



## DVSP DIRECTOR'S REVIEW APPLICATION

- I. INTRODUCTION:** The Downtown Village Specific Plan lists several uses that require review by the Director of Community Development. The uses allowed by Director's Review are listed below with the zones in which they are allowed with approval.

Type of Use	Zones Allowed	
Accessory uses and structures incidental to the principle use or structure on the same lot	Mixed Use 1	Mixed Use 2
Outdoor storage and displays	Mixed Use 1	Mixed Use 2
Temporary uses and events – <b>USE TEMPORARY USE PERMIT APPLICATION</b> – See Chapter 11.46 of the Zoning Ordinance	Mixed Use 1	Mixed Use 2

- II. APPLICABILITY:** All DVSP Director's Reviews are subject to the following procedures and requirements.

- A. Application. Any property owner or any individual with the property owner's authorization may submit an application to the Director of Community Development. Application materials shall include the following:

1. This completed application form.
2. A written statement signed by the applicant and property owner describing the specific request.

- B. Project drawings. Three (3) copies consisting of the following:

1. A site plan with a scale of one inch equals twenty (20) feet or larger (or as otherwise approved by the Director) including the following information:
  - i. Location of lot lines, easements, and all structures, existing and proposed.
  - ii. Identification of adjacent street names.
  - iii. Location of the activities, structure or uses.
2. Floor plans showing details of the requested activity or use.

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

- C. Schedule. A schedule that identifies the specific times and dates of the activity.  
**Note:** Outdoor merchandise displays shall be removed at close of business daily. No permanent display structures are allowed.

- D. An application fee in an amount established by the current fee schedule adopted by the city council. Checks shall be made payable to the City of La Cañada Flintridge.

Application Fee:           \$530.00



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**III. REVIEW AND NOTIFICATION:** Applications for discretionary approvals which have been deemed complete for filing shall be reviewed as follows:

- A. **Review Process.** The director or designee shall review all application materials and may contact property owners abutting the project site, and conduct negotiations to resolve matters related to the project.
- B. **Conditions.** The Director may impose reasonable conditions of an approval upon other public or private property.

**Note:** Outdoor merchandise displays shall retain a clear, unobstructed adjacent sidewalk area of at least 6 feet in width.

- C. **Public Notice Materials.** Noticing shall be the responsibility of the city. Prior to final approval of any application, notices will be sent to adjacent property owners, or if within a shopping center, only to all other tenants. An appeal may be filed by any neighbor during the subsequent 15-day appeal period. A decision of the Director may be appealed to the Planning Commission as provided in Chapter 11.45 of the Zoning Ordinance.

## IV. PROCESSING YOUR APPLICATION

- A. **Application Submittal:** After you have prepared your plans, and assembled all required information and materials, bring the application packet and the required fee to the Community Development Department. Your project will be assigned a case number and you will receive a receipt for your fee payment.
- B. **Staff Review of the request:** Staff will examine the application materials, including your plans and other information. Staff will make one or more site visits, and may contact surrounding property owners.
- C. **Decision on Request.** A decision on your request will be made by the Director of Community Development. The decision could be approval, approval with conditions or denial. Notice of the decision will be sent to the appropriate notice list.
- D. **Appeal:** If you or any person interested in the project disagrees with the outcome, the decision can be appealed to the Planning Commission within fifteen (15) days of the Director's decision. Information regarding the appeals process is available at the Planning Department.



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DVSP#

City Date Stamp

V. LOCATION OF PROPERTY (Street Address): \_\_\_\_\_

Assessor's Parcel Number \_\_\_\_\_ Nearest Cross Street \_\_\_\_\_

VI. PROPERTY OWNER: \_\_\_\_\_

Name Telephone No. Fax No.

Street Address City, State Zip Code

VII. APPLICANT: \_\_\_\_\_

Name Telephone No. Fax No.

Street Address City, State Zip Code

VIII. AREA OF SITE: \_\_\_\_\_ sq. ft. or \_\_\_\_\_ acres

XIV. PROJECT DESCRIPTION:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## XV. 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 \_\_\_\_\_