



CITY of CALABASAS

Community Development Department
Planning Division
100 Civic Center Way
Calabasas, CA 91302
T: 818.224.1600
F: 818.225.7329

www.cityofcalabasas.com

General Land Use & 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.

TO BE COMPLETED BY PLANNING DIVISION STAFF

Application Processing

File No(s): _____

 Date: _____
 Staff Initials: _____
 Fees: _____
 Receipt No: _____

APPLICANT CERTIFICATION

I hereby certify that the statements furnished in this application 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. In addition, I understand that the filing of this application grants the City of Calabasas permission to reproduce submitted materials, including but not limited to, plans, exhibits, and photographs, for distribution to staff, Commission, Board, and City Council Members, and other Agencies in order to process the application, and to make those materials available to the public on the City of Calabasas' web site and CTV, notwithstanding Health & Safety Code § 19851 or any other provision of law. Nothing in this consent, however, shall entitle any person to make use of the intellectual property in plans, exhibits and photographs for any purpose unrelated to the City's consideration of this application.

Signature: _____ Date: _____
Name (*print or type*): _____ Phone: _____

CONSENT BY PROPERTY OWNER

If applicant is other than property owner, owner must sign consenting to filing. Attach additional sheets if necessary. Originals signatures only. Fax copies of owner's signature will not be accepted.

I/We, as the owner(s) of the subject property, consent to the filing of this application. We further consent and hereby authorize City representative(s) to enter upon my property for the purpose of examining and inspecting the property in preparation of any reports and/or required environmental review for the processing of the application(s) being filed. We further acknowledge that I am aware of and familiar with the requirements of my Homeowner's Association. Attach additional sheets if necessary.

Signature(s) Name(s) (please print or type) Date

Note: This application being signed under penalty of perjury and does not require notarization.

RESIDENTIAL PROJECT SUMMARY

Building Area:

Existing Structures:	_____ sq. ft.	New Structures:	_____ sq. ft.
Existing Floor Area Ratio (FAR):	_____	Proposed Floor Area Ratio (FAR):	_____
No. of Stories:	_____	No. of Phases:	_____

Site Coverage

Main Structure / Building:	_____ sq. ft.
Accessory Structure(s):	_____ sq. ft.
Driveway(s):	_____ sq. ft.
Total Coverage:	_____ sq. ft.
% of Site:	_____ %

Pervious/Impervious Surface Coverage

Main Structure / Building:	_____ sq. ft.
Accessory Structure(s):	_____ sq. ft.
Driveway(s) / Other Hardscape:	_____ sq. ft.
Total Impervious:	_____ sq. ft.
% of Site:	_____ %

Dwelling Units / Density

Type of Unit	No. of Units

Totals:

Front Setback/Buffer Landscaping Coverage:	_____ %
Common Open Space:	_____ sq. ft. _____ % For Multi-Family Development Only
Private Open Space: <i>(Total)</i>	_____ sq. ft. _____ % For Multi-Family Development Only
Private Open Space: <i>(per Unit)</i>	_____ sq. ft. _____ % For Multi-Family Development Only

Parking: (attach additional sheets if necessary)

Type of Use	Parking Ratio <i>(1 space / sq. ft.)</i>	Number of Spaces	
		Provided	Required
Totals:			

COMMERCIAL & INDUSTRIAL PROJECT SUMMARY

Building Area:

Existing Structures:	_____ sq. ft.	New Structures:	_____ sq. ft.
Existing Floor Area Ratio (FAR):	_____	Proposed Floor Area Ratio (FAR):	_____
No. of Stories:	_____	No. of Phases:	_____

Site Coverage

Main Structure / Building:	_____ sq. ft.
Accessory Structure(s):	_____ sq. ft.
Driveway(s):	_____ sq. ft.
Total Coverage:	_____ sq. ft.
% of Site:	_____ %

Pervious Surface Coverage

Main Structure / Building:	_____ sq. ft.
Accessory Structure(s):	_____ sq. ft.
Parking Area(s) / Driveway(s):	_____ sq. ft.
Other Hardscape:	_____ sq. ft.
Total Impervious:	_____ sq. ft.
% of Site:	_____

Building Occupancy Classification

Occupancy Code: _____
 Type of Construction: _____
 Roof Material: _____

Floor Area Distribution:

Type of Use	Square Footage
Total:	

Parking: (attach additional sheets if necessary)

