



## THE DEVELOPMENT REVIEW BOARD

The General Plan of the City of Lakewood has been established to guide and promote the orderly growth and development of the community. The goals of the City, specified in the General Plan, are implemented through zoning regulations contained in the Lakewood Municipal Code. The Code requires architectural review of all development, and the Development Review Board (DRB) was created on December 12, 1972 to administer this process. The members of the DRB consist of the Director of Community Development or his/her designee, a licensed architect or equivalent and a qualified landscape architect or equivalent. Prior to building plan check, development proposals are reviewed by the DRB to ensure that the design complies with the Code and enhances both individual property values and the general aesthetic character of the City. Applications reviewed at a DRB meeting will be given approval, conditional approval, or denial. Once DRB approval is obtained, building plans may be submitted for review. After approval is obtained, construction permits may be issued and construction may begin.

Development proposals, including those that require approval by the Planning and Environment Commission (PEC), shall be reviewed by the DRB, who shall forward a recommendation and proposed conditions to the PEC for consideration.

DRB approval is required for construction or modification of homes in the single-family residential (R-1 or R-A) zone. More specifically, approval is required for:

1. New construction or relocation of single-family homes, including mobile/modular and manufactured homes.
2. Additions to single-story structures that include a second story or expansion of an existing second story. Accessory structures (detached buildings besides the main building) exceeding one story in height are reviewed by the DRB and the PEC.
3. Single-story additions or modifications, patio covers, screened or open, which are visible from adjacent streets.
4. Additions, modifications, and exterior remodeling of a structure where either the roof design or exterior wall material and/or color do not match the existing structure.
5. New, expanded, or remodeled front porches.
6. Roof-mounted air-conditioning units, or other mechanical equipment that is visible from the street.
7. Wall extensions installed on an existing fence or block wall which are constructed of a different material.
8. Walls, fences or hedges used in lieu of fencing over 42" in height in the required front yard or over 7'-6" in height on other portions of the property are reviewed by the DRB and the PEC.

It is recommended that you discuss your project with the Planning staff of the Community Development Department before starting preliminary or final drawings to determine if DRB approval is required. After your plans are drawn, bring them to the Community Development Department for review by the Planning staff where they will be checked for compliance with the zoning ordinance. If you have questions relating to the development process, contact your Community Development Department at (562) 866-9771, extension 2300, or on the Internet at:

[www.lakewoodcity.org/services/planning/default.asp](http://www.lakewoodcity.org/services/planning/default.asp).

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.

## MEETING SCHEDULE

DRB meetings are held the second and fourth Wednesdays of each month. Applications, plans, photos, and other materials must be submitted at least seven days before the next scheduled DRB meeting. DRB meetings start at approximately 9:00 a.m. and last a few hours depending on the number of projects. Prior to the meeting, applicants receive a letter either by e-mail or U.S. mail advising them of the time that the DRB will review their project. DRB meetings are informal in nature and open to the public.

## SUBMITTAL REQUIREMENTS

The following application items are required for review:

1. Development Review Board application form. A sample DRB application form is at the back of this handbook. The forms are also available from the Community Development Department and on the Internet at:  
[www.lakewoodcity.org/services/planning/forms.asp](http://www.lakewoodcity.org/services/planning/forms.asp)
2. Three (3) printed copies of the proposed building plans which shall include the following:
  - A. **Plot Plan or Site Plan** (see Figure 1) – Submit a plot plan or site plan of the project site, fully dimensioned and drawn at a scale no less than 1/8" = 1' or 1" = 10'. The plot plan shall show:
    - (1) North arrow and scale.
    - (2) Title block including:
      - Type of development and the zoning of the site (i.e. R-1 or R-A, PDSF).
      - Address of job site.
      - Date that the plan was prepared.
      - Name, address, and phone number of the property owner, the applicant, and the person and/or firm preparing the plans.
    - (3) The name and width of all adjacent public and private streets, including alleyways.

- (4) Dimensions of all property boundary lines.
- (5) Location and dimensions of all existing and proposed structures, distances between structures, and distances from property lines to the structures. Location, dimensions and materials of any free-standing walls or fences.
- (6) Location and dimensions of the driveway and the minimum driveway turning radius area.
- (7) Location of exterior mechanical equipment, such as air-conditioning condenser units, water heaters, and gas meters.
- (8) Location and dimensions of public and private easements for sewers, water, electricity, and/or any permanent physical features of the land.
- (9) A legend specifying:
  - Total square feet of lot area.
  - Total square feet of open space.
  - Percent of lot coverage.
  - Total floor area of all existing and proposed buildings.
  - Floor Area Ratio (FAR).
- (10) 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

must include existing and proposed structures, ridges, valleys, hips, crickets, eave overhangs, chimneys, the locations of roof-mounted equipment, materials, and roof pitch. The roof plan may be incorporated into the plot plan or site plan (see Figure 1).

