



CITY of CALABASAS

Community Development Department

Planning Division

100 Civic Center Way

Calabasas, CA 91302

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www.cityofcalabasas.com

# General Land Use and Development Application

## PROPERTY LOCATION AND ZONING (print or type)

Property Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Assessor's Parcel No(s): \_\_\_\_\_

Cross Streets: \_\_\_\_\_

HOA: \_\_\_\_\_

## GENERAL INFORMATION

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell / Other Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Note:** Attach additional lists for multiple property owners. If the property owner or applicant is a trust, partnership, corporation or LLC, on a separate sheet, provide a listing of all persons that make-up the trust, partnership, corporation or LLC

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell / Other Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Applicant's Representative: \_\_\_\_\_

(if no Representative, then project Architect or Engineer)

\_\_\_\_ Applicant's Representative      \_\_\_\_ Project Architect      \_\_\_\_ Project Engineer

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell / Other Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Note:** Prior to submittal of this application, it is advised that the applicant review the requested proposal with the Planning Division in order to review ordinance requirements and consistency with the General Plan. In completing the application form, please be as accurate and complete as possible.

**General Land Use and Development Application**

**TYPE OF REVIEW REQUESTED (Please check all applicable boxes)**

Zoning Clearance  Time Extension

*The following application types also require a supplemental application to be submitted*

**Amendments**

Annexation  
 Development Code Amendment  
 General Plan Amendment  
 Specific Plan/Amendment  
 Sphere of Influence Amendment  
 Zone Change

**Development**

Administrative Plan Review  
 Development Plan Review  
 Pre-Application Review  
 Site Plan Review  
 Variance

**Subdivisions**

Lot Line Adjustment / Parcel Merger  
 Tentative Parcel Map  
 Tentative Tract Map  
 Tentative Map Revision  
 Street Vacation

**Oak Trees**

Minor (Healthy) Oak Tree Permit  
 Oak Tree Permit

**Scenic Corridors**

Minor Scenic Corridor Permit  
 Scenic Corridor Permit

**Conditional and Minor Uses**

Conditional Use Permit  
 Minor Use Permit

**Historic Properties**

Historic – Designation  
 Historic – Cert. of Appropriateness  
 Historic – Cert. of Economic Hardship

**Signs**

Sign Permit  
 Sign Program

**Home Occupations**

Home Occupation Permit

**Designated Smoking Areas**

Designated Smoking Area

**Temporary Uses**

Temporary Use Permit

Other: \_\_\_\_\_

**DESCRIPTION OF PROJECT: (Be as specific as possible, attach sheets if necessary)**

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

**PROPERTY CHARACTERISTICS AND ZONING**

Legal Description: \_\_\_\_\_  
(attach sheets if necessary) \_\_\_\_\_

Parcel Size: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_

Average Slope: \_\_\_\_\_

Are Oak Trees Present on Lot:  Yes  No      Are any Oak Trees impacted by proposal:  Yes  No  
*(if no skip impact question)*

General Plan Land Use : \_\_\_\_\_

Zoning: \_\_\_\_\_

Current Use: \_\_\_\_\_





# General Application Filing Requirements

## SUBMITTAL CHECKLIST

### MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application contains the appropriate requirements to begin the application process. All items listed below must be included. If any items are not included the project will not be accepted for submittal. This checklist does not determine a project complete for purposes of the Permit Streamlining Act.

