



CONDITIONAL USE PERMIT APPLICATION

I. INTRODUCTION

Conditional Use Permits (CUP's) are required for new structures or land uses which are not permitted by right in the applicable zone, but which may be allowed after being reviewed by the Planning Commission. The Commission may place conditions on the operation or development of the use or structure, such as limited hours of operation, maximum number of persons, dedications, etc.

This guide and the attached forms identify the information which you must provide to the City before a decision can be made on your CUP request. You are also encouraged to contact the Planning Department at 818-790-8881 if you have questions about your project or the application process.

II. APPLICATION REQUIREMENTS

The following items are required to be submitted to the Planning Department in addition to this application when applying for a Conditional Use Permit:

A. Drawing Sets:

1. **Site Plan** - thirteen (13) copies* - at a scale of 1" = 20' or larger (or as otherwise approved by the Director) and including the following:
 - Location of lot lines, streets (with street names), easements, and all structures (existing and proposed);
 - Identification of street names;
 - Slopes, contours, trees and other pertinent physical features;
 - Vehicle circulation and parking areas, including dimensions of drive aisles and parking spaces;
 - All exterior lighting, existing and proposed; and
 - Location, use and approximate distance from property line of the nearest structures on all properties surrounding the project site. This information may be submitted as a separate map or included on the site plan.
2. **Building Elevations** - thirteen (13) copies* - at a scale of 1" = 8' or larger (or as otherwise approved by the Director) and including the following:
 - All exterior sides of all existing and proposed buildings;
 - All exterior building dimensions, including heights; and
 - Description of all exterior building materials and colors.
3. **Floor Plans** - thirteen (13) copies* - at a scale of 1" = 8' or larger (or as otherwise approved by the Director) and including the following:
 - Description of the proposed use of all interior floor area;
 - **Shading of the affected walls and areas to be modified or built;**
 - All dimensions of interior rooms or other enclosed areas; and
 - Location of all plumbing equipment, existing or proposed.

NOTE: Please collate and fold all plans and maps to approximately 8½" x 11". *Original plans shall not exceed 24" x 36".*



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**The applicant may submit four (4) sets of plans for the initial review. Once it has been determined that the plans contain the necessary information, a total of thirteen (13) sets will be required.*

B. Other Materials:

1. **Title Report (new construction only).**
2. **Color and materials board** - 8" X 11" or 11" X 17"
3. **Digital Plan Submittal:** All plans will be required to be submitted in digital format (jpeg, tiff). Alternatively, an 8½" x 11" reduced print of each drawing sheet may be submitted.
4. **Landscape Plans (if required)** - thirteen (13) copies* - showing as appropriate:
 - Existing trees with a diameter of 2" or more at 4 ft above grade and/or overall height of 15 ft or more;
 - Species, trunk diameter, height and condition of all trees;
 - Existing trees to remain and those to be removed;
 - Species, location, size, PLANT PICTURES, etc. of landscaping to be added;
 - Provisions for ongoing maintenance and irrigation;
 - Evidence of slope stability through vegetation of created slopes;
 - Non-Residential Projects MAY require additional information to assess compliance with Water Efficient Landscaping and Trip Reduction Ordinances - see Staff Planner for details.
5. **An application fee.** The amount is established by the current fee schedule adopted by the City Council (see below.) Checks should be made payable to the City of La Canada Flintridge.

III. PROCESSING YOUR APPLICATION:

- A. **Pre-Application Review.** A preliminary meeting with the Planning Staff is recommended, though not required. The meeting gives you and Staff a chance to review your project and the applicable Zoning standards.
- B. **Application Submittal.** After you have prepared your plans and filled out the application forms, bring them, with the required fee, to the Planning Department. You will receive a case number for your project and a receipt for your fee payment. Only three (3) sets of plans are required for the initial review.
- C. **Staff Review of Application for Completeness.** The Planning Staff will let you know if there is anything missing from your application packet. When the packet is complete and a date is set for deciding your request, thirteen (13) sets of plans will be required.
- D. **Staff Review for Environmental Determination.** Your project will also be reviewed for any possible environmental impacts. If additional information is required, we will notify you.
- E. **Design Review Board Review.** Your project may also require review by the Design Review Board for design, landscaping, signs, etc. Contact the Planning Department for additional information.
- F. **Staff Review of the Conditional Use Permit request.** Staff will examine the application materials, including your plans, justification statement and other information. We will make one or more site visits, and may contact surrounding property owners.



