



Residential Plan Preparation Handbook

Introduction/Disclaimer:

This handbook has been established to assist homeowners and residents in preparing and submitting the plans needed for residential additions and alterations. This handbook does **not** contain all standards and requirements; it has been prepared as a guide to help in the preparation of the plans. This is not a regulatory document.

Much of the information provided within this handbook is derived from the City of Hawaiian Gardens Municipal code, if there is any conflict between the Municipal Code and this handbook, the Municipal Code shall take precedence.

The examples shown within this handbook show the typical level of detail needed for single family residential room additions and alterations. The City of Hawaiian Gardens does not require an architect or designer to prepare the necessary plans, however it is strongly suggested that if you are unable or un-experienced an architect or designer should prepare the necessary plans.

The plans shown only depict the typical plans needed for planning department review, additional plans are necessary for building plan check, to find out the additional requirements please contact the City of Hawaiian Gardens Building Department at (562) 420-2641 Ext. 217.

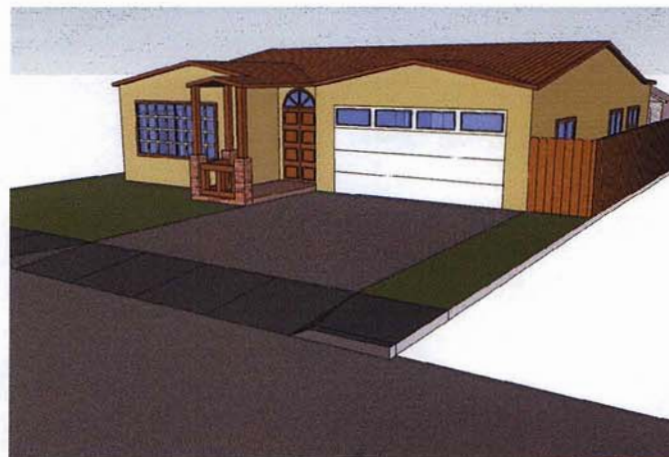
Prior to submittal of plans to the Planning Department it is strongly encouraged to set up a meeting with a staff member of the Planning Department to go over the full requirements in detail. The City of Hawaiian Gardens Planning Department can be contacted at (562) 420-2641 Ext. 246.

The plans produced for this document were produced to comply with the R-2 Zone Development Standards.

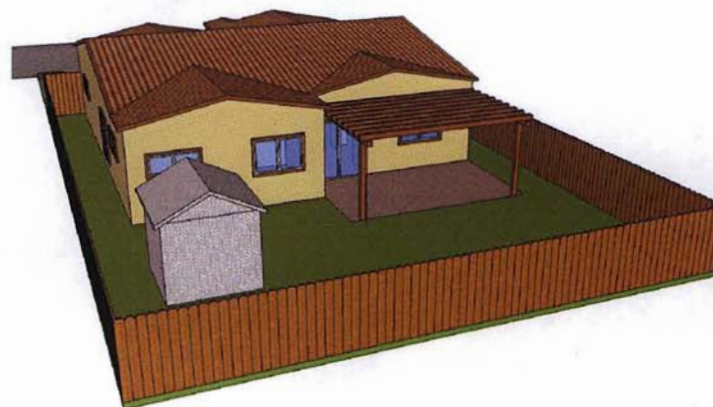
Submittal Requirements

1. Completed Development Application Form
2. Planning Fees (Contact the Planning Department)
3. Three full sized plan sets (e.g. 24" x 36", 30" X 42", etc.)
4. One 8½" x 11" reduced set of the complete plans is also required.
5. 3-D Rendering*