#### Zoning Clearance

- Completed *General Land Use and Development Application* and filing fees.
- Two (2) complete sets of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Each set shall be stapled together as a single package and folded to 8½"X11". Plans shall include the following:
  - Site Plan (Existing and Proposed) with Site coverage and Pervious Surface Calculations
  - Floor Plan(s) (Existing and Proposed)
  - Roof Plans (Existing and Proposed)
  - Elevations (All Sides, Existing and Proposed)
  - Landscape Plan (if applicable)
  - Demolition Plan (if applicable)
  - Photometric Plan (if applicable)
- One (1) complete set of required plans reduced to 11"X17".
- One (1) color and materials samples mounted on an 8½"X11" board. (if applicable)
- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

applicant proceeded in good faith and exercised due diligence in complying with the conditions in a timely manner

#### PUBLIC NOTICE REQUIREMENTS

The materials and information listed below must be submitted with applications requiring a public hearing or public notification:

- Property Ownership List: A mailing list containing the names, addresses, and assessor's parcel number of all owners of real property within a radius of five hundred feet (500') of the site, measured from the exterior boundaries of the property. This information shall be obtained from the latest equalized assessment rolls of Los Angeles County (*property ownership information may be obtained from Los Angeles County Assessor's Office 14340 Sylvan Street, Van Nuys, CA 91401, phone: (818 901-3455)*). Include the name and address of the property owner, applicant, and representative of the mailing list.
- Mailing Envelopes: One set of stamped business-size envelopes, with the name and address of each person on the mailing list. The return address shall read: "City of Calabasas, Planning Division, 100 Civic Center Way, Calabasas, CA 91302".
- Radius Map: A map illustrating the five hundred foot (500') radius boundary and all parcels within the boundary (copies of the assessor's maps will be accepted).
- Ten (10) Days prior to a public hearing, the applicant is required to post a "Notice of Public Hearing" sign. (Applicable to properties within the Old Topanga and Calabasas Highlands Districts only)

For further information regarding the requirements of the "Notice of Public Hearing Sign" see the *Posting of Public Hearing Sign Requirements* *handout*, which is available at the Community Development Department.

**Note:** For a list of individuals/companies that prepare the radius map and property ownership lists, contact the City of Calabasas Planning Division.

#### Time Extension

- Completed *General Land Use and Development Application* and filing fees.
- A complete description of the reason for the time extension request with substantial evidence that the

**General Land Use and Development Application**

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**OTHER SUBMITTAL REQUIREMENTS**

In addition to the submittal requirements described above, additional sets of plans are required to be submitted prior to scheduling for a hearing. The following are the requirements for each hearing body.

**Planning Commission**

- Two (2) complete sets of plans (the most recent revision) prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Each set shall be stapled together as a single package and folded to 8½"X11".
- Fifteen (15) complete set of required plans reduced to 11"X17".
- One (1) set of colored plans, to include illustrative site plan and building elevations, and any necessary cross-sections reduced to 11"X17".
- One (1) color and materials samples mounted on an 8½"X11" board.
- Sixteen (16) copies of any other reports, studies, etc. completed for the site.
- Any other plans or information that the Community Development Director deems necessary to facilitate presentation of the application to the hearing body.

**Architectural Review Panel (ARP)**

- Seven (7) complete sets of plans (the most recent revision) prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Each set shall be stapled together as a single package and folded to 8½"X11".
- One (1) complete set of required plans reduced to 11"X17".
- One (1) set of colored plans, to include illustrative site plan and building elevations, and any necessary cross-sections.
- One (1) set of colored plans, reduced to 11"X17".
- One (1) color and materials samples mounted on an 8½"X11" board.
- Any other plans or information that the Community Development Director deems necessary to facilitate presentation of the application to the hearing body.

**Community Development Director Hearing**

- Three (3) complete sets of plans (the most recent revision) prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Each set shall be stapled together as a single package and folded to 8½"X11".
- One (1) complete set of required plans reduced to 11"X17".
- One (1) set of colored plans, to include illustrative site plan and building elevations, and any necessary cross-sections.
- One (1) set of colored plans, reduced to 11"X17".
- One (1) color and materials samples mounted on an 8½"X11" board.
- Three (3) copies of any other reports, studies, etc. completed for the site.
- Any other plans or information that the Community Development Director deems necessary to facilitate presentation of the application to the hearing body.

**Note:** The *Other Submittal Requirements* listed above are intended as a guide only. Please consult with the planner assigned to your case for actual requirements.