Community Development Department
ABEL AVALOS, DIRECTOR
J. Patrick McGuckian, AICP – Assistant Director

Objective Standards and Ministerial Procedures for New Land Divisions and Housing Development Projects In the R-1 and R-A Single Family Residential Zone Districts
(Prepared in response to State Senate Bill 9)

Adopted by the Lakewood City Council on November 16, 2021
Effective January 1, 2022
(Revised 10/10/2022)
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PURPOSE: The City Council adopted this Administrative Manual for Residential Development (“Administrative Manual”) on November 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 single family residential (SFR). Both this Administrative Manual and SB 9 have an effective date of January 1, 2022.

In the City of Lakewood, all lots, or parcels (“lots”) zoned either R-1 or R-A are in an “Urbanized Area,*” therefore are subject to the provisions of this Administrative Manual. The Administrative Manual sets forth the objective standards and procedures for the Ministerial Staff Review (MSR) application and any related parcel maps. This includes procedures for application acceptance, project design review, project action notification and appeal procedures. Proposed land divisions and proposed housing developments on R-1 and R-A zoned lots or parcels, existing on January 1, 2022, shall conform to the standards and procedures established in this Administrative Manual.

AUTHORITY. The MSR replaces all previous requirements for Development Review Board’s (DRB) discretionary review of residential development projects in the R-1 and R-A zoning districts. The objective standards contained herein shall supersede and shall prevail in the event of any conflict with standards as currently adopted in the Lakewood Municipal Code (LMC). The standards shall comply fully with SB 9 regulations and any amended provisions, as those regulations may be amended from time to time.

In the adoption of this manual, the Lakewood City Council stated that the Community Development Director was thereby directed to develop, update, modify, interpret, and implement the standards and procedures contained in this Administrative Manual to properly implement and process residential development projects, including application materials, forms, public information handouts and response to any modifications made to these provisions by new state laws or recognized legal interpretations. Any substantive changes to standards shall be approved by the City Council.

SOURCE. The Lakewood General Plan sets goals, guides, and promotes the orderly growth and development of the community. The General Plan goals are implemented through the LMC zoning regulations and now in part through this Administrative Manual and the MSR. The underlying source for the objective standards in this Administrative 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 committee and the DRB Handbook for Single Family Residential, and thirdly crafted from those standards and procedures established for the Staff Design Review (SDR) ministerial reviews processing of Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU). 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.
HISTORY. Since December 12, 1972, the Development Review Board (DRB) has provided discretionary project reviews of most development projects in the city, including single-family residential, multiple family residential, commercial, institutional, and industrial prior to building plan check. The DRB ensured that proposed designs complied with the LMC standards, resolved unpermitted work, and that they maintained consistency in the quality of both the onsite and surrounding neighborhood architecture, landscaping, and general aesthetics. This review enhanced both individual property values and the general aesthetic character of the City.

Effective on January 1, 2017, the state legislature adopted, as a method to address housing supply shortages, a series of laws that required cities to allow ADUs and then JADUs with ministerial reviews and subject only to 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 review time. In response, the City of Lakewood adopted a compliant ADU ordinance and subsequently established a SDR application to ministerially review ADUs and JADUs in compliance with state law.

SB 9 became effective on January 1, 2022, and it prohibits discretionary review of residential development in a single-family residential zoning district. In the City of Lakewood, the effected lots are in the R-I or R-A zoning districts. This Administrative Manual and the MSR application process are established to implement a ministerial staff review of such residential development, including ADUs and JADUs.

PROJECT REVIEW TYPES. Listed below are the four residential project review types and procedures.

- COUNTER REVIEW. This ministerial review is an in-person, normally same-day review by planning staff at the public counter of minor projects with no formal application other than a related permit requiring a planning review of such action as 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. Interior commercial tenant improvements and commercial signs are also reviewed by this process.

- MSR REVIEW. Approval of an MSR application is required for construction or modification of any residential projects in the single-family residential zones, R-1, or R-A, as follows:
  1. New construction of dwelling units, including ADUs/JADUs and manufactured homes.
  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.
  3. New, expanded, or remodeled front porches, decks, enclosed or unenclosed covered patios.
  4. Property line wall and fence extensions with more than one material.

- SDR REVIEW. The SDR procedure will review MFR zone district proposals for ADUs/JADUs and review other residential projects that are determined to need written conditions of approval, as determined by the Director of Community Development.

- DRB REVIEW. The DRB shall review the following:
  1. Recommendations to the Planning and Environment Commission (PEC) of any project requiring a Conditional Use Permit (CUP). This may include over height fences in all zones.
  2. Roof-mounted air-conditioning units/other mechanical equipment in all zones.
  3. Commercial, institutional, industrial, and other multiple-residential development projects.
REVIEW STAGES. A proposed residential development project review has five basic stages, namely:
1) planning review, 2) building and safety plan check review (with fees), 3) building permit issuance (with fees), 4) building permit construction inspections and 5) occupancy of the unit by the property owner.
1. The planning review determines the “what” and “where” of a proposed project. It determines the acceptability of the proposed use, location, architecture, landscaping, and it identifies any operational constraints and any unpermitted construction that requires correction.
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 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 confirms that the project was built per code and approved plans.
5. Occupancy is granted when the final building permit inspection is completed, including proof of city business licenses and the project permit card receives a “final” signature of the building inspector.
   (Recommendation: Final payment to the contractor should be made after the final inspection is signed confirming project completion.)