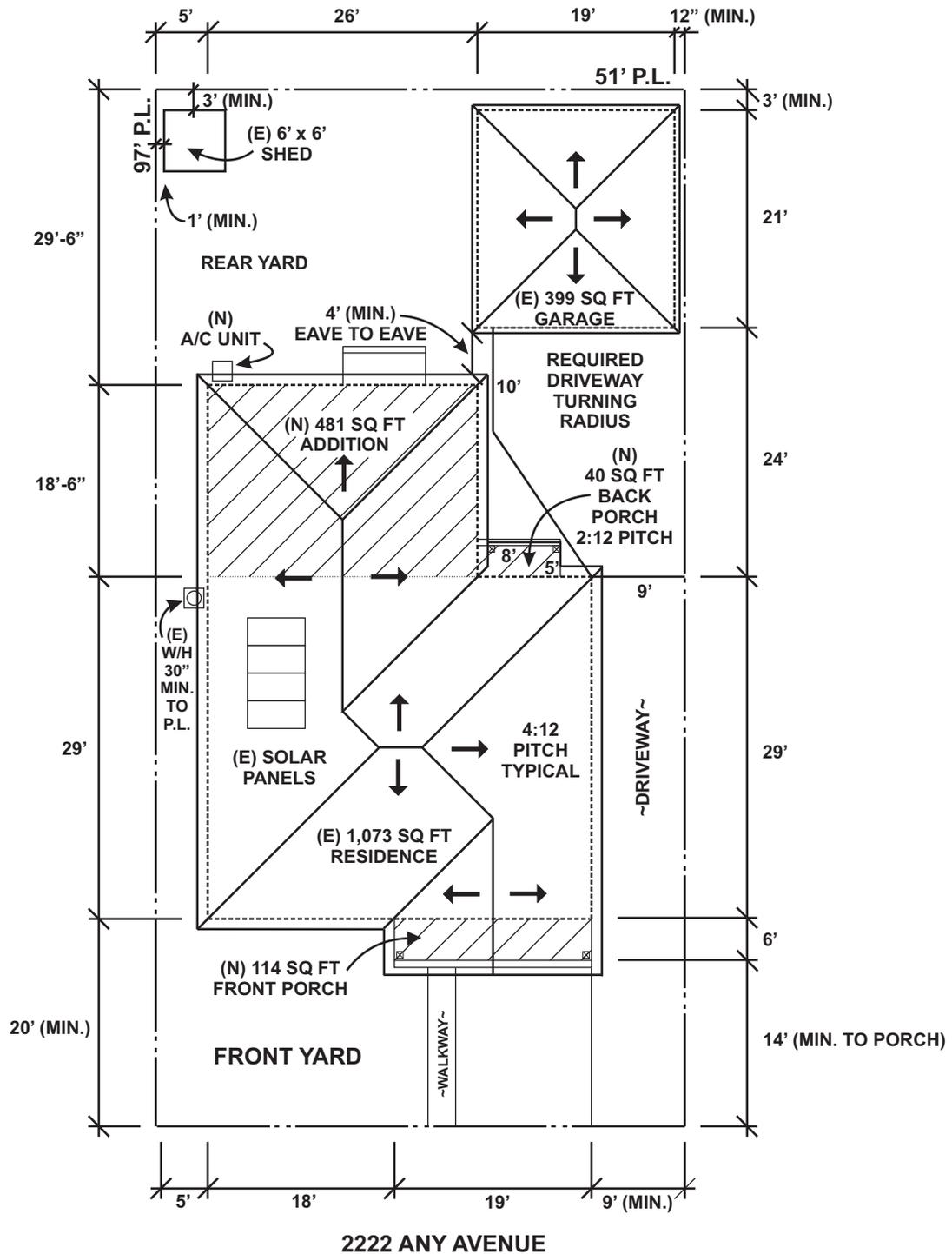
C. **Floor Plans** – Prepare floor plans to a scale of not less than  $1/4" = 1'$ . Show the complete floor plans of the existing and proposed structures with room names, room sizes, and locations of all doorways and windows (see Figure 2). Floor plans are not required for DRB approval of roof-mounted equipment or fence extensions.

D. **Elevations** – (Figures 3-6) – Prepare to scale (not less than  $1/4" = 1'$ ), front, side, and rear exterior elevations of building showing:

- Height, dimensions, and roof pitch.
- Architectural features and treatment of exterior surfaces (such as materials and colors used).
- Fences and walls, specifying heights and surface treatment.
- Exterior mechanical equipment and proposals for its screening.
- Title Block (equivalent to plot plan).

3. Three (3) printed copies of color photographs of existing conditions on, and adjacent to, the site. Photos must be at least 4" x 6". Verify that the site address (number and street only) is on each photo.

