



Residential Zoning Corrections

Community Development Department
 Planning Division
 100 Civic Center Drive ; P.O Box 1768
 Newport Beach, CA 92658
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www.newportbeachca.gov

Plan Check No.:
Address:
Overtime PC: <input type="checkbox"/>
Date:
Approval Date:

<u>Corrections Required</u>	<u>Plan Checker Information</u>
"1" (First Review): "2" (Second Review): "3" (Third Review):	If you have questions regarding your plan check, please contact: Plan Checker: Patrick Alford Email: palford@newportbeachca.gov Phone: 949.644.3200 Fax No.: 949.644.3203

<u>General Information</u>			
1.	Zone:	Setback Map No:	PC Text:
2.	Proposal: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Other		
3.	No. of Units Allowed:	No. of Units Proposed:	
4.	Demo Proposed <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, number of units to be demolished		
<u>Coastal Commission Review</u>			
5.	Coastal Zone: <input type="checkbox"/> Yes <input type="checkbox"/> <i>Exclusion Zone</i> <input type="checkbox"/> No		
6.	Exempt because:		
7.	Categorical Exclusion No.:		
8.	Waiver No:	Effective Date:	
9.	AIC No:	Coastal Development Permit No:	Effective Date:
10.	Coastal Approval Letter (all pages) to be bluelined/blacklined into plans.		
11.	Comments:		
<u>Discretionary Action</u>			
12.	Application required:	Reason:	
13.	Previous Discretionary Approvals:		
	1.	Application Type	No. For:
	2.	Application Type	No. For:
	3.	Application Type	No. For:
	4.	Application Type	No. For:
5.	Application Type	No. For:	
14.	<input type="checkbox"/> Please make an appt with: Phone: Email:		
15.	Blue-line resolution and conditions into the drawings.		<input type="checkbox"/> Copy attached
16.	Blue-line approval letter into the drawings. <input type="checkbox"/> Copy attached		
17.	HOLD ON FINAL. The following items must be completed before the building permits are finalized:		
18.	Comments:		

Residential Zoning Corrections (Cont'd)

<u>Required Fees</u>					
19.		Fairshare Fee Contribution:	20.		San Joaquin Hills Transportation Corridor Fee:
21.		Park Dedication Fee:	22.		In-lieu Housing Fee:
<u>Lot or Parcel Status</u>					
23.		Legal Description: Lot:	Block:	Section:	Tract:
24.		Easement(s) on-site: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Verify with Public Works			
25.		No person shall develop any structure including, but not limited to, a principal or accessory structure across a lot line per Section 19.04.035 (Development Across Property Lines) of the Subdivision Code. Please apply for a Parcel Map, Lot Merger, Lot Line Adjustment, or Certificate of Compliance to address underlying legal lot lines.			
26.		Covenant required . Please have the property owner's signature notarized on the attached document and return with the filing fee payable to the County Recorder.			
27.		Comments:			
<u>Setbacks</u>					
28.		Setback Regulations (20.30.110) *Setbacks are measured from property line to finished surface, unless otherwise specified. Front: Left Side: Right Side: Rear: Other:			
29.		Third Floor Step-backs (20.48.180A.3.b.) (<i>Applicable to all R-1 and R-2 zoning districts, except: R-BI; R-1-6000; R-1-7,200; R-1-10,000, lots 25 feet wide or less in R-2; and Planned Community district</i>) Front: Left Side: Right Side: Rear: N/A:			
30.		Comments:			
<u>Floor Area/Site Area Limitations</u>					
31.		Lot Size: square feet Lot Dimensions:			
32.		Buildable Area : lot area minus required setback areas =			
33.		Floor Area Limitation : x buildable area + (200 Square Feet for R-BI only) = maximum square footage <ul style="list-style-type: none"> • Calculation includes exterior walls, stairway(s) on one level, enclosed parking (including subterranean) • Calculation does not include subterranean basements • Comments: 			
34.		Proposed Floor Area: square feet			
35.		Site (Lot) Coverage Limitation : percent of total lot area <ul style="list-style-type: none"> • Calculation includes the percentage of a site covered by structures, including eaves and overhangs, and accessory structures and by decks more than 30 inches in height. 			
36.		Proposed Lot Coverage: square feet or percent of total lot area			
37.		Provide tissue overlay of calculations verifying proposed square footage (show dimensions & calculations on tissue).			
38.		Comments:			