Type of Use	Parking Ratio <i>(1 space / sq. ft.)</i>	Number of Spaces	
		Provided	Required
Totals:			



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ENVIRONMENTAL ASSESSMENT INFORMATION

Does this proposal involve a variance or conditional use permit: Yes No

If yes, indicate type and nature of request: _____

Does this proposal involve a zone change: Yes No

If yes, what is the proposed zoning: _____

Will the project require certification, authorization or issuance of a permit by any public agency other than the City of Calabasas? Yes No

If yes, please indicate what agencies: _____

Site size : _____ sq. ft. _____ acres

Number of stories of construction: _____

Type of construction: _____

Amount of off-street parking provided: _____

Proposed scheduling: _____

Associated projects: _____

Anticipated incremental development: _____

For residential developments:

Number of units: _____

Unit sizes: _____

Anticipated sales prices or rents: _____

Household size anticipated: _____

For commercial developments:

Market/service area: Neighborhood City Regional

Square footage: _____

For industrial developments:

Use: Warehouse/Distribution Manufacturing Multi-tenant
 Other: _____

Estimated employees per shift: _____

Estimated Hours of Operation: _____

For institutional developments:

Use/function: _____

Estimated Hours of Operation: _____

Estimated employees per shift: _____

Estimated number of occupants: _____

Anticipated community benefits of project: _____

SCHOOL INFORMATION

School District serving site: _____

High School serving Site: _____

Junior High/Middle School serving site: _____

Elementary School serving site: _____

PROJECT IMPACTS (attach additional sheets to respond to any "yes" answers)

	Yes	No
1. Will the project result in a substantial alteration of any land mass or grading of more than 50 cubic yards?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the project result in a change in scenic views or vistas from a scenic corridor?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the project result in a change in scenic views or vistas from existing residential areas or public lands?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the project in keeping with the character of the surrounding area (i.e. mass, scale, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the project result in significant amounts of solid waste or litter?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the project result in a change in dust, ash, smoke, fumes or odors in the vicinity?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the project result in a change in stream or ground water quality or quantity, or alteration of existing drainage patterns?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the project result in a significant change in existing noise or vibration levels in the vicinity?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are new schools proposed as part of this project?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the project result in the use of potentially hazardous materials, such as toxic substances, flammables or explosives?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the project result in a substantial change in demand for municipal services (police, fire, water, sewage, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
12. Will the project substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
13. Does the project have any relationship to a larger project or series of projects?	<input type="checkbox"/>	<input type="checkbox"/>
14. Will the project result in a site on filled land or on a slope of 10% or more.	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENTAL SETTING

Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures.
(Attach additional sheets if necessary)

Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single-family residential, apartments, shopping center, office building, etc.), and the scale of development (height, frontage, setback, rear yard, etc.)
(Attach additional sheets if necessary)

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.

Signature: _____ Date: _____
Name (*print or type*): _____ Phone: _____
Address: _____

HAZARDOUS WASTE & SUBSTANCE AFFIDAVIT

INSTRUCTIONS:

1. This certificate must be completed in conjunction with an application for a development project (development/site plan application) or subdivision (tentative tract map or tentative parcel map application)
2. The applicant shall consult the most current list of identified hazardous waste sites on file in the City of Calabasas Planning Division (see below) and shall specify whether or not the development project is located on a site included on the list.

I, the undersigned applicant, owner or other legal representative of the property(ies) for which this development project application is made, being duly sworn, depose and say that pursuant to State of California Government Code § 65962.5(e), I have consulted the list of identified hazardous waste sites on file in the City of Calabasas Planning Department and certify that the property is; is not located on a property identified on said list.

Signature of Applicant, Owner or Legal Representative

Date

Note: This application being signed under penalty of perjury and does not require notarization.

Print Name of Applicant, Owner or Legal Representative

List the Assessor's Parcel Numbers of the project property: _____

HAZARDOUS WASTE & SUBSTANCE IDENTIFIED SITE LIST

Site Name	Address	APN	Owner
Exxon #7-2893	24025 Calabasas Road		
LA County Fire Station #067	25801 Piuma Road		
Lost Hills Sheriff's Station	27050 Agoura Road		
Arco Service Station (Former)	4831 Las Virgenes Road		
Mobil #18-Ldl (Former #11-Ldl)	4830 Las Virgenes Road		
Chevron #9-4240	4807 Las Virgenes Road		
Mobil	Parkway Calabasas		
Calabasas Golf & Country Club	4515 Park Entrada		

