



# View Equity Request Application

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In accordance with Article 41, Chapter 2, Division 9 of the Torrance Municipal Code, a view seeker that resides within the Hillside Overlay may file a View Equity Request to request initial reconciliation when it can be demonstrated that neighbor to neighbor contact with the vegetation owner has not produced a mutually agreeable solution.

## INITIAL RECONCILIATION PROCESS

The initial reconciliation process begins with the Planning Division mailing an official notice to the vegetation owner that requests neighbor to neighbor contact with the view seeker and an attempt to reach a mutually agreeable solution within 45 days of the notice date. The notice includes a web address to the view equity ordinance and notifies the vegetation owner that failure to respond within 45 days of the notice date will be deemed formal refusal to participate in the initial reconciliation process.

During the 45-day notice period, the view seeker must also send a letter inviting the vegetation owner or their representative to view the alleged obstruction from the view seeker's property. The invitation letter must be sent via certified mail with return receipt within 15 days of the date of the official notice. The invitation letter must reference the certified mail tracking number. If an invitation letter is not sent to the vegetation owner or their representative within that timeframe, the View Equity Request will be automatically withdrawn. The vegetation owner may also invite the view seeker or their representative to view the vegetation from the vegetation owner's property. The view seeker and vegetation owner may choose to consult with a certified arborist; however, the Planning Division does not make recommendations for a certified arborist.

If the view seeker and vegetation owner reach an agreement, no further action is needed. If the view seeker and vegetation owner do not reach an agreement or initial reconciliation is refused, the view seeker may proceed with a View Equity Claim to request an advisory opinion as described in Section 92.41.100 of the Torrance Municipal Code. The view seeker has 45 days to file a View Equity Claim after the initial reconciliation period has expired. Failure to file a View Equity Claim within 45 days after the initial reconciliation period will result in a two-year waiting period to file a new View Equity Claim against the vegetation owner.

## APPLICATION REQUIREMENTS

Applications are accepted in-person at the Permit Center (Planning Counter) located at 3031 Torrance Boulevard, Torrance, CA 90503, open 8:00am to 5:00pm, Monday through Thursday, open alternate Fridays. Applications must be filed with a USB drive that contains an electronic copy of all requirements listed below:

- Application:** The application must be completed by the view seeker. Incomplete applications not accepted.
- Neighbor to Neighbor Contact:** Provide documentation that demonstrates neighbor to neighbor contact was attempted with the vegetation owner, including copies of correspondence, letters, and emails. Documentation must clearly identify the names of all parties involved, property addresses, dates, and describe the view obstruction. Correspondence with certified mail tracking numbers and return receipt is strongly recommended.

## SUPPLEMENTAL REQUIREMENTS

During the 45-day notice period, the view seeker must also send a letter inviting the vegetation owner or their representative to view the alleged obstruction from the view seeker's property. The invitation letter must be sent via certified mail with return receipt within 15 days of the date of the official notice. The invitation letter must reference the certified mail tracking number. If an invitation letter is not sent to the vegetation owner or their representative within that timeframe, the View Equity Request will be automatically withdrawn.

- Invitation Letter with Return Receipt:** Provide a copy of the invitation that was sent via certified mail with return receipt to the vegetation owner or their representative. The invitation letter must reference the certified mail tracking number. If a copy of the invitation letter sent is not provided within the 45-day notice period, the View Equity Request will be automatically withdrawn.



City of Torrance, Community Development Department, Planning Division  
 3031 Torrance Boulevard, Torrance, CA 90503, Telephone (310) 618-5990

# View Equity Request Application

## VEGETATION OWNER INFORMATION

NAME OF PROPERTY OWNER (VEGETATION OWNER)			
PROPERTY STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER (IF AVAILABLE)	EMAIL ADDRESS (IF AVAILABLE)		

## VIEW SEEKER INFORMATION

NAME OF PROPERTY OWNER (VIEW SEEKER)			
PROPERTY STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	EMAIL ADDRESS		

**CERTIFICATION AND SIGNATURE OF PROPERTY OWNER (VIEW SEEKER)**

I, the undersigned, hereby certify that I am owner of the property described above and that I am the view seeker requesting initial reconciliation as described in Section 92.41.090 of the Torrance Municipal Code.