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- G. **Decision on Request.** A decision on your request will be made by the Planning Commission. The decision could be approval, approval with conditions, continuation for redesign, or denial. **THE PLANNING COMMISSIONERS WILL VISIT YOUR SITE PRIOR TO THE MEETING. BE SURE TO ARRANGE FOR OPEN GATES, PENNING OF ANIMALS, ACCESS TO SITE, ETC.**
- H. **Appeal.** If you or someone interested in the project disagrees with the decision, an appeal can be filed with the City. Information regarding the appeals process is available at the Planning Department.

IV. FEES:

The current fee schedule for a Conditional Use Permit: The Application Fee, Deposit, Environmental Assessment and Hearing Notice Fee shall be paid to the "City of La Cañada Flintridge" at the time of application. The County Posting Fee and any Department of Fish & Wildlife fees shall be paid later as instructed by your Project Planner. These checks shall be made out to the County Recorder and/or Department of Fish & Wildlife directly.

Separate check shall be required later:

Application Fee:	\$4,515.00	County Posting Fee:	\$75.00 (payable to L.A. County Clerk)
Deposit - City Engineer:	\$1,500.00	Environmental Impact Report:	\$3,078.25 (payable to L.A. County Clerk)
*Environmental Review:	\$1,000.00 (Mitigated)	Negative Declaration:	\$2,216.25 (payable to L.A. County Clerk)
Hearing Labels & Notice Fee:	\$300.00		
TOTAL FEE	\$7,315.00		

**If staff determine that an exemption should be prepared, an \$800.00 Environmental Review Fee refund will be issued to the applicant.*



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V. CONDITIONAL USE PERMIT SUPPLEMENTAL QUESTIONS

CUP#

City Date Stamp

A. DESCRIPTION OF USES

1. Existing uses to be terminated: _____

2. Existing uses to be continued: _____

3. New uses to be initiated: _____

B. DEVELOPMENT DESCRIPTION

1. Gross Floor Area
 Existing Floor Area to Remain: _____ sq. ft.
 Proposed Additional Floor Area _____ sq. ft.
 Total Gross Floor Area Proposed _____ sq. ft.
2. Parking
 Number of Existing Vehicle Spaces On-site _____
 Number of New Vehicle Spaces Proposed On-site _____
 Number of Required Vehicle Spaces for All Uses _____
 Number of Loading Spaces Proposed _____
3. Amendments. If this application is for an amendment or extension of an existing Conditional Use Permit, please provide the following information:

Previous Case No.: _____

Date Issued: _____



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C. JUSTIFICATION STATEMENT: The following conditions and findings must be met before a CUP can be granted. Please indicate how the proposed project meets these criteria (attach additional sheets as necessary):

1. The proposed use will not be in substantial conflict with the adopted General Plan for the area:

2. The proposed use at the location will not adversely affect the health, peace, comfort, or welfare of persons residing or working in the surrounding area; be materially detrimental to the use, enjoyment or valuation of property of other persons located in the vicinity of the site; or jeopardize, endanger or otherwise constitute a menace to the public health, safety or general welfare:

3. The site is adequate in size and shape to accommodate the yards, walls, fences, parking and loading facilities, landscaping and other development features prescribed in this Ordinance, or as is otherwise required in order to integrate said use with the uses in the surrounding area:

4. The site is adequately served by highways or streets of sufficient width and improved as necessary to carry the kind and quantity of traffic such use would generate and by other public or private service facilities as are required:

5. The proposed project preserves the existing scale and character of the surrounding neighborhood and protects public views, and aesthetic and other property values in the neighborhood:



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D. LOCATION OF PROPERTY (Street Address): _____

Assessor's Parcel Number Nearest Cross Street

E. PROPERTY OWNER: _____

Name Telephone No. Fax No.