List updated 12/06/2004. The most current sites may be located at www.geotracker.swrcb.ca.gov

GOVERNMENT CODE SECTION 65932.5

**List of Hazardous Waste and Substance Sites;
Submission to California Environmental Protection Agency
Hazardous Materials Data Management Program**

- (A) The Department of Toxic Substances shall compile and update as appropriate, but at least annually, and shall submit to the California Environmental Protection Agency (Cal/EPA), Hazardous Materials Data Management Program, a list of all of the following:
- (1) All hazardous waste facilities subject to corrective action pursuant to Section 25187.5 of the Health and Safety Code.
 - (2) All land designated as hazardous waste property or border zone property pursuant to Article 11 (commencing with Section 25220) of Chapter 6.5 of Division 20 of the Health and Safety Code.
 - (3) All information received by the Department of Toxic Substances Control Pursuant to Section 25242 of the Health and Safety Code on hazardous waste disposals on public land.
 - (4) All sites listed pursuant to Section of the Health and Safety Code.
 - (5) All sites included in the Abandoned Site Assessment Program.
 - (6) A list of all public drinking water which contain detectable levels or organic contaminants and which are subject to water analysis pursuant to Section 4026.2 or 4026.3 of the Health and Safety Code.
- (B) The State Water Resources Control Board shall compile and update as appropriate, but at least annually, and shall submit to the California Environmental Protection Agency, a list of all of the following:
- (1) All underground storage tanks for which an unauthorized release report is filed pursuant to Section 25295 of the Health and Safety Code.
 - (2) All solid waste disposal facilities from which there is a migration hazardous waste and for which California Regional Water Quality Control Board has notified the State Department of Toxic Substances Control pursuant to subdivision (e) of Section 13273 of the Water Code.
 - (3) All cease and desist orders issued after January 1, 1986, pursuant to Section 13301 of the Water Code, which concern the discharge of wastes, which are hazardous materials.
- (C) The local enforcement agency, as designated pursuant to Section 18051 of Title 14 of the California Administrative Code, shall compile as appropriate, but at least annually, and shall submit to the California Waste Management Board, a list of all solid waste disposal facilities from which there is a known migration of hazardous waste. The California Waste Management Board shall compile the local lists into a statewide list, which shall be submitted to the California Environmental Protection Agency and shall be available to any person who requests the information.
- (D) The California Environmental Protection Agency shall consolidate the information submitted pursuant to this section and distribute it in a timely fashion to each city and county in which sites on the lists are located.
- (E) Before a local agency accepts as complete an application for any development project which will be used by any person, the applicant shall consult the lists sent to the appropriate city or county and shall submit a signed statement to the local agency indicating whether the project is located in a site which is included on any of the lists compiled pursuant to this section. If the site is included on a list, the list shall be specified on the statement.
- (F) This section shall be become operative on July 1, 1987.



Minimum Application Filing & Public Noticing Requirements Checklist

MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application is complete for processing purposes. If any items are not included the project will not be accepted for submittal.

Annexation / Sphere of Influence Amendment:

The minimum requirements for filing an Annexation application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Uniform Application* and filing fees.
- The project description shall include a complete description of the proposed use and reason for annexation to the City of Calabasas.
- Completed *Environmental Information Form*.
- One (1) copy of the map showing the area proposed for annexation reduced to 8½"X11".
- 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.
- Public hearing information prepared in accordance with the *Public Notice Requirements*. In addition, if the proposed annexation affects property not owned by the applicant, the property owners affected shall also be included.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

Note: The applicant will be requested to submit any materials necessary for submittal of the annexation to the Local Agency Formation Commission (LAFCO) for Los Angeles County

Conditional Use Permit:

The minimum requirements for filing a Conditional Use Permit application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Uniform Application* and filing fees.
- The project description shall include a complete description of the proposed use, including, but not limited to, use(s) proposed, hours of operation, number of employees, number of seats provided, number of students, etc.

