

**CITY OF HERMOSA BEACH**

**CONVEX SLOPE/ALTERNATIVE SPOT ELEVATION  
APPLICATION**

**The following items must be submitted to the Community Development Department, Planning Division, regarding the determination of grade for calculating building height for convex sloping lots or to use alternative points other than the corner points.**

Each Application shall include the following items:

1. **Fifteen (15) Lot Surveys (11" x 17", collated, stapled, and folded vertically in half)** prepared by licensed surveyor or civil engineer showing all existing improvements, including adjacent sidewalk, curb, street improvements, with property corner and adjacent property elevations and showing spot elevations along the relevant property lines at **2-foot intervals** and **surrounding spot elevations** on adjacent property.
  - a. Each survey shall include **Topographic Profiles** prepared by licensed surveyor or civil engineer scaled to the lot survey and showing the profile of the property along the relevant property lines (example attached).
2. **One (1) full size survey to scale**, not exceeding 24" x 36"; collated, stapled and folded to approximately 8 ½" x 14". Plans shall include all required items listed above (Items 1 and 1a).
3. **Ten (10) Soils Investigation Reports** prepared by a licensed engineer detailing soil conditions using a minimum of **three boring locations** (front yard, center of property, rear yard).
4. **Ten (10) copies of photos** of the subject property and surrounding terrain.
5. **Street profile information** from the Public Works Department.
6. **Completed Master Application form.** All required signatures must be included on the application.
7. **Payment of Fees:** \$2,640 + \$170 (public notice poster) + \$197 (Records Technology System) = \$3,007.

**Only complete applications will be accepted. The Community Development Department, Planning Division, reserves the right to reject any application based on insufficient information or to request additional information for 30 days after the submittal.**

**2. PLANNING COMMISSION**

Upon submittal of the application the Planning Commission will schedule the request for consideration at least **four (4) weeks from the submittal date.**

The Planning Commission is composed of five citizens appointed by the City Council. The Planning Commission has the authority to approve or deny the request.

A representative of the project must be at the meeting of the Planning Commission to answer any questions.

**\*Electronic copies of items 1 and 1a** will be required a week before the hearing. These plans will be placed online for review by the general public.

**\*\*Staff reports, meeting agendas and documents related to City decision on your project will be emailed to you. Please provide correct email addresses on the Master Application Form.**