Street Address City, State Zip Code

F. APPLICANT: _____

Name Telephone No. Fax No.

Street Address City, State Zip Code

G. OTHER (optional): _____

Name Telephone No. Fax No.

Street Address City, State Zip Code

H. AREA OF SITE: _____ sq. ft. or _____ acres

I. PROJECT DESCRIPTION: (Examples: construct new 5,100 sf residence on hillside lot; or add 350 sf addition to residence; or construct fence in front setback):

J. PROPERTY OWNER'S AFFIDAVIT

I (We), _____ hereby declare that I (We) am (are) owner(s) of the property involved in this application, and that all statements, answers and information submitted in support of this application are true and correct to the best of my (our) knowledge and belief.

I (We) further declare that I (we) understand that the City of La Cañada Flintridge encourages project applicants who are thinking of developing their property to discuss their project with their neighbors.

Property Owner's Signature(s) Date



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K. FLOOR AREA CALCULATION SHEET (ALL USES)

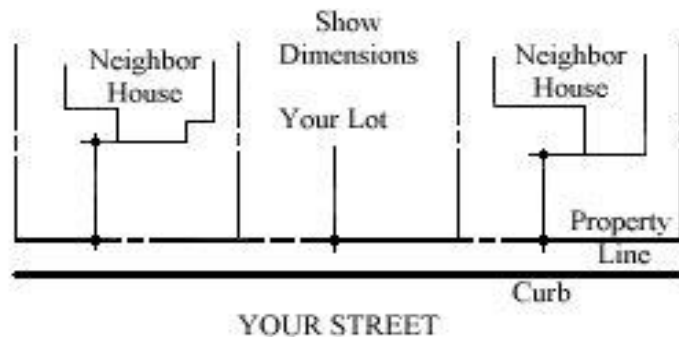
Lot Area: _____ sf (exclude flag strips less than 20 feet wide)

Floor Area includes anything with a solid roof, e.g. garages, gazebos, and covered patios, etc. Basements that are 100% below grade are excluded.

	Existing Area	-	Demo Area	+	Proposed Area	=	Total Area
Ground Level		-		+		=	
Second Floor		-		+		=	
Subtotal					Total:		
					Percent:		

L. FRONT SETBACK AVERAGING (RESIDENTIAL ONLY)

For all properties except flag lots, which shall have a minimum front setback of 25 feet, the minimum front setback is the average depth of the front setback of two adjacent properties along the same side of the street. In no case, with one exception for hillside properties, will the required front setback be less than 25 feet, nor greater than 150% of the applicant front setback average. Please indicate the front setback for your property and the adjacent properties on the above diagram.



(Any neighboring property with a front setback less than 25 feet shall be considered as having a 25-foot front setback. Adjacent vacant lots or flag strips shall be omitted from calculation of average setbacks, with the nearest non-vacant or non-flag lot beyond to be used instead. For corner lots, the adjacent property fronting on the same street and the property adjacent to that shall be used to determine the required front setback.)



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M. STATEMENT OF WATER AVAILABILITY

For Site Address: _____
[PRINT]

Property Owner: _____
[PRINT]

WATER COMPANY MUST COMPLETE THIS SECTION:

Date: _____

Community Development Department
City of La Cañada Flintridge City Hall
1327 Foothill Boulevard
La Cañada Flintridge, CA 91011

Attn: Director of Community Development

This letter is certification that the following water company:

can deliver water to the property described on the previous page of this letter for domestic and fire protection purposes in the quantity and pressure set forth as follows:

Normal Pressure Available - _____(p.s.i.g.) for _____ hours.

