doors, including shower/tub access doors shall have a clearance of thirty-two inches (32") or wider. (*A minimum 34" inch wide swing door or 32" wide pocket/sliding door*). All new exterior main entry doors shall be 36" or wider.



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- c. Handrails. Install at least one handrail adjacent to any stairs (*internal and external*) to assist access.
  - d. Electrical Outlets and Switches. All new electrical outlets shall be a minimum of 18” to the top of box. All new light switches shall be a maximum of 48” above the floor.
  - e. Hallways. Any new access hallway shall be a minimum of 36” wide.
16. **Wainscot or Siding**. Where the frontage of a dwelling unit is covered only with a single plain cladding material, the property owner shall install some architectural articulation in the form of trim packages around the windows and doors; and/or install siding material (*e.g., batten board wood siding*); and/or install a brick or stone wainscot along the frontage of the residence. All dwelling units on a lot shall have the same or similar architectural features to carry a theme throughout all structures on the lot. If a wainscot or siding is added, it shall be wrapped around each side of the dwelling unit a minimum of three feet (3') wide to create a finished corner, as follows:
- a. A minimum height of three feet (3').
  - b. Install on top of the wainscot a flashing and a top cap to shed water.
  - c. Install the cap piece below the lowest existing window frame if the bottom sill of such window is at least three feet (3') or more in height.
  - d. Install wainscot manufactured corner return pieces. There shall be no mitered corners
17. **Paint Maintenance**. Any permitted residential construction project including additions and remodeling projects shall include repainting the exterior portion of any dwelling unit or other structure on a lot that has cracked, faded, stained, or peeling paint. All structures on a lot shall be painted to match and blend in a consistent theme.
18. **Architectural Compatibility**. The architectural elements and exterior materials shall be coordinated and/or match throughout for all units on a lot, including ADUs, JADUs, second DUs and accessory structures. Architectural compatibility shall mean consistency in terms of style, texture, trim, and color of all exterior materials, including the size, style, and shape of architectural features, as follows:
- a. Architectural Components. All architectural components such as the style, length, height and width of fascia, barge boards, wainscoting, eave overhangs, and post wrappings shall match on each structure and between all structures on a lot.
  - b. Exterior Siding. All exterior siding in terms of color, texture, and style shall be consistent and coordinated between all DUs on a lot, on each elevation and on each projection or variation.
  - c. Roofing. All dwelling unit roofing in terms of style, type, pitch, material, and color shall match. The size, style and shape of roof overhangs, rafters, and fascia shall match every unit. Covered patio roofs, porches, and breezeways are allowed to vary pitch and material. In the instance of a roof with more than one permitted pitch, an addition may incorporate the adjacent roof pitch. New roofing shall conform to the cool roof energy saving requirements of Title 24.
  - d. Windows and doors. All windows and doors in terms of trim, style, and type shall be the same on each elevation and between all DUs. Sliding windows may be substituted for air circulation.
  - e. Hardscape materials. These shall be consistent with similar materials used in planters, post wrapping, wainscot and other wall cladding selections.
  - f. Mass and Scale. The exterior design of the ADU shall match that of the main dwelling unit in terms of building forms, mass and scale. Additional DUs shall retain the appearance of a single-family dwelling and shall be integrated into and complement the design and style of the existing primary dwelling unit on the lot as determined and to the satisfaction of the Director.

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### **CONSTRUCTION OPERATIONS REVIEW**

1. **Construction Debris.** Construction activities that involve hauling away demolition or construction debris shall be approved by the Lakewood Public Works Department – Green Halo program.
2. **Construction Stormwater Protection.** Any construction or operational activities that could potentially result in any water leaving the site as drainage shall be coordinated with the Lakewood Public Works Department to assure proper procedures have been implemented (*e.g., installation of storm water wattles and rumble plate track-out prevention devices*).

### **ADEQUATE UTILITIES**

Adequate utilities shall exist to each lot and to each DU in the R-1 or R-A zoning district prior to occupancy of any proposed new dwelling unit on that lot.

1. **Adequate Services Required/Determination.** Adequate utilities and services are required for each residential development and land division. A residential development project shall not be issued building permits if a utility or service has been officially determined to be inadequate. All required utilities shall be available for use prior to issuance of permits or recordation of a parcel map. Essential utilities or services include potable water, fire flow, sewer, electricity, and solid waste collection and disposal. An official determination made by a serving agency regarding a defined inadequacy of a required utility or service that is not capable of accepting new connections shall state in a measurable detail the benchmark that is inadequate. Such a determination establishes the legally required justification for establishing a moratorium to prohibit the issuance of permits for new dwelling units, until the situation is resolved. The determination shall be stated in terms of deficiencies in source, supply, distribution line capacity, discharge line capacity, discharge acceptance capacity, landfill capacity or other such quantifiable measure. The serving agency shall state what upgrades are necessary to raise the determination from inadequate to adequate for purposes of constructing the project and other similar projects in a five-year period. A negative determination may be based on estimates of cumulative impacts based on anticipated annual growth demands that exceed current system capacities.
2. **PV Solar Panels.** Each new detached dwelling unit shall comply with California Energy Code and install photovoltaic solar panels as required by state law. The roof plan shall show the proposed location of the solar panels. (*Recommendation: Solar panels are encouraged to be installed on all dwelling units and preferably on the west and south facing roof slopes for efficiency.*)
3. **Water.** (*Note: The City of Lakewood has two water serving agencies and areas, namely the Lakewood Water Resources Department and the Golden State Water Agency, a private water company*)
  - a. **Dedicated One-Inch Water Supply Line.** Each new DU on a lot shall have its own separate dedicated minimum one-inch (1") water supply line. This one-inch line shall be directly connected to the main water supply line via a "T" split connection to a one-inch service connection to the meter and before any water is delivered and used by any DU or an on-site irrigation system. If the existing DU is served by a meter less than one-inch, it may remain with a reduction coupling installed before the one-inch "T" split connection, until such time it is replaced by the utility.
  - b. **Water Meter Upgrade.** New meter installations shall be done by the water agency at the property owner's expense. Lakewood policy is to normally allow only one properly sized water-agency installed water meter per lot. All new meters shall be one inch or larger as determined by the applicable water agency.

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- c. Existing Meters. Review of existing meters that are less than one-inch, may be evaluated for adequacy by the water agency using a Residential Water Meter Sizing Worksheet that lists all the water-using fixture units on a lot. This review shall be done during the Building and Safety plan check process as an agency referral prior to issuance of permits. The water supply components shall be properly sized for all dwelling units on a lot. The review may determine whether the existing meter is adequate for all proposed water fixture units or whether it may need to be either upgraded to a larger meter or supplemented with an additional water meter with new service connection to the main water line in the street. Additional water meters on a lot may be installed at the discretion of the serving water agency in coordination with and at the request and expense of the property owner.
  - d. Sub-metering. Alternatively, each dwelling unit on a lot may be monitored through a private sub-metering system installed by the property owner at the property owner's expense and monitored by the property owner or their representative.
4. **Fire Flow**. New Dwelling Units shall have adequate fire flow for fire suppression. Building permits can be issued only when either a detailed fire flow analysis is approved by the Los Angeles County Fire Department by the applicable water agency or when all the following apply:
- a. The proposed new detached dwelling unit is less than 3,600 square feet in area.
  - b. All new dwelling units shall have fire sprinklers. An ADU, JADU or SB 9 second DU does not have to install fire sprinklers if the host primary DU does not have fire sprinklers.
  - c. All portions of a lot frontage shall be within 450 feet of an existing operable fire hydrant. A new fire hydrant can be installed, at the property owner's expense, to meet this requirement. The site plan shall note the distance to nearest fire hydrant from the furthest frontage point.
  - d. If all dwelling units have sprinkler systems, the water supply shall be capable of delivering at least 500 GPM @ 20 psi for one-half hour.
  - e. If all units do not have sprinkler systems, the water supply shall be capable of delivering at least 1000 GPM @ 20 psi for one hour.
  - f. All portions of the proposed DU shall be within 150-feet of a vehicular access roadway that is a minimum of 20-feet wide and paved with concrete or asphalt and does not exceed a 15% grade.  
*(Note: No Lakewood property is located within a Fire Hazard Severity Zone.)*

**THIS IS THE END OF THE OBJECTIVE DEVELOPMENT STANDARDS.**

**ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT***Effective January 1, 2022 – (Rev. 03/17/2025)***Appendix A: Diagrams**

• Diagram of Setbacks, Turning Radius and Open Space	30
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# ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

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## DIAGRAMS OF SETBACKS, TURNING RADIUS AND OPEN SPACE

Figure 1: R-1 and R-A Setback Requirements

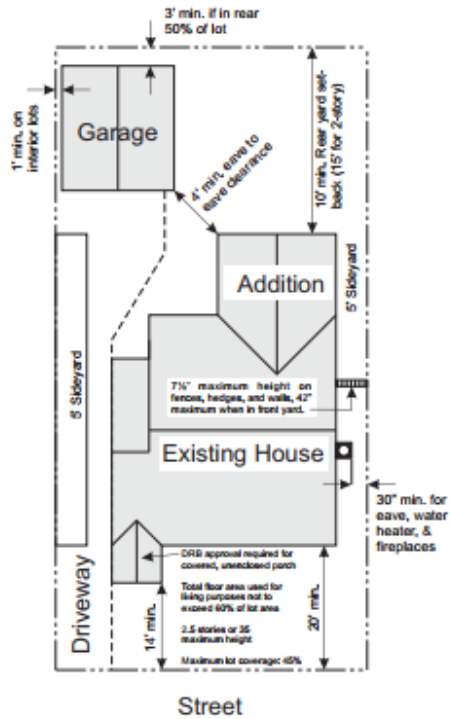


Figure 2: Turning Radius Requirements

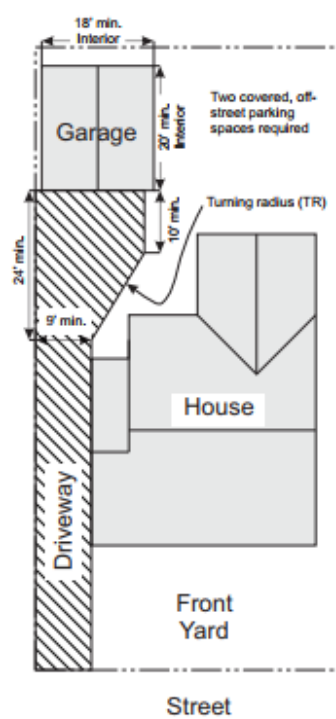
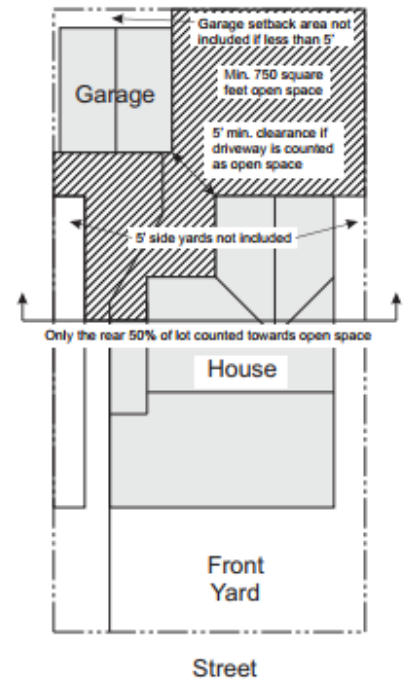


