



HILLSIDE DEVELOPMENT PERMIT ADMINISTRATIVE HEARING APPLICATION

I. INTRODUCTION: The City's Hillside Development Ordinance (Ordinance No. 259) is designed to preserve open space and ensure that hillside development is consistent with appropriate development in surrounding areas, and to require that new development is carried out in a manner which promotes and enhances public safety and general welfare and does not disrupt the City's hillside character. The Ordinance provisions apply to all development on lots with an average slope of 15% or greater, regardless of the scope of the project. Public review by the Administrative Hearing Board, rather than by the full Planning Commission, is available for projects which meet the following criteria:

- a. Retaining walls between **3 and 6 feet** in height.
- b. Projects with no more than 1,200 sq. ft. of first-floor area and/or no more than 600 sq. ft. of second-floor area.

II. APPLICATION REQUIREMENTS: The following information and materials will be required unless waived by the Director of Community Development:

A. Attached Forms:

1. **Supplemental Form**
2. **Story Pole Certificate**

B. Drawing Sets:

1. **Site Plan** – four (4) 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);
 - 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 may be submitted as a separate map or included on the site plan.
2. **Topographical Map** – four (4) copies - included on Site Plan, or, if separate, at same scale as Site Plan. Maximum contour interval = 10 feet.
3. **Landscape Plan** – four (4) 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;



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- Evidence of slope stability through vegetation of created slopes.
4. **Cross-Section of Site + Building** – Four (4) copies, maximum section cut spacing of 20 feet. One transverse section, showing all buildings, fences, walls, and landscaping at mature height.
 5. **Building Elevations** – four (4) copies - at a scale of 1" = 8' or larger (or as otherwise approved by the Director), showing:
 - All exterior sides of all existing and proposed buildings;
 - Overall building height and angle plane conformity (See R-1 standards, attached); and description of all exterior building materials and colors.
 6. **Floor Plans** – four (4) copies at a scale of 1" = 8' or larger, including the following:
 - Dimensions and description of the proposed use of all interior floor area;
 - **Shading of the affected walls and areas to be modified or built;**
 - Location of all plumbing equipment, existing or proposed.

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. **Photographs** of site and its surroundings as prescribed by the Director.
3. **Current Title Report**
4. **For projects requiring more than minor permits:** Soils Engineering, Geology and Hydrology Reports – four sets of each.
5. **Story-Poles** shall be installed unless waived by the Director of Community Development.
6. **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 Cañada 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 Planning Department. Your project will be assigned a case number and you will receive 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:** You will be notified if anything is missing from your application packet. When the packet is complete, you will be notified in writing.



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- 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 Hillside Development 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.
- F. **Decision on Request.** A decision on your request will be made by the Administrative Hearing Board. The decision could be approved, approved with conditions, denied, or forwarded to the Planning Commission for public hearing. **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.**
- G. **Appeal:** If you or any person interested in the project disagrees with the outcome, the decision can be appealed to the Planning Commission. Information regarding the appeals process is available at the Planning Department.

IV. FEES:

The following is the current fee schedule for an Administrative Hillside Development 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.

		<u>Separate checks may be required later:</u>	
Application Fee	\$1,440.00	County Posting Fee	\$75.00 (payable to L.A. County Clerk)
Engineering Deposit	\$500.00	Environmental Impact Report	\$3,078.00 (payable to L.A. County Clerk)
*Environmental Review	\$1,000.00	Negative Declaration	\$2,216.25 (payable to L.A. County Clerk)
Hearing Notice Fee	\$300.00		
TOTAL FEE	\$3,240.00		

**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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HDP#

City Date Stamp

V. SUPPLEMENTAL APPLICATION

1. LOCATION OF PROPERTY (Street Address): _____

Assessor's Parcel Number

Nearest Cross Street

2. PROPERTY OWNER: _____

Name

Telephone No.

Fax No.

Street Address

City, State

Zip Code

3. APPLICANT: _____

Name

Telephone No.

Fax No.

Street Address

City, State

Zip Code

4. OTHER (optional): _____

Name

Telephone No.

Fax No.

