



## SECOND FLOOR REVIEW APPLICATION

**I. INTRODUCTION:** Second Floor Review is required if your project involves construction of a residential structure that results in additional floor area at the second floor level, defined herein as any wall height 12 feet or more above adjacent grade. Such projects shall be subject to review as a second story per Section 11.45.050, according to the following thresholds:

### Additions to Existing Second Floors

**Director's Review**– Up to 750 sf or 45% of existing 2<sup>nd</sup>-floor area, whichever is less.

**Planning Commission Review** – Greater than 750 sf or greater than 45% of existing 2<sup>nd</sup>-floor area, whichever is less.

### New Second Floors

**Planning Commission Review** - Required for all new two-story primary structures or second floor additions to existing single-story primary structures.

This guide and the attached forms identify the information which you, as the applicant, must provide before the City can make a decision on your request. You are encouraged to contact the Planning Department at 790-8881 if you have any questions about your project or the application process.

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

A. Attached Forms:

1. Supplemental Form
2. Story Pole Waiver & Statement and Certification Forms (only applies to Planning Commission Review)

B. Drawing Sets:

1. **Site Plan** - thirteen (13) copies\* for the Planning Commission Review and three (3) copies for the Director's Review - at a scale of 1" = 20' or larger (or as otherwise approved by the Director) and including the following:
  - Location of lot lines, easements, and all structures, existing and proposed;
  - Identification of street names;
  - All slopes, contours, and other topographical considerations pertinent to the project;
  - 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;
  - All trees with a trunk diameter of six inches or more, measured four feet above grade, unless waived by the Director.



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2. **Building Elevations** - thirteen (13) copies\* for the Planning Commission Review and three (3) copies for the Director's Review - at a scale of 1" = 8' or larger (or as otherwise approved by the Director) and including the following:
  - Overall building height;
  - Height of significant component masses; and
  - Material and color callouts.
3. **Floor Plans** - thirteen (13) copies\* for the Planning Commission Review and three (3) copies for the Director's Review - at a scale of 1" = 8' or larger (or as otherwise approved by the Director) and including the following:
  - Description of the proposed use of all interior floor area;
  - **Shading of the affected walls and areas to be modified or built;**
  - All dimensions of interior rooms or other enclosed areas; and
  - 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.**

*\*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 will be 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. **Application fee.** The amount is established by the current fee schedule and adopted by the City Council. Checks should be made payable to the City of La Cañada Flintridge.

**III. PROCESSING YOUR APPLICATION:** The following general steps are typically involved in processing a Second Floor Review request.

- A. **Pre-Application Review.** A preliminary meeting with the Planning Staff is recommended, though not required. The meeting gives you and staff an opportunity to review your project and the applicable Zoning standards.
- B. **Application Submittal.** After you have prepared your plans and filled out the application forms, bring them, with the required fee, to the Planning Department. You will receive a case number for your project and a receipt for your payment. Only three (3) sets of plans are required for the initial review.
- C. **Staff Review of Application for Completeness.** The Planning Staff will let you know if there is anything missing from your application packet or set of plans. When the packet is deemed complete and a date is set for deciding your request, 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 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 Community Development Director or the Planning Commission as dictated above. The decision could be approval, approval with conditions, denial, or continuation for redesign. **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 someone interested with the project disagrees with the decision, an appeal can be filed with the City. Information on appeals is available at the Planning Department.