*Only upon request by city staff



Sample 3-D Renderings



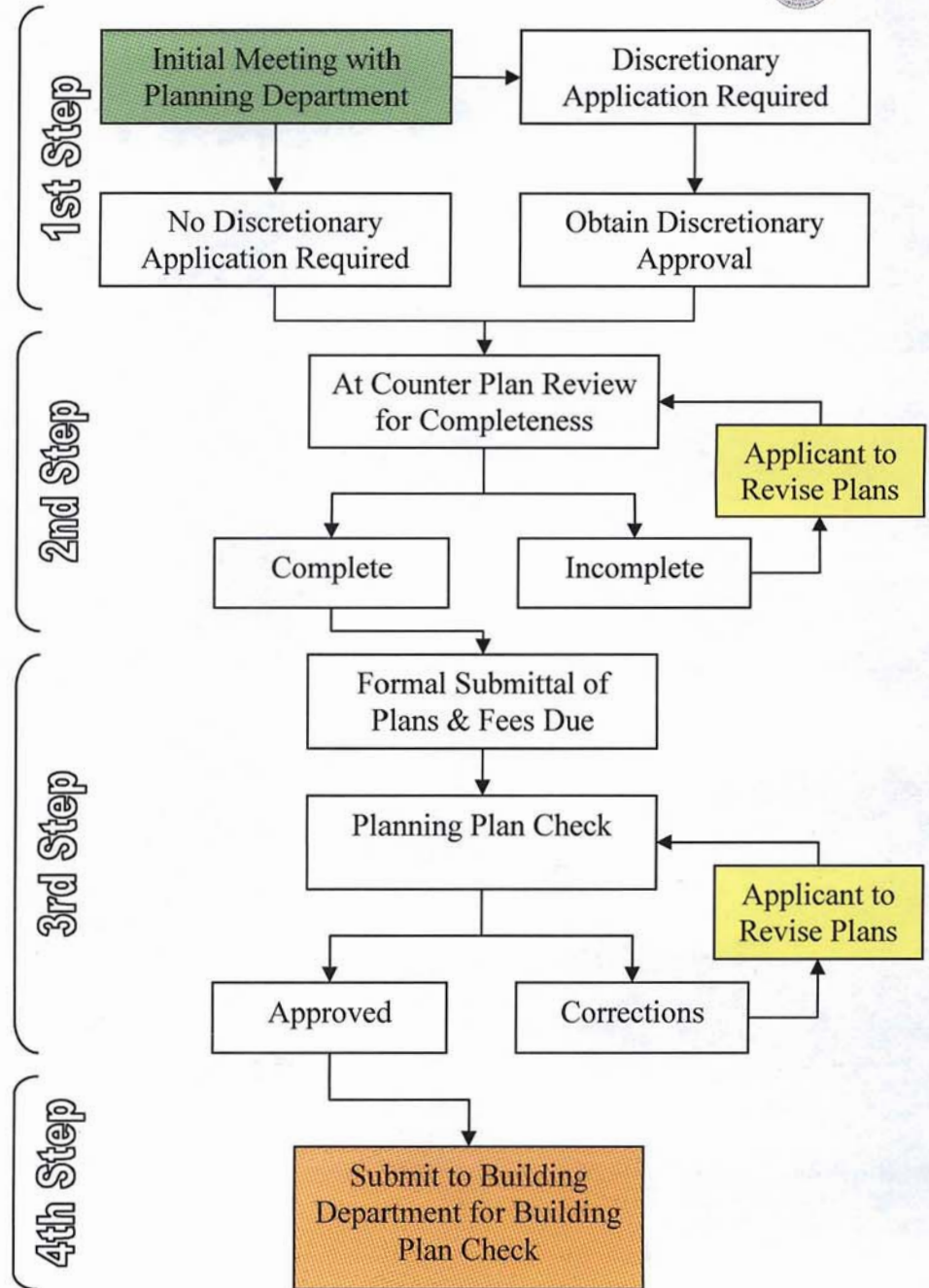


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Planning Department Plan Check Process:

The flow chart to the right illustrates the step-by-step process of what occurs during the planning plan check process, this review process typically takes approximately 2-3 weeks upon submittal; actual time will depend upon staff case load, number of re-submittals, and the time for applicant to respond to the comments and resubmit the plans.

