



DIRECTOR'S MISCELLANEOUS APPLICATION

- I. INTRODUCTION:** Director's Miscellaneous approvals are for minor entitlements. This guide and the attached forms identify the information which you, as the applicant, must provide to the City before the City can make a decision on your request. You are encouraged to contact the Planning Department at (818) 790-8881 if you have any questions about your project or the application process.

The particular discretionary approvals addressed by this application are outlined below:

Setback Modification: A Director's approved modification is required to decrease required setback from the code requirement when extending the wall-line of an existing building with a non-conforming setback, provide not less than 5-foot is provided. Setback example: on a lot 100 feet wide, the setback is 10 feet. You would need a Director's Setback Modification if you proposed an addition to an existing building on the site that had a setback less than the required 10 feet side setback. This requires that the new construction is no closer to the property line than the closest point of the existing building.

Height Modification: Allows an increase in height up to six feet for architectural purposes (does not add floor area). Example: adding six feet of height to an accessory structure to match the pitch of the roof of the main building on the site.

Residential Sports Court/Batting Cage Permit (Unlighted): Tennis courts, batting cages, sports courts or paddle tennis courts as defined in Section 11.34.020 of the Zoning Ordinance (an area with a hard surface that is designed specifically to accommodate the play of outdoor sports) in a residential zone require approval of the Community Development Director (Section 11.34.030). Sports courts are subject to setbacks from all property lines and shall not be permitted in front of a house. There are additional requirements stated in Section 11.34.040 [Construction and operation standards]. Lighted courts require a Planning Commission approved Conditional Use Permit.

Chicken Coop Waiver: On R-1 lots where the thirty-five (35) foot distance radius to offsite main dwellings cannot be achieved, or a coop setback does not meet the required R-1 zone setbacks, the Director of Community Development may exempt the distance requirement under certain circumstances. This approval is subject to Findings in Section 11.32.060.B.7.

Pool/Spa Equipment Encroachment: Pool/spa mechanical equipment is subject to general structural setback requirements, except that a permit for such equipment located within the required side or rear yard setback may be granted through this application process. In no case shall the required setback for swimming pool equipment be less than the applicable building code requirements.

Recreational Vehicle Parking/Storage: The parking or storage of all recreational vehicles, including but not limited to, motor homes, trailers, boats, and all-terrain vehicles, shall be subject to Director's Review (Section 11.45.015(A)) with the exception of recreational vehicles not exceeding six feet in height, incidental parking as defined, or emergency parking as defined (see Section 11.11.050(D)(4) of the Zoning Code). Per the discretion of the Director of Community Development, additional landscaping to screen the recreational vehicle from neighboring views may be required. Recreational vehicles shall be parked or stored behind a six-foot tall sight-obscuring gate and/or fence/wall/hedge. Front, side, and rear yard parking or storage shall be regulated as required in subsections 11.11.050(D)(4)(a) through (h).

Yard Equipment: Yard Equipment (defined in Section 11.01.030) within any residential zone (except as permitted pursuant to Section 11.11.030.G) shall not be located for more than 48 hours within the required Front Yard setback or in front of the primary structure (whichever is greater), or the Corner Lot Exterior Side Yard Setback. Yard Equipment higher than 6 feet but less than 10 feet in height shall be located no closer than 5 feet from the nearest property line(s) unless permitted pursuant to Section 11.11.030.G.



DIRECTOR'S MISCELLANEOUS APPLICATION

Flat Roof: On a new structure, no more than 25% of roofed area may be flat. For the purposes of this section, "new" means a structure built where no analogous structure exists, or a structure involving demolition of more than 30% of the existing floor area, and "flat" means having a pitch of less than 2:12.

Roof Equipment: On any structure, no mechanical equipment shall be roof-mounted unless Director of Community Development approval is obtained. Said approval shall ensure that the equipment is not in a position to be visible from offsite, or that it is adequately screened from offsite view. Screening shall be integral to the design of the structure.

Front Yard Landscaping: Within the area forward of the primary structure, a minimum of 50% of the land area shall be maintained with landscaping. Paving which incorporates planting cells shall be counted toward the requirement with the exclusion of the hard surface, and parking on such composite planted paving shall not be allowed within the required front yard. Exceptions allowed upon determination by the Director of Community Development that the front yard treatment is attractive and compatible with the neighborhood.

Terracing: Landscaped terracing with a gradient of up to 1:1 may be used to obtain approval of an aggregate height of retaining walls exceeding the single-wall limit set forth in section 11.11.050.E. of the Zoning Ordinance within the required front, side, or rear setback.

Pedestrian Entries: A pedestrian entry or similar arbor is permitted within the required front and street side setback provided that it does not exceed a height of eight feet six inches (8'-6"). For the purposes of this section, "arbor" means a rustic work or latticework bower designed to be intertwined with climbing vines or flowers.

Personal Wireless Facilities Microcells or Minor Facilities Additions Not in Residential Single-family (R-1) or Open Space (OS) Zones: This shall address only minor changes including additional antennas for existing facilities, additional cabinetry, upgrading or updating existing equipment and antennas, and improvements to the facilities and their stealthiness.