# Figure 1. Site Plan with Incorporated Roof Plan



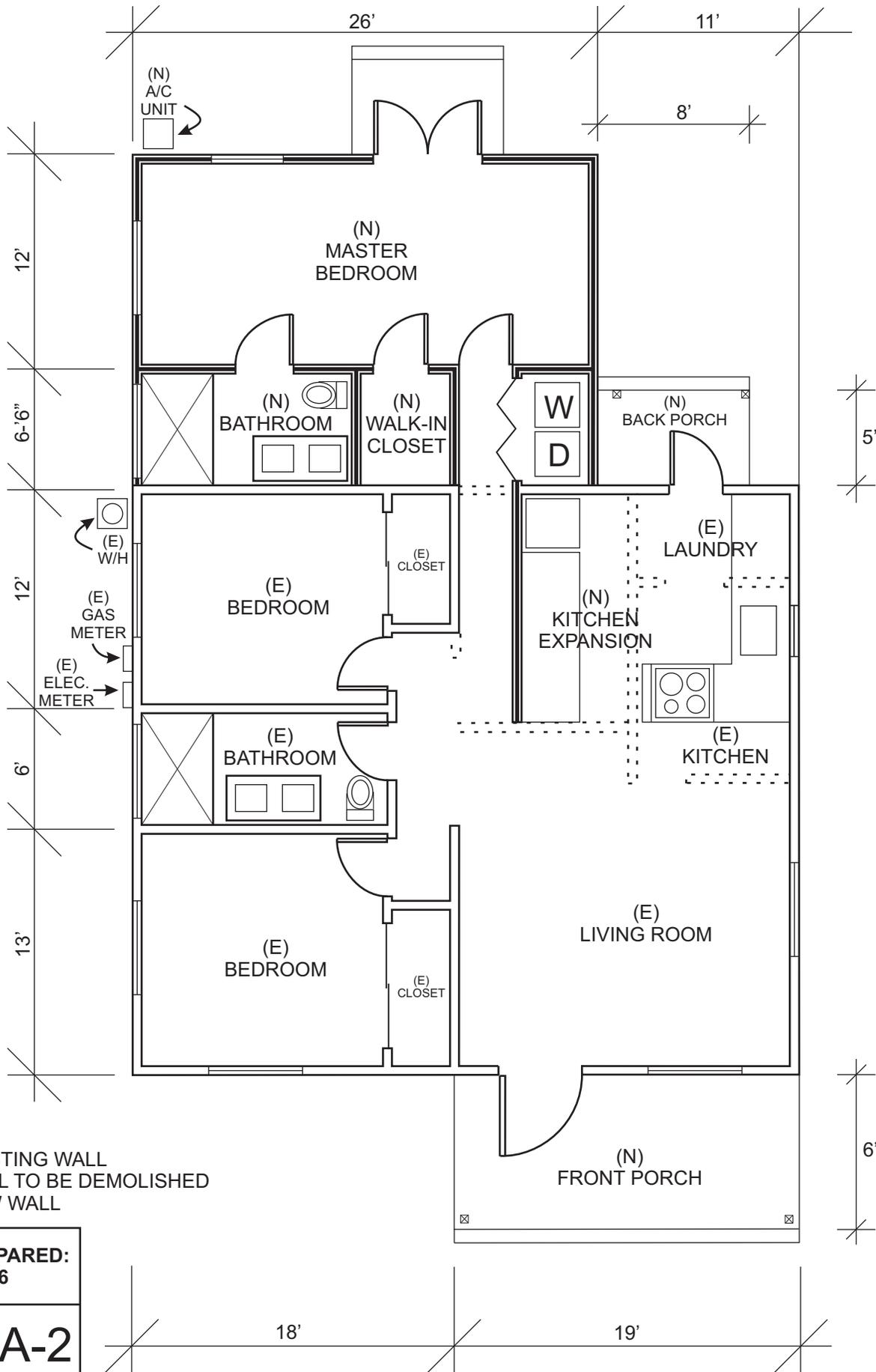
2222 ANY AVENUE



LOT AREA:	1,947 SQ FT
(E) LOT COVERAGE:	1,508 SQ FT = 30.5%
(N) LOT COVERAGE:	1,989 SQ FT = 40.2%
(E) FLOOR AREA RATIO:	1,073 SQ FT = 21.7%
(N) FLOOR AREA RATIO:	1,554 SQ FT = 31.4%
OPEN SPACE:	1,212 SQ FT