- 1st Step: Schedule a meeting with the planning department or visit the planning department during normal counter hours to discuss the project prior to submittal. Some projects may require a discretionary approval. A discretionary approval is one which must gain approval through the public hearing process before plans can be submitted for planning plan check. If a discretionary approval is required, the discretionary approval must be obtained before the applicant can proceed to the planning plan check process. If no discretionary approval is required the applicant can proceed with preparing the necessary plans as outlined in this handbook.
- 2nd Step: Bring the complete sets of plans to the planning department during normal counter hours, the planning department will conduct a preliminary review to ensure all the necessary plans have been provided. If all plans are present the planning department can take in the plans for submittal, if all plans are not present the applicant must return with the all necessary plans prior to submittal.
- 3rd Step: Once plans deemed complete for submittal over the counter the planning department will take in the plans and the fees for planning plan check. If the plans have all the necessary information and meet the City's requirements the plans will be approved, otherwise corrections will be sent to the applicant (The 1st review takes about 1-2 weeks).
- 4th Step: Once the plans are approved, the applicant must prepare all the necessary building plans and can then submit to the Building Department for building plan check. Contact the Building Department directly for their requirements.



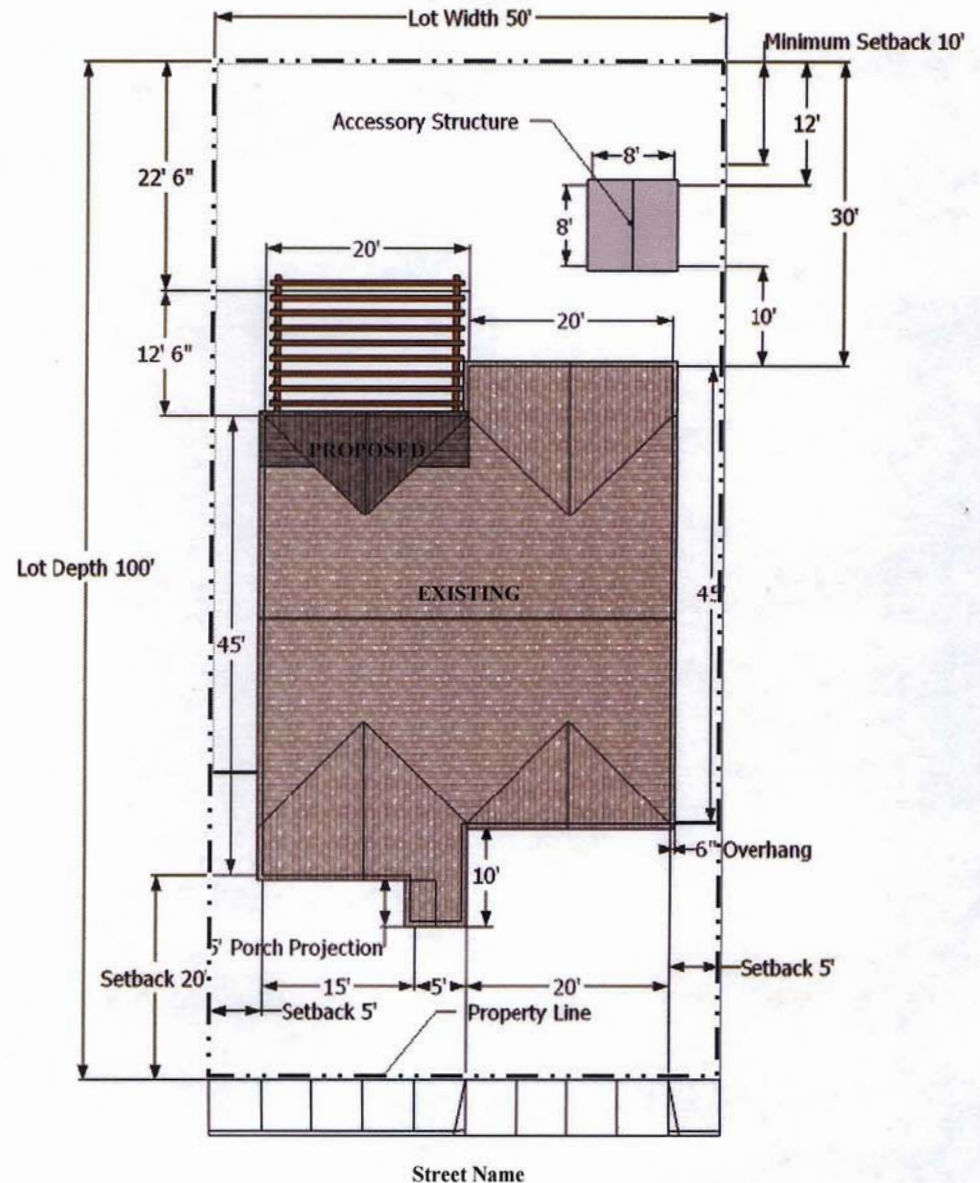


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Plan Sets Should Include the Following:

- a. **Site Plan:** Show a "bird's eye" view of the property, drawn in ink and fully dimensioned. The plan shall include:
 - Property lines
 - Easements
 - Parking spaces and drive aisles
 - Landscaping
 - Walls and fences
 - Drainage
 - Existing and proposed public improvements to centerline and curb
 - Existing and proposed utility connections
 - Pad and finished floor elevations.
 - Include fully tabulated legend to include
 - Lot size
 - Project Data
 - Legal Description
 - Proposed and existing lot coverage
 - Zoning designation
 - Owner and address
 - Structures
 - The plan shall be fully dimensioned and drawn to a standard scale (1:10, 1:20, 1/4" = 1', 1/8" = 1', etc.) with north arrow and graphic scale.
 - In some circumstances a survey may be required. A survey is typically required when a structure is proposed on or near a property line.

