



PRELIMINARY REVIEW APPLICATION

I INTRODUCTION: The following application form is provided for all persons who propose to file for approval of a project with the City of La Cañada Flintridge. The applicant must complete the attached form as prescribed and incorporate all requested information before the application is accepted for processing by the Planning Division.

II PRELIMINARY REVIEW:

The following items should be submitted to the City Planning Department when applying for the Preliminary Review:

A. Application Form

B. Drawing Sets:

1. **Site Plan** - one (1) copy 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, trees and other topographical considerations pertinent to the project.
 - d. Vehicle circulation and parking areas, including dimensions of drive aisles and parking spaces.
 - e. 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.
 - f. Location, use and approximate distance from property line of the nearest structures on all properties surrounding the project site.
 - g. Show all trees, with species identified, including diameter as measured fifty four inches (4'6") above grade.
 - h. Location, height and materials of all walls and fences.
2. **Building Elevations** - One (1) copy - at a scale of 1" = 8' or larger showing:
 - a. Overall building height;
 - b. All exterior sides of all existing and proposed buildings;
 - c. All exterior building dimensions, including heights; and
 - d. Description of all exterior building materials.
3. **Floor Plans** – (where applicable) one (1) copy - at a scale of 1" = 8' or larger.
 - a. Dimensions and description of the proposed use of all interior floor area;
 - b. Shading of the affected walls and areas to be modified or built;
 - c. All dimensions of interior rooms or other enclosed areas;
 - d. 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.*

III. PROCESSING YOUR APPLICATION

- A. **Preliminary Review:** 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.
- D. **Staff Review of the request:** Staff will examine the application materials, including your plans and other pertinent information. A written response, detailing applicable zoning and development standard information will be provided. Additionally, a meeting with Planning Staff can be arranged, if requested.



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IV. FEES: The following is the current fee for a Preliminary Review: The Preliminary Review Fee will be applied to the Application Fee should you proceed. This fee is not refundable should you decide not to proceed with the project

Application Fee: \$275.00

PR#

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 5,100 sf residence on hillside lot; or add 350 sf addition to residence; or construct fence in front setback):