UNPERMITTED CONSTRUCTION AND EXPIRED PERMITS 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 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 permits for any new improvements.

However, permits may be issued without correcting unpermitted work or resolving expired permits, where such permits are requested to resolve concerns relating to the health, safety, and overall livability of a dwelling unit (e.g., including water heaters, HVAC equipment, roofs etc.), to complete emergency repairs, resolved shared property line projects, resolve code enforcement cases, and where otherwise waived by state law. In these situations, planning staff shall determine that the proposed construction does not involve the identified unpermitted structure or equipment. Then such projects shall be issued permits, provide planning staff notes on the project site plan and on the building permit that “NO ADDITIONAL PERMITS SHALL BE ISSUED ON THIS LOT UNTIL ALL CONSTRUCTION WORK IS PROPERLY PERMITTED/INSPECTED AND ALL EXPIRED PERMITS 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 require eventual resolution. Resolution of unpermitted construction may be demanded as a remedy of a code enforcement case.
RESIDENTIAL DEVELOPMENT – PROCEDURAL STANDARDS

No dwelling unit, accessory building or other structure on an R-1 or R-A lot shall be constructed or maintained, except as provided in the LMC, this Administrative Manual, or as otherwise stipulated by state law or building codes, as amended from time to time. The following standards shall be the objective requirements applied by a ministerial review of any development, including new construction, additions, and remodeling of existing units in the R-1 or R-A zone districts. *(Notes in italics are either cross-references to LMC Sections or non-mandatory recommendations for preferred design.)*

1. **Ministerial Staff Review (MSR) Approval.** An application for residential development shall be reviewed and processed through a Ministerial Staff Review (MSR) by planning staff, subject to the objective standards contained in this Administrative Manual.
   - First, the planning staff shall review any submitted application within 15 days to determine if it is in full compliance with both the submittal and design requirements as listed in this Administrative Manual on the date that it is submitted. If the application is not complete and ready to be approved, then the application shall be rejected and not accepted for processing. The application rejection shall state in writing that it is deemed “Not Complete” for the purposes of any processing deadlines and shall list in detail what is needed to properly complete the application submittal, including any required design details and information that are missing. Staff will only “Accept” complete applications.
   - Second, the planning staff will process the paperwork and stamp the plans for Planning Approval.
   - Third, the project applicant or representative will then proceed with Building & Safety plan check.

2. **Residential Parcel Map.** In the instance where the property owner proposes to subdivide the residential lot into two lots *(an Urban Lot Split)* as allowed by SB 9, then a parcel map application shall also be submitted and processed by staff with a concurrent ministerial review. The lot design shall follow the objective standards of this manual.

3. **Required Plan Review and Permits.** The objective standards contained in this Administrative Manual, are conditions of approval of the related MSR and/or Parcel Map and shall be completed by the applicant to the satisfaction of the Community Development Department. 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 and after construction obtain a successful final inspection. *(Recommendation: Final payment to the contractor should be made after the final inspection is signed confirming project completion.)*

4. **Business Licenses.** All contractors, including subcontractors, shall have properly issued business licenses to construct development projects within the City.

5. **Compliance.** All existing structures shall be properly permitted and sited in compliance with the LMC. Any existing non-complying structures shall either be removed or properly permitted, prior to final inspection of the residential development projects approved in compliance with the Administrative Manual, unless waived or delayed by State Law.

6. **Appeal Rights.** Any ministerial decision made in conformance with the objective standards listed in the Administrative Manual shall be final and conclusive, and effective five (5) City business days after giving of notice thereof via e-mail or via the United States Postal Service to the applicant, the property owner and any other person requesting notice, unless within that five (5) City business days an appeal to the PEC in writing is properly filed *(with appropriate fees)* with the City Clerk.
RESIDENTIAL LAND DIVISION

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 forty percent (40%) of the parent lot, as it existed on January 1, 2022, and shall be no less than 1,200 square feet. *(Section 9212. C.) [SB 9]*

2. **Horizontal Lot Division Access.** In the instance where the parent lot is divided horizontally between the two side property lines with a second lot behind the first lot facing the street, then the second lot shall be required to provide vehicular, 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 to any dwelling unit(s) on the lot, or.
   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. A paved driveway/access shall be required to have a minimum frontage and 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 upon the driveway or separately, adjacent to the driveway. 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, excepting any projections into side yards allowed by the Lakewood Municipal Code. A horizontal lot division shall not be approved unless this side yard setback can be provided, 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 (c ) (3) (A))*

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 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 parcel map approval that they will 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/leasee 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 all accessory uses, including but not limited to all home business occupations 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 “more than 30 days” (i.e., 31 days or longer). There shall be no short-term rental (less than 30 days) of any dwelling units on such lots.
   e. There shall be no new ADUs or JADUs constructed on any such divided lot.
RESIDENTIAL DEVELOPMENT - OBJECTIVE STANDARDS

Proposed residential dwelling units on R-1 and R-A zoned lots shall conform to the following standards and these shall be conditions of approval for such residential development projects.