Street Address

City, State

Zip Code

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

6. 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):

7. 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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VI. SINGLE LOT DEVELOPMENT PROJECTS:

Lot Size: _____

Zoning: _____

Average Slope: _____

Slope Factor: _____

(If slope of lot is over 20%)

Lot Coverage after Project: _____

Floor Area Ratio after Project: _____

VII. JUSTIFICATION STATEMENTS: Indicate how the proposed project meets the following criteria (**attach additional sheets if necessary**).

1. The project, through elements of architectural and landscape design, will uphold the policies of this chapter, and will be harmonious with the better aspects of the built and natural setting.

2. The project will maximize potential for sensitive use and effective preservation of open space.

3. The project will not be detrimental to the public health, safety, or general welfare.

4. The project will not adversely affect the orderly development of property within the city.

5. The project will conform to the goals and policies set forth in the general plan.



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6. The project will not create a nuisance, hazard or enforcement problem within the neighborhood or the city or require the city to provide an unusual or disproportionate level of public services.

7. There are special conditions or unique characteristics of the subject property and its location or surroundings, such as minimal views or the potential for reducing effectively viewed bulk, which justify exceeding the provisions of one or more of the provisions set forth in this chapter to permit project development.

8. Any potential for the project to present visibly excessive bulk from any vantage point, near or far, is mitigated by screening or siting characteristics.

9. The project does not create an avoidable or unreasonable impairment of the view from any other property.

10. Additionally, for any project on a lot or parcel with an average slope of forty (40) percent or greater:

- a. The height of the project, or any part of the project, does not present visibly excessive bulk from any vantage point, near or far;
- b. The project will not create an undue fire, flood, mudslide, subsidence, seismic safety, or other environmental risk for any persons or their property;
- c. The privacy of the residents of other properties will not be unreasonably compromised.



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VIII. STORY POLE AND SITE MARKING REQUIREMENTS

Story poles are temporary frame structures used to visualize the outline of a proposed permanent structure. They shall be installed, and the site shall be marked, according to the following standards:

1. Procedure

- a. Prior to formal project submittal, a **Site Marking Plan shall be submitted** to the City, indicating the location and height of each story pole and/or other site features and/or building footing outline. Unless otherwise approved by the City, this plan shall be based on the roof plan combined with the site plan. No story poles shall be installed until this plan is approved by the City as adequately showing the outline of the proposed building or other site features.
- b. **Staff will not schedule a hearing until the story poles and related installation materials are in place.**

2. Construction

- a. Story poles shall be of sufficiently rigid and durable material as to last for at least 3 months. PVC pipe is not permitted.
- b. Building eaves, ridges and other prominent horizontal features shall be constructed with materials specified above strung with durable pennant streamers, and shall be clearly distinguished through use of different colors. **Florescent orange shall be used to denote building ridges and florescent green shall be used to denote eaves.**
- c. Other site features and/or building footing outline shall be marked on the ground as indicated on the approved Site Marking Plan.

3. Certification

- a. Prior to story pole installation, the applicant shall sign a waiver absolving the City of any liability associated with the construction of, or damage by, the temporary story pole construction.
- b. The story poles shall be installed by a licensed contractor. The contractor, or a licensed engineer, architect, or surveyor, shall complete and sign a City form certifying the accuracy of the installation.



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4. Removal

The story poles shall remain in place until the appeal period has expired, or until a City Council appeal action has been made, whichever comes last. Removal shall occur within 3 days of that date.

XI. STORY POLE CERTIFICATION

Site Address: _____

I, _____, hereby certify that the story poles installed at the above address are consistent in height and location with the roof, site and elevation plans drawn by _____ and dated _____.

Signed Date

Name & License Number

Title & License Expiration Date

X. STORY POLE WAIVER & STATEMENT

I, _____, hereby absolve the City of La Canada Flintridge of any and all liability associated with the construction of, or damage by, the temporary height poles that I will install in compliance with the City's Story Pole and Site Marking Requirements. I further understand that the story poles shall remain in place until the appeal period has expired, or until an appeal action has been made, whichever comes last, and that removal shall occur within 3 days of that date.