*Site plan is not required to be in color

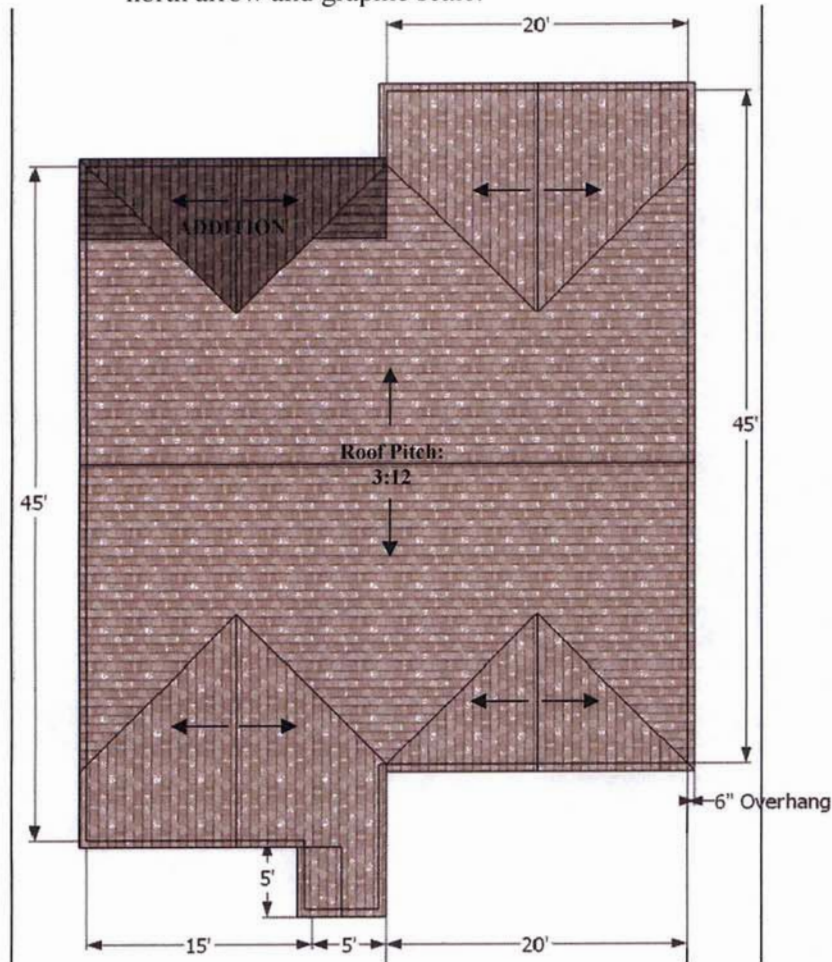


Sample Site Plan



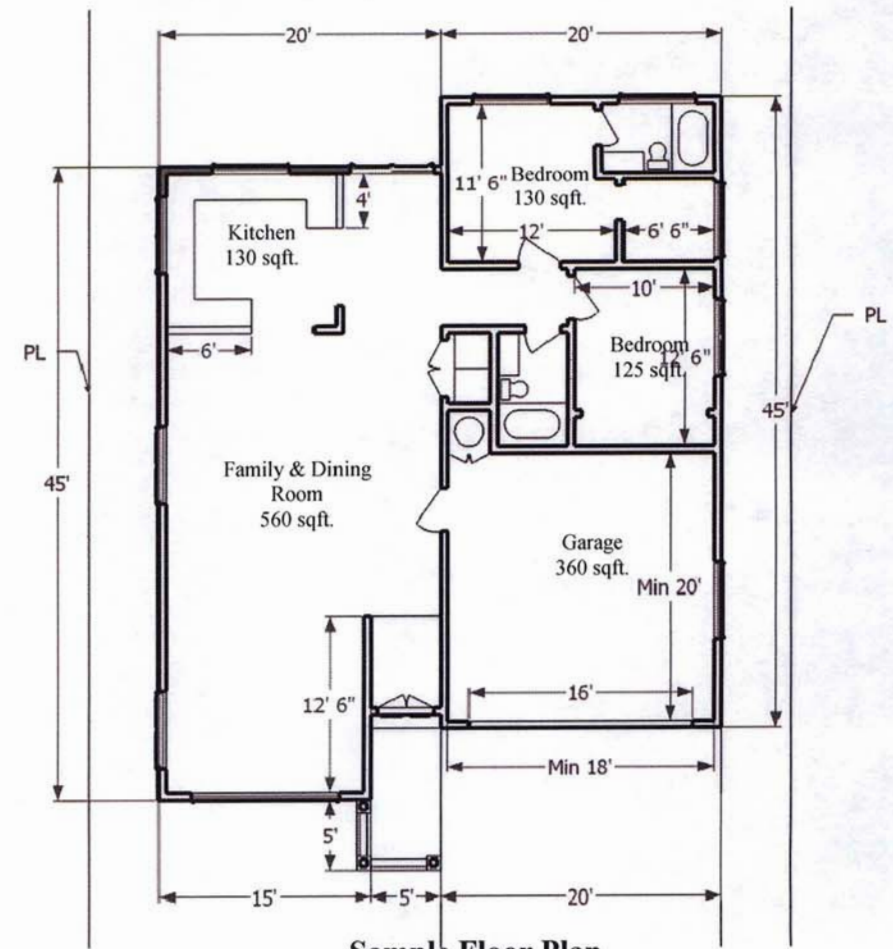
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- b. **Roof Plan:** Show entire roof plan of all structures. The plan shall include:
- Roof Pitch, overhangs, materials, and any roof mounted equipment
 - Differentiation of existing and proposed roof areas
 - The plan shall be fully dimensioned and drawn to a standard scale (1:10, 1:20, 1/4" = 1', 1/8" = 1', etc.) with north arrow and graphic scale.



Sample Roof Plan

- c. **Floor Plan:** Show the entire floor plan of the building(s) which are to be modified. The plan(s) shall include:
- The location and size of all important internal features
 - Indicate size of each room in square feet
 - The plan shall be fully dimensioned and drawn to a standard scale (1:10, 1:20, 1/4" = 1', 1/8" = 1', etc.)
 - Clearly identify existing and proposed features (walls, windows, doors, etc.)



