



# City of Redondo Beach Planning Department

## Application Review Process

### STEP 1 INITIAL DISCUSSION

Staff provides you with:  
Your property's zoning  
Uses allowed on the property  
Lot size

Pick up handouts  
Basic standards for lot  
Sample site plan  
Building height  
Setback averaging  
Residential Design Guidelines

Find out if your project requires  
Administrative Approval or  
Discretionary approval

### STEP 2 INITIAL PLAN REVIEW

- Bring a site plan (scaled, dimensioned drawing) to discuss with Planning Staff in informal plan review. Planning gives feedback:
  - Does your project comply with the Zoning Code?
  - Does your project fulfill Development Standards and Design Guidelines?
  - Discuss design changes
- Provide any extra information needed and make corrections as required
- Make appointment to review revisions with Planning staff (in person preferred)
- Staff decisions may be appealed to Planning Commission
- Plans are stamped (approved) for minor projects, if complete
- Start discretionary approval or building plan check process for major projects

### STEP 3 PLAN CHECK

Applicant files 3 complete sets of plans for plan check and pays a plan check fee (see Building Department handout for more information on the plan check process). Building permits are issued once the plans are approved.

NO

Do you need discretionary approval?

YES

### STEP 2A (AS REQUIRED) DISCRETIONARY APPROVALS

- Conduct preliminary review with Planning Staff at least one week prior to filing deadline
- Submit appropriate forms, fees and plans to Planning Department by monthly deadline
- Planning Staff conducts environmental review process, if necessary
- Attend Public Hearing as required
- Approval may include conditions
- Approval, denial or conditions may be appealed within 10 days of decision
- Final approval required before issuance of Building Permits and/or occupancy of the tenant space

**STEP 4**  
**CONSTRUCTION**

**STEP 5**  
**INSPECTION**  
Call the Planning Department for a final inspection