**IV. FEES:** The following is the current fee schedule for Second Floor Reviews. 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>Planning Commission Review</u>	<u>Director’s Review</u>
Application Fee: \$2,905.00	\$530.00
Hearing Notice Fee: \$300.00	\$100.00
Environmental Review: \$1,000.00*	\$100.00
Engineering Deposit: \$1,500.00	\$150.00
<b>TOTAL FEE: \$5,705.00</b>	<b>\$880.00</b>

A separate check(s) may be required later:

County Posting Fee	\$75.00 (payable to L.A. County Clerk)
Environmental Impact Report	\$3,243.00 (payable to L.A. County Clerk)
Negative Declaration	\$2,355.75 (payable to L.A. County Clerk)

*\*If staff determine that an exemption should be prepared, a refund of \$800.00 associated with the Environmental Review Fee will be issued.*



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SFR#

City Date Stamp

## V. SECOND FLOOR REVIEW SUPPLEMENTAL QUESTIONS:

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):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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### 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

### 8. 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:	

**9. REQUEST (What are you doing?):** (Example: Adding 888 square feet to my existing 1,672 sf of second floor area at rear of the house.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10. JUSTIFICATION STATEMENT:** The following four-part finding must be met before a Second Floor Review request can be granted. Answer each of the four parts in the space below.

- a. The two-story design includes adequate setbacks, screening and modulation.
- b. The two-story design preserves the existing scale and character of the surrounding neighborhood.
- c. The two-story design protects public views, aesthetics, privacy and property values of the neighbors.





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### 11. 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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**VI. STORY POLE AND SITE MARKING REQUIREMENTS (APPLIES TO PLANNING COMMISSION REVIEWS ONLY):** 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 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 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.

### VII. STORY POLE CERTIFICATION (APPLIES TO PLANNING COMMISSION REVIEWS ONLY)

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

### VIII. STORY POLE WAIVER & STATEMENT

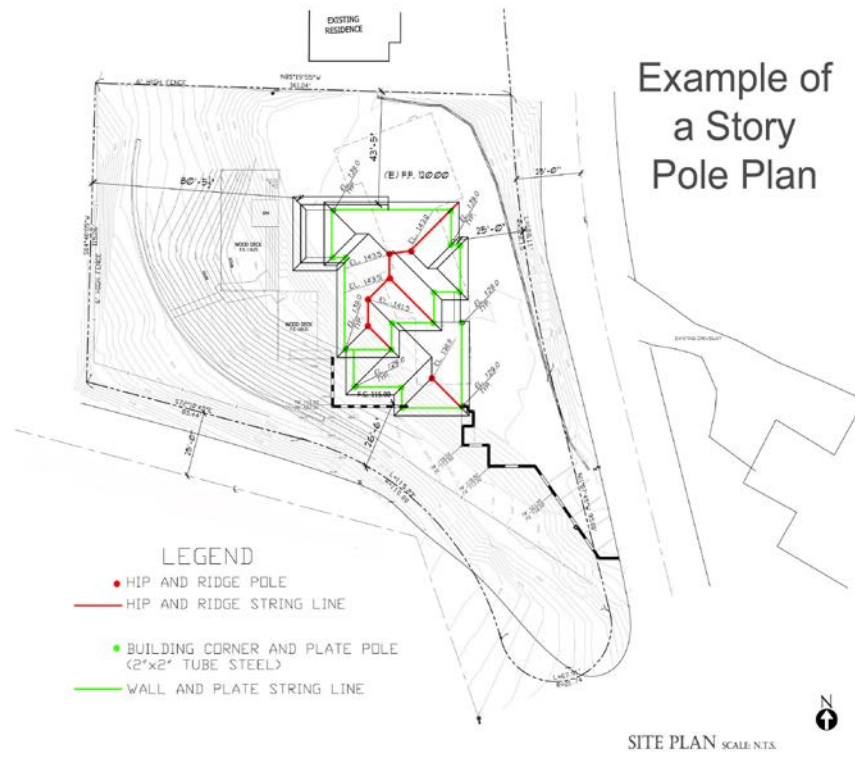
I, \_\_\_\_\_, hereby absolve the City of La Canada Flintridge of any and all liability associated with the construction of, or damage by, the temporary height poles that I will install in compliance with the City's Story Pole and Site Marking Requirements. I further understand that the story poles shall 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 recently mandated colors.