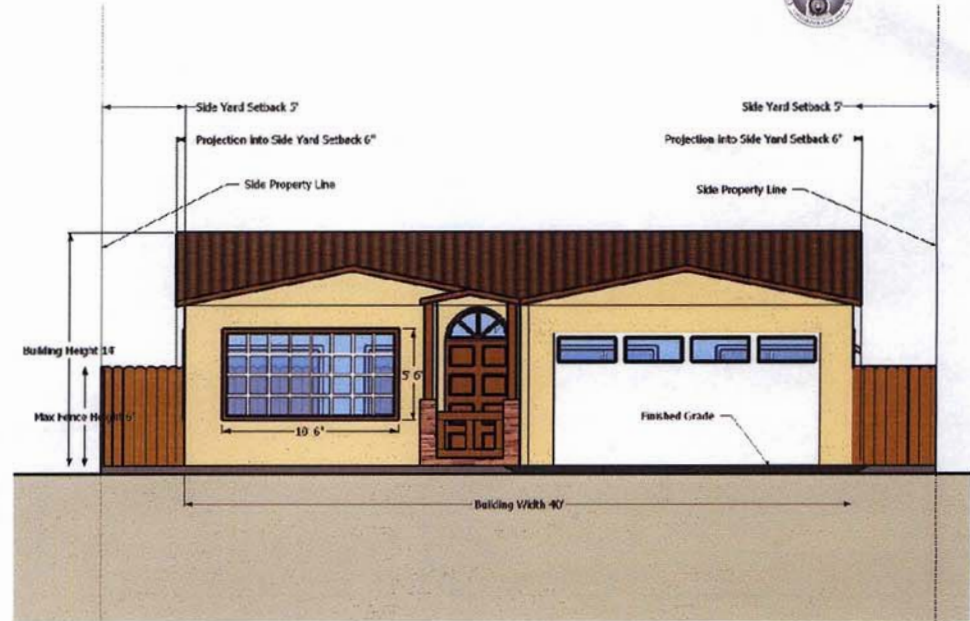
Sample Floor Plan

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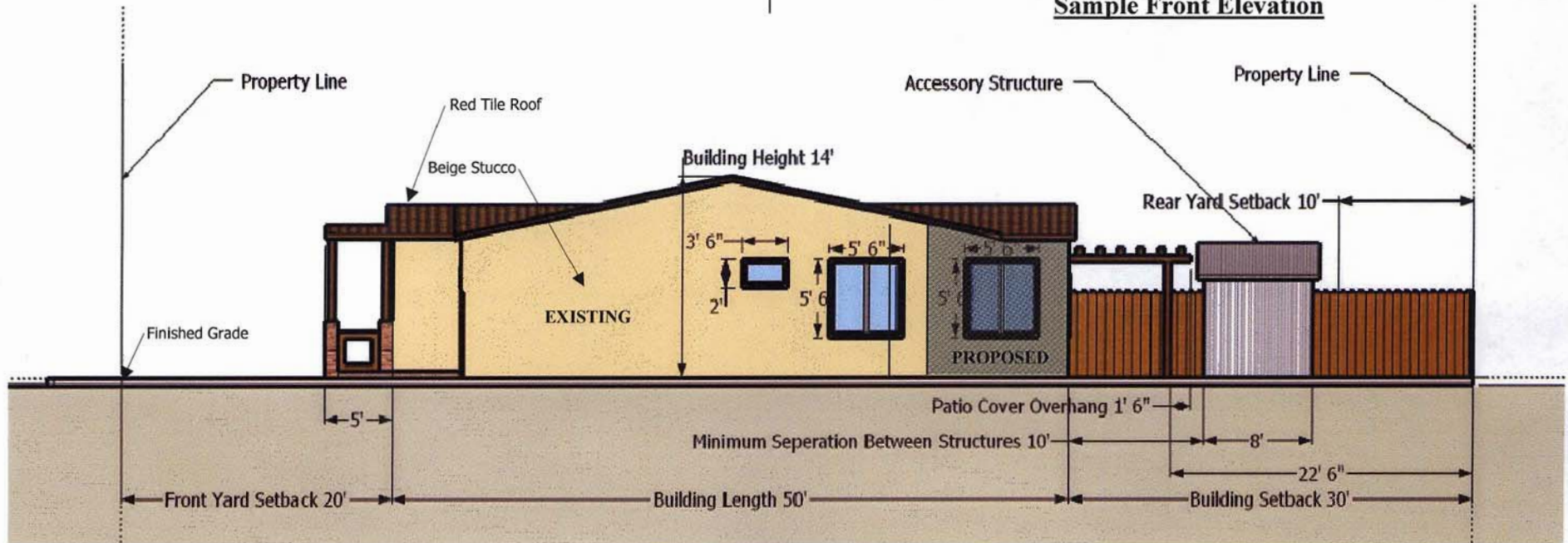