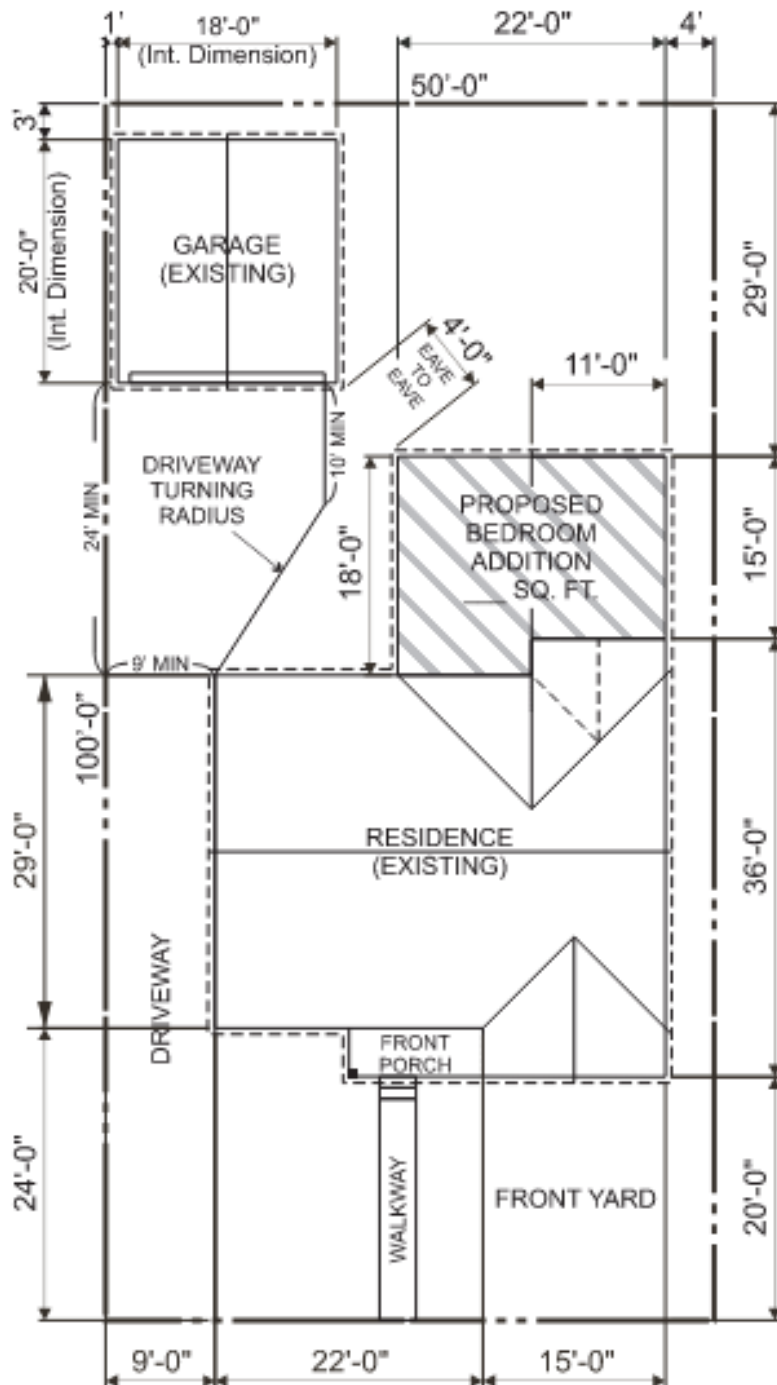
Figure 3: Open Space Requirements



# ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

Effective January 1, 2022 – (Rev. 03/17/2025)

## SAMPLE PLOT PLAN



The plot plan submitted for your home improvement project must be drawn on white paper only. The sheet size must be 8½" x 11" or 11" x 17" and must show the following:

1. Location and dimensions of all property lines.
2. Location and size of all existing and proposed structures including the house, garage, patio covers, sheds, exterior water heaters, pools, spas, and air conditioning condensers.
3. Show the front, side, and rear yard setback dimensions and the dimensions of all existing and proposed structures.
4. Location and dimensions of the driveway and minimum turning radius area.
5. The plot plan should be drawn to scale and must show the north arrow. Acceptable scales include 1/16" = 1'-0" and 1" = 20'.
6. The street address and street name should be clearly indicated.
7. For additional information concerning the preparation of a plot plan or requirements, or the City zoning laws pertaining thereto, please contact the Planning Section of the Community Development Department by phone at (562) 866-9771, extension 2340. The Zoning Ordinance is on the City's website - [www.lakewoodca.gov](http://www.lakewoodca.gov).



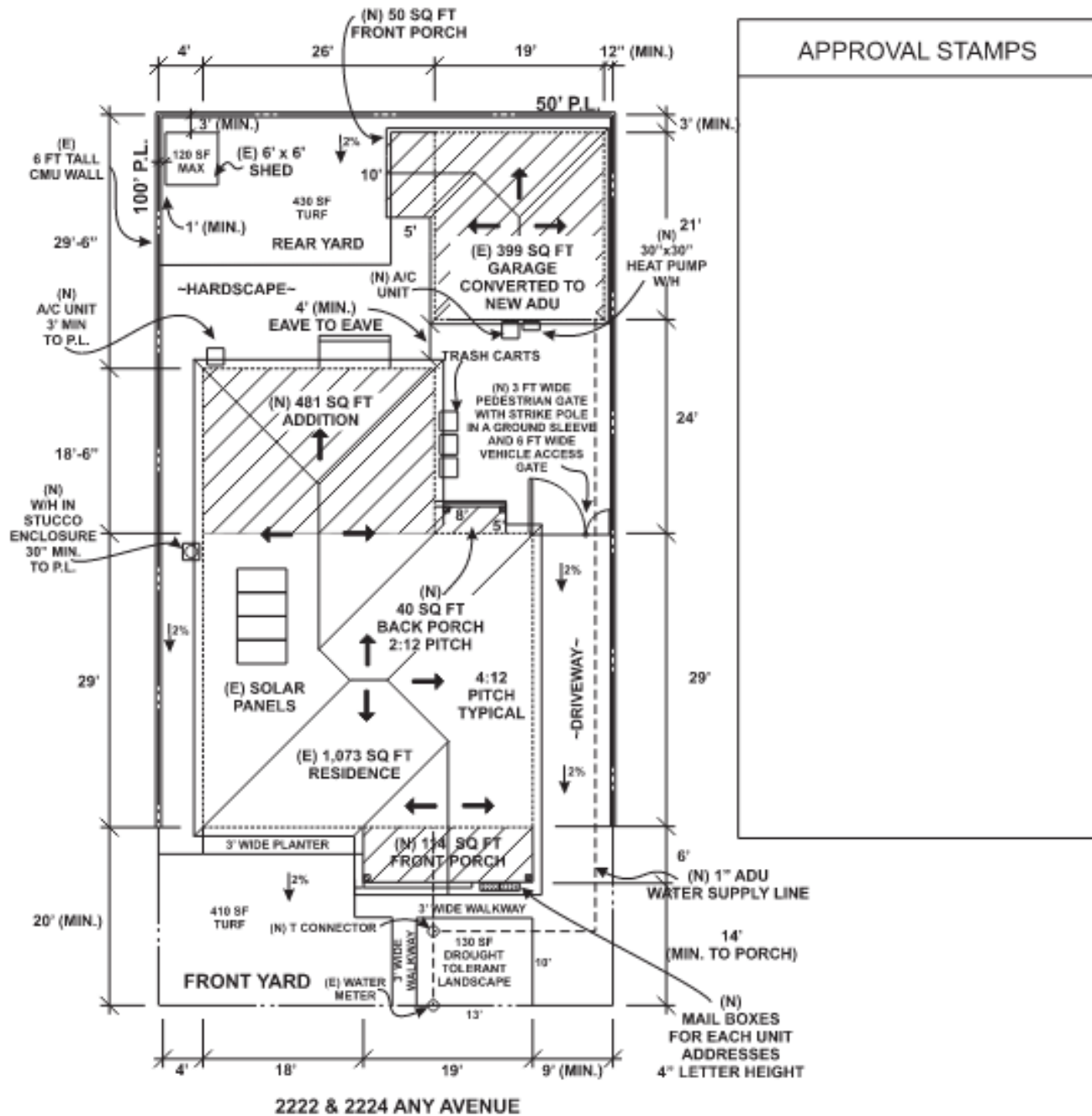
1234 ANY STREET

1" = 15'-0"

# ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

Effective January 1, 2022 – (Rev. 03/17/2025)

## Figure 1. Site Plan with Incorporated Roof Plan



LOT AREA:	5,000 SQ FT
(E) LOT COVERAGE:	1,508 SQ FT = 30.1%
(N) LOT COVERAGE:	1,989 SQ FT = 39.7%
(E) FLOOR AREA RATIO:	1,073 SQ FT = 21.7%
(N) FLOOR AREA RATIO:	1,953 SQ FT = 39.1%
OPEN SPACE:	1,212 SQ FT

FRONT YARD HARDSCAPE AREA ANALYSIS	
TOTAL FRONT YARD AREA	1,000 SQ FT
FYHA	454 SQ FT = 45.4%
FYLA	546 SQ FT = 54.6%



PLANS PREPARED:  
01/20/2022

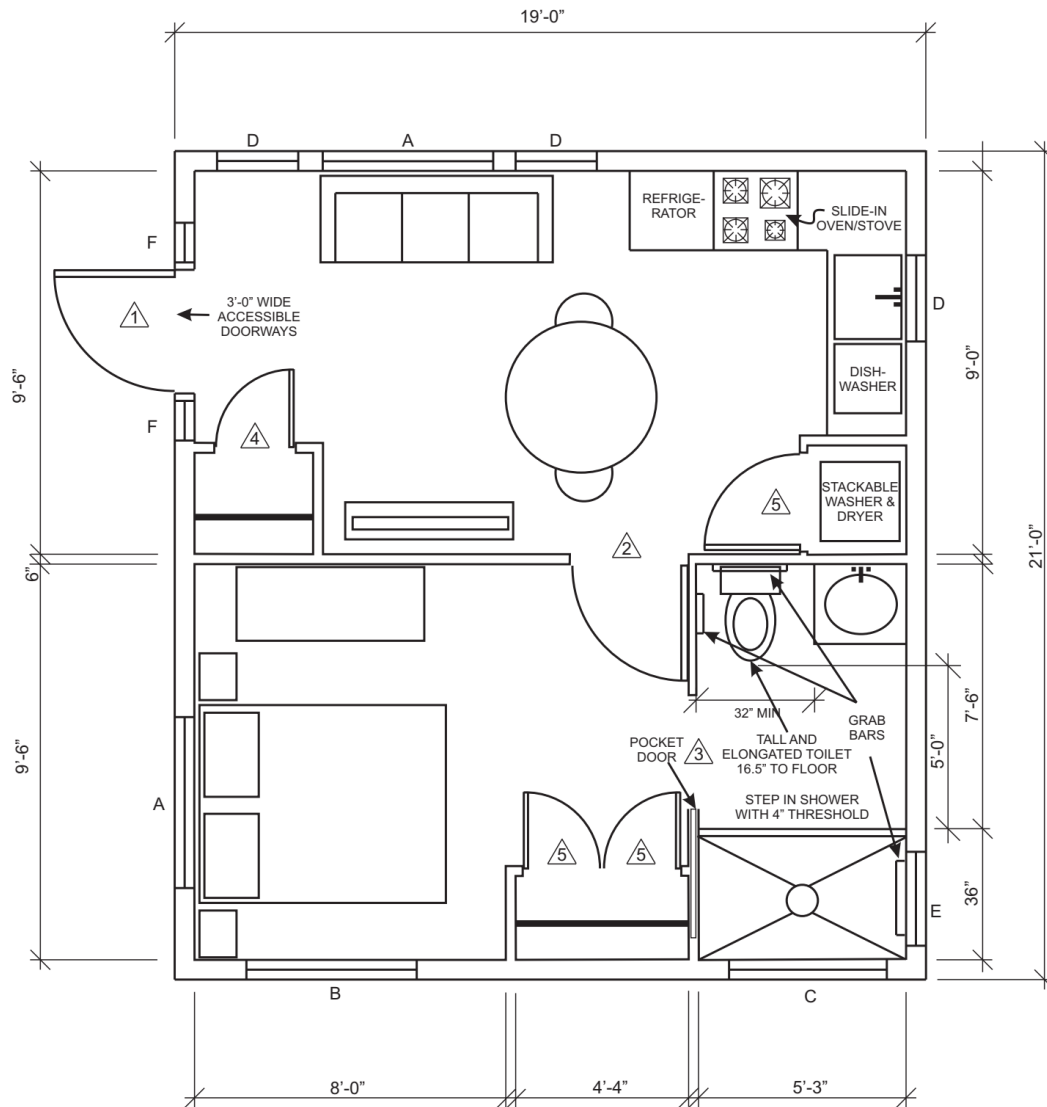
SCALE:  
1/16"=1'-0"

A-1

# ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

Effective January 1, 2022 – (Rev. 03/17/2025)

## Figure 2. ADU FLOOR PLAN



### NOTES:

1. TOILET-ELONGATED TYPE
2. ELECTRICAL OUTLETS MIN 18" TO TOP OF BOX
3. LIGHT SWITCHES MAX 48" FROM FLOOR
4. BLOCKING FOR GRAB BARS BEHIND TOILET AND IN SHOWER/TUB OR INSTALL