PLANS PREPARED: 7/25/2016	
SCALE: 1/8"=1'-0"	<b>A-1</b>

# Figure 2. Floor Plan



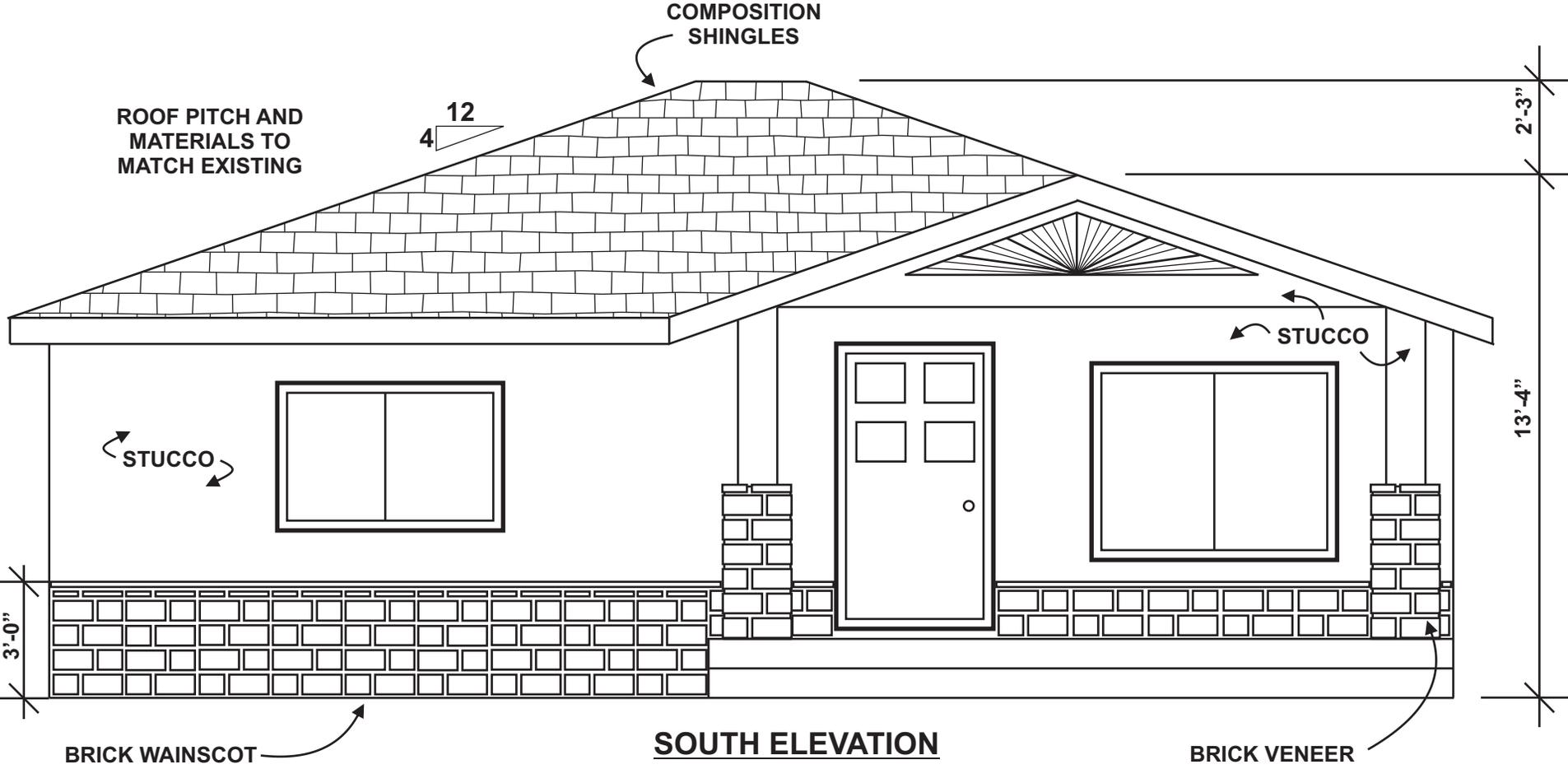
- EXISTING WALL
- ⋯ WALL TO BE DEMOLISHED
- ▬ NEW WALL

PLANS PREPARED:  
7/25/16

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

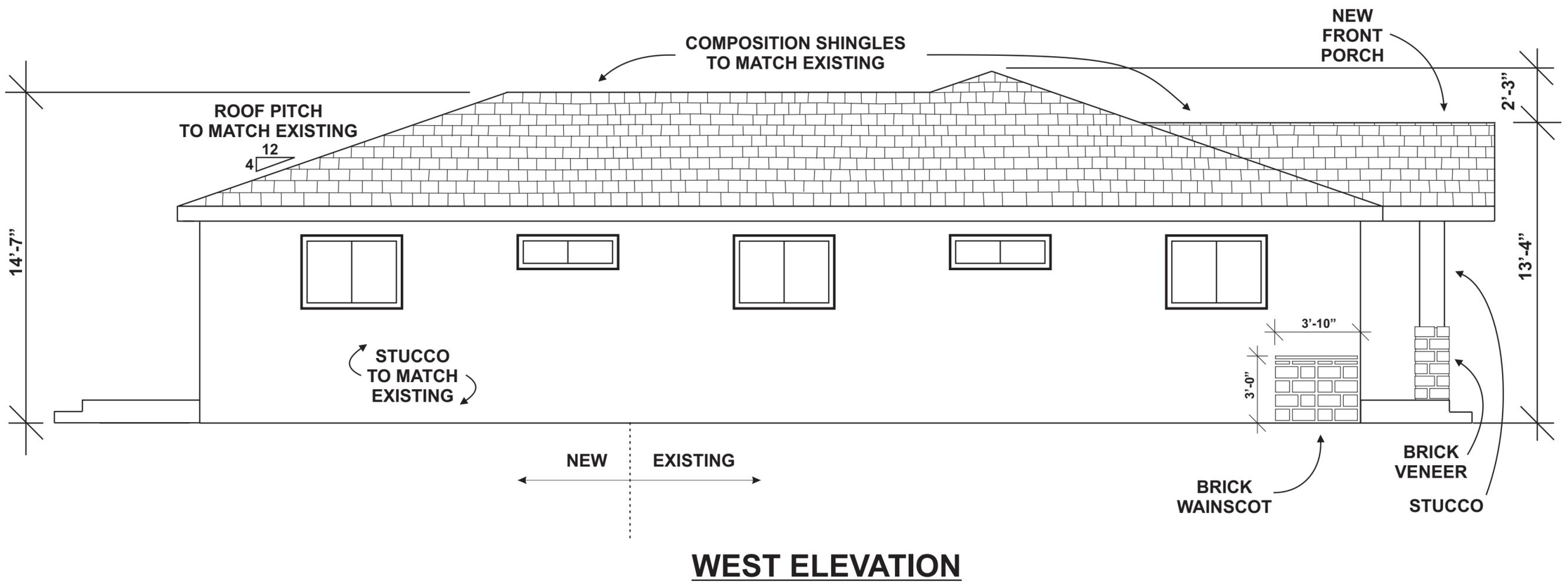
A-2

# Figure 3. South (Front) Elevation



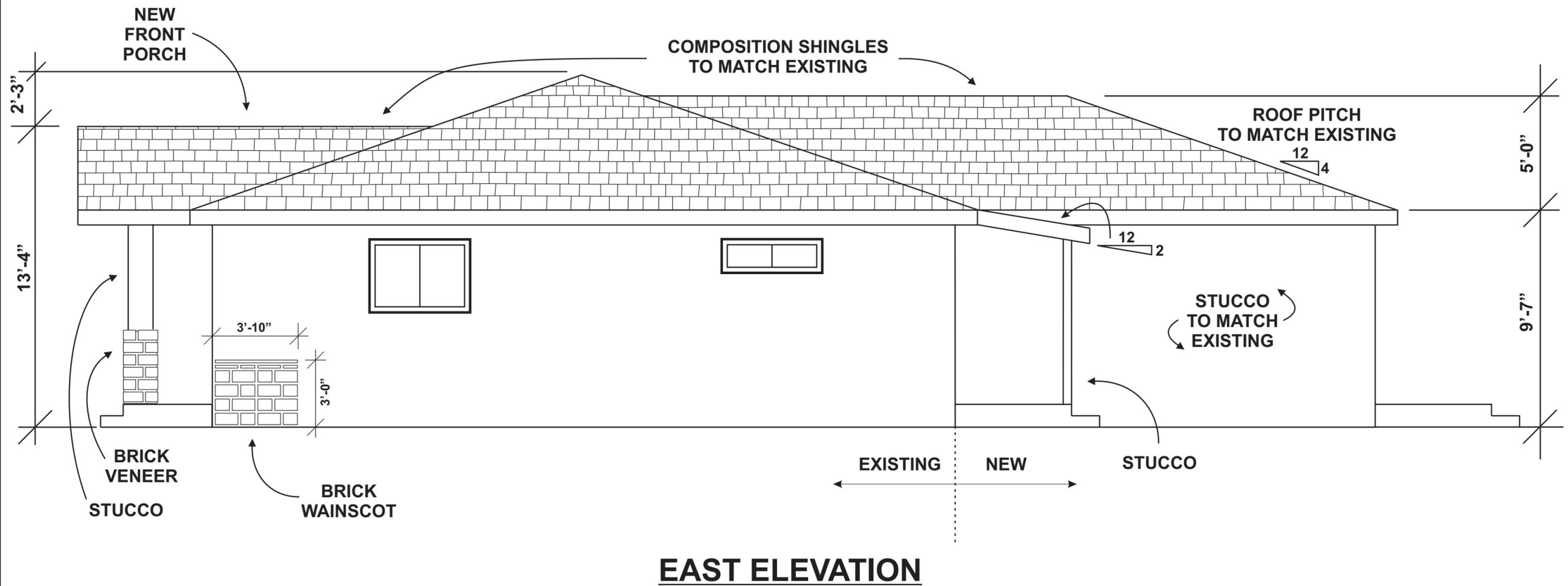
PLANS PREPARED: 7/25/16	
SCALE: 1'-0"=1/4"	<b>A-3</b>