SUMMARY OF DEVELOPMENT STANDARDS

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<td>Minimum Lot Size</td>
<td>1,200 SF and no less than 40% of parent lot if created by Parcel Map after January 1, 2022. (LMC 9212.C)</td>
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<td>Minimum Dwelling Unit Size</td>
<td>150 SF and 320 SF for a prefabricated HUD unit</td>
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<td>Maximum Dwelling Unit Size</td>
<td>No limit 1st D.U; 1,200 SF for 2nd D.U. or ADU and 500 SF - JADU</td>
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<tr>
<td>Maximum Height</td>
<td>35 feet or 2.5 stories whichever is less (LMC 9322.3)</td>
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<td>Front Yard Setback</td>
<td>20 feet or as otherwise listed (LMC 9322.4)</td>
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<td>Side Yard Setback</td>
<td>4 feet (LMC 9322.5A)</td>
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<td>Side Street Setback</td>
<td>4 feet (LMC 9322.5B)</td>
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<td>Rear Yard Setback</td>
<td>4 feet (LMC 9322.6)</td>
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<td>Eave to Eave Separation</td>
<td>4 feet (LMC 9322.7B)</td>
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<td>Minimum Open Space</td>
<td>750 SF for lots with 5,000 SF or more 15% of lot area for lots with less than 5,000 SF (LMC 9322.6)</td>
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<tr>
<td>Lot Coverage</td>
<td>45% for one D.U. and 65% for two D.U. (LMC 9322.2)</td>
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<td>Floor Area Ratio</td>
<td>65% (LMC 9322.2a)</td>
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<tr>
<td>FYHA Maximum (Hardscape)</td>
<td>60% or as otherwise stipulated (LMC 9322.10.C.)</td>
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<tr>
<td>FYLA Minimum (Landscape)</td>
<td>40% or as otherwise stipulated (LMC 9322.10.D.)</td>
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<td>(FYHA=Front Yard Hardscape Area and FYLA = Front Yard Landscape Area)</td>
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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. 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 completely demolished and removed from the lot to allow for construction of a new project with 1 or 2 DU. (LMC Section 9320.A.1 and Section 9326.A.1) [SB 9]

Dwelling Unit Rent Regulations.
1. A second dwelling unit on a lot shall be rented for 31 days or more. [SB 9]
2. ADUs and JADUs shall be rented for 31 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.
3. All second dwelling units and ADUs/JADUs shall not be rented as short-term rentals.
4. An application for a short-term vacation rental (less than 30 days) for a portion of a DU, may only be approved for a property owner whose primary residence is that DU with 2 or more bedrooms and it is the only DU on the lot. (e.g., two of three bedrooms) (LMC Section 9320.F).
5. The property owner shall provide a signed proposed rent questionnaire as a part of the application. The form shall state the rental period. If the new DU is for self or family the form should state “Family $0.00.” This form is a one-time local housing data gathering requirement to assist with city planning and does not obligate the property owner to charge the listed proposed rent once the unit is built.
**Maintenance Responsibilities.** Property owners are required to always maintain their properties in an aesthetically pleasing manner in compliance with LMC 4221.1 and 4323. This means proper and 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 front yard landscaping after construction. All disturbed landscaping 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.** The property owner shall install either:
   a) 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. 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) A drought tolerant landscaping scheme in front of each dwelling unit.
   c) A landscape plan shall be submitted, approval obtain and installed to the satisfaction of the Community Development Department prior to final inspection of the residential project. The plan shall detail the plant choices, layout, and mature growth. It shall detail both the percentages and area of the front yard landscaping area (FYLA) and front yard hardscape area (FYHA). This shall comply with regulations regarding lot area surfaces established by LMC 9322.C.

3. **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 specified by state law or local ordinance (e.g., LMC Section 9321).

4. **Required Driveways.** Each lot shall have a driveway to access either covered parking spaces or to provide parking spaces for the lot when covered spaces are not available. The driveway width shall be no wider than ten (10) feet and no less than eight feet (8’) wide for each required off-street parking space or to access those covered parking spaces to which it leads (e.g., Maximum 20-feet wide for two car garage/parking area.). Driveways shall be installed as follows:
   a. The location of a new or 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 6” in height) allowed on either property in the required front yard setback area between two adjoining driveways. 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: The city does not determine property line locations (Private surveyor with a Record of Survey.)*
b. The driveway may be expanded to fill-in the area between the driveway and the nearest side property line. The driveway fill-in provision shall apply to only one side property line.

c. 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.

d. Vehicles may park on all portions of an allowed driveway and adjacent fill-in areas to satisfy parking requirements of the lot, including using tandem parking and any portion of the allowed driveway or allowed fill-in area in the required front yard setback area. *(LMC 9322.10.B.2)*

5. **Access Walkway.** There shall be a minimum 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 living area of another dwelling unit. *(Recommendation: Stamped concrete or brick walkways are preferred for better site aesthetics.)*

6. **Gates.** Any intervening gate in a path-of-travel access 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 hand-held 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.

