



HILLSIDE DEVELOPMENT PERMIT PLANNING COMMISSION HEARING APPLICATION

I. INTRODUCTION: The Hillside Development Ordinance is designed to preserve open space, ensure that hillside projects are consistent with appropriate development in surrounding areas and 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 thresholds, standards and guidelines contained in the Ordinance apply to all development projects on lots with an average slope of 15% or more. You should thoroughly review the Ordinance prior to designing your project, and contact Planning Staff with any questions you might have.

II. APPLICATION REQUIREMENTS: The following information and materials are to be submitted to the Planning Department when applying for a Hillside Development Permit:

A. Attached Forms:

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

B. 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);
 - 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** - thirteen (13) copies* - included on Site Plan, or, if separate, at same scale as Site Plan. Maximum contour interval = 10 feet
3. **Landscape Plan** - 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.
4. **Cross-Sections (minimum three) of Site and Building** - thirteen (13) copies*



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5. **Building Elevations** - thirteen (13) 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** - thirteen (13) 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 9" x 12". **Plans shall not exceed 24" x 36" in size.**

**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 are required.*

C. Other Materials

1. **Current Title Report**
2. **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.
3. **Colors and Materials Board** - 11" x 17" max. size
4. **Photographs** of site and its surroundings as prescribed by the Director
5. **Four sets of Soils Engineering, Geology and Hydrology Reports**, unless waived by the Director
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 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 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 and a date is set for deciding your request, a total of thirteen (13) sets of plans will be required.
- 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.



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- 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 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.**
- G. **Appeal:** If you or any person interested in the project disagrees with the outcome, the decision can be appealed to the City Council. Information regarding the appeals process is available at the Planning Department.

IV. FEES:

The following is the current fee schedule for a Planning Commission 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 required later:</u>	
Application Fee	\$4,515.00	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 & Labels	\$300.00		
TOTAL FEE	\$6,315.00		

**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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HDP#

City Date Stamp

V. HILLSIDE DEVELOPMENT PROJECT SUPPLEMENTAL APPLICATION

A. 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: _____

B. PARCEL MAP AND TRACT MAP PROPOSALS:

Lot Size: _____

Zoning: _____

Average Slope: _____

Density Overlay Zone: _____

Slope Factor: _____

(If slope of lot is over 20%)

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



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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):

VI. 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

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.



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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.

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.



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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.

VIII. 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.

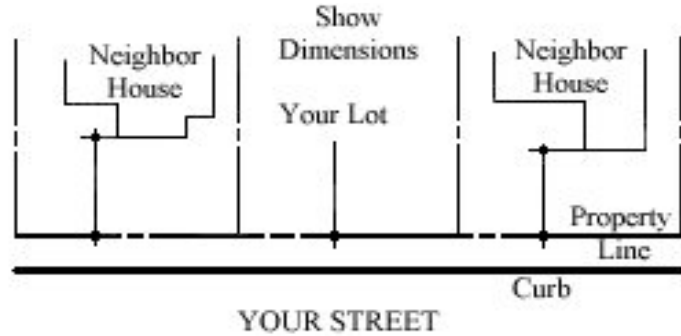
	Existing Area	-	Demo Area	+	Proposed Area	=	Total Area
Ground Level		-		+		=	
Second Floor		-		+		=	
Subtotal					Total:		
					Percent:		



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IX. 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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X. 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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XI. 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. Location of property for this application:

Street City Zip

Nearest Intersecting Street

2. Applicant:

Name Telephone No.

Street City Zip

3. Present use of site:

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

_____ Acres _____ Square Feet

5. Project description (Examples: Subdivide 20 Acre to create 30 homesites; Add 650 square foot second story to existing home.)

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



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7. If the project is for non-residential development, answer the following:
1. Total Floor Area of All Buildings _____
 2. Number of Buildings and Number of Floors per Each Building

 3. Total Projected Number of Employees _____
 4. Operating Hours _____
 5. Maximum Number of Employees per Shift:
Day _____ Swing _____ Graveyard _____
8. Area devoted to structures (Footprint of All buildings)
_____ Acres _____ Square Feet _____ % of Lot Area
9. Area devoted to open space (Lot Area Minus Footprint)
_____ Acres _____ Square Feet _____ % of Lot Area
10. 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.)

