



## **Instructions for Filing an Application for a Special Animal Permit (Bees)**

**Pursuant to Article 10, Chapter 1, Division 4 of the Torrance Municipal Code (TMC)**

### **FILING FEE**

Filing fee to obtain a Special Animal Permit related to the keeping of bees on a property developed with a single-family residential use is \$80.00. Make checks payable to "City of Torrance."

### **STANDARDS AND REQUIREMENTS**

The proposed Special Animal Permit single family residence must comply with the standards and criteria as listed Article 10, Chapter 1 of Division 4 of the Torrance Municipal Code (TMC).

### **PUBLIC NOTIFICATION**

Upon receipt of a completed application for a Special Animal Permit, the Director of Community Development shall notify in writing, residents and owners on two lots or parcels on either side of the subject property and the two lots or parcels nearest behind the subject property for which a Special Animal Permit is sought to keep bees. Those notified will have ten calendar days in which to protest the application either in writing or in person. A written objection in response to the notification within the noted ten calendar days of the date shown on the notification, will automatically deny the Special Animal Permit application.

### **SUPPLEMENTAL MATERIAL REQUIRED**

The following items must be submitted at the time of filing in addition to the completed application form that includes complete applicant/beekeepers information including address, telephone number, and e-mail address:

1. **PROOF OF REGISTRATION** status with the Los Angeles County Agricultural Commissioner:
  - structures, and grade differentials to all adjacent properties;
2. **8.5" x 11" SCALED SITE PLAN AND HIVE DETAIL** indicating the following:
  - The location of all existing site improvements,
  - The proposed hive placement and setbacks to all adjacent property lines and fences;
  - The proposed number of Hives; and
  - Proposed dimensions and size of each Hive;

**Please note:** A City of Torrance Community Development Department Representative will make an onsite visit to verify the information outlined on the requested Plot Plan.

### **PERMIT ISSUANCE**

If all requirements of this Article are satisfied, the Community Development Director will issue a Special Animal Permit within 30 days of the filing of the completed application. If a Special Animal Permit is not issued, the Community Development Director will notify the applicant in writing. The notice will set forth the Community Development Director's reasons for denial and the procedures for an appeal of the Community Development Director's determination.

### **APPEAL PROCESS**

Pursuant to TMC Section 41.11.1(a)(8), the determination of the Community Development Director may be appealed to the Environmental Quality and Energy Conservation Commission, by any applicant who has been denied, or has been granted a Special Animal Permit with conditions, or any other interested person. The appeal must be made in writing to the City Clerk within 15 days of the determination of the Community Development Director. The fee for such appeal, which must accompany the appeal, will be the same as for an appeal to the City Council not involving a public hearing, nor advertising. Notice of the time and place of the appeal hearing will be made to the proponent and any person appealing.

### **PERMIT REVOCATION**

Pursuant to TMC Section 41.10.060, The Community Development Director may revoke a Special Animal Permit for keeping bees upon notice and hearing for any violation of this Article. Furthermore, at-risk individuals within the specified notification area—two lots or parcels on either side of the subject property and the two lots or parcels nearest behind the subject property—with adequate medical certification of a bee sting allergy may request that hives be removed from a neighbor's property.



## Instructions for Filing an Application for a Special Animal Permit (Bees)

Parts I, II and III to be completed by the Applicant/Beekeeper

I. APPLICANT/BEEKEEPER INFORMATION & PROPOSED SAP LOCATION		
NAME OF APPLICANT/BEEKEEPER	PHONE NUMBER	E-MAIL
ADDRESS OF PROPOSED SAP HOME		
MAILING ADDRESS OF APPLICANT (IF DIFFERENT FROM SAP HOME)		
ASSESSOR PARCEL NUMBER (OF SAP HOME)		

### II. SUPPLEMENTAL INFORMATION REQUIRED

Applicant must submit the following items along with this application:

- |   |   |
|---|---|
| <input type="checkbox"/> Proof of Registration with the Los Angeles County<br>Agricultural Commissioner | <input type="checkbox"/> 8.5" x 11" Scaled Site Plan and Hive Details |
|   | <input type="checkbox"/> Filing Fee                                   |

### III. REQUIRED CERTIFICATIONS FOR PROPERTY OWNER & APPLICANT

#### **PROPERTY OWNER CERTIFICATION** (Required if location is rental property)

I, \_\_\_\_\_, hereby certify that I am the property owner of the proposed Special  
(Please print name)

Animal Permit home and am consenting to allowing the applicant/beekeeper to file and proceed with keeping of bees on my property as described in this application.