7. **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 any portion of the required front yard setback area. *(e.g., normally the front 20’ of lot)* A CUP may approve walls up to ten feet high.

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 pursuant to *LMC Section 8010.* The body of water shall not be filled until an approved final inspection is granted for this fencing.

9. **Addressing.** All DU addresses shall have a numerical digit height that is a minimum of four inches (4”) high with a one-inch (1”) stroke and all shall be visible from the street to which they are addressed with directional arrows to any rear units to assist emergency and delivery services to find the rear dwelling units. The rear units may have a second address on the building for confirmation purposes. Addressing and numbering shall comply with *LMC Section 8003.*

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 selection and location.)*

11. **Water Heater.** 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. The water heater shall be either tankless or a tank-type that is located either inside a building or outside in an attached enclosure that is framed and finished with cladding materials that matches 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 new metal enclosures are allowed.

12. **Trash Cart Area.** Each DU shall have 3 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.
13. **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 his/her 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. Mechanical equipment noise shall be mitigated, where possible, with the installation sound dampening material.

b. **Visual Screening.** No exposed plumbing or conduits are allowed. Line set covers shall be painted to match the adjacent structure.

c. **Rear Yard and Side Yard.** Mechanical equipment shall be setback 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 with a sound dampening material to protect the surrounding properties from both excessive noise and an unsightly appearance. Such equipment should be located adjacent to a structure.

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.

14. **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.

15. **Exterior Doors and Covered Porch.** Each new dwelling unit main entry door shall be thirty-six (36) inches or wider. The main entry door shall be covered with a projecting roof overhang to create a covered porch area. *(Recommendation: A 5’x10 porch supported with wrapped posts is preferred.)*

The porch area shall be large enough to accommodate a seating area. The covered porch area shall be a minimum of twenty-five (25) square feet with no dimension less than five (5’). All other 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” swing door provides 32” clearance.)* 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 remain uncovered.

16. **Side Yard – Second Story Windows.** Any new windows in a second story of a dwelling unit facing the side yard of a neighboring dwelling unit shall either be obscured or the bottom sill of such a window shall be no less than sixty inches (60”) from the floor.
DWELLING UNIT DESIGN STANDARDS

1. **Minimum Required Setbacks.** The minimum setbacks for rear yard (LMC 9322.6), side yard and side street yard setbacks are four (4) feet. Building to building separation is a minimum of four (4) feet between eaves. 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 with a non-conforming side yard of not less than three feet (3’) may adopt the same setback as that of the existing structure in accordance with 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 the side property lines. Garages may be attached to a dwelling unit on the lot, provided adequate access is maintained to the rear yard area *(LMC Section 9322.7).* This may be done via a breezeway.

2. **Determination of Front Yard.** The Director of Community Development in coordination with the Director of Public Works shall determine the orientation 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, assigned street address and building orientation.

3. **Allowed Yard Projections.** Projections into required yards are detail 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)*
   a. Cornices, eaves, belt courses, sills, buttresses or other similar architectural 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 balcony or a covered unenclosed stairway leading to a second story may project up to thirty inches (30") into the required front yard. *(LMC Sections 9383.1)*
   d. An uncovered unenclosed porch, platform, or landing places no higher than the first floor of the attached dwelling unit may project into the required front or side yard no more than six feet (6’) and provided a minimum unobstructed walkway at least three feet (3’) wide along one side yard is maintained to the rear portion of the property. Such structures may also project into the required four-foot (4’) rear yard. Any necessary stairs may be installed in front of the allowed projection. *(LMC Section 9383.2)*
   e. Covered, unenclosed porches platforms or landing places may be extended up to six feet (6’) into the required front yard, except as restricted by LMC Section 9383.2 for Tracts 11600 and 12673. Any necessary stairs may be installed in front of the allowed projection.
   f. Carports located in the rear 50% of a lot may project as allowed by LMC Section 9383.F.
   g. Porte-cochere may project into required side yards as listed in LMC Section 9383.G.
   h. Other allowed projections are allowed in all setback yards as listed in LMC Section 9383.3
      1) Planting boxes or masonry planters.
      2) Guard railings for safety protection around ramps and perimeter walls and fencing.
      3) Swimming pools, diving boards and related equipment in the side and the rear yards.

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 area of the lot remaining once the setback areas for all the required yards *(i.e., Front, rear, side, and side-street yards)* are removed. For this purpose, the side yard setback area extends from the required front yard to the required rear yard. Second dwelling units and accessory buildings may be constructed to either the side or to the rear of the first dwelling unit on a lot, but not in front of such a dwelling unit and not in the required front yard setback area.

6. **Maximum Dwelling Unit Size.** There shall be no maximum dwelling unit size required for the first
dwellling unit on a lot. A detached second dwelling unit or a detached ADU shall have a maximum unit size of 1,200 square feet and a minimum of 150 square feet. A JADU shall have a maximum unit size of 500 square feet and a minimum of 150 square feet. An attached dwelling unit or ADU shall not exceed fifty percent (50%) of the dwelling unit to which it is attached or eight hundred fifty (850) square feet for one-bedroom units or one thousand (1,000) square feet for more than one bedroom, whichever is greater. *(CGC 65852.2 (c)).*

7. **Minimum Dwelling Unit Size.** The minimum size of a dwelling unit is 150 square feet and for a manufactured housing constructed in accordance with HUD standards it is 320 square feet in area.