# Figure 4. West (Side) Elevation



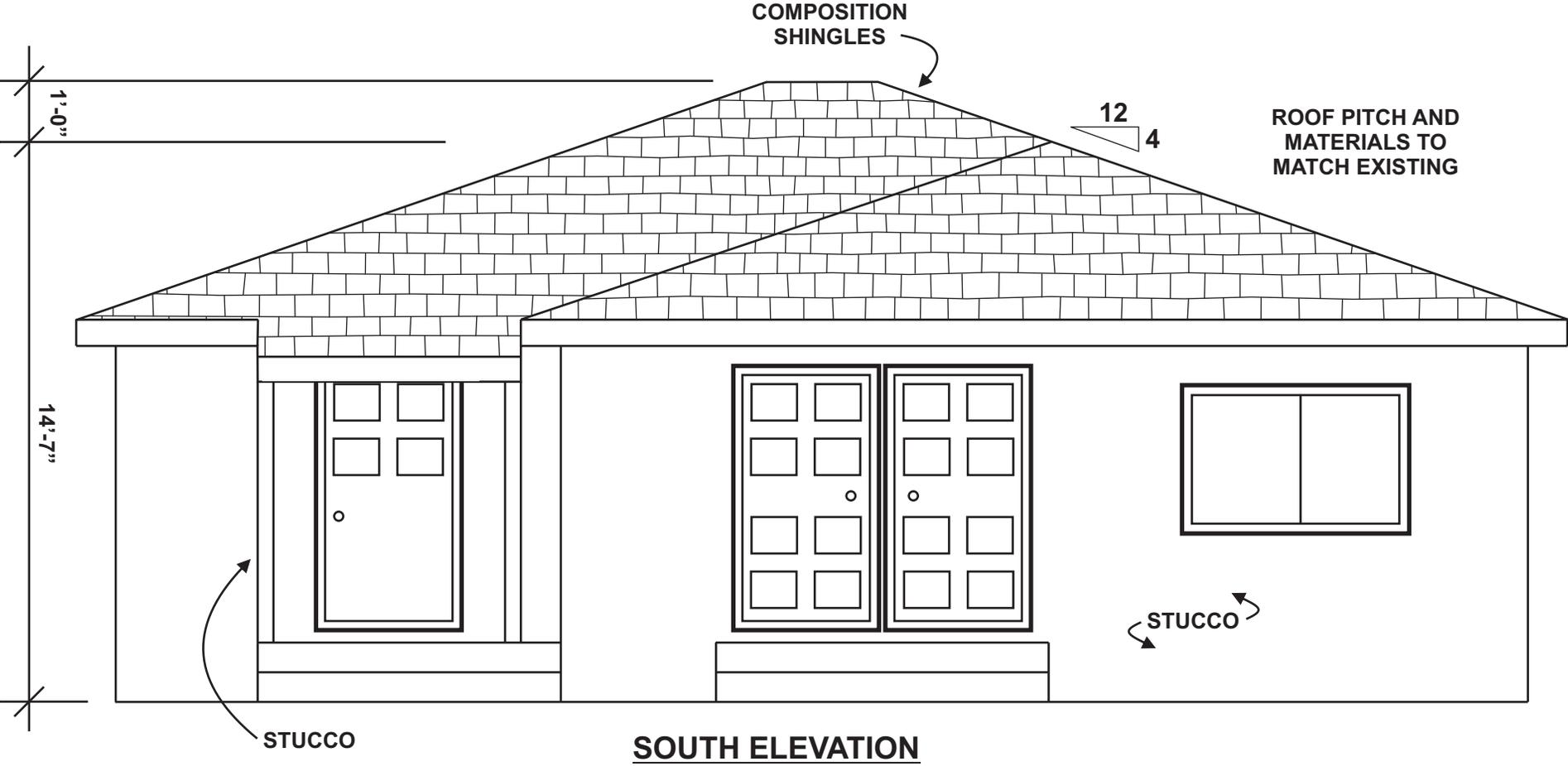
PLANS PREPARED: 7/25/2016	
SCALE: 1/4"=1'-0"	<b>A-4</b>

# Figure 5. East (Side) Elevation



PLANS PREPARED: 7/25/2016	
SCALE: 1/4"=1'-0"	<b>A-5</b>

Figure 6. North (Rear) Elevation



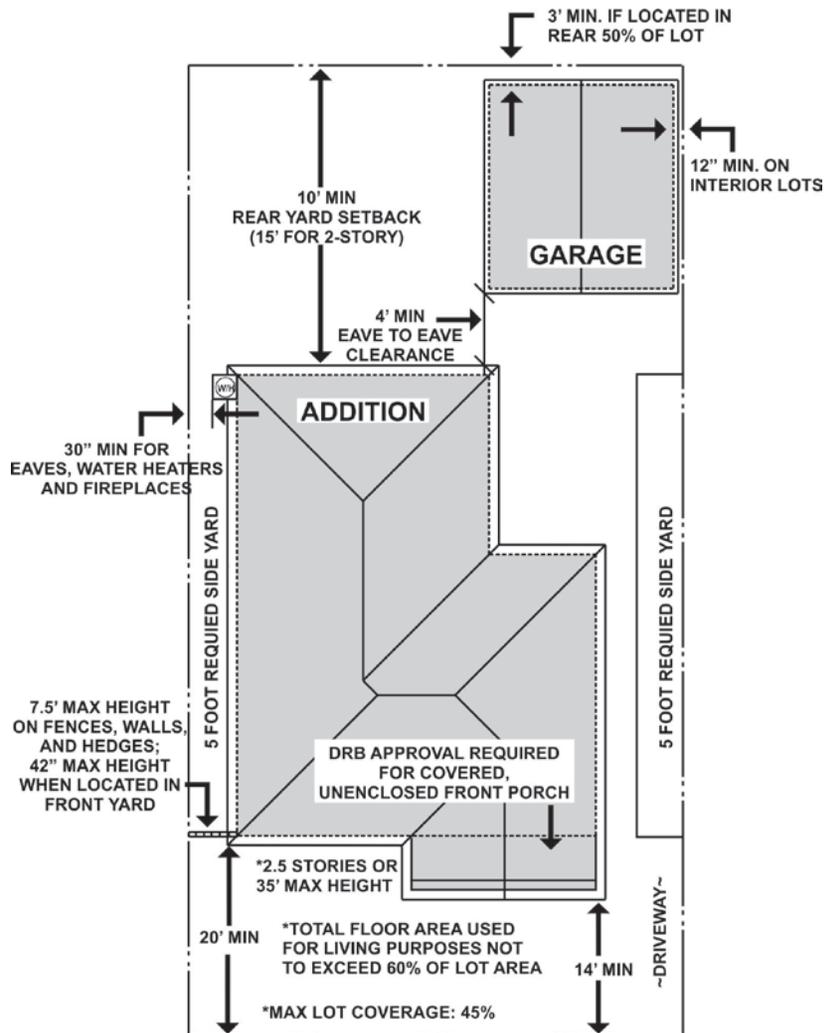
PLANS PREPARED: 7/25/16	
SCALE: 1'-0"=1/4"	A-6

