



HILLSIDE DEVELOPMENT PROJECT DIRECTOR'S REVIEW 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 will be required for hillside development projects, except those meeting certain criteria. If your project meets **all** of the criteria listed below, it can be reviewed and approved by the Director of Community Development or his designee and a public hearing will not be necessary:

- a. Single story additions and/or new construction **600 square feet or less** in size.
- b. No retaining walls over 3 feet in height (No crib wall over 8 feet).
- c. Maximum combined height of cut and fill slopes for driveway/roadway no greater than 8 feet.
- d. No exposed cut or fill slope over 10 feet in height.
- e. No construction within 100 feet of an identified knoll or ridgeline. (Shown on map attached to Ordinance No. 259)

II. APPLICATION REQUIREMENTS: The following items are required to be submitted to the City Planning Department for Director's Review of Hillside Development Projects:

A. Attached Forms:

1. **Supplemental Form**
2. **Story Pole Waiver & Statement and Certification Forms**

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:
 - 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. **Building Elevations** – three (3) copies* - at a scale of 1/4" = 1 foot. Clearly indicate materials, colors, finishes, and all dimensions.
3. **Floor Plans** - three (3) copies* at a scale of 1/4" = 1 foot, or otherwise approved by the Director, and 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 8 ½ " x 11". **Plans shall not exceed 24" x 36" in size.**



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C. Other Materials

1. **Current Title Report**
2. **Photographs** of site and its surroundings as prescribed by the Director
3. **Projects requiring grading permits:** Soils Engineering, Geology and Hydrology Reports
4. **Story-Poles** shall be installed unless waived by the Director of Community Development.

III. PROCESSING YOUR APPLICATION

- A. **Application Submittal:** After you have prepared your plans, and assembled all required information and materials, bring the Application and the required fee to the Planning Department. Your project will be assigned a case number and you will receive a receipt for your fee payment.
- B. **Staff Review of Application for Completeness:** The Planning Staff will notify you if there is anything missing from your application packet. When the packet is complete you will be so notified in writing.
- C. **Staff Review for Environmental Determination:** Your project will be reviewed for any possible environmental impacts. If additional information is required, we will notify you.
- D. **Director's Action:** Your development plan will be reviewed by the Director of Community Development or his designee for conformity with the standards, thresholds and intent of the Ordinance. You will be notified in writing of the Director's decision. The project could be approved, approved with conditions, or forwarded to the Planning Commission for public hearing.
- E. **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 a Director's Review 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 check may be required later:</u>	
Application Fee	\$465.00	County Posting Fee	\$75.00 (payable to L.A. County Clerk)
Environmental Review	\$200.00	Environmental Impact Report	\$3,078.00 (payable to L.A. County Clerk)
<u>Hearing Notice Fee</u>	<u>\$100.00</u>	Negative Declaration	\$2,216.25 (payable to L.A. County Clerk)
TOTAL FEE	\$765.00		



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HDP# _____

City Date Stamp _____

V. SUPPLEMENTAL APPLICATION

A. SINGLE LOT DEVELOPMENT PROJECTS:

Lot Size: _____
Zoning: _____
Average Slope: _____
Slope Factor: _____
(If slope of lot is over 20%)

B. PROJECT DESCRIPTION:

Size of Addition (square feet): _____
Maximum Height of Retaining Walls: _____
Lot Coverage after Project: _____
Floor Area Ratio after Project: _____

C. LOCATION OF PROPERTY (Street Address): _____

Assessor's Parcel Number _____ Nearest Cross Street _____

D. PROPERTY OWNER: _____

Name Telephone No. Fax No.
Street Address City, State Zip Code

E. APPLICANT: _____

Name Telephone No. Fax No.
Street Address City, State Zip Code

F. OTHER (optional): _____

Name Telephone No. Fax No.
Street Address City, State Zip Code

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

H. 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):



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I. 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