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. **Maximum Floor Area Ratio.** The maximum floor area ratio for all structures on a lot is 65%.

10. **Minimum Open Space.** *(LMC 9322.6)* Open space shall be required as follows:
   a. Residential 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. Residential 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 allocated to an open space area, 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 open flat roof patio and recreation areas may be included when there is more than one dwelling unit on a lot.
      4) No area that is less than four (4) feet in width and four (4) feet in length shall be included in computing the required open space area.
      5) No area occupied by any building, other than an unenclosed patio area may be used in computing the required open space area,
      6) Patios under cover and which are otherwise unobstructed on all sides, except where enclosed by the walls of the attached building may be located within the open space area, 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.

11. **Maximum Lot Coverage.** The maximum lot coverage for one dwelling is 45% of the lot and a maximum of 65% of the lot, if a second dwelling unit is constructed on one lot.

12. **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 between all dwelling units on a lot in terms of roofing, siding, windows, and doors.
   c. The garage floor shall be reconstructed in such a manner that it is waterproof and flat.
13. **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.** One or more enclosed bedrooms or an open studio bedroom sleeping area. 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 conform to these standards: 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.** There shall be one bathroom or more that is at least forty-four square feet (44 SF) in area that has a sink, toilet, and bathing facilities (either a tub 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. At least one first floor bathroom shall comply with below-listed accessibility standards. A JADU without a bathroom requires an internal door access to a bathroom in the host DU, otherwise an internal door is not required.

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. 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 only requires internal door access to a laundry area in the host DU. A JADU without laundry hookups requires an internal door access to the host DU, otherwise an internal door is not required.

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 four feet clear (4’) in front of the stove and there shall be a minimum of 42” between counter tops and any appliances when the design has a kitchen island. A JADU only requires an economy kitchen with electrical plugs for portable cooking appliances.

14. **Accessibility.** The design of any new or remodeled dwelling unit shall incorporate features into the first-floor plan features for hallways, bedrooms, and bathrooms to assist the mobility-challenged and elderly. These features shall include:

a. **Handrails.** Elevated entries shall have handrails adjacent to any stairs.

b. **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.

c. **First Floor Interior Doors.** New or remodeled first-floor bedroom or bathroom access doors and any shower or tub access doors shall have a clearance of thirty-two inches (32”) or wider. *(This requires a minimum 34” inch wide swing door or a 32’ wide pocket glass or sliding barn door).* Any access hallway shall be a minimum of 36” wide.

d. **First Floor Bathroom.** Any new or remodeled first floor bathroom shall have an elongated toilet with a rim height that is a minimum 16.5 inches from the floor. This 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 future installation of stabilization grab bars. *(Recommend: Install the stabilization grab bars with project.)*
15. **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.

16. **Wainscot or Siding.** Where the frontage of a dwelling unit is covered only with a plain single 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 property. 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. **Architectural Compatibility and Articulation.** The architectural elements and exterior materials shall be coordinate and/or match throughout and be the same throughout for all units on a lot, including ADUs, JADUs and any 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 architectural features, including roofing.
   a. **Exterior Siding.** All exterior siding in terms of color, texture, and style shall be consistent and coordinated on each elevation and each projection or variation.
   b. **Roofing.** All dwelling unit roofing in terms of style, type, pitch, material, and color shall match between all dwelling units on the same lot. The size, style and shape of roof overhangs, rafters, and fascia shall match on each unit and between units and accessory structures on the same lot. 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.
   c. **Windows and doors.** All windows and doors in terms of trim, style, and type shall be the same on each elevation and between all dwelling units on a lot. Sliding windows may be substituted, where needed for air circulation.
   d. **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. Hardscape materials shall be consistent with similar materials used in planters, post wrapping and wall cladding.
   e. **Paint.** All structures on a lot shall be painted to match and blend in a consistent theme.

**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.

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 waddles and track-out devices).
ADEQUATE UTILITIES

Adequate utilities shall exist to each lot 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. Adequate utility and services are required for each residential development and land division. These shall be available for use prior to issuance of permits or recordation of a parcel map. The residential development project shall not be issued building permits until such time that the utility or service has been upgraded and the serving agency has determined the utility or service to be adequate to serve the proposed development. Essential utilities or services include potable water, fire flow, sewer, electricity, and solid waste collection and disposal. A determination made by the serving agency of a required utility or service not being capable to accept new connections shall state in a measurable detail the benchmark that is inadequate. This 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 photo voltaic 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 after the one-inch “T” split connection.
   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. Existing meters, especially those 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 that the existing meter is adequate for all proposed water fixture units or that 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 of the property owner.
   c. Sub-metering. Alternatively, dwelling units 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 and Fire Flow.** New Dwelling Units shall have adequate fire flow for fire suppression and can be issued building permits only when either a detailed fire flow analysis is approved for 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, except an ADU when the host home 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 @ 20psi for one-half hour. If all units do not have sprinkler systems, the water supply shall be capable of delivering at least 1000 GPM @ 20psi for one hour.
   e. 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.**

The following pages include all forms, templates, checklists, and design examples to assist both the public and planning staff in the processing of Ministerial Staff Review (MSR) applications. Also included is an SDR application for any proposed ADU’s in the MFR zone.
PUBLIC INFORMATION

If an applicant has questions relating to the development process, contact the Community Development Department at (562) 866-9771, extension 2300. Additional information is available on the City’s website at: www.lakewoodcity.org/services/planning/default.asp.