Parking Lots as a Transitional Use in the R-1 Zone: This shall serve as a ministerial approval vehicle for the use of residentially zoned land to be used as a parking lot when adjacent to the Mixed Use 1, Mixed Use 2, Institutional and Public/Semi-Public zone. Such use is subject to the criteria contained within Section 11.11.030.C. of the Zoning Ordinance.

Semicircular Driveways in R-1 Zone: Allow for new semicircular driveway where street frontage is between 75 and 100-feet and modification or alteration of existing semicircular driveways where street frontage is less than 100-feet.

II. APPLICATION REQUIREMENTS: The following items are required to be submitted to the City Planning Department when applying for the above modifications.

A. **Attached Findings:** As the applicant/owner, **you are responsible** for completing the justification statement that applies to your particular project. **Only complete the Justification Statement that applies to your project type!**

1. Setback Modification or Chimney/Fireplace Encroachment – Item XII.
2. Height Modification – Item XIII.
3. Residential Sports Courts, if a side setback encroachment is requested – Item XIV.
4. Chicken Coop Waiver – Item XV.
5. Pool/Spa Equipment Encroachment – Item XVI.
6. Recreational Vehicle Parking/Storage – Item XVII.



DIRECTOR'S MISCELLANEOUS APPLICATION

7. Yard Equipment – Item XVIII.
8. Flat Roof – Item XIX.
9. Roof Equipment – XX.
10. Front Yard Landscaping – Item XXI.
11. Terracing, Pedestrian Entries, Personal Wireless Facilities Minor Additions, Parking Lots as a Transitional Use in the R-1 Zone, Semicircular Driveway in the R-1 zone – no statement required.

B. Drawing Sets:

1. **Site Plan** - three (3) copies* at a scale of 1"=20' or larger (or as otherwise approved by the Director), and including the following:
 - a. Location of lot lines, easements, and all structures, existing and proposed;
 - b. Identification of street names;
 - c. All slopes, contours, and other topographical considerations pertinent to the project;
 - d. All exterior building dimensions; average lot width determination (where project is to be constructed within twenty (20) feet of a side property line), dimensions of all setbacks, and the location of the nearest building wall on all abutting lots;
 - e. All trees with a trunk diameter of six inches or more, measured four feet above grade, unless waived by the Director.
2. **Building Elevations** – (where applicable) three (3) copies* - at a scale of 1" = 8' or larger (or as otherwise approved by the Director), showing:
 - a. Overall building height;
 - b. Height of significant component masses; and
 - c. Material and color callouts.
3. **Floor Plans** – (where applicable) three (3) copies* - at a scale of 1" = 8' or larger (or as otherwise approved by the Director).

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

C. Other Materials

1. **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.
2. **Grant Deed or current Title Report**
3. **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 assembled all required information and materials, bring the application packet and the required fees to the Community Development Department. Your project will be assigned a case number and you will receive a receipt for your fee payment.



DIRECTOR'S MISCELLANEOUS APPLICATION

- C. **Staff Review of Application for Completeness:** You will be notified if anything is missing from your application packet.
 - D. **Staff Review for Environmental Determination:** Your project will be reviewed for any possible environmental impacts. If additional information is required, we will notify you.
 - E. **Staff Review of the Request:** Staff will examine the application materials, including your plans, justification statements and other information. Staff will make one or more site visits, and may contact surrounding property owners.
 - F. **Neighbor Notification:** A notice will be sent to adjacent property owners, except for Sports Courts. A Sports Court notice will be sent to all property owners within a 300 foot radius of the subject lot.
 - G. **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.
 - H. **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.
- IV. FEES: The following is the current fee schedule for a Director's Review With Notice:** The Application Fee, Engineering Deposit, Environmental Review (where applicable) 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.

Recreation Vehicle Parking/Storage:

| | |
|----------------------|-----------------|
| Application Fee: | \$200.00 |
| Hearing Notice Fee: | \$100.00 |
| Engineering Deposit: | \$150.00 |
| TOTAL FEE: | \$450.00 |

Personal Wireless Facilities & Parking as a Transitional Use:

| | |
|-----------------------|-----------------|
| Application Fee: | \$530.00 |
| Environmental Review: | \$200.00 |
| Hearing Notice Fee: | \$100.00 |
| Engineering Deposit: | \$150.00 |
| TOTAL FEE: | \$980.00 |

All Other Applications:

| | |
|----------------------|-----------------|
| Application Fee: | \$530.00 |
| Hearing Notice Fee: | \$100.00 |
| Engineering Deposit: | \$150.00 |
| TOTAL FEE: | \$780.00 |



DIRECTOR'S MISCELLANEOUS APPLICATION

DM#

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. OTHER (optional): _____

Name Telephone No. Fax No.