- A complete description of the proposed Conditional Use Permit, including, but not limited to, the improvements proposed for the property, and answers to the following questions:
 - Is the proposed use conditionally permitted within the subject zoning district and does it comply with all of the applicable provisions of this development code?
 - Is the proposed use consistent with the General Plan and any applicable specific plan or master plan?
 - Is the approval of the conditional use permit for the proposed use in compliance with the California Environmental Quality Act (CEQA)?
 - Are the location and operating characteristics of the proposed use compatible with the existing and anticipated future land uses in the vicinity?
- Completed *Environmental Information Form*.
- Completed *Environmental Mitigation Plans Checklist*.
- Twelve (12) 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".
- One (1) complete set of required plans reduced to 11"X17".
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- 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. A photo simulation or perspective drawing may be required in addition to photos to show the impact of the proposal on views or a scenic corridor.
- For projects within an area governed by a Homeowners Association, a certified letter from the Homeowner's Association stating that they have reviewed the project. See *Homeowner Association (HOA) Notification Requirements*

Minimum Application Filing and Public Noticing Requirements Checklist

- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

Development Agreement:

The minimum requirements for filing a Development Agreement application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Uniform Application* and filing fees.
- Completed *Environmental Information Form*.
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

Land Use and Development Code Amendment:

The minimum requirements for filing a Development Code Amendment application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Uniform Application* and filing fees.
- The project description shall include a complete description of the proposed amendment.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

Development Plan Review:

The minimum requirements for filing a Development Plan application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Uniform Application* and filing fees
- A complete description of the proposed Development Plan, including, but not limited to, the improvements proposed for the property, the Code requirements being modified, and answers to the following questions:
 - Is the proposed use conditionally permitted within the subject zoning district and does it comply with all of the applicable provisions of this development code?
 - Is the proposed use consistent with the General Plan and any applicable specific plan or master plan?
 - Is the approval of the development plan for the proposed use in compliance with the California Environmental Quality Act (CEQA)?
 - Are the location, design, scale and operating characteristics of the proposed use compatible with the existing and anticipated future land uses in the vicinity?

- Completed *Environmental Information Form*.
- Completed *Environmental Mitigation Plans Checklist*.
- Twelve (12) 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".
- 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 8½"X11".
- One (1) color and materials samples mounted on an 8½"X11" board.
- 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. A photo simulation or perspective drawing may be required in addition to photos to show the impact of the proposal on views or a scenic corridor.
- For projects within an area governed by a Homeowners Association, a certified letter from the Homeowner's Association stating that they have reviewed the project. See *Homeowner Association (HOA) Notification Requirements*
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

General Plan Amendment:

The minimum requirements for filing a General Plan Amendment application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Uniform Application* and filing fees.
- Completed *Environmental Information Form*.
- A complete description of the general plan amendment, including the reason for the request.
- A zone change application (if applicable).
- Twelve (12) copies of the map showing the proposed general plan amendment reduced to 8½"X11".
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- 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.

Minimum Application Filing and Public Noticing Requirements Checklist

- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

Healthy Oak Tree Permit:

The minimum requirements for filing an Healthy Oak Tree Permit application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Uniform Application* and filing fees.
- Three (3) copies of a plan showing the location of the tree(s) on the property and the relationship to other trees and structures on site.
- 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. A photo simulation or perspective drawing may be required in addition to photos to show the impact of the proposal on views or a scenic corridor.

Minor Development Permit:

The minimum requirements for filing a Minor Development Permit application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Uniform Application* and filing fees.
- Completed *Environmental Information Form*.
- Completed *Environmental Mitigation Plans Checklist*.
- Twelve (12) 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".
- 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 8½"X11".
- One (1) color and materials samples mounted on an 8½"X11" board.
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- 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. A photo simulation or perspective drawing may be required in addition to photos to show

the impact of the proposal on views or a scenic corridor.

- For projects within an area governed by a Homeowners Association, a certified letter from the Homeowner's Association stating that they have reviewed the project. See *Homeowner Association (HOA) Notification Requirements*
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

Oak Tree Permit:

The minimum requirements for filing a Oak Tree Permit application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Uniform Application* and filing fees.
- Three (3) copies of an Oak Tree Location Map prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*.
- Three (3) copies of an Oak Tree Report. The applicant shall submit an oak tree report, prepared by a city-qualified arborist prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*.

Note: For a list of individuals/companies that are qualified to prepare an Oak Tree Report, contact the City of Calabasas Planning Division. Additional Copies of the final Oak Tree Report will be required to be submitted prior to scheduling of hearing before the Tree Board.

Pre Application Review:

The minimum requirements for filing a Pre Application Review application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Uniform Application* and filing fees.
- Twelve (12) 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".

Note: Depending on the size and nature of the project you may be requested to submit an additional Ten (10) complete sets of plans prior to a meeting of the Development Review Committee meeting.