Normal Water Available - _____(g.p.m.) for _____ hours.

Signature

Title

___ If a check appears in this space, the facilities necessary to adequately supply water to the property for the use proposed on the previous page of this letter do not meet the requirements as set forth above by the Forester and Fire Warden in accordance with Ordinance No. 7834. The following improvements are needed in order to assure compliance with these requirements:



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N. CEQA INITIAL STUDY QUESTIONNAIRE

CASE TYPE AND NO. _____

The City requires the following information so that it may review your project under the requirements of the California Environmental Quality Act (CEQA). Please fill out this Initial Study Questionnaire and submit it with your project application form. Use additional sheets, as needed. For additional information, please call (818) 790-8881.

1. Present use of site:

2. Gross area of site (Include any easements located within property lines)

_____ Acres _____ Square Feet

3. If the project is for residential development, identify the number and type of residential units. (Examples: 30 Condominiums; 1 Single Family)

4. If the project is for non-residential development, answer the following:

a. Total Floor Area of All Buildings _____

b. Number of Buildings and Number of Floors per Each Building

c. Total Projected Number of Employees _____

d. Operating Hours _____

e. Maximum Number of Employees per Shift:

Day _____ Swing _____ Graveyard _____

5. Area devoted to structures (Footprint of All buildings)

_____ Acres _____ Square Feet _____ % of Lot Area



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6. Area devoted to open space (Lot Area Minus Footprint)

_____ Acres _____ Square Feet _____ % of Lot Area

7. List and describe all related permits or other public approvals that you will obtain for this project. Include the name of the permitting agency. (Examples: Section 404 Permit from U.S. Army Corps of Engineers for Grading in Stream; Health Department Permit for Restaurant Kitchen Facilities; County Flood Control Department for Easement Encroachment.)

8. Phasing. Will this project be built in phases or is this project part of a larger project, plan or program? Discuss the timing of the project, including projected start and finish dates. Attach a time schedule, if appropriate. If the project is part of a larger project or previously granted permit for which an Environmental Impact Report (EIR) or Negative Declaration (ND) has been prepared, attached a copy of the appropriate documentation or identify the relevant city of La Cañada Flintridge case no. Attach additional sheets, if necessary.

9. Will the project require any grading? _____ Yes _____ No

If yes, how many cubic yards of materials will be moved? Cut: _____ Fill: _____

Will the earth movement be balanced on the site? _____ Yes _____ No

If grading will require the addition or removal of material, where will the material be obtained from or deposited?

10. Are there any identifiable landslides or other major geologic hazards on the property? Include areas of compacted fill.



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11. Are there any natural drainage courses, springs, ponds, etc., on the property?

12. Will any natural water courses, surface flow paths, etc., be changed through implementation of the project?

13. Identify any hazardous substances, such as oil, pesticides, chemicals or radioactive materials that will be handled or stored on or off the site, as a result of this project or its operations.

14. Describe the facilities and/or equipment within your project which are expected to induce noise?

15. What types of odors will the project generate?

16. Identify the source of any dust which the project may generate.

17. What provision will be included for security within the project?



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18. Explain any displacement of people which will result from the project.

19. Identify any historical structures/sites located on the property.

20. What school district serves the property? _____

If the project is a residential development of five (5) or more units, attach verification from the appropriate school district stating that existing school facilities are adequate to meet the anticipated increase in attendance resulting from the project.

Verification attached?: _____

21. Is sewer presently available to the site? _____ yes _____ no

If sewer service is available, attach verification from the appropriate sewer district stating that existing sewers are capable of meeting the anticipated increase resulting from the project.

Verification attached? _____

22. If sewers are not available, what type of disposal system will be used?

23. Is an existing water supply available for adequate fire protection? _____ yes _____ no

If an adequate supply is available, attach verification from the L.A. County Fire Department supporting this claim. Verification attached _____.

O. CERTIFICATION: I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date _____ Signature _____

Name: _____

For (if agent): _____