\_\_\_\_\_  
(Property Owner's Signature) Date

#### **BEEKEEPER CERTIFICATION**

I, \_\_\_\_\_, as the applicant, will be the beekeeper for this Special Animal Permit  
Please print name

and hereby attest to the following information:

#### **PRINCIPAL RESIDENCE**

- The proposed location for the Special Animal Permit is my principal place of residence.

#### **ACKNOWLEDGEMENT OF TORRANCE MUNICIPAL STANDARDS AND REQUIREMENTS**

I, the undersigned, acknowledge that I have read the standards and requirements of the Special Animal Permit (as outlined in the Article 10, Chapter 1, Division 4 of the Torrance Municipal Code) and my signature here is certification that I agree to keep and maintain the bees and hives within said criteria, make the property available at all reasonable times for an inspection by the City Manager, or his/her designee, without an inspection warrant to insure compliance with Code and special provisions that may be placed upon the permit, and that, in the event I violate any portion of Article 10, my permit may be revoked.

\_\_\_\_\_  
Applicant's Signature Date

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**IV. FOR COMMUNITY DEVELOPMENT DEPARTMENT USE – DO NOT WRITE BELOW THIS LINE**

COMMUNITY DEVELOPMENT DEPARTMENT USE:		CITY TREASURER’S USE:	
DATE FILED	CASE NUMBER	FEE:	RECEIPT NUMBER
APPLICATION ACCEPTED BY:		DATE :	ACCEPTED BY:

**A. CHECKLIST FOR APPROVAL OF SPECIAL ANIMAL PERMIT (BEES)**

**1. PERMISSIBLE USE**

The proposed location of the Special Animal Permit home is a single-family residence.

- Yes     No

**2. PROOF OF LA COUNTY REGISTRATION**

The applicant has provided proof that he/she has registered their hives with the Los Angeles County Agricultural Commissioner.

- Yes     No

**3. BEEKEEPER CERTIFICATION**

The applicant has attested to the following information and has signed the application:

- Applicant will be the Beekeeper of the proposed location for the Special Animal Permit home;
- The proposed location of the Special Animal Permit home is the principal residence of the applicant;

**4. SITE/PLOT PLAN & HIVE DETAILS**

Applicant has provided an 8.5” x 11” site/plot plan indicating the following:

- All existing site improvements, structures, and grade differentials to all adjacent properties;
- Proposed hive placement and setbacks to all adjacent property lines and fences; and
- Hive dimensions and number of Hives.

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**5. DEVELOPMENT STANDARD COMPLIANCE**

- The number of Hive(s) complies the limit of 1 Hive per 2500 sf of lot area, with a maximum of 2 Hives per property, pursuant to TMC Section 41.10.020a(2)B;
- The Hive(s) placement is in the rear yard of the property, and no nearer than 15 feet from the rear property line, and no nearer than 10 feet from a side property line, with the hive entrance(s) facing away from adjacent property lines, pursuant to TMC Section 41.10.020a(2)C.;
- Each Hive does not exceed 5 cubic feet, pursuant to TMC Section 41.10.020a(2)D;
- The property has a six foot tall perimeter solid barrier, that may be vegetative, around the rear yard; or, the hive shall be placed at a minimum of eight feet above ground level of the adjacent lot(s), pursuant to TMC Section 41.10.020a(2)E;
- A water source for bees is provided at all times to discourage bee visitation at other water sources on surrounding property, pursuant to TMC Section 41.10.020a(2)H.
  - Yes     No

**6. PROCESSING FEE**

- A processing fee of \$80.00 has been submitted along with the application. Checks made payable to “City of Torrance”.

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