- d. **Elevations:** Show a two-dimensional side view of all affected sides of the building(s). The plan(s) shall:
- Be fully dimensioned and drawn to a standard scale at least $\frac{1}{8}'' = 1'$ in size or greater
 - Specify all design features, colors and materials
 - Clearly show the architectural character of the building
 - Clearly identify what is existing and proposed

*Elevations are not required to be in color



Sample Front Elevation



*Note: All proposed materials to match existing (roofing, siding, and windows)

Sample Side Elevation



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Development Standards

See The City of Hawaiian Gardens Zoning Code Chapter 18.40 for specific development standards for all residential zones

Residential Regulations

Identified below is a list of some of the main residential regulations, for complete information on residential regulations see The City of Hawaiian Gardens Zoning Code Chapter 18.50.

- Single Family Residential and Duplex Parking:
 - Two parking spaces enclosed in a garage shall be required for each dwelling unit.
 - Minimum unobstructed interior dimensions of a two-car garage are 18' in width by 20' in depth. For example a washer & dryer cannot be located within the minimum garage dimensions.
 - A minimum 24' turning radius is required for proper garage accessibility (See Diagram A)
 - Driveways shall be a minimum 10' wide
- Landscaping
 - All open areas within a lot including required setbacks, excluding parking areas and driveways, shall be landscaped with sod, shrubs, or trees
 - All rear yards shall have a minimum of 50% landscaped area
- Fences, Walls, Gates, & Hedges (See Diagram C)
 - Any fence, wall, gate or hedge in the required front yard shall be a minimum height of 36" and a maximum of 42" if solid, otherwise if open it may have a maximum height of 48"
 - Any fence, wall, gate or hedge in the required rear or side yards shall be a maximum of 6'
- Mechanical Equipment
 - All mechanical equipment (A/C Units, etc.) located on rooftops or ground level shall be completely screened from view.
- Yard Encroachments (See Diagram B)
 - Eaves, overhangs, awnings, and other architectural protrusions may extend up to 2' into the front, side or rear required yard areas
 - Covered porches may extend up to 6' into the required front yard and up to 3' into the required side and rear yard
 - Water heaters may project up to 2' into required side and rear required yard areas
 - Patio covers may project up to 3' into required rear yard areas (this only applies to the covering, not the posts)
- Structures allowed in Required Yards (For any structure proposed on or near the property line, city staff may require a survey to accompany the development application.)
 - Detached accessory structures are allowed within the required rear yard
 - Detached garages are allowed within the required rear yard
 - Sheds no larger than 10' by 10' are allowed within the required rear yard
- Residential Design Guidelines
 - Additions and exterior alterations must be compatible with the existing structure, items reviewed by staff include but are not limited to:
 - Material types
 - Roofing and roof pitch
 - Overall architectural quality



Standards Diagrams:

Diagram A: Driveway Turning Radius and Minimum Distance between Structures – Driveways require a 24' turning radius as demonstrated above for proper access & the minimum distance between structures is 10' between the closest points from wall to wall.