I understand that by requesting initial reconciliation the City of Torrance will mail an official notice to the vegetation owner that requests neighbor to neighbor contact with the view seeker and an attempt to reach a mutually agreeable solution within 45 days of the notice date. I understand that within 15 days of the notice date I must also send via certified mail with return receipt a letter inviting the vegetation owner or their representative to view the alleged obstruction from my property.

I understand that if initial reconciliation is refused or if the vegetation owner does not agree as to the existence and nature of the alleged view obstruction and the appropriate view equity action, I may file a View Equity Claim within 45 days of the initial reconciliation period expiration date.

I acknowledge the City of Torrance is not responsible for enforcement of any agreement made through the view equity process, and under no circumstances shall the City of Torrance have any responsibility or liability to enforce or seek any legal redress, civil or criminal, for any decision that any other person or entity makes concerning a view equity claim.

\_\_\_\_\_  
 SIGNATURE OF PROPERTY OWNER (VIEW SEEKER)

\_\_\_\_\_  
 DATE OF SIGNATURE

## FOR STAFF USE ONLY – DO NOT WRITE BELOW THIS LINE

APPLICATION REVIEWED BY	45-DAY NOTIFICATION PERIOD BEGINS	DATE STAMP RECEIVED
APPLICATION DEEMED COMPLETE DATE	DATE INVITATION LETTER SENT BY VIEW SEEKER	
VIEW EQUITY REQUEST (VER) RECORD NUMBER	45-DAY NOTIFICATION PERIOD ENDS	

STAFF CHECKLIST

- STEP 1:** Verify the application is complete and accompanied with an electronic copy of the application and all attachments.
- STEP 2:** Verify the vegetation owner and the view seeker are the property owners, and that the properties are located within the Hillside Overlay and within 500 feet of each other.
- STEP 3:** Verify that a prior View Equity Request (VER) or View Equity Claim (VEC) has not been filed against the vegetation owner in the previous 2 years.
- STEP 4:** Prepare a 45-day initial reconciliation notice and mail to the view seeker and vegetation owner.

45-DAY NOTICE PERIOD BEGINS: \_\_\_\_\_

45-DAY NOTICE PERIOD ENDS: \_\_\_\_\_

- STEP 5:** During the 45-day notice period, the view seeker must also send a letter inviting the vegetation owner or their representative to view the alleged obstruction from the view seeker’s property. The invitation letter must be sent via certified mail with return receipt within 15 days of the date of the initial reconciliation notice date. The invitation letter must reference the certified mail tracking number. **If an invitation letter is not sent to the vegetation owner or their representative within that timeframe, the request will be automatically withdrawn.**

INVITATION LETTER DATE SENT: \_\_\_\_\_

- STEP 6:** If the view seeker and vegetation owner reach an agreement, no further action is needed. If the view seeker and vegetation owner do not reach an agreement or initial reconciliation is refused, the view seeker may proceed with a View Equity Claim for an advisory opinion. The view seeker has 45 days to file a View Equity Claim after the initial reconciliation period has expired. **Failure to file a View Equity Claim within 45 days after the initial reconciliation period will result in a two-year waiting period to file a new View Equity Claim against the same vegetation owner.**

45-DAY APPLICATION WINDOW BEGINS: \_\_\_\_\_

45-DAY APPLICATION WINDOW ENDS: \_\_\_\_\_

VIEW EQUITY CLAIM DATE FILED: \_\_\_\_\_

VIEW EQUITY CLAIM RECORD NUMBER: \_\_\_\_\_

END OF STAFF CHECKLIST