### DOOR & WINDOW SCHEDULE

DOORS		WINDOWS	
1	3680 SWING	A	4030 SLIDER
2	3480 SWING	B	4020 SLIDER
3	3280 POCKET DOOR	C	4010 SLIDER
4	3080 CLOSET SWING	D	2030 SLIDER
5	2480 CLOSET SWING	E	2010 SLIDER
		F	1040 SLIDER

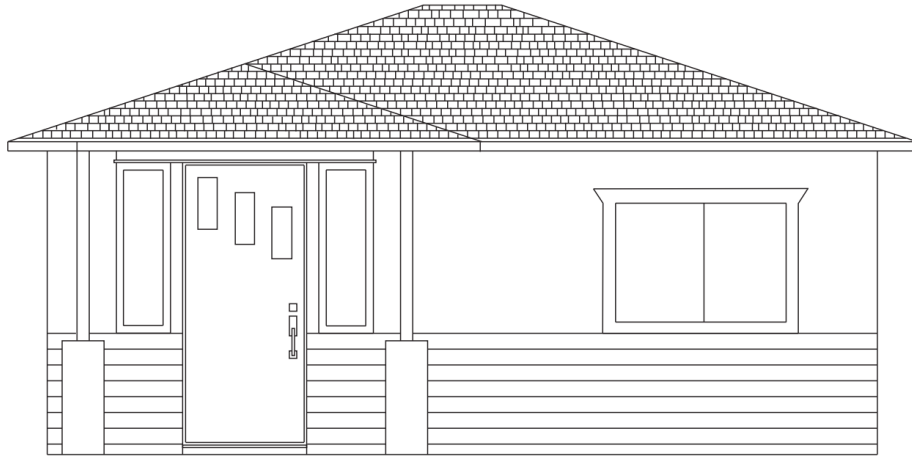
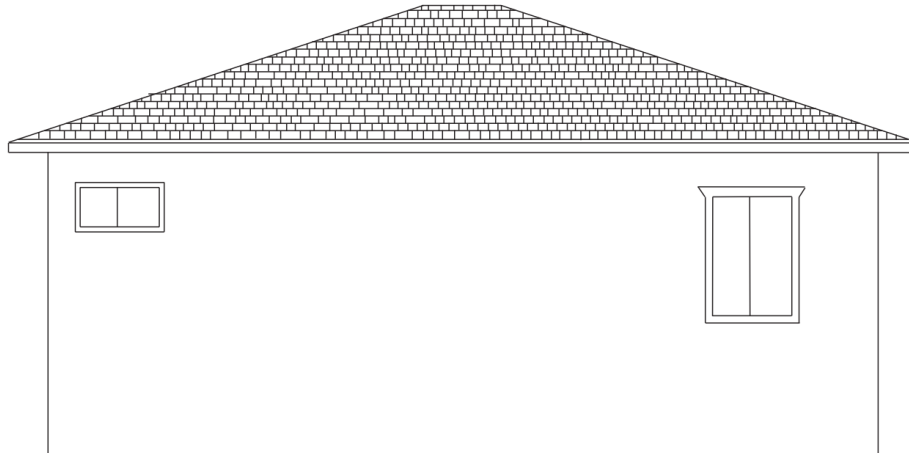


PLANS PREPARED:  
01/20/2022

SCALE:  
1/4"=1'-0"

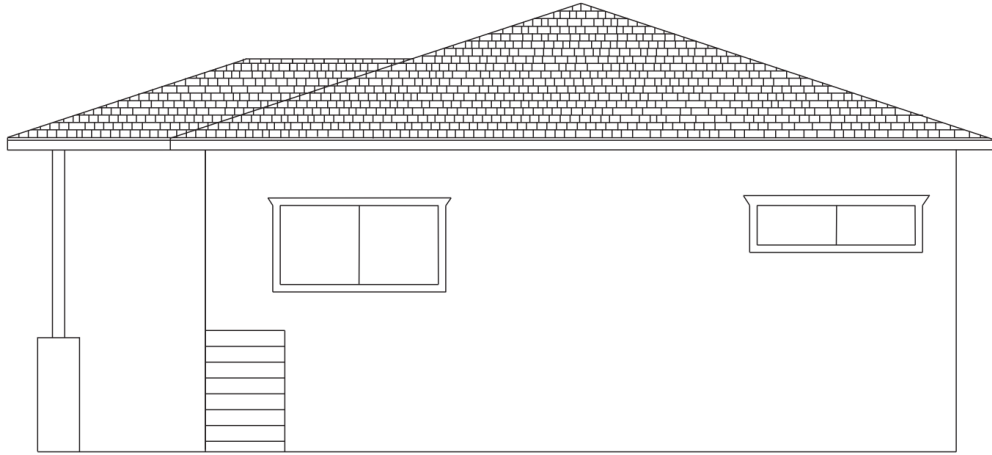
A-2



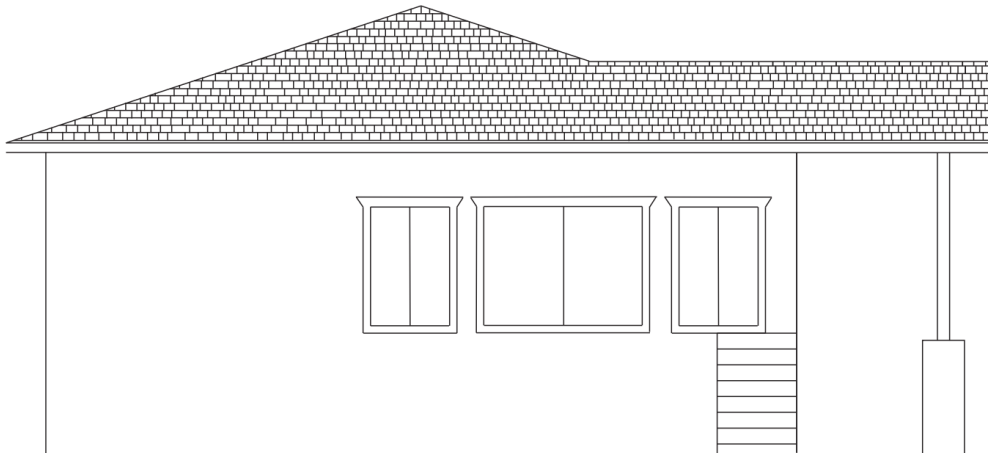
**ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT***Effective January 1, 2022 – (Rev. 03/17/2025)***Figure 3. ADU ELEVATIONS****WEST ELEVATION (FRONT)****EAST ELEVATION (REAR)****PLANS PREPARED:**  
01/20/2022**SCALE:**  
1/4"=1'-0"**A-3**

**ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT**  
*Effective January 1, 2022 – (Rev. 03/17/2025)*

**Figure 4. ADU ELEVATIONS**



**SOUTH ELEVATION (RIGHT SIDE)**



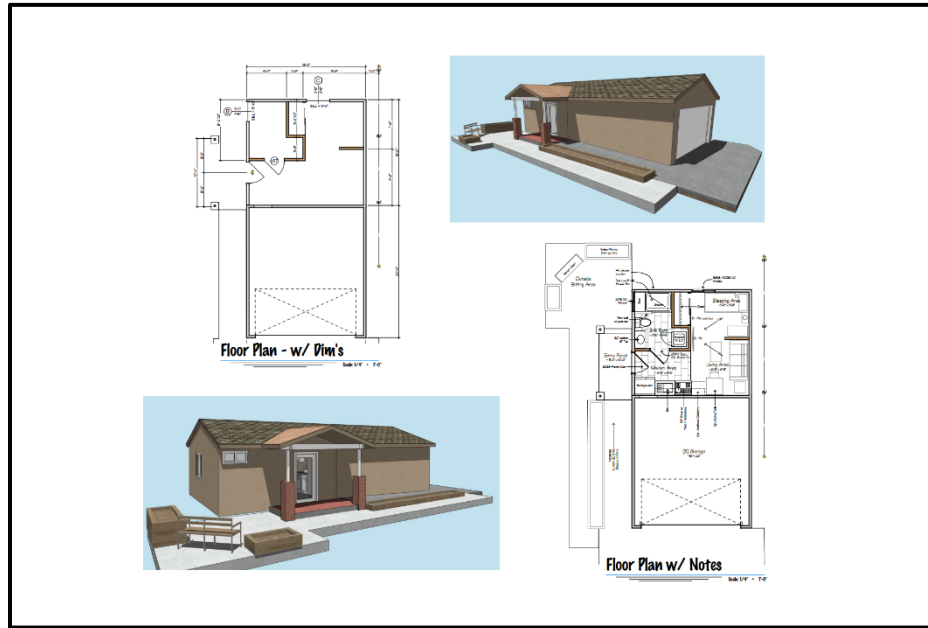
**NORTH ELEVATION (LEFT SIDE)**

**PLANS PREPARED:**  
01/20/2022

**SCALE:**  
1/4"=1'-0"

**A-4**

**ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT**  
*Effective January 1, 2022 – (Rev. 03/17/2025)*



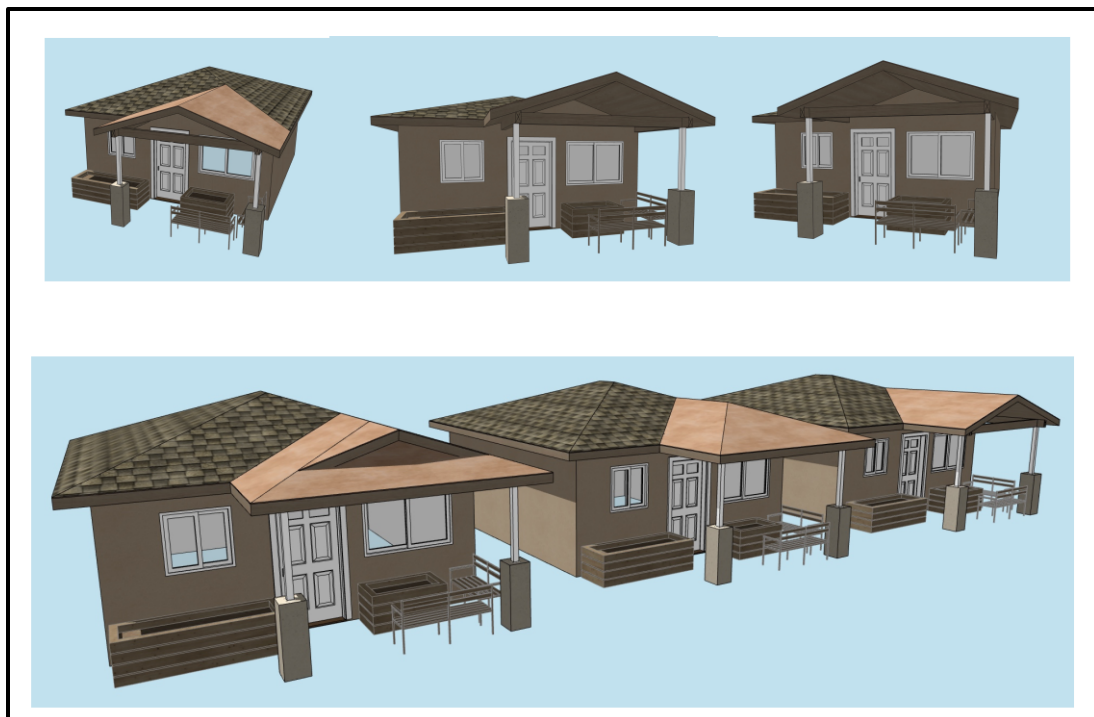
**SAMPLE SECOND DWELLING UNIT BEHIND GARAGE**