For In-Person Visits. These visits should be for information and guidance only, as all applications and application processing are done through electronic communications.

The Community Development Department Planning Section counter hours are:
Monday through Thursday: 7:30 A.M. – 5:30 P.M.
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 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.

Stages. A proposed residential development project review has five basic review stages: planning review, building and safety plan check review, building permit issuance review, building permit construction inspections and final inspection occupancy review. Occupancy is approved upon completion of a final building permit inspection with a “final” signature of the building inspector. At this stage, all contractors and subcontractors must submit proof of a city business license.

ATTACHMENTS

1. Ministerial Staff Review (MSR) Application Form for all R-1 and R-A residential development.
2. Ministerial Staff Review Submittal Requirements.
3. Rent Questionnaire – Complete this form for each dwelling unit on a lot and if occupancy is for self or family indicate “$0.00 - Family” on the form for every applicable unit. Indicate a planned rental period that is 31 days or longer (e.g., 1-year lease).
4. Diagrams
5. STAFF USE ONLY
   • MSR Intake Review Response – (Planning staff response regarding missing items.)
   • MSR Approval E-Mail (Planning staff e-mail notification of MSR Approval. Attached to this are the following Approved Plans including Zoning Compliance Statement, the Action Notification, and the Plan Check Review Summary.)
   • Plan Check Review and Building Permit Issuance. This is a summary of the eight processing steps necessary to go through building plan check and get a building permit issued after getting a planning staff approval of an MSR or other planning application.
   • MSR Zoning Compliance Statement Template (Planning Staff will add this scope of work statement to the Approved Plans to detail square footages of proposed work. This provides the Building Clerk the necessary information for issuing building permits after plan check.)
   • Staff Design Review (SDR) Application Form for ADUs in the MFR zoning district.
City of Lakewood
MINISTERIAL STAFF REVIEW (MSR)
Application Form
For all R-1 and R-A Residential Development (+ADU/JADU)
Please Type or Print Legibly and Scan /OR Use the Interactive PDF Form

SUBMITTAL REQUIREMENTS – Each PDF file and each e-mail shall NOT exceed 15 MB. All materials shall be submitted electronically to myplans@lakewoodcity.org. All project plans shall be in one PDF file. This completed form, a signed rent questionnaire and site photos of all sides of all structures may be sent in a separate e-mail in a PDF file not exceeding 15 MB.

PROJECT SITE ADDRESSES: ____________________________________________________________

PROJECT COMPONENTS: (Check): □ Addition (☐ 1st story ☐ 2nd story) □ New D.U. □ New 2nd DU
☐ Front Porch ☐ Rear Patio (☐ Open or ☐ Enclosed) □ Garage □ Accessory Building □ Other
□ ADU □ JADU □ Garage Conversion (☐ Attached or ☐ Detached)

PROJECT DESCRIPTION: (Describe with square footage (SF) of all construction and demolition):
_________________________________________________________________________________

PROPERTY OWNER: ________________________________________________________________

E-MAIL ADDRESS ______________________________________ PHONE: (____ )

MAILING ADDRESS

PLAN PREPARER: ________________________________________________________________

E-MAIL ADDRESS ______________________________________ PHONE: (____ )
RELATIONSHIP (check): □ Architect □ Designer □ Engineer □ Other (specify):
___________________________________________________________________________

MAILING ADDRESS CITY ZIP

APPLICANT (If not listed above)/OTHER: ____________________________________________

E-MAIL ADDRESS ______________________________________ PHONE: (____ )

MAILING ADDRESS CITY ZIP

NOTE: MSR action notification will be sent via E-MAIL to property owner and all others listed above.

Applicant Signature: (Property Owner or Representative) Date:
MSR DEVELOPMENT STANDARDS CHECKLIST
Designers use this list to confirm MSR design compliance.