- 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 8½"X11".
- One (1) color and materials samples mounted on an 8½"X11" board.
- 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

Minimum Application Filing and Public Noticing Requirements Checklist

photograph taken. A photo simulation or perspective drawing may be required in addition to photos to show the impact of the proposal on views or a scenic corridor.

- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

Site Plan Review:

The minimum requirements for filing a Site Plan Review application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Uniform Application* and filing fees.
- Completed *Environmental Information Form*.
- Completed *Environmental Mitigation Plans Checklist*.
- Twelve (12) 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".
- 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 8½"X11".
- One (1) color and materials samples mounted on an 8½"X11" board.
- 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. A photo simulation or perspective drawing may be required in addition to photos to show the impact of the proposal on views or a scenic corridor.
- For projects within an area governed by a Homeowners Association, a certified letter from the Homeowner's Association stating that they have reviewed the project. See *Homeowner Association (HOA) Notification Requirements*
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

Specific Plan/Amendments:

The minimum requirements for filing a Specific Plan/Amendment application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Uniform Application* and filing fees.
- Completed *Environmental Information Form*.

- Twenty (20) copy of the draft specific plan.
- One copy of the plan on computer disk (CD-ROM). The City of Calabasas uses Microsoft Word, Excel and Access. Base Mapping shall be compatible with the City's GIS ArcView system.
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- 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.
- For projects within an area governed by a Homeowners Association, a certified letter from the Homeowner's Association stating that they have reviewed the project. See *Homeowner Association (HOA) Notification Requirements*
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

Tentative Subdivision (Tract/Parcel) Map:

The minimum requirements for filing a Tentative Subdivision (Tract/Parcel) Map application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Uniform Application* and filing fees.
- Completed *Environmental Information Form*.
- Completed *Environmental Mitigation Plans Checklist*.
- Three (3) copies of the Preliminary Title Report (prepared or dated no more than 30 days prior to submittal date).
- Twelve (12) copies of the Tentative Map and Site Plan prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*, and folded to 8½"X11".
- One (1) copy of the tentative map reduced to 11"X17".
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- For projects within an area governed by a Homeowners Association, a certified letter from the Homeowner's Association stating that they have reviewed the project. See *Homeowner Association (HOA) Notification Requirements*
- 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.

Minimum Application Filing and Public Noticing Requirements Checklist

- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

Time Extension:

The minimum requirements for filing a Time Extension application are listed below. An application that does not include the following information will not be accepted for processing:

- Completed *Uniform Application* (Only pages 1, 2 and 3) and filing fees.

Variance:

The minimum requirements for filing a Variance application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Uniform Application* and filing fees.
- A complete description of the proposed variance, including, but not limited to, the improvements proposed for the property, the Code requirement not being met, and answers to the following questions:
 - How will the strict, literal interpretation of the Development Code result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of the Development Code?
 - How will the strict interpretation of the Development Code deprive you of privileges enjoyed by owners of other properties in the same zoning district?
 - Will approval of the variance request grant special privileges to the property that are not enjoyed by other properties in the same zoning district?
 - Are their exceptional circumstances or conditions applicable to the property involved which do not apply generally to other properties in the same zoning district?
 - What are the impacts of this variance on the public health, safety or welfare? Will the use be materially injurious to properties or persons?
- Twelve (12) 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".
- One (1) complete set of required plans reduced to 11"X17".
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- 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. A photo simulation or perspective drawing may be required in addition to photos to show

the impact of the proposal on views or a scenic corridor.

- For projects within an area governed by a Homeowners Association, a certified letter from the Homeowner's Association stating that they have reviewed the project. See *Homeowner Association (HOA) Notification Requirements*
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

Zone Change:

The minimum requirements for filing a Zone Change application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Uniform Application* and filing fees.
- Completed *Environmental Information Form*.
- A complete description of the zone change, including the reason for the request.
- Twelve (12) copies of the map showing the proposed zone change reduced to 8½"X11".
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- 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.