Street Address City, State Zip Code

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

X. PROJECT DESCRIPTION: (Examples: construct new sports court; or add 350 sf addition to residence; or construct fence in front setback):

XI. 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 _____



DIRECTOR'S MISCELLANEOUS APPLICATION

JUSTIFICATION STATEMENT

XII. SETBACK MODIFICATION OR CHIMNEY/FIREPLACE ENCROACHMENT: The following conditions and findings must be met before a Setback Modification may be granted. Please indicate how the proposed project meets these criteria (attach additional sheets as necessary):

A. Topographic features, lot configurations or other conditions make it impractical to require compliance with the yard setback requirements.

B. The proposed project preserves the existing scale and character of the surrounding neighborhood, and protects public views, and aesthetic and other property values in such neighborhoods in a manner which is compatible with reasonable development of the subject lot and is consistent with the Residential Design Guidelines as adopted by Resolution of the City Council.

XIII. HEIGHT MODIFICATION: The following findings must be met before a Height Modification may be granted. Please indicate how the proposed project meets these criteria (attach additional sheets as necessary):

A. The excess height accommodates an architectural objective, as dictated by style, scale, and/or architectural consistency with the subject structure or other structures in visual proximity.

B. The proposed project preserves the existing scale and character of the surrounding neighborhood and protects public views, aesthetics and other property values in such neighborhoods in a manner which is compatible with reasonable development of the subject lot and is consistent with the Residential Design Guidelines as adopted by the City Council.



DIRECTOR'S MISCELLANEOUS APPLICATION

XIV. SPORTS COURT/BATTING CAGE ENCROACHMENT: The following finding must be met before a Sports Court may encroach into a side setback. Please indicate how the proposed project meets these criteria (attach additional sheets as necessary):

A. The court/cage will not interfere with the reasonable use and enjoyment of adjacent or adjoining property.

B. Use of the court is consistent with the residential use of the neighborhood.

XV. CHICKEN COOP WAIVER: The following findings must be met before a Chicken Coop Waiver may be granted. Please indicate how your proposed project meets these criteria (attach additional sheets as necessary):

A. The coop is set as far from any offsite main dwelling as possible;

B. The coop is designed and constructed in a manner that minimizes emanation of noise and odors;

C. The animal owner has maintained the property in accordance with the standards referenced in Chapter 11.32;



DIRECTOR'S MISCELLANEOUS APPLICATION

D. The use is not found to be a nuisance.

XVI. POOL/SPA EQUIPMENT ENCROACHMENT: The following findings must be met before a Pool/Spa Equipment Encroachment may be granted. Please indicate how your proposed project meets these criteria (attach additional sheets as necessary):

A. Topographic features, lot configurations or other conditions make it impractical to require compliance with the yard setback requirements.

B. The proposed project preserves the existing scale and character of the surrounding neighborhood, and protects public views, and aesthetic and other property values in such neighborhoods in a manner which is compatible with reasonable development of the subject lot and is consistent with the residential design guidelines as adopted by resolution of the City Council.

XVII. RECREATIONAL VEHICLE PARKING/STORAGE: The following findings must be met before a RV Permit may be granted. Please indicate how your proposed project meets the following criteria (attach additional sheets as necessary):

A. The proposed recreational vehicle parking or storage does not adversely impact the existing scale and character of the surrounding neighborhood and does not adversely impact views and aesthetics in a manner which is incompatible with the development on the subject lot and neighboring properties.

B. The proposed recreational vehicle parking or storage would not be materially detrimental to the public health, safety, access, or general welfare, or to the use, enjoyment, or valuation of property of other persons located in the vicinity.



DIRECTOR'S MISCELLANEOUS APPLICATION

XVIII. YARD EQUIPMENT: The following findings must be met before Yard Equipment may be permitted to remain in specific locations. Please indicate how the proposed project meets these criteria (attach additional sheets as necessary):

A. The yard equipment will not interfere with the reasonable use and enjoyment of adjacent or adjoining property.

B. The yard equipment is consistent with the residential character of the neighborhood.

XIX. FLAT ROOF: The following findings must be met before additional Flat Roof area may be granted. Please indicate how the proposed project meets these criteria (attach additional sheets as necessary):

A. The roof configuration accommodates an architectural objective, as dictated by style, scale, and/or architectural consistency with the subject structure.

B. The proposed project preserves the existing scale and character of the surrounding neighborhood, and protects public views, and is sensitive to private views and aesthetics and other property values in such neighborhoods in a manner compatible with development of the subject lot and with the Residential Design Guidelines.



DIRECTOR'S MISCELLANEOUS APPLICATION

XX. ROOF EQUIPMENT: The following condition and finding must be met before Roof Equipment may be allowed. Please indicate how the proposed project meets these criteria (attach additional sheets as necessary):

- The equipment is not in a position to be visible from offsite, or that it is adequately screened from offsite view.

XXI. FRONT YARD LANDSCAPING: The following finding must be met before front setback landscaping may be allowed to be less than 50% of the setback area. Please indicate how the proposed project meets this criterion (attach additional sheets as necessary):

- The front yard treatment is attractive and compatible with the neighborhood.