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For 39 - 42, applicable to all R-1 and R-2 zoning districts, except: R-BI; R-1-6000; R-1-7,200; R-1-10,000, lots 25 feet wide or less in R-2; and Planned Community district

39.		<p><u>Third Floor Limitation (20.48.180 3.)</u></p> <p><input type="checkbox"/> 15% of the total buildable area for lots wider than 30 feet: Maximum: $.15 \times \text{buildable area} =$ Proposed:</p> <p><input type="checkbox"/> 20% of the total buildable area for lots 30 feet wide or less: Maximum: $.20 \times \text{buildable area} =$ Proposed:</p> <ul style="list-style-type: none"> Enclosed square footage located on the third floor shall be set back a minimum of 15 feet from the front and rear setback lines For lots greater than 30 feet in width a minimum of 2 feet from each side setback line, including bay windows.
40.		Comments:
41.		<p><u>Open Volume Area Required (20.48.180 4.)</u></p> <p><input type="checkbox"/> 15% of the buildable area of the lot in addition to the required setback areas Required: $.15 \times \text{buildable area} =$ square feet Proposed: square feet</p> <ul style="list-style-type: none"> Open volume must be located within the buildable envelope (within the setback; under 24 FEET) Open Volume must have a minimum dimension of 5 feet in depth from the setback line on which it is located Open volume must be open on a minimum of one side and have minimum clear vertical dimension of 7.5 feet
42.		Comments:
<u>Plot Plan/Site Plan/Floor Plans</u>		
43.		Provide Site Plan/Plot Plan, Floor Plans, fully dimensioned.
44.		Show the location of all buildings on-site and dimension distance to property lines.
45.		Dimension the distance from face of curb to front property line (verify with Public Works).
46.		Indicate the second and third floor footprints (if applicable).
47.		Dimension all projections (e.g., fireplaces, bay windows, eaves), label distance(s) to property lines.
48.		Dimension the distance between buildings.
49.		Provide floor plan(s) fully dimensioned showing all room uses for all buildings on-site.
50.		Provide existing and proposed floor plans fully dimensioned showing all room uses for all buildings on-site.
51.		Plot property lines on site plan and all floor plans with setbacks called out.
52.		Indicate the location of easement(s) plotted on site plan.
53.		Comments:

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Off-Street Parking (20.40)

Accessory Dwelling Units	1 per unit, a minimum of 2 covered per site
Single-Unit Dwellings – Attached	2 per unit in a garage
Single-Unit Dwellings – Detached and less than 4,000 sq. ft. of gross floor area*	2 per unit in a garage
Single-Unit Dwellings – Detached and 4,000 sq. ft. or greater of gross floor area*	3 per unit in a garage
Single-Unit Dwellings – Balboa Island	2 per unit in a garage
Multi-Unit Dwellings – 3 units	2 per unit covered, plus guest parking 1-2 units, no guest parking required 3 units, 1 guest parking space
Multi-Unit Dwellings – 4 units or more	2 per unit covered, plus 0.5 space per unit for guest parking
Two-Unit Dwellings	2 per unit; 1 in a garage and 1 covered in a garage
Live/Work units	2 per unit in a garage, plus 2 for guest/customer parking
Senior Housing – market value	1.2 per unit
Senior Housing - affordable	1 per unit

*Gross Floor Area in this case shall include the square footage of basements but shall not include the square footage of garages.

Minimum Interior Dimensions

The minimum interior dimensions for parking spaces in residential zoning districts shall be as provided, below. The Director may approve a reduced width for duplex units when two separate single car garages are proposed side by side and the applicant has proposed the maximum width possible.