**SAMPLE COVERED PATIO – VARIOUS ROOF PATTERNS**

**DUTCH GABLE ROOF**

**HIP ROOF**

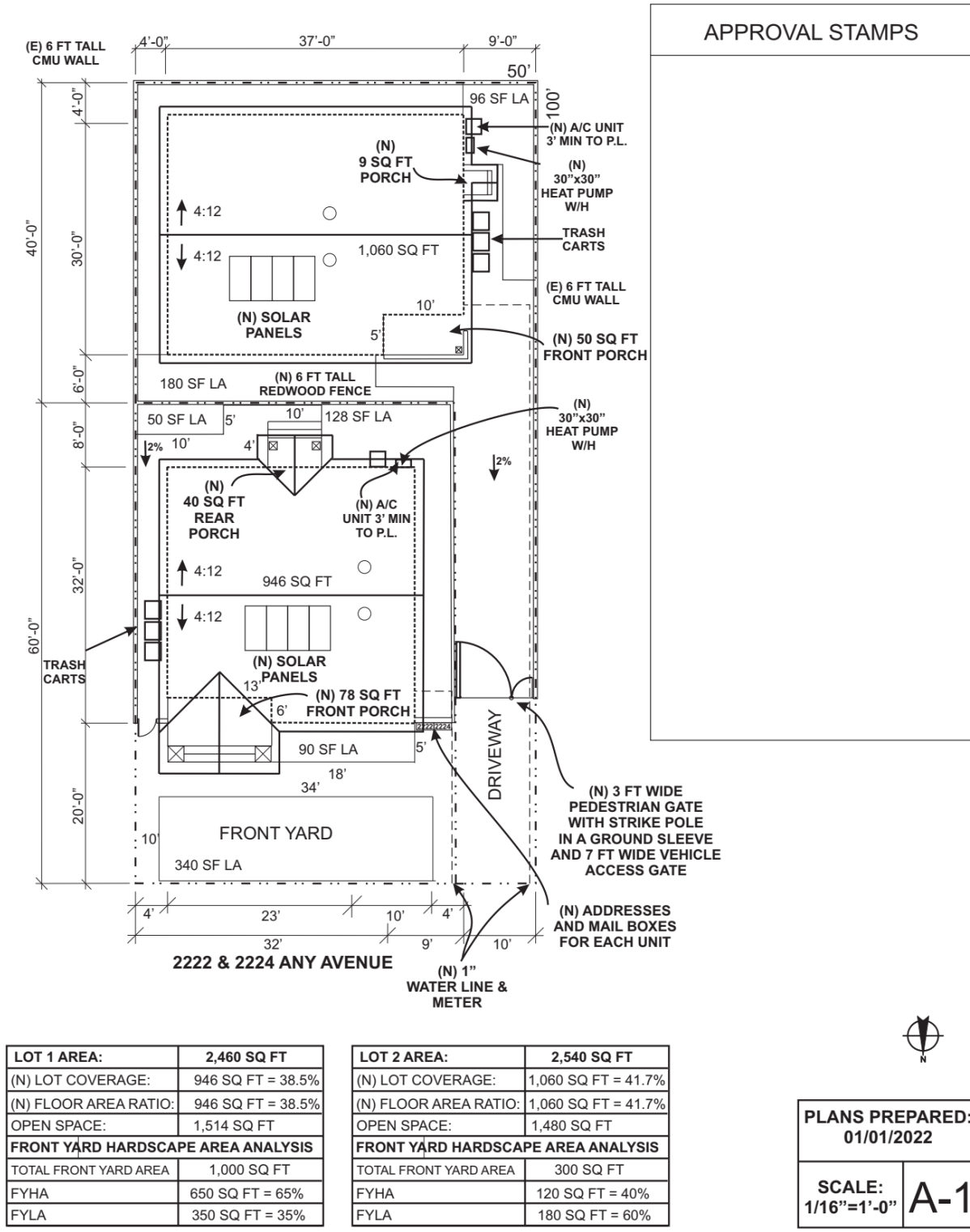
**GABLE ROOF**



# ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

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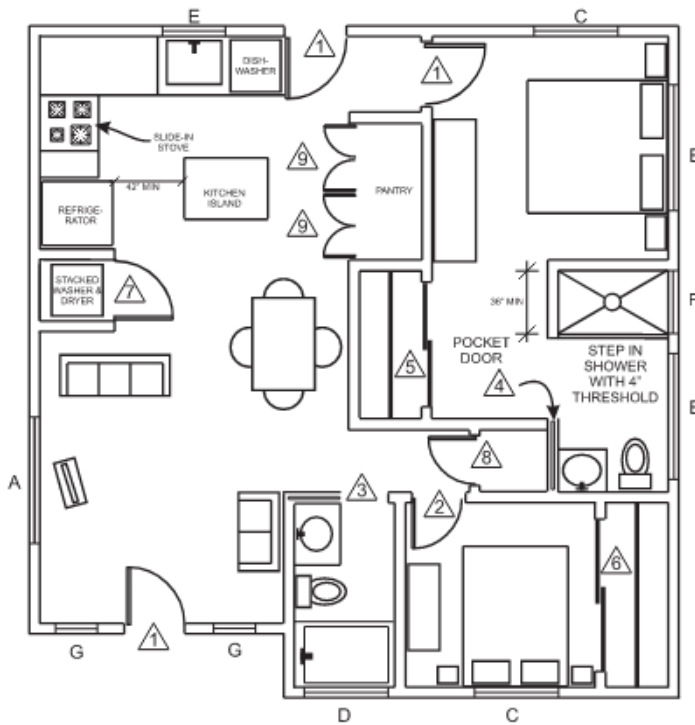
## Figure 1. Site Plan Horizontal Lot Split



# ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

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## Figure 2. Floor Plan Horizontal Lot Split



### DOOR & WINDOW SCHEDULE

#### DOORS

- 1 3680 SWING
- 2 3480 SWING
- 3 3280 POCKET DOOR
- 4 3680 POCKET DOOR
- 5 4880 CLOSET SLIDER
- 6 3680 CLOSET SLIDER
- 7 3680 CLOSET SWING
- 8 2480 CLOSET SWING
- 9 1860 DOUBLE PANTRY

#### WINDOWS

- A 6060 FIXED
- B 6030 SLIDER
- C 4030 SLIDER
- D 4010 SLIDER
- E 3040 SLIDER
- F 3010 SLIDER
- G 2020 FIXED

PLANS PREPARED:  
01/01/2022

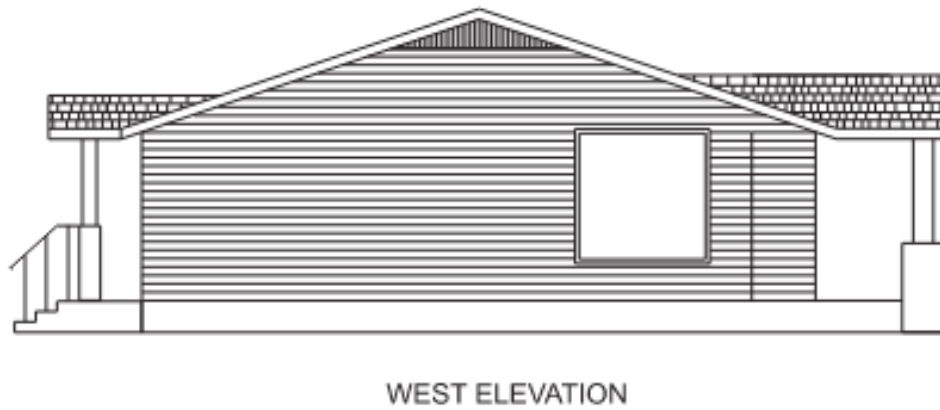
SCALE:  
1/8"=1'-0"

A-2

ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

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Figure 3. Elevations Horizontal Lot Split



PLANS PREPARED:  
01/01/2022

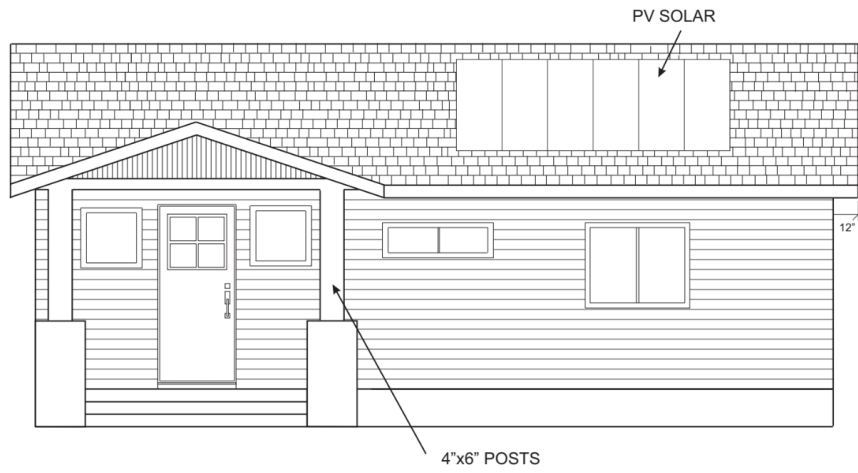
SCALE:  
1/8"=1'-0"

A-3

# ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

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Figure 4. Elevations Horizontal Lot Split



SOUTH (FRONT) ELEVATION

PLANS PREPARED: 01/01/2022	
SCALE: 1/4"=1'-0"	<b>A-4</b>

Figure 5. Elevations Horizontal Lot Split



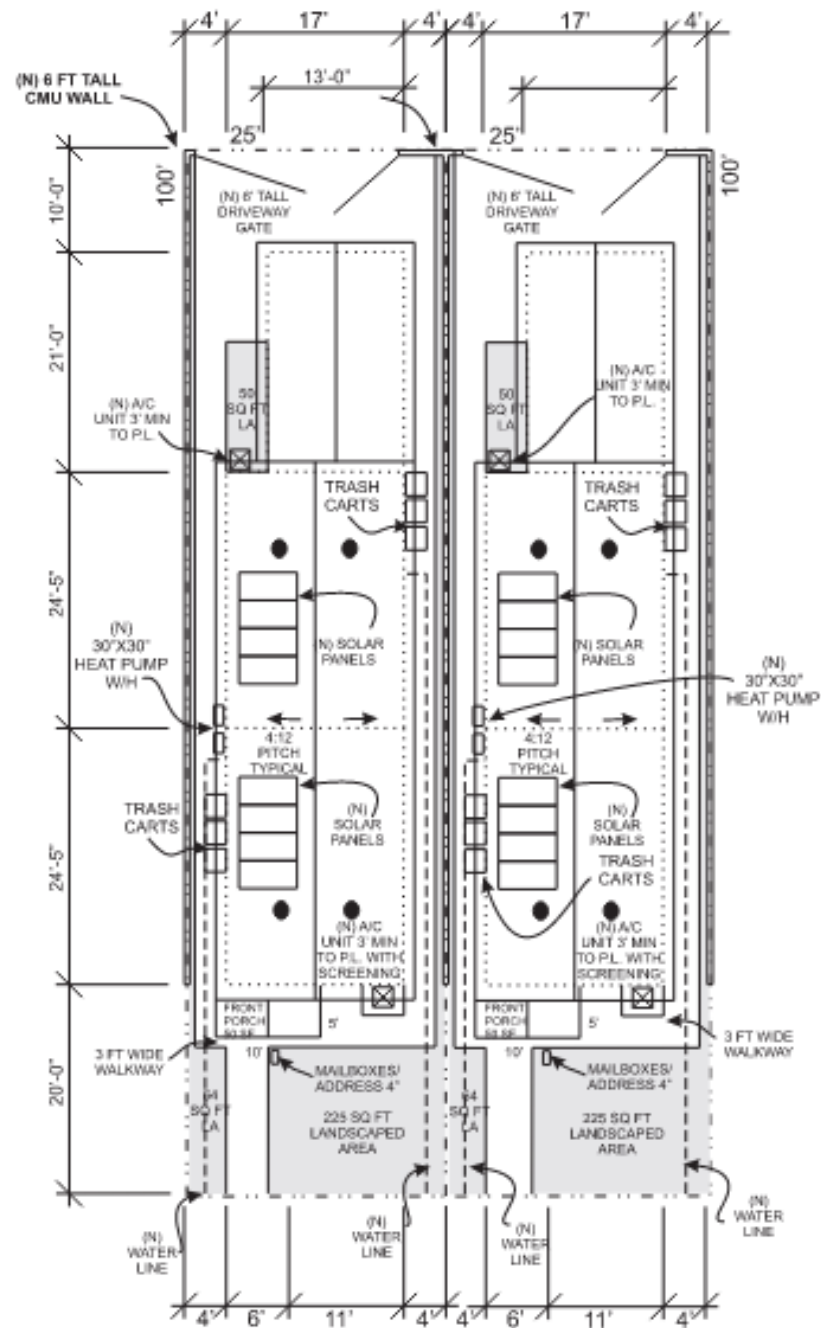
NORTH (REAR) ELEVATION

PLANS PREPARED: 01/01/2022	
SCALE: 1/4"=1'-0"	<b>A-5</b>

## ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

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Figure 1 SB 9 Site Plan Vertical Lot Split