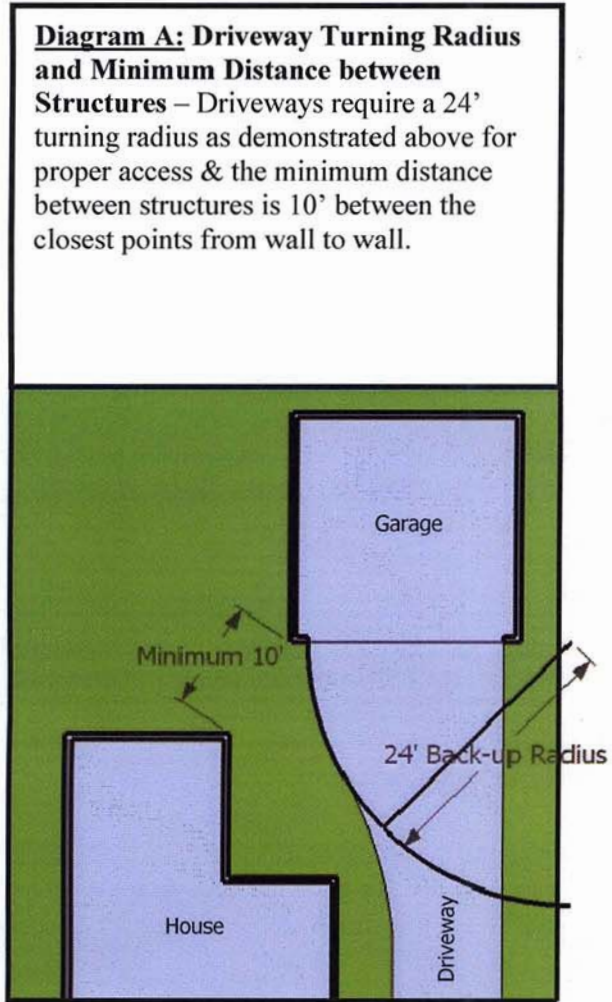


Diagram B: Yard Encroachments – Specific projections are allowed to extend into required yards, see the encroachment section for specific information

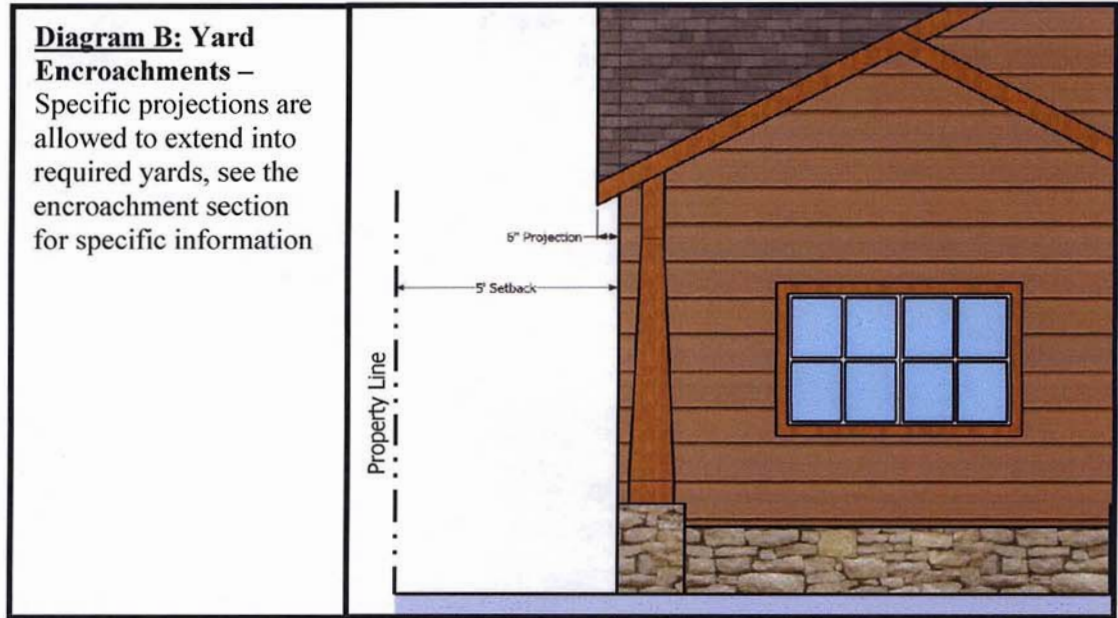


Diagram C: Front Yard Fence – A Front Yard Fence is allowed to be up to 36" if solid and 42" if open as long as the solid portion is no taller than 36"