Additional Requirements for Wireless Telecommunication Facilities

- Photo Simulations
- Details/specifications for the antenna(s) and related equipment including; size, shape, materials, color(s), construction, anchoring, wiring, etc.
- Radio Frequency (RF) Report
- A master plan which identifies the location of the proposed facility in relation to all existing and potential facilities maintained by the applicant within the City of Calabasas. The master plan shall reflect all potential locations that are anticipated for construction within one year of submittal of the application. Applicants are prohibited from filing applications that are not consistent with the master plan for a period of one year from approval of the Conditional Use Permit.
- Propagation Map showing existing and proposed coverage

Minimum Application Filing and Public Noticing Requirements Checklist

- Title Report
- Other Requirements. Reviewed on a case by case basis
 - Mock-ups (represent the height and volume of proposed antenna and equipment shelter)
 - Alternative Site Analysis
 - Cost Accounting Agreement (it is the applicant's responsibility to provide proves to the City of a financial burden that would prevent a proposed project to be modified)
 - Location of all other wireless communication facilities within a 500 feet radius
 - Site Cross-Section Plans
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

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 (\$0.39 postage) 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, 26135 Mureau Road, Calabasas, CA 91302-3172".
- 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, Calabasas Highlands, and Scenic Corridor Overlay 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.

HOMEOWNER ASSOCIATION (HOA) NOTIFICATION REQUIREMENTS

For projects within an area governed by a Homeowners Association, provide one of the following:

1. A letter from the Homeowner's Association stating that they have reviewed the project; or
2. Copy of letter from applicant to HOA seeking consideration of project; or
3. Copy of letter from HOA to the applicant indicating receipt of application for the project.

Minimum Application Filing and Public Noticing Requirements Checklist

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

- Sixteen (16) 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 8½"X11".
- 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.

Design Review Panel (DRP)

- 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 8½"X11".
- 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.

Environmental Commission

- Eleven (11) copies of an Oak Tree Location Map prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*.
- Eleven (11) copies of an Oak Tree Report. The applicant shall submit an oak tree report, prepared by a city-qualified arborist prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*.

- 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

- 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 8½"X11".
- 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.



Plan Preparation Guidelines & Minimum Plan Contents

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 larger than 24"X36".
- Development Plans shall be prepared by an architect or civil engineer licensed to practice in the State of California. Tentative subdivision maps shall be prepared by a licensed land surveyor or registered civil engineer authorized to practice land surveying in the State of California.
- 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 folded to 8½"X11".
- 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.
- Precise legal description.
- 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 project.
- Nearest cross streets on all sides of the project site, with approximate distances from the site.
- Show adjacent streets (distance from centerline), cross sections, and right-of-way width, including existing width and area proposed to be dedicated.

- Dimensions and nature of all easements.
- Existing topography on site, including natural ground (contours) and trees drainage courses, streets, trails, open space, slopes, etc.
- Street improvements (existing and proposed), including curbs, gutters, sidewalks, water lines, sewer lines, utility poles, fire hydrants, street lights, and street trees.
- Location of existing and proposed buildings and structures (with finished grades).
- Improvements on adjacent properties within 100 feet, of the subject site (with finished grades).
- Parking layout, including stall size and location, back-up areas and drives, driveway approaches, curb cuts, pedestrian access, utility vehicle access and secondary access points (if deemed necessary).
- Handicap parking spaces.
- Loading zones.
- Location, height, and composition of walls and fences (existing and proposed).
- Location of refuse areas, including wall and fence heights and materials.
- Location of any outdoor storage areas.
- Setback distances, yards, and building separations.
- Landscape areas (shaded).
- Location of all existing trees. Identify whether the trees are to be preserved, relocated or removed. This information should also include whether or not any Oak trees are located on site or within one hundred (100) feet of the site.
- Streets and rights of way, including existing and proposed cross sections, improvements, etc.
- A tabular summary, including the following information:
 1. Adjusted gross and net acreage;
 2. Gross floor area per building and total floor area for all buildings;
 3. Proposed density (dwelling units per adjusted gross acre for residential subdivisions and floor area ratio for commercial and industrial subdivisions);

4. Lot coverage ratio (percentage of site covered by all buildings and structures, and paving for vehicular use);
5. Floor area ratio (total floor area divided by the site area)
6. Pervious Surface coverage Ratio (percentage of lot covered by pervious surfaces).
7. Front Setback/Buffer Landscape coverage ratio (percentage of Setback or buffer area covered by landscaping);
8. Number of unit types, unit area by type, number of bedrooms, number of stories and number of units per building (as applicable); and
9. Required and proposed number of parking spaces (covered, uncovered and handicapped accessible, as applicable).

- If the project is to be phased, indicate the limits of the phasing and all off-site improvements to be constructed with each phase. All project phasing must be disclosed at the time of initial application submittal and review. A phased project that is not disclosed up front may require the filing of a supplemental application ("Modification"), with appropriate fees to defray costs associated with additional City review and expenses.