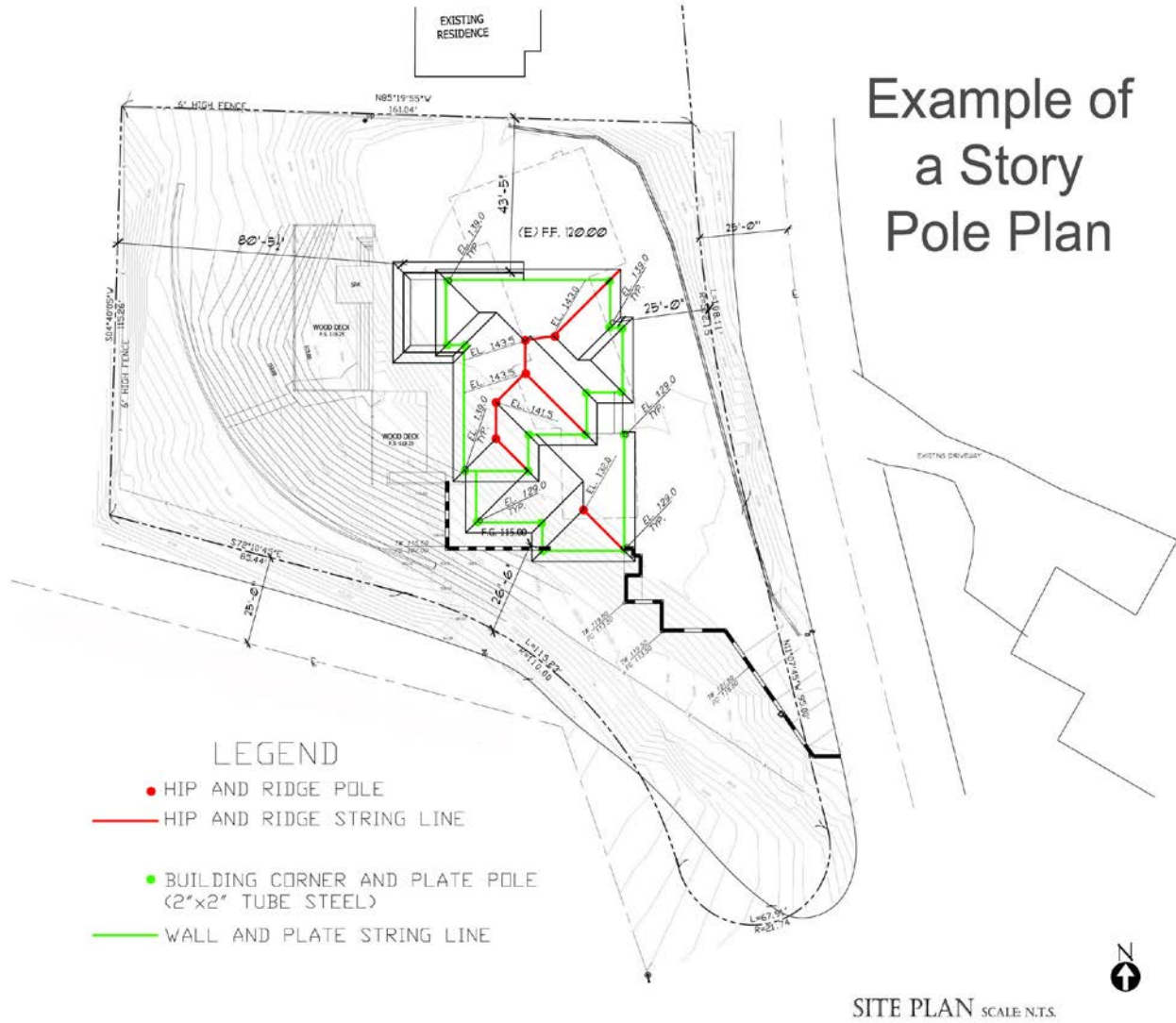
Signed Date

Site Address: _____



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Example of a Story Pole Plan





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Examples of appropriate story pole arrays, absent mandated colors.

