NO APPROVAL NEEDED
Interior remodeling only
with no exterior
modifications. PVHA
requests copy of working
drawings to update plans
on file.

OVER THE COUNTER
STAFF APPROVAL
- APPLICATIONS ONLY
No plans necessary. Minor items
approved by discretion: AC units,
mismatching doors/ windows,
roofing, solar, hardscape, etc.

NOT APPROVED
“REVISE AND SUBMIT FOR
COUNTER CHECK”
Minor corrections pending

OVER THE COUNTER
STAFF APPROVAL
- PLANS REQUIRED
As directed from Art Jury
review.

SUBMIT ONE SET OF PRELIMINARY PLANS FOR REVIEW
including Site Plan, Floor Plans, Exterior Elevations and Roof
Plan. Plans shall be drawn to scale on minimum 24”X 36” paper
and meet minimum architectural drafting standards and
competency.

OTHER REQUIRED DOCUMENTS FOR SUBMITTAL ARE:
Current photographs of entire residence, front and rear yards,
Appropriate application for proposed project and payment of fees

APPROVED AS PRELIMINARY
“SUBMIT WORKING DRAWINGS”
The approved preliminary plans must be returned with the
working drawings when submitting final working drawings
for Art Jury approval.

SUBMIT PLANS TO CITY FOR PLAN CHECK
Refer to Building Department
for process related to plan check.

PLAN REVISIONS
Additional corrections,
clarifications, details, etc.
required

APPLICANT CONSULTS WITH PVHA STAFF:
To discuss limitations of Building, Hardscape, Landscape and other site development proposals within the parameters set forth in the
Protective Conditions, Covenants and Restrictions; To review current and preceding plans of any structure;
To receive guidance regarding fees, applications and other pertinent information for submitting plans to PVHA.

SUBMIT PLANS TO FULL ART JURY FOR FINAL
WORKING DRAWING REVIEW AND APPROVAL
One full set only accompanied by approved preliminary. Pre-review by Staff. Deviations from approved preliminaries will
incur additional fees and review. Incomplete plans will returned with corrections

WORKING DRAWINGS APPROVED
PVHA STAMPING CEREMONY
City Building Permit will not be issued without PVHA
stamps. All plans must be identical and match Art Jury
approved Final Working Drawings

BUILDING PERMIT READY TO ISSUE
Take two Art Jury stamped sets to Building Department

CONSTRUCTION PHASE

PVHA FRAMING INSPECTION
Call for framing inspection. Correct non-complying
conditions or submit for approval. Good way to avoid costly fees at
the end.

FINAL INSPECTION
Call for Final Inspection. Any non-compliant
condition may be assessed triple fees and reviewed by
Art Jury for acceptance.

PLANNING COMMISSION REVIEW - NEIGHBORHOOD
COMPATIBILITY
(Refer to City Planning Staff to see if
your project qualifies for
Neighborhood Compatibility)
PVHA strongly urges Applicants
submit preliminary plans for
Art Jury approval prior to or
concurrently with submitting
plans to the Planning
Commission. Art Jury status is
requested as part of the N.C.
Application and although it is not
required, Art Jury approval is an
essential step in the process.
Some Applicants choose to
submit a NC Application first to
avoid revising Art Jury approved
plans due to Planning
Commissioners arbitrarily
altering the size, height, location
and massing of your project.
Time: Minimum of two months
plus a 15 day appeal period if
approved.

CITY COUNSEL
Reviews approved
Neighborhood Compatibility
Application
Time: Minimum of one month

APPROVED
NOT APPROVED

ADVISORY!!!
We strongly suggest
Homeowners hire an architect
or skilled draftsperson with
experience working in Palos
Verdes Estates to prepare
competent, accurate and
understandable drawings. It is
important for the Art Jury to
comprehend the intent of the
proposed design so it may be
fairly judged and equally
important to know that any
comments or corrections will
be understood in return.

IMPORTANT!!!
Homeowners and
Contractors should know
that all construction details
must match the approved
plans, details, elevations,
etc. Any deviation from the
approved plans may result in
TRIPLED FEES. To
avoid these extra costs,
submit all revisions to
PVHA for Art Jury
approval prior to Final
Inspection.

NOT APPROVED
“REVISE AND RESUBMIT”
Corrections pending

NOT APPROVED
“REVISE AND RESUBMIT”
Corrections pending

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“REVISE AND RESUBMIT”
Corrections pending

FIRST AND THIRD MONDAYS OF THE MONTH - AGENDA
permitting
New SFRs, large additions,
façade changes, personal
appearances, amendments,
conceptual reviews, etc.

WEEKLY ART JURY MEETING
Every Tuesday
Small additions, exterior
colors, roofing, landscaping, inspection
report results, door/ window revisions, etc.

FULL ART JURY MEETING
First and Third Mondays of the month - agenda
permitting
New SFRs, large additions, façade changes, personal
appearances, amendments, conceptual reviews, etc.