## DEVELOPMENT STANDARDS

All building proposals are first reviewed by the Community Development Department staff to determine if they conform to the City's Zoning Ordinance. Figures 7, 8, 9, and 10 graphically depict the requirements of the Zoning Ordinance. A partial summary of the Lakewood Municipal Code (LMC) requirements that apply to single-family residences follows.

1. Setback Requirements (Figure 7)
    - a. Front Yards – Lots shall have a front yard of not less than 20 feet from the front property line, or not less than 10 feet from the property line where the lot or parcel is located on a cul-de-sac street or on a knuckle intersection (LMC Section 9322.4).
    - b. Side Yards – Lots shall have five-foot wide side yards, measured from the main building to the side property lines (LMC Section 9322.5). Room additions to a main building with a non-conforming side yard of not less than three feet may typically adopt the same setback as that of the main building, (LMC Section 9394.D.2).
    - c. Rear Yards – A minimum ten-foot setback measured from the rear property line to the nearest rear line of the first story of the main building shall be maintained. A 15-foot setback from the rear property line to the nearest rear line of the second story addition shall be maintained (LMC Section 9322.6).
  - d. Garages and Accessory Buildings – Garages and other accessory structures shall observe a five-foot side yard setback and a three-foot rear yard setback. A minimum four-foot clearance shall be maintained between the eaves of a detached garage or other accessory structure and the eaves of the main structure. If the accessory structure is located in the rear 50% of a lot, it may be located one foot from the side property lines. Garages on corner lots may be attached to the main structure if adequate access provisions are maintained to the rear yard area (LMC Section 9322.7).
2. Yard Projections – Chimneys and water heaters are permitted in the side and rear yards, provided that they do not encroach into the yards by a distance greater than 50% of the required yard setback, and that a minimum 30-inch clearance is maintained. Cornices and eaves may project up to 30 inches into the required front and rear yards and up to two inches per foot of side yard width or farther if a minimum clearance of 30 inches to the side property line is maintained. Balconies or stairways may project up to 30 inches into the required front yard. An uncovered porch may project into the required front or side yard not more than six feet and into the required rear yard without limitation provided an unobstructed walkway at least three feet wide is maintained. Covered, unenclosed porches may be extended up to six feet into the front yard with DRB approval (LMC Sections 9383.2 & 9383.3).

Figure 7: R-1 and R-A Setback Requirements



3. Open Space Requirements – (Figures 8 and 9) – A minimum of 750 square feet of contiguous open space shall be maintained in the rear half of the lot. This is of particular importance to those seeking to add a room to their homes. Areas occupied by a dwelling, garage, storage shed, enclosed patio cover, the required 20-foot front yard and five-foot side yards do not count towards open space. Portions of the driveway located in the rear 50% of the lot may be counted towards the 750 square-foot requirement. Also, an area shall have a minimum dimension of five feet if it is to be counted as open space. As shown in Figure 8, the distance between the exterior walls of the garage and of the addition must be five feet if all of the cross-hatched area is to be counted towards open space (LMC Section 9322.6).

The following two-step procedure may be used to determine the maximum room addition size allowed under the open space requirement:

Step 1 – Compute the total rear yard area. In Figure 8, this area includes the rear 50% of the lot, excluding the main building, the garage, the required five-foot side yards, and the minimum garage setback areas. In Figure 9, the total rear yard of the lot before an addition is built includes the rear 50% of the lot, excluding the main building and the existing five-foot side yards. For illustrative purposes, we will assume that this rear yard contains 1,980 square feet of open space.

Step 2 – Subtract the square footage of the proposed room addition and the accompanying side yards from the total rear yard area computed in Step 1. The shaded area of Figure 9 represents the open space remaining after the square feet of the proposed addition and accompanying side yards were subtracted from the rear yard area that previously existed. In Figure 9, it was assumed that the total rear yard before the addition had 1,980 square feet. Subtracting the area of the room addition and accompanying side yards, which in this example equal 800 square feet, leaves 1,450 square feet of open space remaining. This exceeds the 750 square-foot minimum requirement (LMC Section 9322.6).