Lot Width	Single Car/Tandem*	Two Car	Three Car
30 feet or less	9'-3" x 19' (35')*	17'-6" x 19'	Two car garage minimum width plus 8'3" for each additional space x Two car garage depth
30.1 - 39.99 feet	10' x 19' (35')*	18'-6" x 19'	
40 feet or more	10' x 20'	20' x-20'	

* The minimum depth for a 2-car tandem space is 35 feet

54.	Gross Floor Area for purposes of calculating the number of parking spaces: Gross Floor Area (don't include garage) + Basement =
55.	Number of Parking Spaces Required: Minimum interior clear dimensions required:
56.	Label interior clear dimensions of the garage free of all obstructions such as cabinetry, appliances, steps, posts, etc. (one riser is allowed, maximum 6 inches high, encroaching no more than 18 inches into garage).
57.	Comments:

HEIGHT LIMITATION (20.30.060)

- Measured from average grade if slope is 5% or less
- [20.30.050 Grade Establishment](#)
- Roofs over the Flat Roof Limit must have a minimum 3:12 pitch
- Sloped roofs with a pitch less than 3:12 and parapets, railings, etc are considered flat roof for the purpose of height limits
- Heights are measured to the top of all finished materials.
- Height certification will be required in some cases

58.	Flat Roof Limit: feet Sloped Roof Allowable Ridge Height: feet
59.	Height certification inspection required? <input type="checkbox"/> Yes <input type="checkbox"/> No (Stamp Plans if Required) <ul style="list-style-type: none"> • If an inspection is required, the planner shall place a notice in permit plus so the inspector knows a height certification inspection is required.

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60.		Provide topographic survey to establish slope and average grade or, use subdivision grading plan, if applicable.
61.		Provide a sheet showing the outline of the proposed structure over a topo survey to verify determination of slope and height to be used for measuring elevation
62.		Plot roof plan over topographic survey to assist with determination of grade points located directly below ridge peaks, roof areas and/or parapets.
63.		Label grade below and at top of any critical ridge, parapet, etc.
64.		Dimension heights from established grade to: <input type="checkbox"/> top of flat roof <input type="checkbox"/> ridge peak <input type="checkbox"/> any flat elements
65.		The height will be measured from 9.0 (NAVD datum). Land uses shall have a finished floor elevation below the elevation per Section 20.65.030.B of the Zoning Code.
66.		Provide a roof plan.
67.		Label and dimension roof pitches on roof plan and elevations.
68.		Label and dimension eave overhang to property line on all exterior elevations.
69.		Label and dimension highest point of: <input type="checkbox"/> all roof top equipment <input type="checkbox"/> deck rails <input type="checkbox"/> other: <ul style="list-style-type: none"> • Rooftop equipment or screening structures may not exceed the height limit
70.		20.30.060 D. Exceptions to Height Limits
71.		Comments:
<u>LANDSCAPING (20.36)</u>		
72.		<p><u>LANDSCAPING – TITLE 14</u></p> <p><u>Chapter 14.16</u> of the Municipal Code (Water Conservation and Supple Level Regulations) applies to landscape installation projects requiring a ministerial or discretionary permit and/or design review and are:</p> <p>1. Homeowner-provided > 5,000 sq ft of landscaped area, developer-provided > 2,500 sq ft</p> <p>Rehabilitation landscape installation projects which meet the applicability criteria (above), are 50% of the total landscaped area on the property, and the modifications are planned to occur within one year.</p> <p>New Landscapes:</p> <p>total sq ft of existing landscaped area</p> <p>total sq ft of new landscaped area</p> <p>Rehabilitated Landscapes:</p> <p>total sq ft of existing landscaped area</p> <p>total sq ft of rehabilitated landscaped area % of total landscaped area on site to be rehabilitated</p>
73.		Comments:
74.		<p><u>LANDSCAPING – TITLE 20 (20.36.050A)</u></p> <p>Impervious surfaces in R-1 and R-2 zones.</p> <p>1. Impervious surface areas, excluding driveways, shall not exceed 50 percent of the front yard area with the remaining area landscaped with plant material. The use of pervious materials for walkways, porches, and outdoor living areas is allowed.</p> <p>Where the typical neighborhood pattern of front yards has been developed with hardscaped outdoor living areas that exceed the 50 percent maximum for impervious surfaces the Director may waive this requirement.</p> <p>Project complies with: No.1 <input type="checkbox"/> Yes <input type="checkbox"/> No No.2 <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
75.		Comments:

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Design Criteria (20.48.180 B.)