11. 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



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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.

12. Project site. Describe the project site as it is before the project. Discuss topography and slope characteristics, plants and animals, crops, and any cultural, historical or scenic aspects. Describe any existing structures on the site and the use of these structures on the site and the use of these structures. Attach additional sheets, if necessary.

13. Environmental setting. Describe the surrounding properties. Discuss topography and slope characteristics, plants and animals and any cultural, historical or scenic aspects. Indicate the types of surrounding land uses (residential, commercial, open space) and the intensity and the scale of development (one and two-story single family homes, high-rise hospital, strip commercial). Attach additional sheets, if necessary.

14. 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?



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

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

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

18. 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.

19. What are the existing principal sources of noise at the project site?

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



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21. What types of odors will the project generate?

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

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

24. Identify, in general terms, the plants and animals of the project area.

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

26. Identify any historical sites located on the property.

27. What school district serves the property? _____



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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: _____

28. 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 _____

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

30. 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 _____.

XII. 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): _____

XIII. 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.



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- 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.

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.



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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 _____ Title _____

License Number _____ License Expiration Date _____

STORY POLE WAIVER & STATEMENT

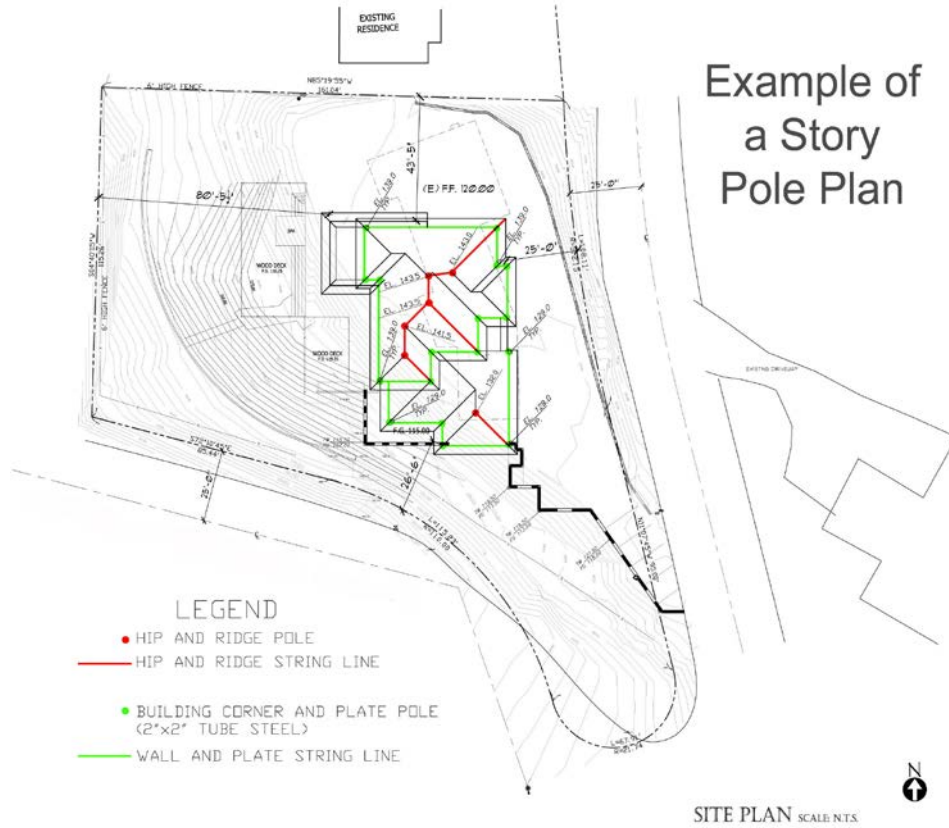
I, _____, hereby absolve the City of La
Canada Flintridge of any and all liability associated with the construction of, or damage by, the
temporary height poles that I will install in compliance with the City’s Story Pole and Site
Marking Requirements. I further understand that the story poles shall 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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Examples of appropriate story pole arrays, absent mandated colors.