Figure 8: Open Space Requirements

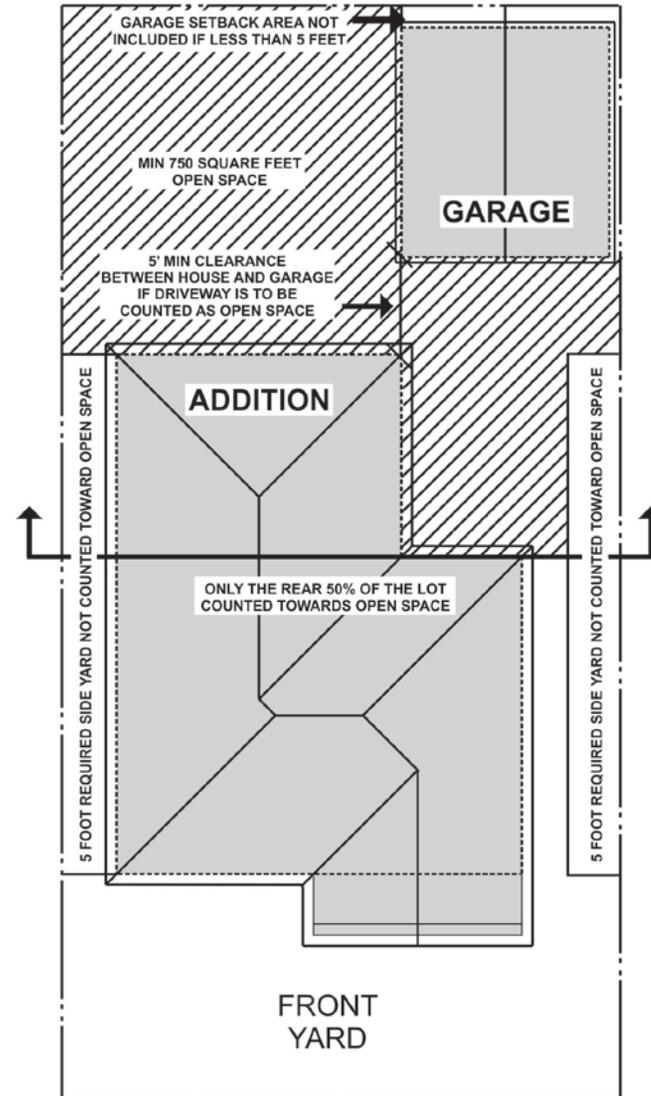
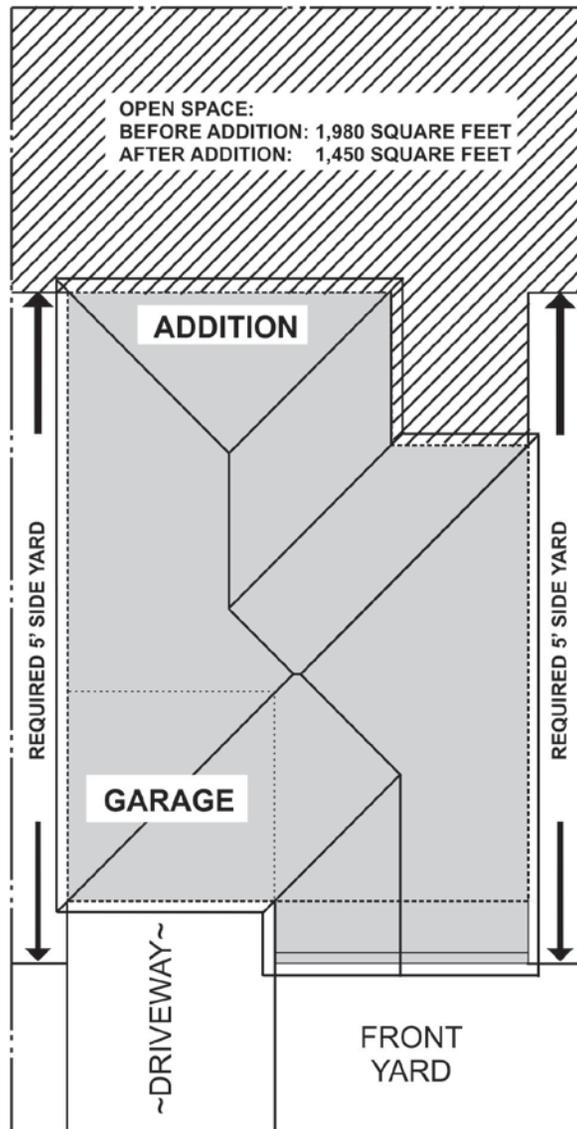


Figure 9: Open Space Requirements



4. Lot Coverage – The total first floor area of the main building and all enclosed accessory structures shall not exceed 45% of the lot area (LMC Section 9322.2).
5. Floor Area Ratio (F.A.R.) – The total floor area of the main building used for living purposes shall not exceed 60% of the lot area (LMC Section 9322.2a).
6. Maximum Height – Heights of all structures shall not exceed 2-1/2 stories or 35 feet, whichever is less (LMC Section 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).
7. Walls and Fences – Any wall, fence and/or hedge: a) located in the rear yard, side yard, or non-required front yard shall not exceed seven feet, six inches in height b) located in the required front yard shall not exceed 42 inches in height. A Conditional Use Permit is required for walls, fences and/or hedges exceeding these height limits. The height of fences, walls and hedges shall be measured from the finished grade, on either side thereof, at each point along the fence, wall or hedge. All masonry walls over 42 inches in height require building plans and permits. Fence extensions on top of masonry walls also require a building permit when the overall height exceeds 42 inches. (LMC Section 9384.B).
8. Parking Requirements – (Figure 10) – A two-car garage or carport shall be provided on every single-

family residential lot, except in some cases for houses that received successful final building inspections on or before February 27, 1958, which shall have at least a one-car garage or carport (LMC Section 9321). The interior dimensions of the parking area shall be at least 18 feet in width and 20 feet in length (LMC Section 9492.A.1). The opening to this parking area shall provide ready access for the parking of two cars. In practice, a standard two-car garage door opening is 16 feet wide and at least six feet, six inches high. DRB approval is required if a carport is proposed in lieu of a garage. All off-street parking areas shall be provided with driveways and an adequate driveway turning radius pursuant to Figure 10 and the other charts, diagrams, plot plans and standards on file with the Community Development Department.