For 76-81 below, applicable to all single-unit and two-unit residential building citywide

76.	Walls: Long unarticulated exterior walls are discouraged on all structures. The visual massing of a building should be reduced by incorporating appropriate design elements; including variation in the wall plane, building modulation, opening, recesses, vertical element, varied textures, and design accents (e.g. moldings, pilasters, etc.). Front facades shall include windows.
77.	Upper floors: Portions of upper floors should be set back in order to scale down facades that face the street, common open space, and adjacent residential structures. Upper story setbacks are recommended either as full length "stepbacks" or partial indentations for upper story balconies, decks, and/or aesthetic setbacks.
78.	Architectural treatment: Architectural treatment of all elevations visible from public places, including alleys, is encouraged. Treatments may include window treatments, cornices, siding, eaves, and other architectural features.
79.	Front façade: Where the neighborhood pattern is for the primary entrance to face the street, the primary entry and windows should be the dominate elements of the front façade. Primary entrances should face the street with a clear, connecting path to the public sidewalk or street. Alternatively, entry elements may be visible from the street without the door necessary facing the street.
80.	Main entrance: The main dwelling entrance should be clearly articulated through the use of architectural detailing.
81.	Comments:
<u>MISCELLANEOUS ITEMS</u>	
82.	<u>TWO- TO FOUR-UNIT DWELLING PROJECTS</u> A notice shall be signed by property owners and copied into the plan set prior to the issuance of a building permit for development of two- to four-unit dwellings. The notice serves as a record of acknowledgement that property owners understand should they choose to pursue the approval of a Parcel Map for condominium purposes during the construction, they fully understand that the Parcel Map application is a discretionary process and is not guaranteed.
83.	<u>CONDOS - (Existing Structures)</u> Before a condominium unit may be sold, a condominium conversion building permit must be signed off by the Planning Department. The Parcel Map must be signed off by the Public Works Department, approved by the County and RECORDED at the County. Proof of recordation will be required before Planning can sign off on the building permit final. Provide a copy of the first page of the recorded document.
84.	<u>CONDOS - (New Structures)</u> Before a condominium unit may be sold, a building permit is required for a description change from "duplex" to "condominiums." Before building permits can be finalized, the Parcel Map must be signed off by the Public Works Department, approved by the County and RECORDED at the County. Proof of recordation will be required before Planning can sign off on the description change. Provide a copy of the first page of the recorded document.
85.	<u>20.30.040 (Fences, Hedges, Walls, and Retaining Walls)</u> Label the height, length, and location of all fences, hedges, walls, retaining walls, and self-closing/self-latching gates on the subject property.
86.	<u>INTERIOR FIREPLACES</u> The overall chimney height for an interior fireplace is permitted to exceed the height limit by two feet above the roof plane plus an additional 12 inch maximum for the cap/spark arrestor. The additional 12 inch section is not only limited in height but also to 2 feet by 4 feet in width and depth. In addition, the chimney must be located a minimum distance of 10 feet from the nearest roof plane. Label dimensions of the chimney plus any portion of the cap/arrestor.
87.	<u>ACCESSORY STRUCTURES</u> Accessory structures are typically limited to 6 feet in side and rear setbacks and 42 inches in front setbacks. Please label height from natural grade below to highest point of structure.
88.	ADD THE FOLLOWING NOTE ONTO SHEET NO. "Pools, spas, walls, fences, patio covers and other freestanding structures require separate reviews and permits."
89.	<u>ASSOCIATION APPROVAL (ADVISORY)</u> Issuance of a Building Permit by the City does not relieve applicant of legal requirement to observe covenants, conditions and restrictions which may be recorded against the property or to obtain community association approval of plans.
90.	<u>TRASH AREA</u> Indicate the location of the screened trash area on the site plan or floor plan.
91.	Comments: