



CITY of CALABASAS

Community Development Department

Planning Division

100 Civic Center Way

Calabasas, CA 91302-3172

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www.cityofcalabasas.com

Supplemental Application DESIGNATED SMOKING AREA

APPLICANT/PROPERTY OWNER CERTIFICATION

If applicant is other than property owner, owner must also sign consenting to filing and the certification listed below. Original signatures only. Fax copies of owner's signature will not be accepted.

I/We, the owner(s) of the subject property, consent to the filing of this application. I have read and understand the "Guidelines for Designated Smoking Areas" (Section 8.12 of the Calabasas Municipal Code) as shown in the material attached to this application and agree to the criteria as written. I also understand that failure to maintain my designated smoking area in accordance with the required standards will be cause for enforcement action by the City and possible revocation of this permit.

I further certify that the plans and information provided present all of the data and information required by this Checklist, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief. Furthermore, I understand that failure to provide the plans and information required by this checklist may result in this application not being accepted as complete for filing and/or processing.

I further agree that City, its employees, agents and officials shall, to the fullest extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, expense, attorneys' fees, litigation expenses, court costs or any other costs arising out of or in any way related to the issuance of this permit, or the activities conducted pursuant to this permit. Accordingly, to the fullest extent permitted by law, the applicant and/or property owner shall defend, indemnify and hold harmless City, its employees, agents and officials, from and against any liability, claims, suits, actions, arbitration proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including, but not limited to, actual attorneys' fees, litigation expenses and court costs of any kind without restriction or limitation, incurred in relation to, as a consequence of, arising out of or in any way attributable to, actually, allegedly or impliedly, in whole or in part, the issuance of this (permit), or the activities conducted pursuant to this (permit). Applicant shall pay such obligations as they are incurred by City, its employees, agents and officials.

Signature (Applicant)

Date

Signature (Property Owner)

Date



Designated Smoking Areas

GUIDELINES AND STANDARDS

These guidelines and standards have been developed to implement the Second Hand Smoke Control Ordinance which is contained in Chapter 8.12 of the Calabasas Municipal Code. Staff will review all applications for compliance with these guidelines. Designated Smoking Areas will not be approved for an area that does not meet these guidelines.

Designated Smoking Area Permits (a.k.a. Smoking Outposts) are subject to monitoring by City staff for compliance with these conditions. Failure to comply with these conditions or a determination that the Designated Smoking Area location does not adequately protect the public from second hand smoke may result in the revocation of this permit.

LOCATION AND SIZE REQUIREMENTS FOR DESIGNATED SMOKING AREAS:

1. A maximum of 1 square foot for every 20,000 square feet of rentable area, provided a property may have at least one designated area that is 40 square feet or less;
2. Maximum of one per property, except for large commercial centers and multi-building office complexes when it determined that more than one Designated Smoking Area is necessary to accommodate the number of smokers in the area and that the additional Designated Smoking Area(s) will not be detrimental to the public health, safety, or welfare;
3. Must be 20 feet from any public sidewalk, park, playground, etc.; and at least 5 feet from any building entrance;
4. Must be 10 feet from any protected plant or tree, including oak trees;
5. Must be 20 feet from any designated open space area, as shown on the City's General Plan Land Use Map;
6. Must be 20 feet from any property or facility that dispenses or stores gasoline, propane, other petroleum based products, other flammable or combustible products, or any site listed with the Los Angeles County Fire Department as containing hazardous materials.

The Community Development Director may impose restrictions in excess of the above listed minimum requirements if it is determined that the Designated Smoking Area location does not adequately protect the public from second hand smoke.

OTHER REQUIREMENTS:

Designated Smoking Areas are also subject to these additional requirements:

1. Must be conspicuously identified using an approved City sign and with clearly defined limits;
2. Must be maintained in a clean and attractive manner, and shall be kept free of cigarette butts and litter;
3. Must contain at least one ash tray receptacle (meeting Fire Department standards and specifications) shall be provided and maintained by the property owner;
4. No Designated Smoking Area may be designed and located such that any land development condition (including, but not limited to, lot coverage, pervious surfaces, landscaping, required parking, setbacks, and retaining walls) will be made non-conforming relative to the minimum standards established by the zoning of the property.



Application Filing Requirements

SUBMITTAL CHECKLIST

MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application contains the appropriate materials and documents 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 is not used to determine whether a project application is complete for purposes of the Permit Streamlining Act.

Designated Smoking Area:

- Completed Designated *Smoking Area Permit Application*.
- 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.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

PLAN PREPARATION GUIDELINES

All of the plans, except where noted, contained in these guidelines are required to be submitted to be considered a complete set.

Plans not conforming to the following guidelines will not be accepted for processing:

- All plans shall be drawn on uniform sheets, no smaller than 8 1/2"X11" and no larger than 24"X36".
- All plans/maps shall be clearly labeled with sheet title, project name and project location.
- A one-sheet master plan shall be provided where the detailed plan/map cannot contain the entire project on a single sheet.
- All plans shall be clear and legible.

MINIMUM PLAN CONTENTS

Site Plan:

The site plan shall be drawn to an engineering scale no smaller than 1"=40' for large projects, 1/8"=1' for smaller projects, with the scale clearly labeled, and shall include the following minimum information:

- Name and address of developer, owner of record, and person who prepared the plan.
- Date of preparation and/or revisions.
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.

- Property lines and dimensions.
- A vicinity map showing the precise location of the subject property.
- Nearest cross streets on all sides of the project site, with approximate distances from the site.
- Location of proposed Designated Smoking Area(s) and existing buildings and structures.
- Improvements on adjacent properties within 20 feet, of proposed Designated Smoking Area.
- Parking layout (if DSA displaces parking, handicap parking or loading areas), including stall size and location, handicap parking spaces, loading areas, back-up areas and drives, driveway approaches, curb cuts, pedestrian access, utility vehicle access and secondary access points (if deemed necessary).
- Location of all existing Oak trees are located on site or within twenty (20) feet of the site.
- Any entrances to buildings within 20 feet of the Designated Smoking Area.
- Streets and rights of way, including existing and proposed cross sections, improvements, etc.
- A tabular summary, including the following information:
 1. Designated Smoking Area square footage;
 2. Total rentable area per building and total rentable area for all buildings (if applicable);

ADDITIONAL SUBMITTAL REQUIREMENTS

Additional Plans and Information: Any of the following items may be requested in order to evaluate the Designated Smoking Area:

- A **Parking Analysis** will be required for those projects proposing to reduce the amount of parking and that do not meet current City of Calabasas parking requirements.
- Other Plans and Information.** Any Other Plans or Information that the Planning Director deems necessary to facilitate processing of the application.



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Designated Smoking Areas SIGNS

Signs are required for all approved Designated Smoking Areas. Signs can be ordered through the City of Calabasas. Contact the Traffic and Transportation Department for further information.



Designated Smoking Area signs are only available in conjunction with a Designated Smoking Area Permit approved by the City of Calabasas. The prices listed are the cost to the City from the manufacturer and subject to change without notice.

Size: 12"X18"
Price: \$33.00 each

You can also purchase signs for no smoking areas.



Size: 12"X18"
Price: \$33.00 each



Size: 12"X12"
Price: \$28.50 each