APPLICATION SUBMITTAL CHECKLIST (DU = Dwelling Unit; SF=Square Foot):
☐ Application Form – Fully completed including Property Owner/Plan Preparer phone number and e-mail
☐ Site Pictures All sides of all buildings separate PDF file ☐ Rent Questionnaire - Signed
☐ PLANS: Site, Roof, Floor, and Elevations, all in ONE PDF file - Shall Not Exceed 15 MB.
☐ Do not submit structural and Title 24 energy calculations, save for Building Plan Check
All Plan Sheets: ☐ Approval Box 3” x 3” ☐ North arrow ☐ Scale is indicated
☐ 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: (P/L = Property line)
☐ Scope of Work – List all improvements with SF for Existing/New/Demolition
☐ Project Metrics: List: Lot Area, Lot Coverage (45%/65% 2nd DU), Front/Rear/Side Setbacks, Projections
☐ Floor Area- all structures (Exist/New), ☐ All P/L dimensions ☐ Adjacent Street names ☐ Alley width
☐ DU area _____ ☐ DU ht. _____ ☐ Open Space (750 SF or 15%) __________
☐ Dimension driveway/driveway turning radius ☐ Show width/location of utility easements/ features.
☐ Dimension all sides/all structures, distance between structures and to P/L ☐ Each DU 1” water line/meter?
☐ Dimension/Area/Percentage of FYHA and FYLA and provide landscaping diagram (planters min. 3’ wide)
☐ Three trash carts per DU not street viewable. ☐ Indicate slope direction and grade
☐ All DU mailboxes together ☐ All DU addresses together - street viewable
☐ Dimension height and location of walls and fences with any extensions and gates
☐ If gated, provide a pedestrian gate (Approx. 3’ wide with single hand operable door handle/latch)
☐ Sidewalk from public sidewalk to each DU min. 3-feet wide unobstructed
☐ Sidewalk from DU to trash, mailbox, and parking ☐ DU entry door min. 3-feet wide
☐ Covered Entry/Porch (Min. 5’ x 5’) ☐ Request 5’ x 10’ with wrapped 4” x 6” posts
☐ Water Heater (W/H) - (List type for each DU) ☐ No uncovered W/H metal enclosures. New water line (1”)
☐ Show any A/C Min. 3’ to P/L for each DU ☐ Show all exterior utilities (Electrical panels, gas)
Roofs: ☐ All DUs have matching roof styles, vents, pitch, ridges, eaves, and overhangs.
☐ Show PV solar panel location for New Detached DUs JADU: ☐ Interior door/ ☐ Bathroom?

FLOOR PLAN: Dimension: Floor Area_____ SF (2nd DU Max.1200 SF) ☐ Show Porch Area w/ 3’ Entry Door
☐ Kitchen (Stove clear 48”) ☐ Dining ☐ Bedroom (Min.7.5’ wide/80 SF+) ☐ Living Room ☐ Laundry hookups.
Accessibility Elements: ☐ Bathroom (44 SF+) (shower threshold max. 4” ht.) ☐ Elongated Toilet 17” to rim
☐ New/Remodel 1st floor Bed/Bath ☐ Blocking for grab bars (toilet/shower) ☐ Doorways (min. 32” clear)
☐ Electrical Outlets 18”+ to top of box and switches 48” or less ☐ Handrails for stairs

ELEVATION PLAN: Elevation Plans shall show and dimension the following:
☐ Compass direction and 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
☐ Wainscot/Siding wrap 3’ each side ☐ Landscaping/planters (Min. 3’ wide)
☐ Mechanical Equipment? ☐ 2nd Story windows obscured or bottom sill 5’+ from floor
☐ Garage Conversion: ☐ Garage door/frame fully removed ☐ Garage floor vapor barrier/flat
MINISTERIAL STAFF REVIEW (MSR) APPLICATION
SUBMITTAL REQUIREMENTS

The following application items are required for review:

1. Ministerial Staff Review Application Form. A MSR application form is attached. The application and plans shall be submitted to the City by email to MyPlans@LakewoodCity.org. The electronic PDF form is available at: www.lakewoodcity.org/services/planning/forms.asp

2. The Plans. Submit the proposed residential development plans electronically in one PDF file that is less than 15 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 for the approval stamps and zoning compliance statement.

      The site plan shall show:

      1) North arrow and scale.

      2) Title block including a) Type of development and the zoning (i.e., R-1 or R-A), b) Address of job site, c) Date the plan was prepared, and d) Name, address, phone number and the e-mail address of each of the property owner, person/firm preparing the plans and any other interested party who wants notification. All communications shall be by e-mail or phone.

      3) A Scope of Work Statement shall be provided stating the square footage and use of all structures on site existing (e), new (n) and areas to be demolished. All water heaters or HVAC equipment shall be indicated for all dwelling units on the lot. This information is needed to prepare the approval.

      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, 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.

   10) Location of all exterior mechanical equipment, such as air-conditioning condenser units, water heaters, electrical panels, and gas meters.

   11) Location of the street-oriented and viewable dwelling unit addressing and mailboxes.

   12) Location and access to trash cart storage area that is not visible from the street.

   13) Location of a minimum three-foot (3’) wide paved access private walkway from the public sidewalk to the entry doorway of each dwelling unit and private walkways from each dwelling unit to mailbox, parking, and trash cart storage areas.

   14) 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.

   15) A legend specifying: a) Total square feet of lot area, b) Total square feet of open space, c) Percent of lot coverage, d) Total floor area of all existing and proposed buildings and e) Floor Area Ratio (FAR).

   16) 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, materials, and roof pitch. The roof plan may be incorporated into the plot plan or site plan. *(See attached Figure)*

C. **Floor Plans** – Prepare floor plans to a scale of not less than ¼” = 1’.

Show the complete floor plans of the existing and proposed structures with room uses *(e.g., bedroom)* room sizes, and locations of all doorways and windows *(See Attached Figure)*. A Window and Door Schedule shall be included on this plan sheet. Include a Wall Legend for existing, new and those 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** – *(see attached)* – Prepare to scale (not less than ¼” = 1’). Show front, side, and rear exterior elevations of all buildings and all sides showing:

1) Compass direction and lot location of each *(e.g., Front/North, Rear/South, etc.)*
2) Roof height, dimensions, and pitch. Show any proposed PV solar panel locations.
3) Show venting and any roof mounted equipment or features.
4) Architectural features and treatment of exterior surfaces *(e.g., materials and colors)*.
5) Architectural articulation, show pop outs, shadowing, and trim.
6) Wainscot and siding materials are required to wrap each side a minimum of three feet.
7) Window and doors including style, type, width, height, and trim.
8) Fences and walls with gates, specifying heights, widths, extensions, and materials.
9) Exterior mechanical equipment and proposals for its screening.
10) Show landscaping and any proposed planters.

E. **Three-Dimensional View**. If available submit at least one three-dimensional view showing the front building mass *(walls, roof, windows, and 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 less than 15 MB containing color photographs of existing conditions on all portions and all sides of all structures on the subject project site.

4. **Rent Questionnaire** – Complete the form for each dwelling unit of the subject lot including ADUs, JADUs and second dwelling units. If for self or family members just indicate “$0.00 -Family” on the form for each such dwelling unit.
The California State Department of Housing and Community Development (HCD) requires cities like Lakewood to annually report the proposed rents of new rental dwelling units constructed in during the last calendar year. This reporting is part of the Housing Element Annual Progress Report to determine progress in approving affordable rental housing in Lakewood.

**INSTRUCTIONS:** Check the types of dwelling units included in the project listed below. Then in the table, enter the street address, street name, unit number (if applicable), and the proposed amount of monthly rent for each new unit created by the project. If the unit is for self, family or friend enter “Family - $0).” Note that the rental period per state law is for 31 days or more. Examples listed in first 4 rows.

**Development Type:** (Check)
- Single Family: ☐ One Dwelling Unit on a lot ☐ Second Dwelling on a lot ☐ ADU ☐ JADU
- ☐ New ☐ Attached or ☐ Detached ☐ Convert Garage or other ☐ Manufactured/Mobile Home

**Multiple Family:** ☐ 2-4 units, ☐ 5+ units ☐ Other: (List) _____________________________

**Examples:**

<table>
<thead>
<tr>
<th>Street Address</th>
<th>Street Name</th>
<th>Unit #</th>
<th>Monthly Rent</th>
<th>Rental Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>5050</td>
<td>Clark (1st DU)</td>
<td></td>
<td>$0 – Family</td>
<td>Owner Home</td>
</tr>
<tr>
<td>5050</td>
<td>Clark (JADU)</td>
<td>#1</td>
<td>$500</td>
<td>6-month Lease</td>
</tr>
<tr>
<td>5050</td>
<td>Clark (ADU)</td>
<td>#2</td>
<td>$0 – Family</td>
<td>31 days +</td>
</tr>
<tr>
<td>5052</td>
<td>Clark (2nd DU)</td>
<td>5052</td>
<td>$1,600</td>
<td>One Year Lease</td>
</tr>
</tbody>
</table>

**PROJECT DATA**

Add additional sheets if necessary for large projects. *(This is a one-time data gathering request.)*

I declare that the information presented herein is accurate and complete to the best of my knowledge at the time this was signed.

Name (Print): ____________________________________________
Signature: ______________________________________ Date: __________
Once you have successfully received an Action Letter and a set of plans titled “Planning Approval” from City Planning, 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 that are each less than 15MB. Do not submit individual plan sheets. Combine all plan sheets into a single plan file do not submit as separate documents to include:
   a. **PLANNING PLANS** - The approved set of plans you received titled “Planning Approval” with approval stamps including an 8.5” x 11” site plan with the zoning compliance project description followed by a site plan, floor plan, roof plan and elevations of each side of the project structure.
   b. **BUILDING PLANS”** - All other plans required for building plan check.
   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/](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@lakewoodcity.org. Staff processes the permit application and calculates the building permit fees. The 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 made directly to 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 the 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 job card and property owner should retain a copy.
DIAGRAMS

1. Diagram of Setbacks, Turning Radius and Open Space
2. Sample Plot Plan
3. Example Figure 1 - Site Plan with incorporated roof plan.
4. Example Figure 2 - Floor Plan.
5. Example Figures 3, 4, 5, and 6 - Elevations.
6. Example 3-D Renderings of acceptable Front Porches and an ADU design
7. Blank – Future diagram of acceptable lot splits
DIAGRAMS OF SETBACKS, TURNING RADIUS AND OPEN SPACE
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 2341. The Zoning Ordinance is on the City's website - www.lakewoodcity.org.
SAMPLE SECOND DWELLING UNIT BEHIND GARAGE

SAMPLE COVERED PATIO – VARIOUS ROOF PATTERNS
Examples of acceptable lot splits to be added to the manual later.