

# Infill Requirements

**PURPOSE:** The City of Huntington Beach has adopted development standards for infill development in order to minimize impacts on existing residential areas. These standards insure that new single family homes are compatible with surrounding residences.

**APPLICABILITY:** An infill lot is contiguous to one or more existing single family residential units, excluding parcels separated by streets, and is: 1) a vacant parcel of land intended for single family development, or 2) a parcel with an existing residential structure which will have 50 percent or more square footage of habitable area or 50% of existing building walls removed in order to remodel/construct a detached single family unit. (Refer to Exhibit B)

**GUIDELINES:** The development guidelines for infill development pertain to privacy design standards, setbacks and other issues such as pad height. The guidelines recommend that new residences:

- off-set windows;
- consider locating windows high on elevations;
- design landscaping to maximize privacy;
- use architectural features to break up massing;
- match the pad height to the grades of adjacent residences;
- maximize setbacks and provide off-sets in front setbacks;
- use translucent glass in bathroom windows facing existing residences;
- orient upper story balconies and decks to front and rear yard areas;
- minimize the canyon effect between houses by clipping roof elevations on side yards; and
- maximize the distance of pool and air conditioning equipment from existing residential units.

The complete development standards, which are contained in Huntington Beach Zoning and Subdivision Ordinance Section 230.22, may be reviewed at the Zoning Counter of the Planning & Building Department. A copy of the ordinance may be obtained from the City Clerk's Office, located on the 2nd floor.

## PROCESSING:

**STEP 1:** Ten working days prior to plan check submittal, the applicant is required to send notification of the intent to develop the vacant lot, or to remove 50% or more of the habitable square feet of the structure or 50% of existing building walls, to the adjacent property owners (Refer to Exhibit C). This notice shall be sent by first class mail and include the items listed below:

- Name of applicant.
- Location of planned development.
- Phone # of Planning Division where plans are available for review (714) 536-5271.
- Nature of planned development, including building height and square footage.
- Date by which comments must be received by Planning Department.
- Address of Planning Department.

The applicant is required to notify adjacent property owners about the project and provide additional information to the Planning Division at the time of the plan check (Please refer to Exhibit A).

**STEP 2:** At the time of plan check submittal, the applicant must show compliance with the infill development requirements. The application for plan check will be rejected if the requirements are not met. The submitted plans should show building elevations of the adjacent single family residences that qualify the vacant parcel as an infill lot. This will enable staff to evaluate window placement and other issues related to compatibility of design. The applicant should also provide an affidavit showing proof that the adjacent property owners were notified. A copy of the letter(s) sent to these property owners and a site plan showing their location should accompany the affidavit.

**SAMPLE NOTIFICATION LETTER**

\_\_\_\_ (Date)

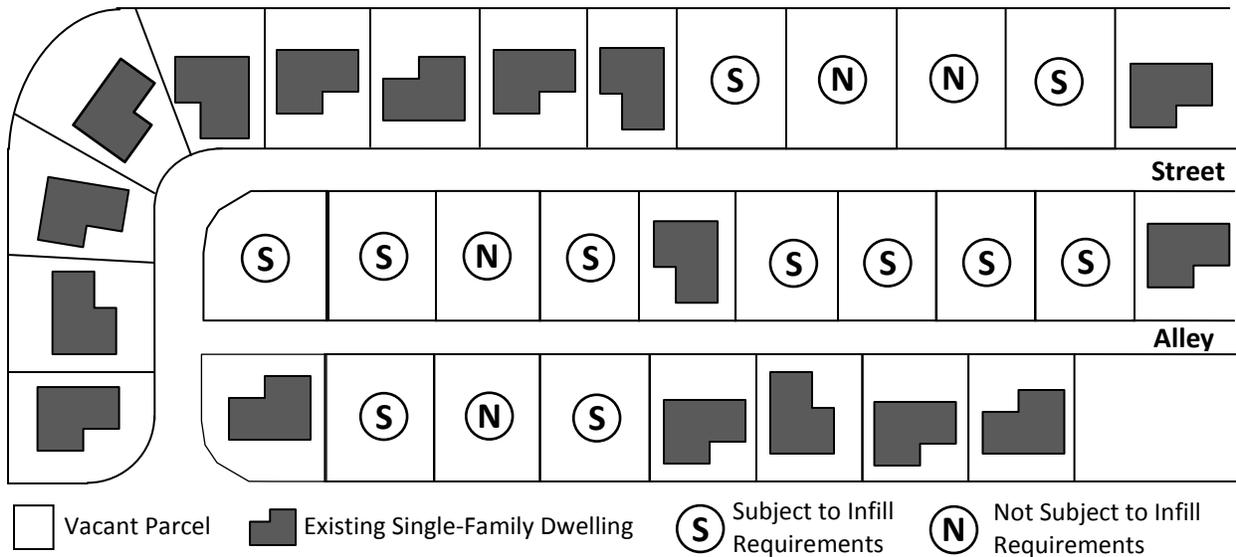
Dear \_\_\_\_\_:

This is to notify you that (Applicant's Name) is proposing a new single family dwelling or a substantial remodel for (Address). The structure will be # stories for a maximum height of # feet. Plans are available for review and comment at the Planning Division from (Date) through (Date). The address and phone number are 2000 Main Street, Huntington Beach 92648; (714) 536-5271

All Comments shall be addressed and submitted to the Planning Division within the 10 day period.

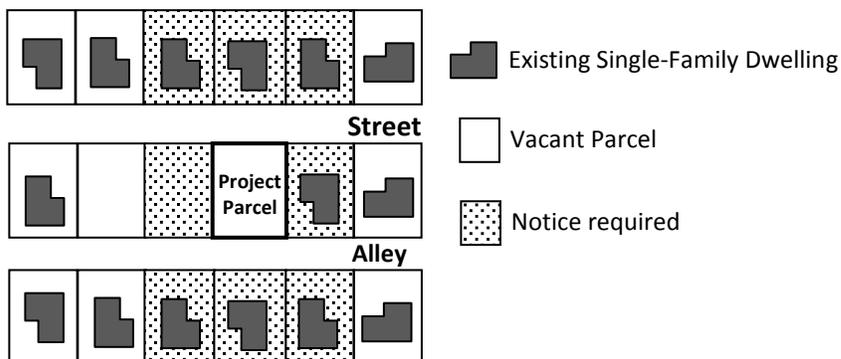
**EXHIBIT A**

**INFILL REQUIREMENTS APPLICABILITY**



**EXHIBIT B**

**NOTIFICATION PARAMETERS**



**EXHIBIT C**