2222 &amp; 2224 ANY AVENUE



LOT 1 AREA:	2,500 SQ FT
(N) LOT COVERAGE:	1,106 SQ FT = 44.2%
(N) FLOOR AREA RATIO:	1,666 SQ FT = 66.6%
OPEN SPACE:	797 SQ FT

LOT 2 AREA:	2,500 SQ FT
(N) LOT COVERAGE:	1,106 SQ FT = 44.2%
(N) FLOOR AREA RATIO:	1,666 SQ FT = 66.6%
OPEN SPACE:	797 SQ FT

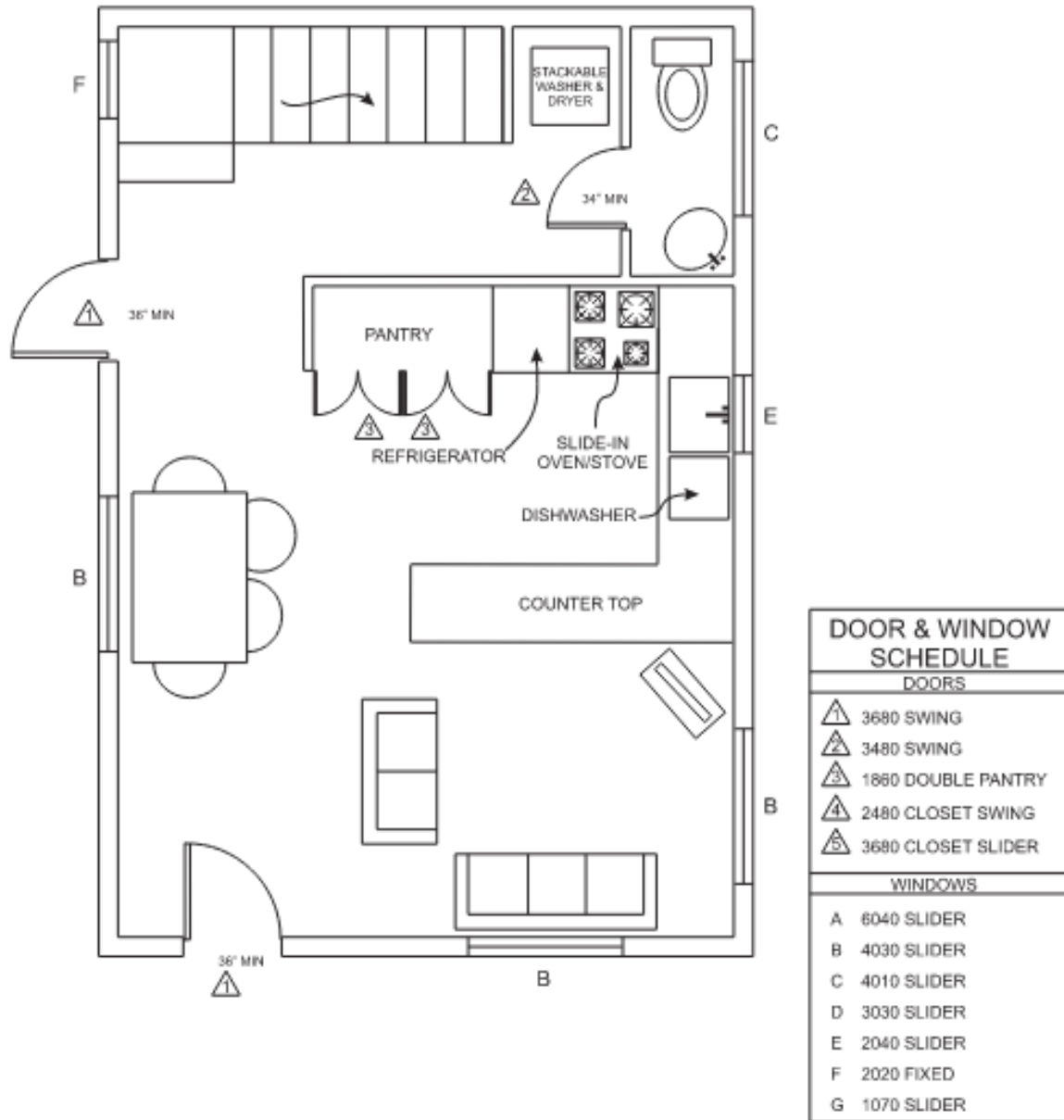
PLANS PREPARED:  
01/01/2022SCALE:  
1/16"=1'-0" A-1



# ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

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## Figure 2 SB 9 Floor Plan Vertical Lot Split

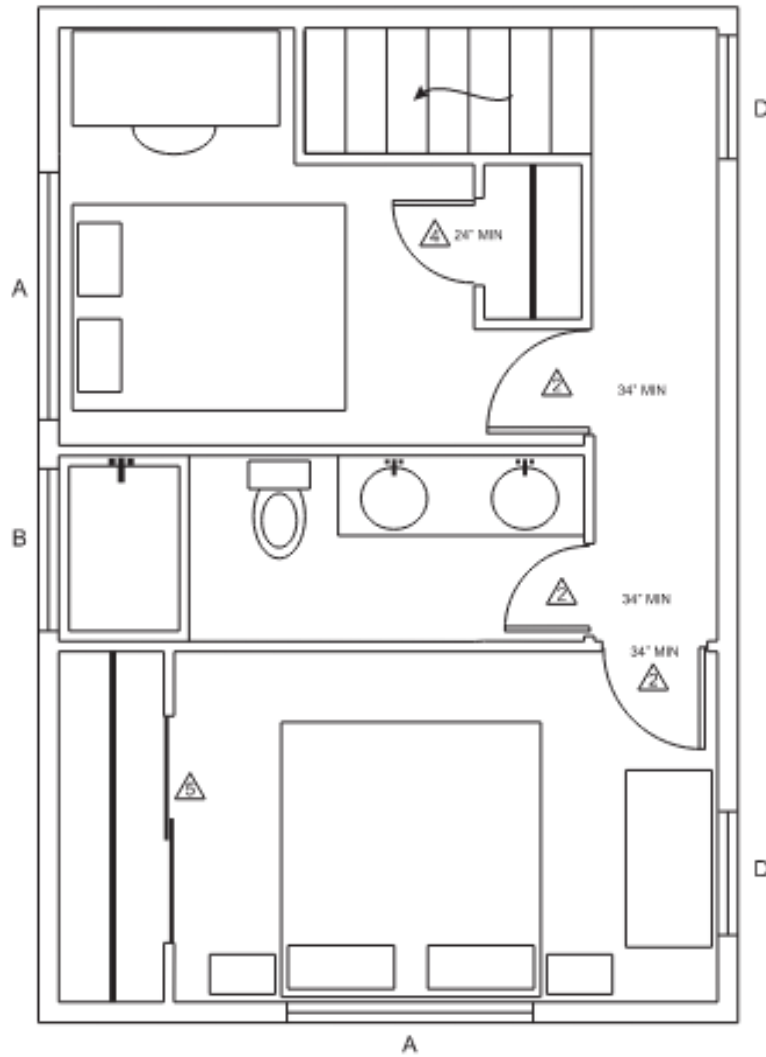


PLANS PREPARED:  
01/01/2022

SCALE:  
1/4"=1'-0"

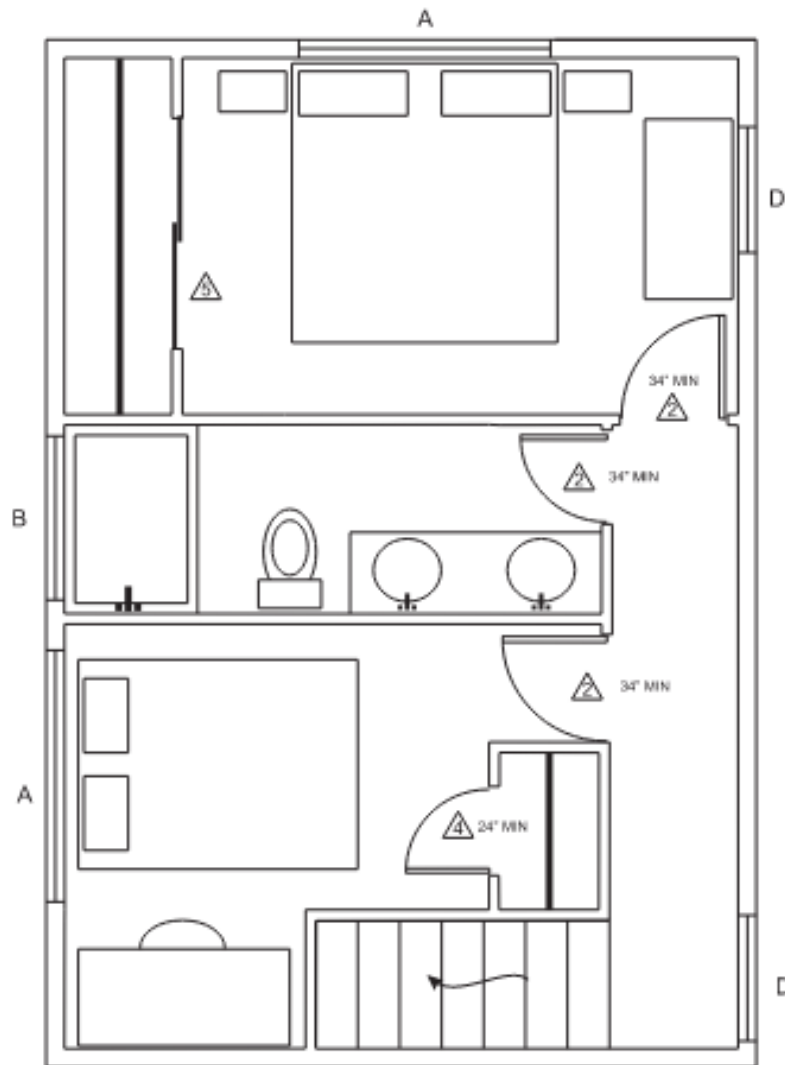
A-2

Figure 3 SB 9 Floor Plan Vertical Lot Split



PLANS PREPARED: 01/01/2022	
SCALE: 1/4"=1'-0"	A-3

Figure 5 SB 9 Floor Plan Vertical Lot Split



PLANS PREPARED: 01/01/2022	
SCALE: 1/4"=1'-0"	A-4

# ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

*Effective January 1, 2022 – (Rev. 03/17/2025)*

## **APPENDIX B: Information Handouts and Forms**

## **Page**

• Additional Dwelling Unit Information ( <i>Handout – w/ Min. Res Design Standards</i> )	45
• Pre-Approved ADU Property Owner Hold Harmless form	49
• MSR Project Requirements	51
• Application Intake Review Response	52
• Building Process Summary ( <i>includes references to city website documents</i> )	54
• Plan Check Review and Building Permit Issuance ( <i>An 8-step summary</i> )	55
• Energy Readiness and Heat Pump Water Heater Information	56-58

# ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

Effective January 1, 2022 – (Rev. 03/17/2025)



## ADDITIONAL DWELLING UNIT INFORMATION

There are three (3) basic types of dwelling units (DUs) that may be added to a residentially zoned property, namely an Accessory Dwelling Unit (**ADU**), a Junior Accessory Dwelling Unit (**JADU**) and a second primary dwelling unit (**2<sup>nd</sup> DU**) as authorized by Senate Bill 9. In the City of Lakewood, the development standards for constructing an ADU or a 2<sup>nd</sup> DU are the same. All these DUs shall have access to areas for a kitchen, bedroom, living room, bathroom and laundry, with a minimum 5' x 5' entry porch/trellis. One single family residential (SFR) lot may have up to 4 DUs: a primary DU, an ADU and/or a secondary DU (SB 9) and a JADU. A multifamily residential (MFR) lot may have many more per state law.

### DEFINITIONS. *As defined in the Lakewood Municipal Code (LMC)*

- **Accessory Dwelling Unit (ADU).** (*LMC Section 9302.21a*)

An Accessory Dwelling Unit (ADU) is an additional DU that may be a conversion of an existing structure (*e.g., garage*) or construction of a new DU either detached or attached to the primary DU. ADUs do require a separate trash service account. These ADUs are allowed to be located on the same lot or parcel as:

- 1) As a SFR DU on a lot in the R-1 or R-A zone or a non-conforming SFR DU in M-F-R zone lot.
- 2) A multifamily dwelling unit complex of two or more attached units on a lot in the M-F-R zone.

In conformance with AB1332, the City recently implemented a Preapproved ADU program that provides ADU designs that have been reviewed by both Planning and Building and Safety. A site plan for the lot needs to be prepared and approved.

- **Junior ADU (JADU).** (*LMC Section 9302.21b*), A Junior Accessory Dwelling Unit (JADU) is an additional dwelling unit that is allowed to be created by converting existing space in a legally established single-family dwelling unit (*e.g., a bedroom*), or an existing attached accessory building (*e.g., garage*) but only on lots in the R-1 and R-A zone districts (*Not for non-conforming SFR DUs in the MFR zone.*) A JADU requires the property owner to live on the property (*in JADU or the Main DU.*) A JADU shall have areas for sleeping, living and food preparation and may share bathroom and laundry area access with the main DU. JADUs do not require a separate trash service.
- **Second Primary Dwelling Unit/SB 9** (*LMC Section 9480 et seq.*) These are additional dwelling units that are allowed by Senate Bill 9 similar to an ADU, but only on lots in the R-1 and R-A zone district and not allowed on lots in the MFR zone.

### Types of ADUs



**Internal Conversion**  
Built from existing space within the home



**Detached**  
Free-standing structure



**Attached**  
Shares at least one wall with the primary home



**Garage Conversion**  
Existing garage that is converted to an ADU

## ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

*Effective January 1, 2022 – (Rev. 03/17/2025)*

### ADDITIONAL DWELLING UNITS: ADMINISTRATIVE PROCEDURES

- **MSR Application Required:** A Ministerial Staff Review (MSR) application is required for all additional dwelling unit projects in the R-1, R-A, and in the MFR zone districts. The application is to be submitted to the OpenGov portal at: [www.lakewoodca.gov/planningportalMSR](http://www.lakewoodca.gov/planningportalMSR). A set of plans in one PDF file consisting of sheets for a Site Plan, Roof Plan, Floor Plan and 4-sided Elevations, along with full site Pictures and a Trash Cart Request Form, are to be included in the upload. The additional unit shall be designed in accordance with the *Minimum Residential Design standards (attached) page.*)
- **Codes:** Newly constructed DUs shall comply with all California Building Codes and both, the City of Lakewood Municipal Code (LMC) and the Administrative Manual for Residential Development that contains the “objective standards” allowed by SB 9.
- **Energy Code:** Newly constructed DUs are subject to the California Energy Code requirements:
  - 1) **PV solar** system installed on all new fully detached DUs on south or west facing roof slopes.
  - 2) **Energy Readiness** wiring is required for all new DUs to be fully pre-wired with 220-240 V outlets to allow installations of all-electric appliances (e.g., washer/dryer, space heating/cooling, stove/oven, and a Heat Pump water heater with plumbing in a 30” x 30” external or internal enclosure.)
- **Number of DUs allowed:** 1) **SFR:** A total of 4 DUs are allowed on a R-1 or R-A zoned lot, namely a primary single-family residence (SFR), a second primary DU or an attached or detached ADU, a converted space ADU and a JADU (*A JADU is allowed only with owner occupancy of a DU on-site.*)  
2) **MFR:** An MFR lot with an existing multifamily attached unit (duplex or more) allows 2-8 detached ADUS (1 per primary DU) and then one conversion of existing non-habitable space (*e.g., garage*) for every four units on the lot. A non-conforming SFR on a MFR lot is allowed to have only one ADU.
- **Rental:** All dwelling units shall be rented for 30 days or more. The property owner of a JADU is required to be an owner-occupant of either the JADU or the host residence, as their primary residence. There are no short-term rentals allowed within Lakewood.
- **Address:** Each DU will be issued a separate address by the City of Lakewood. Addresses for DUs shall be minimum 4” high and visible to the street for emergency services direction.
- **Parking:** No additional parking is required for an additional DU in Lakewood. However, a recently adopted regulation allows tandem parking and allows a property owner to add one additional parking space in the front yard setback area, provided the driveway approach is not widened.
- **Utilities:** Additional DUs may be served by shared or separate utilities, including water, gas, electrical, and sewer connection. Fire sprinklers are required, only if they are required for the main residence.

### APPLICATION REVIEW PROCESS

- The application processing to get a building permit to construct additional DUs is in five steps, namely:
- Step 1) **Planning:** Submit MSR plans to [www.lakewoodca.gov/planningportalMSR](http://www.lakewoodca.gov/planningportalMSR) along with the Trash Cart Request Form and Site Pictures. *MSR Review Time is estimated @ two (2) weeks per review*
- Step 2) **Building and Safety Plan Check:** Submit plans to <https://dpw.lacounty.gov/BSD/BSOP/> Plan Check Review Time is estimated @ four (4) weeks for first review and two (2) weeks for resubmittals. The plan check is conducted by the LA County Public Works Department - Building & Safety Division. For additional information refer to separate handouts.
- Step 3) **Building Permit issuance** which includes paying school fees and getting Green Halo approval to dispose of construction debris.
- Step 4) **Building Permit inspections:** These confirm completion of construction work in stages.
- Step 5) **The Final Inspection and occupancy.**

## ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

*Effective January 1, 2022 – (Rev. 03/17/2025)*

### **ADDITIONAL DWELLING UNIT DESIGN STANDARDS**

A new attached or detached additional dwelling unit may be constructed on a lot that is improved with an existing single-family home in the R-1 (Single-Family Residential) or R-A (Residential - Agricultural zone, which meets the Minimum Residential Development Standards, which are attached as the last page of this Additional Dwelling Unit Information handout and the following:

- **Minimum Lot Size:** **1,200 Square Feet (SF)** and no less than 40% of parent lot if created by Parcel Map after January 1, 2022. (LMC 9212.C)
- **Minimum DU Size:** The minimum size of a dwelling unit is **150 SF**, and for a manufactured housing constructed in accordance with HUD standards, it is **320 SF** in area.
- **Maximum DU Size:** The maximum size for an **ADU or 2<sup>nd</sup> DU** is **1,200 SF** and for a **JADU** it is **500 SF**. However, there is no maximum SF for the conversion of an existing accessory structure.
- **Other Size Limits.**
  - If the ADU is attached to or converting a portion of the main residence, it is allowed to be at least **850 SF**, but above that, it cannot exceed 50% of the area of the residence.
  - The 2<sup>nd</sup> story area of an ADU attached to, or conversion of a 2<sup>nd</sup> story area portion of a primary single-family dwelling unit, cannot exceed 50% of the total 2<sup>nd</sup> story area of the residence.
- **Maximum Height:**
  - SFR is 35 feet or 2.5 stories, whichever is less.
  - MFR is 25 feet or 2 stories, whichever is less.
- **Setbacks:** Conversions of existing structures may keep existing setbacks (*e.g., 1' side and 3' rear setbacks for a garage.*) All other setbacks are 4' minimum. (*i.e., front, rear, side, and eave to eave*)
- **Projections:** Some are allowed not to exceed 30" from property line. Any construction less than five feet (5') from the property line will require one-hour fire rated construction standards.
- **Daylight Plane.** The Daylight Plane is a required area to allow access to light and air and to limit the impacts of the bulk and mass of second story structures on adjacent lots. It is defined as the area into which structures do not project above an angled plane of forty-five (45) degrees that extends into interior project site from a point that is twenty (20) feet vertically above the property line. The Daylight Plane combined with the zone district height limit defines the upper limitations of the Building Envelope in and under which all structures shall be contained.
- **Rooftop Patios.** Rooftop patios visible from adjacent properties are not allowed.

#### **The following standards do not apply to Additional DUs:**

- **Lot Coverage:** Maximum 45% of lot area for the total 1<sup>st</sup> floor area of all structures (LMC 9322.2)
- **Floor Area Ratio:** Maximum 60% of lot area for Primary DU habitable area. (LMC 9322.2a).
- **Minimum Open Space** - In the rear 50% of the lot: (LMC 9322.6)
  - **750 SF** for lots with a lot area of 5,000 SF or more.
  - **15% of the lot area** for lots with a lot area less than 5,000 SF.

# ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

Effective January 1, 2022 – (Rev. 03/17/2025)

## City of Lakewood Minimum Residential Design Standards

(A = Accessory; DU = Dwelling Unit; min. = minimum; max. = maximum)

1. **Water Supply.** Each DU shall have a min. 1" water supply line with a "T" connection after the water meter and before delivery to each separate DU for proper water pressure or a new water meter shall be installed with a 1" water supply line for each DU.
2. **House Numbers/Mailboxes.** Address numbers (*min. 4" high*) for all DUs shall be visible to the addressed street on a post or structure with arrows pointing to rear DUs. Mailboxes for all DUs are to be located together near the addressed street and easily accessible to postal workers.
3. **Trash Carts.** Show a cart storage area, not visible from the street. (*Min. 3 carts per lot*)
4. **Covered Porch.** Each DU shall have a covered porch or trellis over the entry (*Min. 5' x 5' and wider is encouraged*). Posts shall be min. 4" x 6" and wrapped at bottom (*e.g., brick/stone*)
5. **Handrails.** All stairs (*external/internal*) shall have at least one handrail to assist access.
6. **Doors.** New main entry door shall be 36" or wider. All other new interior and exterior doors shall have a 32" clearance. (*i.e., Swing doors to be min. 34" or wider and pocket/slider door types to be min. 32" or wider*) New access hallways shall be min. 36" or wider.
7. **Outlets.** All new electrical outlets shall be a min. of 18" to the top of box.
8. **Switches.** All new light switches shall be a maximum of 48" from the floor.
9. **Toilets.** All new toilets shall be the tall-elongated type with min. 16.5" to top of rim in a min. stall width of 32" and with a min. 24" front clearance.
10. **Showers.** All new showers shall have a min. 36" diameter and be low threshold (max. 4" height). The shower entry should be a min. 32" wide.
11. **Grab Bars.** All new showers, tubs and toilet areas shall install blocking in the walls for the current/future installation of stabilization grab bars.
12. **Kitchen.** Min. 48" clear in front of stove and min. 42" clear between counters/appliances.
13. **Laundry.** Only hookups are required. (*e.g., Hot/cold water, drain, dryer vent, and electric.*) Min. space for stackable is 30"w x 36"d x 80"h with 36" clear in front for operation.
14. **W/H and A/C.** Show water heater (W/H) and A/C locations for each DU. All exterior tank-type W/H (*existing and new*) shall be in a framed structure, stucco siding, and painted to blend. No uncovered metal enclosures are allowed. Both shall be min. 36" from property line.
15. **Electric Equipment Readiness.** Each new DU shall be pre-wired to allow for an all-electric unit with a separate 240V branch circuit to the stove/oven (*50-amp rating*) and for space heating, water heating, and clothes washing/drying (*30-amp rating*). The panel shall have space for each circuit to have a double pole breaker. A constructed 30" x 30" external enclosure or inside space with wiring, plumbing, and a condensate drain is required for a current or future electric heat pump W/H. Gas systems may be installed in addition to the required electric connections. (*All electric units are encouraged.*)
16. **Windows.** New second-story windows of a dwelling unit within ten feet (10') of the rear 50% of an adjacent lot shall be obscured. No window should have a direct line of site into the bedroom window of an adjacent residence and should be offset for privacy purposes.

**Note to Applicant:** You are required in OpenGov to confirm that these standards have been incorporated into your plans and that they are listed on the project plans. (Rev. 03/17/2025)



**ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT***Effective January 1, 2022 – (Rev. 03/17/2025)***City of Lakewood****Pre-Approved Accessory Dwelling Unit (ADU)****Property Owner - Hold Harmless Agreement**

Community Development Department – Planning Section

5050 Clark Avenue, Lakewood, CA 90712

(562) 866-9771, Extension 2340

Project Site Address: \_\_\_\_\_

Property Owner Name(s) (Print): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City _____	State _____	Zip Code _____
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Telephone: (____) _____	(____) _____
Mobile	Other

E-Mail Address: \_\_\_\_\_

**The Program**

The City of Lakewood has an (*AB 1332 compliant*) pre-approved ADU program. Architects and designers may participate in the program by submitting standardized ADU construction plans and paying the appropriate fees. Plans are reviewed by both the Planning and the Building and Safety sections. Once the plans are approved, the City will post the plans on the City website for consideration by property owners. The plans are the copyrighted property of the original plan preparer. If a property owner selects a pre-approved plan to use, they must contract with the architect or designer for the preparation of a site-specific site plan and to address any required or property owner requested modifications to the plans. Pre-approved ADU plans take less time to review and should reduce the overall time and expense to review your project. The posting of pre-approved ADU plans pursuant to CGC Section 65852.27 shall not be considered an endorsement of the architect or designer or approval of the applicant's application for an ADU by the City of Lakewood.

**Hold Harmless and Indemnification Agreement**

I/We certify that we are the "Property Owner" of the above listed "Project Site," and we request to use the City of Lakewood's ("City") pre-approved construction plans for the construction of an ADU at the Project Site address listed above. By accepting the City Pre-Approved ADU construction documents ("Pre-Approved Documents"), the Property Owner agrees to release, defend (with counsel of City's choosing), indemnify and hold City, its officials, officers, employees, volunteers, and agents, free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, direct or consequential damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, related to, or incident to acceptance, review, planning, project financing, selection of contractors or materials, suitability of onsite conditions, job safety, or any other use of the Pre-Approved Documents.

**ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT***Effective January 1, 2022 – (Rev. 03/17/2025)*

I/We further agree to pursue construction of the ADU in good faith and in accordance with the pre-approved ADU plans. I/We understand that if there are any modifications made to these plans due to field conditions, owner preferences, or other reasons, the City of Lakewood reserves the right to require the applicant to prepare revised plans for review and approval in accordance with all applicable Municipal and Building Codes. I/We understand that valid building permits are required to be issued prior to construction of an ADU within the City of Lakewood and that all contractors and subcontractors are required to have valid contractor licenses and a City business license. By using the Pre-Approved Documents, Property Owner hereby acknowledges and accepts the following:

1. The use of the Pre-Approved Documents is restricted to the original project for which it was prepared. This does not eliminate or reduce Property Owner's responsibility to verify any and all information relevant to Property Owner's work and responsibility on this project. The City shall not be responsible for translation or other errors.
2. Property Owner recognizes and acknowledges that the use of this information will be at their sole risk and without any liability or legal exposure to City.
3. Property Owner will, to the fullest extent permitted by law, indemnify and hold the City, its officials, officers, employees, volunteers, and agents, harmless from any and all claims, suits, liability, demands, judgments, or costs arising out of or resulting therefrom on account of any injury, death, damage or loss to persons or property.
4. No warranties of any nature, whether express or implied, shall attach to these documents or the information contained thereon.
5. The designs represented by the Pre-Approved Documents are copyrighted and are subject to copyright protection.
6. Property Owner agrees that this Agreement is binding on all heirs, executors, administrators, successors, and assigns. In connection with the transfer of an ownership or possessory interest in any construction or improvements using the Pre-Approved Documents, Property Owner will notify the transferee of this Agreement.
7. If Property Owner does not agree with the above conditions, then do not proceed beyond this disclaimer, and the pre-approved ADU application is hereby withdrawn from further consideration.

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Property Owner Name(s) (Print):

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

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Property Owner Name(s) (Signatures):

Revised: December 17, 2024

## ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

*Effective January 1, 2022 – (Rev. 03/17/2025)*

### **MSR PROJECT REQUIREMENTS**

*Additional conditions added to MSR Approval (Rev. 12/02/2024)*

1. **Permits.** The applicant shall submit building plans with fees, obtain approval of building plans, and then submit request for permits with fees to construct the requested MSR project, and then obtain a successful final inspection. The project shall be constructed and operated in compliance with the stamped “Planning Approval” Plans. The Project shall comply with following requirements and the standards of both the adopted Administrative Manual for Residential Development and the regulations of the Lakewood Municipal Code. *(Property Owner should have a signed final inspection card, prior to final payment to contractor.)*
2. **Business Licenses.** All contractors, including subcontractors, shall provide proof of a City Business License, prior to Final Inspection. A licensed contractor is required for permits to be issued, except for single family residential property owners on their own home lot.
3. **Requests for Permit Inspections.** Request inspections two (2) or more business days in advance.
4. **Property lines.** Locations and distances from structures to property lines (P/L) are not verified.
5. **Materials.** The applicant shall match/coordinate in an aesthetically complimentary manner the architectural detail/style of all structures throughout the lot to be the same or similar. All architectural elements shall match and blend, including the size, width, color, style and shape of roof overhangs, rafters, fascia and any wainscot, siding, or other wall cladding materials. All windows and doors shall match in terms of trim and style on each elevation. All roofing materials shall match, and all exterior materials, textures, and colors shall match or blend.
6. **Paint.** The applicant shall paint new additions/structures and repaint existing structures to blend. Any exterior portion of the residence, garage, or other structures that have paint that is cracked, faded, stained, or peeling shall be repaired and repainted.
7. **Landscaping Maintenance.** The property owner shall revitalize/replace and properly maintain the front yard and other on-site landscaping after construction. The property owner should choose plant materials that are water conserving, require lower maintenance, and are not capable of lifting and damaging hardscape or structures. Drought-tolerant landscaping is acceptable.

#### **Advisory Notes.**

- *Construction Debris. Any construction activities that involve hauling away demolition or construction debris need to be coordinated with and approved by the City of Public Works Department through the Green Halo waste tracking system. The city has an authorized hauler, which is currently EDCO.*
- *Stormwater Protection. Any construction or operational activities that could potentially result in any water leaving the site as drainage shall be coordinated with the City Department of Public Works to assure proper procedures have been implemented (e.g., installation of wattles and track-out devices).*

# ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

Effective January 1, 2022 – (Rev. 03/17/2025)



## ADU REVIEW CHECK RESPONSE TEMPLATE

(Revised 03/17/2025)

The following are required to properly complete the application and allow it to be accepted for further review and approval.

### **Submittal Requirements:**

- A Trash Cart Request form is required. See attached form and submit.
- Submit pictures of all sides of all on-site structures in separate PDF file.
- Plans Only: Title sheet, site plan, roof plan, floor plan, and 4-sided elevations.
- No individual plans are to be submitted as separate PDF files.
- Add the Lakewood Minimum Residential Standards as notes to the plans.
- Remove & Save for B&S Review. Title 24, MEP plans, and structural calculations

**Corrections:** Lakewood has adopted minimum design standards - Please implement these:

### **Exterior (Site Plan/Roof Plan/Elevations):**

- Site Plan. Place on a separate page with 1/3-page vertical blank. This is for the City approval statement that is a minimum 5" wide x 7" long. Roof plan may be added.
- Add to Site Plan:
  - Water meter with separate 1" ADU water supply line,
  - Front yard landscaping analysis (normally first 20' with maximum 60% hardscape and minimum 40% landscape, including 20% organic.)
  - Locations of mailboxes and house numbers (min. 4") for all DUs together, 3' wide path of travel to ADU from sidewalk, 3' pedestrian gate w/ door handle, trash cart storage area (min. 3 cart/lot), W/H and A/C locations for all DUs (no metal enclosures), include Heat Pump type W/H location with 30" x 30" enclosure. Show any structures to be demolished or unpermitted to be authorized.
- ADU Entry Porch or Trellis. Minimum 5' x 5' supported by min. 4" x 6" posts, wrapped at bottom with brick or other. Ten feet or wider is recommended (*e.g., 5' x 10'*).
- SCE. Recommends an onsite line drop and roof design clearance prior to filing to assure no impact/encroachment into SCE facilities. Any questions contact: Local SCE Planning, Long Beach District at (562) 896-6200.
- 2<sup>nd</sup> Story Windows. All within 10' and facing adjacent backyards shall be obscured. Show on all Elevations. No window should have a direct line of site into the bedroom window of an adjacent residence and should be offset for privacy purposes.
- Roof Top Patios. with views of neighboring properties are not allowed.
- PV Solar. Show location on roof plan and elevations for south or west elevations for new fully detached ADUs. These will require separate permit review submittal.
- Pool Demolition. List any demo area in scope of work. Submit compacted fill report certified by a soil engineer and inspected by the city.

## ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

*Effective January 1, 2022 – (Rev. 03/17/2025)*

### **Interior (Floor Plan):**

- New Doors. Min. 34" wide for interior swing type or 32" pocket and 36" for exterior.
- New Toilets. Install tall, elongated toilets with 16.5" to top of rim in a 32" stall.
- Grab Bars. Install or add blocking for such around toilet and in the shower/tub.
- Showers. Min. 36" diameter with max. 4" threshold.
- Kitchen. Min. 48" clear in front of stove and 42" in front of other counter space.
- Laundry-Hookups Only. Minimum 30"w x 36"d x 80"h for stackable washer/dryer with electric 2220 V outlet H/C water, water outflow, and dryer vent (*gas is optional.*)
- Electrical. Outlets min. 18" top of box and light switches no more than 48" to floor.
- Energy Readiness. State requires rewiring with 240 V outlets for stove/oven, clothes dryer, water heater, space heating and cooling A/C, Heat Pump type water heater hookups constructed in a 30" x 30" stucco enclosure (*All-electric units are encouraged.*)

### **Other Missing Items or corrections required:**

- *Staff - list any other corrections or missing information.*

Please submit all forms and revised plan design changes to your application file in OpenGov by logging into your OpenGov account that is located at <https://lakewoodca.portal.opengov.com>

***Legal Processing Disclaimer:*** *This permit application as submitted with plans and required specifications has been examined and is hereby deemed incomplete. No state mandated processing deadlines pursuant to Government Code Section 65852.2 for ADUs or by Section 65852.22 for JADUs have been initialized by this submittal. This notification is accompanied by a full set of written comments, as required by state law, describing deficiencies, how the application can be remedied and accepted for processing.*

Thank you for making the necessary changes to your plans and for fully completing all required MSR application forms. If you have questions, please contact me by e-mail or cell phone, as listed below.

*Staff Signature and contact information.*

## ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

Effective January 1, 2022 – (Rev. 03/17/2025)

### Building Process Summary

Please read the attached **Summary of Plan Check and Building Permit Procedures** to understand the procedural steps (1-8) to obtain Plan Check approval and construction permits. There are two other attachments from LA County describing this process. Your next steps are:

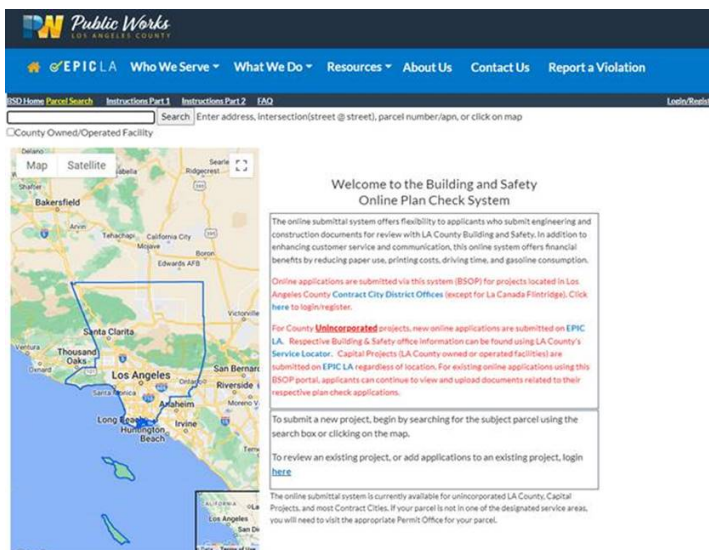
**FIRST** – **Establish** an account with the LA County Building and Safety Online Plan Check System (BSOP). <https://dpw.lacounty.gov/BSD/BSOP/> (City contracts with LA County for building plan check & building permit inspections.).

**Do not use the EPIC system for City of Lakewood projects.**

**SECOND** – Upload **full-scale** plans of the “Planning Approval” to the LA County Building & Safety website. **Please note:** PDF files not sent as full-scale drawings will be rejected and when uploading your plans be sure to click the word “**here**” on the BSOP website home page.

**THIRD** - Once your plans are uploaded, they will be placed in a Plan Check queue. Please allow four (4) weeks for our Plan Checker to complete the initial review of your plans. Corrections will be posted to your personal BSOP account. It is your responsibility to monitor your account and to revise your plans in accordance with the required corrections.

Please allow two (2) weeks for review after submitting corrections to your BSOP account. Our Building & Safety Division will contact you regarding payment of building plan check fees.



**NOTE:** While plans are in plan check, you may complete other tasks required before building permits can be issued, such as: 1) Paying the applicable School District "Developer Fees", 2) Confirming that all project contractors and subcontractors have paid and obtained current city business' licenses, and 3) Complete the Lakewood Public Works “Green Halo” system application for tracking of construction debris by an approved hauler to an approved disposal site.

**GOOD LUCK WITH YOUR PROJECT!**

For additional information and guidance on the Building and Safety Online Plan Check (BSOP) System, please review the following:

1. Plan Check Review and Building Permit Issuance on the following page.
2. Go to the City Website at: <https://www.lakewoodca.gov/Building-Planning> then go to the Building and Plan Check page:

<https://www.lakewoodca.gov/Building-Planning/Building-Planning-Process/Building-Plan-Check>

There are several links here to review. Most important are labeled Part 1-Online Submittal of plans for Plan Check.pdf and Part 2 – Resubmittals Online Submittal of plans for Plan Check.pdf.

## ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

Effective January 1, 2022 – (Rev. 03/17/2025)

### PLAN CHECK REVIEW AND BUILDING PERMIT ISSUANCE

City of Lakewood – Community Development Department  
Contact the Department at (562) 866-9771, Ext. 2354 for any questions.

Once you have successfully received an Action Letter and a set of plans titled “**Planning Approval**” from the Planning Division, then complete the following to submit your construction drawings to plan check review and ultimately be issued building permits, before commencing construction.

**DO NOT SUBMIT TO THE BSOP until you have a set of plans titled “Planning Approval.”**

#### APPLICANT WILL (Designer or Property Owner):

1. **Assemble** the following PDF files and do not submit individual plan sheets. Combine all plan sheets into a single plan file and do not submit as separate documents, to include:
  - a. **PLANNING PLANS** - The approved set of plans you received titled “**Planning Approval**” with approval stamps with the project description followed by a site plan, floor plan, roof plan, and elevations of each side of the project structure, indicating compass direction and location orientation (North/Front Side, etc.)
  - b. **BUILDING PLANS** - All other plans required for building plan check, including MEPs.
  - c. **BUILDING CALCULATIONS** - Title 24 documents and engineering calculations.
2. **Establish** an account with the LA County Building and Safety Online Plan Check System (BSOP). <https://dpw.lacounty.gov/BSO/BSOP/> (City contracts with LA County for plan check & inspections)
3. **Upload** the Planning Plans, Building Plans, and Building Calculations into your personal account on the BSOP system, only after planning approval.
  - a. The Plan Check Engineer (Plan Checker) will review the submittal to assure that all necessary documents are included. The Plan Checker will either accept it for processing or reject it with a list of missing items. The applicant will be notified within their BSOP account.
  - b. **Fee.** Staff will then send an email to the applicant regarding plan check fee payment instructions and contact information.
4. **Pay** the plan check fees to the Lakewood Administrative Services Department (ASD).
  - a. Upon payment of the fees, the plans are placed in a workload queue based on the date received.
  - b. The Plan Checker will identify any required corrections and return their comments to the applicant through the BSOP system.
5. **Make** the requested plan corrections and resubmit the corrected plans through the BSOP. Repeat, as necessary. Once a corrected set of plans is approved by the Plan Checker, planning staff will transfer the approval stamps and confirm plan consistency. The applicant will be notified.
6. **Submit** an application for building permits to [myplans@lakewoodca.gov](mailto:myplans@lakewoodca.gov). Staff will process the permit application and calculate the building permit fees. Applicant then pays the amount of permit fees due to ASD.
7. **Fees** include: 1) building permit fees, 2) business license fees for all contractors working on this project, 3) Construction of Dwelling Unit Tax for new dwellings, 4) proof of payment or a delay of payment agreement from the applicable school district for “Developer Fees,” if any, and 5) proof of recordation and fee for any required “notice of condition.” The building permits can now be issued to a licensed contractor or to a homeowner (only on their primary residence). Owners of commercial, rental or second homes are required to use a licensed contractor, who must have a city business license.
8. **Keep** on the project site:
  - a. The official job card that was provided to you for inspection signatures, and
  - b. One full set of approved construction plans and an approved site plan. (*Printed by applicant*)
  - c. Call for inspections at least two business days before and have the job ready for the inspection.
  - d. Confirm the final inspection is signed on the job card and property owner should retain a copy.

# ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

Effective January 1, 2022 – (Rev. 03/17/2025)

## **ENERGY READY REQUIREMENTS AND HEAT PUMP WATER HEATER INFORMATION**

(Revised 12/02/2024)

### **2022 Single-Family Residential Mandatory Requirements Summary**

The State of California Energy Commission requires that all single-family residential buildings subject to the Energy Codes comply with all applicable mandatory measures, *(This applies to all new dwelling units, ADUs, and SB 9 2<sup>nd</sup> Primary Dwelling Units including dwelling units created as conversions of existing spaces.)* The project designer should review the full list of mandatory residential requirements in the energy code to assure compliance, including those applicable to the project in the following topic areas.

- Building Envelope
- Fireplaces, Decorative Gas Appliances, and Gas Log
- Space Conditioning, Water Heating, and Plumbing System
- Ducts and Fans
- Ventilation and Indoor Air Quality
- Pool and Spa Systems and Equipment
- Lighting
- Solar Readiness
- Electric and Energy Storage Ready

Among these 2022 Energy Code regulations, the following are particularly noteworthy and are required to be incorporated into the proposed project design:

### **Space Conditioning, Water Heating, and Plumbing System:**

§ 150.0(n)1:	<p><b>Gas or Propane Water Heating Systems.</b> Systems using gas or propane water heaters to serve individual dwelling units must designate a space at least 2.5' x 2.5' x 7' suitable for the future installation of a heat pump water heater, and meet electrical and plumbing requirements, based on the distance between this designated space and the water heater location; and a condensate drain no more than 2" higher than the base of the water heater.</p>
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The City of Lakewood requires that any new dwelling unit, including those created by converting existing structures *(e.g., ADUs and Second Dwelling Units)* shall construct and designate as part of the proposed project a minimum 30" x 30" space for the current or future installation of a heat pump type water heater, along with the installation of the required electrical and plumbing connections, including a condensate drain. This space shall either be inside the unit or in an attached external enclosure, which is a framed and stucco structure that is designed with insulation to reduce heat loss and that is covered with matching wall cladding/siding material and is painted to match the adjoining wall. Such enclosure shall be extended to the eaves of the proposed dwelling unit, and any vertical venting shall be in a straight line through the roof covering the enclosure.



# ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

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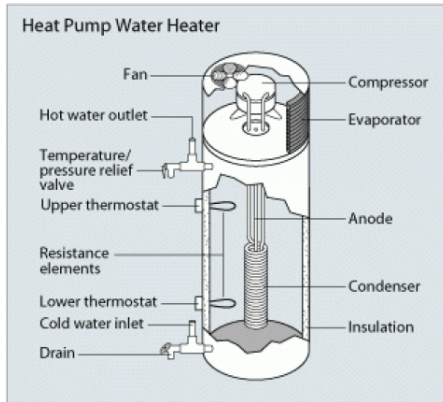
## Electric and Energy Storage Ready:

- |            |   |
|------------|---|
| § 150.0(s) | <p><b>Energy Storage System (ESS) Ready.</b> All single-family residences must meet all of the following: Either ESS-ready interconnection equipment with backed up capacity of 60 amps or more and four or more ESS supplied branch circuits, <i>or</i> a dedicated raceway from the main service to a subpanel that supplies the branch circuits in § 150.0(s); at least four branch circuits must be identified and have their source collocated at a single panelboard suitable to be supplied by the ESS, with one circuit supplying the refrigerator, one lighting circuit near the primary exit, and one circuit supplying a sleeping room receptacle outlet; main panelboard must have a minimum busbar rating of 225 amps; sufficient space must be reserved to allow future installation of a system isolation equipment/transfer switch within 3’ of the main panelboard, with raceways installed between the panelboard and the switch location to allow the connection of backup power source.</p> |
| § 150.0(t) | <p><b>Heat Pump Space Heater Ready.</b> Systems using gas or propane furnaces to serve individual dwelling units must include: A dedicated unobstructed 240V branch circuit wiring installed within 3’ of the furnace with circuit conductors rated at least 30 amps with the blank cover identified as “240V ready;” and a reserved main electrical service panel space to allow for the installation of a double pole circuit breaker permanently marked as “For Future 240V use.”</p>  |
| § 150.0(u) | <p><b>Electric Cooktop Ready.</b> Systems using gas or propane cooktop to serve individual dwelling units must include: A dedicated unobstructed 240V branch circuit wiring installed within 3’ of the cooktop with circuit conductors rated at least 50 amps with the blank cover identified as “240V ready;” and a reserved main electrical service panel space to allow for the installation of a double pole circuit breaker permanently marked as “For Future 240V use.”</p>   |
| § 150.0(v) | <p><b>Electric Clothes Dryer Ready.</b> Clothes dryer locations with gas or propane plumbing to serve individual dwelling units must include: A dedicated unobstructed 240V branch circuit wiring installed within 3’ of the dryer location with circuit conductors rated at least 30 amps with the blank cover identified as “240V ready;” and a reserved main electrical service panel space to allow for the installation of a double pole circuit breaker permanently marked as “For Future 240V use.”</p>  |

## ADMINISTRATIVE MANUAL FOR RESIDENTIAL DEVELOPMENT

Effective January 1, 2022 – (Rev. 03/17/2025)

### HEAT PUMP WATER HEATER INFORMATION



The following is shared for those not familiar with Heat Pump technology. Most homeowners who have heat pumps use them to heat and cool their homes. But a heat pump also can be used to heat water -- either as stand-alone water heating system, or as combination water heating and space conditioning system. Heat pump water heaters use electricity to move heat from one place to another instead of generating heat directly. Therefore, they can be two to three times more energy efficient than conventional electric resistance water heaters. To move the heat, heat pumps work like a refrigerator in reverse.

While a refrigerator pulls heat from inside a box and sends it into the surrounding room, a stand-alone air-source heat pump water heater pulls heat from the surrounding air and transfers it (*at a higher temperature*) to heat water in a storage tank.

- You can purchase a stand-alone heat pump water heating system as an integrated unit with a built-in water storage tank and back-up resistance heating elements.
- You can also retrofit a heat pump to work with an existing conventional storage water heater. Heat pump water heaters require installation in locations that remain in the 40°–90°F (4.4°–32.2°C) range year-round and provide at least 1,000 cubic feet (28.3 cubic meters) of air space around the water heater. Air passing over the evaporator can be exhausted to the room or outdoors.

Heat pump water heaters will not operate efficiently in a cold space since they tend to cool the space they are in. Installing them in a space with excess heat, such as a furnace room, will increase their efficiency. You can also install an air-source heat pump system that combines heating, cooling, and water heating. These combination systems pull their heat indoors from the outside air in the winter and from the inside air in the summer. Because they remove heat from the air, any type of air-source heat pump system works more efficiently in a warm climate.

Desuperheater. Homeowners primarily install geothermal heat pumps, which draw heat from the ground during the winter and from the indoor air during the summer, for the heating and cooling their homes. For water heating, you can add a “*desuperheater*” to a geothermal heat pump system. A desuperheater is a small, auxiliary heat exchanger that uses superheated gases from the heat pump's compressor to heat water. This hot water then circulates through a pipe to the storage water heater tank in the house. Desuperheaters are also available for tankless or demand-type water heaters. In the summer, the desuperheater uses excess heat that would otherwise be expelled to the ground. With frequent operation during the summer, the geothermal heat pump may provide most of your hot water needs. During the fall, winter, and spring -- when the desuperheater is not producing as much excess heat, you will need to rely more on your storage or demand water heater. Some manufacturers also offer triple-function geothermal heat pump systems, which provide heating, cooling, and hot water. They use a separate heat exchanger to meet all a household's hot water needs.

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**Selecting a Heat Pump Water Heater:** Heat pump water heater systems typically have higher initial costs than conventional storage water heaters. However, they have lower operating costs, which can offset higher purchase and installation costs. Before buying a heat pump water heating system, you also need to consider the following:

- Size and first hour rating
- Fuel type and availability
- Energy efficiency (energy factor)
- Overall costs

You may consider installing an integrated water heating, space heating, and cooling heat pump system in your home. If so seek out additional information about air-source heat pumps and geothermal heat pumps.

**Installation and Maintenance.** Proper installation and maintenance of your heat pump water heating system can optimize its energy efficiency. Proper installation depends on many factors. These factors include fuel type, climate, local building code requirements, and safety issues. Therefore, it is best to have a qualified plumbing and heating contractor (or geothermal heat pump system installer/designer) install your heat pump. Do the following when selecting a qualified professional:

- Request cost estimates in writing.
- Ask for references.
- Check the company with your local Better Business Bureau.
- See if the company will obtain the required permits and if they understand the current local building codes.

Periodic water heater maintenance can significantly extend your water heater's life and minimize loss of efficiency. Read your owner's manual for specific maintenance recommendations.