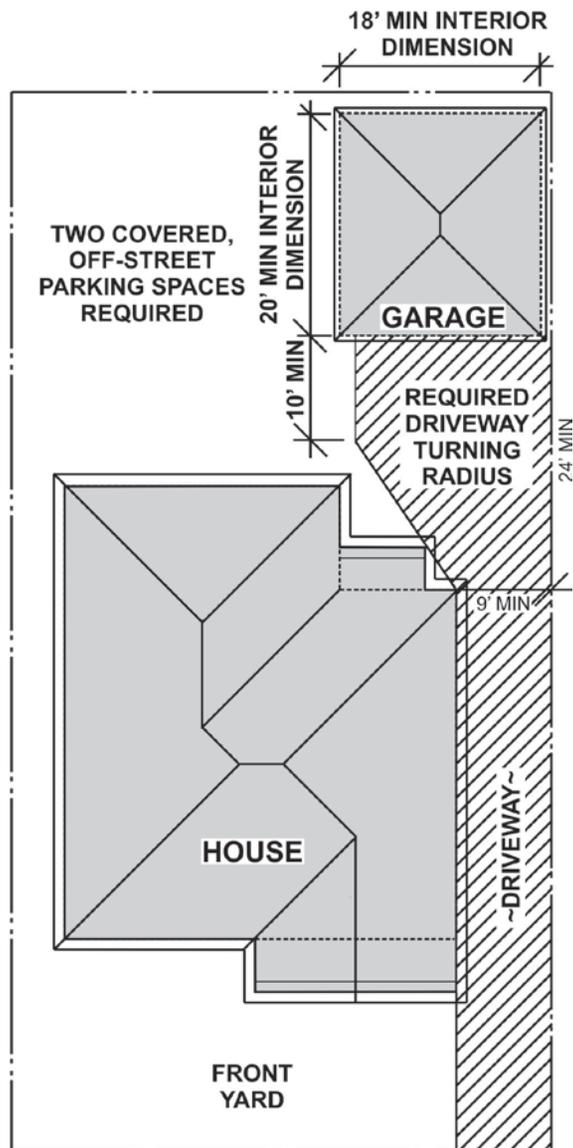
9. Two Story Accessory Buildings – A Conditional Use Permit is required for any second-story addition to an existing accessory structure or a new two-story accessory structure. Bedrooms, living rooms, kitchens, dining rooms, bathrooms with tubs or showers or other habitable spaces are not allowed in such structures (LMC Section 9386).

10. Mechanical Equipment Requirements - No sound-producing machinery, equipment, pumps, fans, HVACs, 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, as to not unreasonably interfere with the

enjoyment or use of life and property in the vicinity, and provided, further, that the following minimum regulations are complied with:

- a. Roof. No mechanical equipment, except roof vents and wind turbines, shall be erected, constructed, placed or maintained on or upon the roof of any building or structure located in the R-1, R-A, or A zones, unless the roof structure is so designed as to provide for the inclusion of the equipment as an integral part of the structure, and the installation has been approved by the DRB.
- b. Front Yard. Mechanical equipment shall be located between a front lot line or side lot line and the nearest building on the lot, if the unit is screened with a sound dampening material to protect the surrounding properties from excessive noise or unsightly appearance.
- c. Rear Yard. Such HVAC units and related equipment may be located within that area designated as the rear yard provided that it is not placed in the rear yard area of a corner lot parallel to and within 20 feet of any lot line common to the required side yard of an abutting residential lot.
- d. In practice, a five-foot side yard setback is typically acceptable for mechanical equipment.

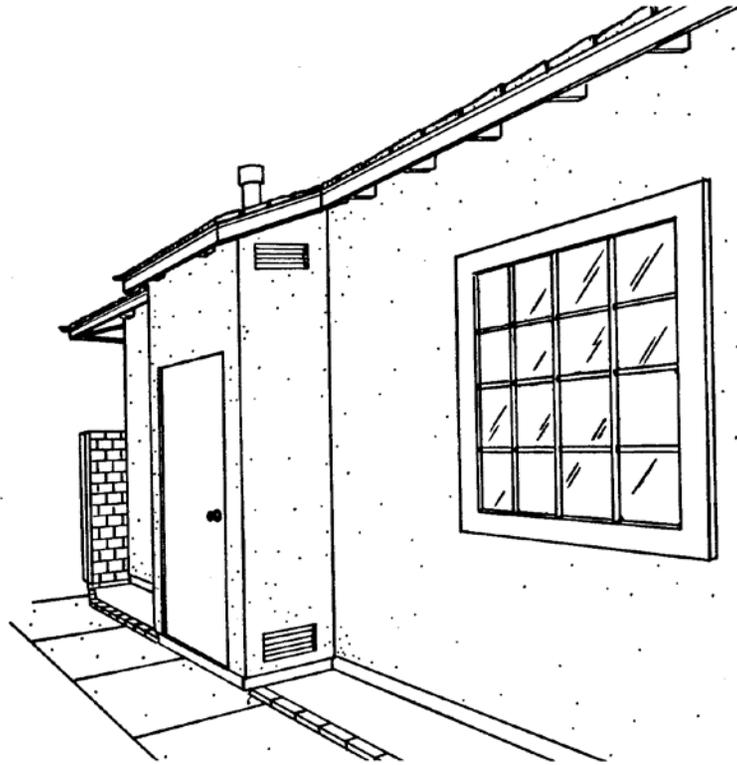
Figure 10: Required Driveway Turning Radius



Standard conditions that the Development Review Board may impose on your project include, but are not limited to:

1. Room additions shall match the existing structure with respect to style, roof pitch, materials, color, etc. The structure, after alteration, should also be compatible with existing, adjacent structures in the neighborhood.
2. Exterior wall materials should match or be compatible with existing wall materials.
3. The exterior appearance of windows and doors shall match in terms of style and trim per elevation. Any proposed wainscot shall wrap around the building a minimum of three feet.
4. In conjunction with a room addition, exterior water heaters shall be placed in an enclosure that matches the construction, finish and color of the residence. Venting or plumbing shall not be exposed except above the roof of the enclosure, as required by plumbing codes (See Figure 11).
5. Roof-mounted mechanical equipment shall be either a) camouflaged or screened so that it appears to be an integral part of the original structure; or b) positioned to offer the cleanest and least visible profile possible. When indicated, such equipment should be concealed as necessary to buffer noise.

Figure 11: Water Heater Enclosure



## **DEVELOPMENT REVIEW BOARD APPEALS**

Most decisions of the DRB may be appealed to the PEC. A DRB recommendation to the PEC cannot be appealed to the PEC. An appeal, in writing, and with appropriate fees, can be filed with the City Clerk within five City business days after notice of the DRB decision.

The PEC will decide on the merits of your arguments for reversal of the DRB decision. The PEC decision may be appealed to the City Council.

If you have any questions concerning the development review process, the Development Review Board, or the Planning and Environment Commission, please contact the Community Development Department at (562) 866-9771, extension 2300. Information is also available at the City of Lakewood website: [www.lakewoodcity.org](http://www.lakewoodcity.org).

Revised:  
September 19, 2016

