

PLAN REQUIREMENTS

City of Hawthorne Planning Department
4455 West 126th Street
Hawthorne, CA 90250
(310) 349-2970
Fax: (310) 644-6685

NOTE: Staff will not review or accept an application if submittals are not legible or are otherwise inadequate. Unless plans fully comply with the following requirements, applications will be deemed incomplete and processing will stop until compliant plans are resubmitted.

Include only information necessary to depict the project and its setting (mechanical drawings are not required).

1. Site plans shall include all structures on the subject site unless written permission has been obtained from the Planning Director to include an area less than the entire site.
2. Site Plans shall include and conform to the following technical requirements:
 - a. Scale shall be 1/16" = 1' or larger for full size drawings.
 - b. North arrow shall be shown and oriented towards the top of the page
 - c. Boundary of Site Plan clearly identified
 - d. Street Address of subject site
 - e. Legal Description of subject site
 - f. Names of abutting streets
 - g. Fully dimensioned plans including, footprint, setbacks, yard, and floor plans.
 - h. Zoning Identification of subject site
3. Site Plans must clearly and completely show the intent of the project and its uses and their locations on the site. Plans must clearly identify and differentiate the following:
 - a. Location and uses of all buildings and structures (including walls and fences):
 - 1) Existing structures to be demolished
 - 2) Existing buildings and structures to remain
 - 3) Proposed structures to be constructed or added
 - b. Requested change or part of project subject to approval
 - c. Parking areas (including dimensioned stalls), on-site circulation, loading and stacking areas, ingress to and egress points, and pedestrian circulation
 - d. Parking schedule (number of existing, required, and proposed parking stalls)
 - e. Landscape vs. Hardscape areas where site is not covered by buildings.
 - 1) Landscaping plans to include types, size, planting material
 - 2) Irrigation details
 - f. Recreational Open Space calculation table
 - g. Alleys and other public rights-of-way and easements
 - h. Topography and grading of site
 - i. Storm drainage for handling of surface water
 - j. Exterior lighting and location and dimensions of exterior signage
 - k. Trash and recycling areas
 - l. Fire and Emergency Access Lanes
 - m. Air conditioner and water heater locations
4. Site Plan shall also be reduced in black ink on standard 8½" x 11" paper, unless Planning Department staff requires a larger size (including 11" x 17" or larger). Oversize Site Plans shall be folded to 8½" x 11" size.
5. Other Scale Drawings to accompany Site Plan (to include number of stories and dimensions for all heights):

- a. Elevations of all buildings, structures, walls and fences (including height and construction material) - if new construction or exterior change
 - b. Cross-Sections (when appropriate)
6. Show the location, uses, yards/setbacks, and height of buildings and structures on adjoining properties that may be affected by the requested action.
7. Floor plans shall include all buildings or entire site subject to the approval unless written permission has been obtained from the Director of Planning to include an area less than the entire premises. Floor plans shall include the following:
 - a. Walls shown as double lines
 - b. Scale – not less than one-sixteenth inch equal to one foot ($1/16"=1'-0"$) shall be drawn to the stated scale within one tenth of an inch error factor.
 - c. North arrow
 - d. Legend (walls, symbols)
 - e. Case number (or space for the case number)
 - f. Street address of project
 - g. All dimensions of the premises
 - h. Locations of all seats, bars, and tables for restaurants and other factors used to calculate parking requirements. A count of the number of seats.
 - i. Floor plan must include any outdoor areas if they are to be used as part of the project.
 - j. Clear labels of individual areas, features, and major items of equipment such as freezers, stoves, etc.