Floor Plan / Roof Plan:

Floor plans shall be drawn to an architectural scale no smaller than 1/8"=1'-0" and shall include the following minimum information:

- Interior layout and dimensions of all levels (including roof).
- Finished floor elevation of ground floors.

Exterior Elevations:

Building elevations shall be of sufficient size to show architectural detail and, generally, shall be drawn to an architectural scale no smaller than 1/8"=1'-0". The building elevations shall include the following minimum information:

- Illustrative elevations of all sides of all buildings and structures.
- All building materials labeled on each sheet of the elevations.
- Proposed building colors labeled on each sheet of the elevations.
- Heights of all structures.
- Conceptual sign locations, sizes and type.
- Elevations of all walls and fences.
- Cross sections and enlargements of architectural elements or details, as needed.
- Screening treatment for HVAC units (include a cross section if necessary).

Conceptual Grading/Drainage Plan:

The conceptual grading/drainage plan shall be drawn to an engineering scale no smaller than 1"=40', with the scale clearly labeled, and shall include the following minimum information:

- Show proposed grading, including buildings and structures, curbs, walls (height), gutters, pavement, drainage structures, swales, mounding/berming, slopes, open space and trails, distances, spot elevations, gradients, contours, cross sections, flow arrows, etc.
- Show existing grading, including buildings and structures, curbs, walls (height), gutters, pavement, drainage structures, swales, mounding/berming, slopes, open space and trails. All existing items/conditions shall be designated with short dashes or screened.
- Existing features within 100 feet beyond site boundaries, including natural ground (contours), trees, buildings and structures, drainage courses, drainage facilities (type and size), streets, trails, open space, slopes, etc.
- Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain and cable TV).
- Provide scaled cross sections at all site boundaries, showing existing and proposed grading, cut versus fill conditions, wall heights (including retaining walls) and elevation differences (maximum and minimum conditions) between off-site structures & those on-site. Sections should extend through building pads & streets.
- Location and dimensions of proposed pervious or landscaped areas after building and paving.
- Proposed drainage facilities to convey storm water runoff into proposed or existing pervious or landscaped areas.
- Proposed infiltration structures to comply with the City's NPDES Permit requirements.
- Proposed treatment devices (e.g., oil/water separators, drain inlet filters, etc.) to remove parking lot oils, sediment and litter for impervious areas directly connected to the City's storm drain system.
- Buildings and structures, indicating footprints, pad and floor elevations, retaining walls, stem walls, etc.
- Drainage and flood control facilities (type, size, etc.).
- Location and dimension of easements, property lines and rights-of-way.
- Natural areas to be preserved (undisturbed; no grading to take place).
- Location of all existing Oak trees. Identify whether the trees are to be preserved, relocated or removed.
- Retaining walls (top and footing elevations).
- Shade pavement and slopes greater than 3:1.

Conceptual Landscape Plan:

The conceptual landscape plan shall be drawn to the same scale as the Site Plan and shall include the following minimum information:

- Conceptual location of plants and a planting legend which identifies trees, shrubs and ground cover, or other softscape elements. In addition, indicate the intended function of plants (e.g. accent trees, street trees, canopy shade trees, screening hedge, etc.).
- Location of all existing Oak trees. Identify whether the trees are to be preserved, relocated or removed.
- Water elements and public art.
- Berming and/or mounded areas, swales and/or basins (indicate height or depth, as applicable).
- Plazas, sidewalks, and other hardscape elements, such as special paving materials and rockscape.
- Walls and fences, and their materials and height.
- Location and design of community amenities and a legend which identifies such things as:
- Common or public open space/recreation areas.
- Tot lots, barbeque areas, pools/spas, recreation buildings, sports courts, etc.
- Primary and secondary project entry points and their treatments.
- A legend, including the following information:
 1. Common and botanical name of all plants;
 2. Size of all proposed plants;
 3. Pervious Surface calculations;
 4. Parking lot shading calculations

Lighting Plan:

The lighting plan shall be drawn to the same scale as the Site Plan and shall include the following minimum information:

- Location, type, height and style of lighting fixtures.
- Specification sheets for lighting fixtures.
- A photometric plan showing lighting levels for the entire site may be required

Tentative Subdivision Map: *(Only required with Parcel/Tract Map Applications and Parcel/Tract Map Revision Applications)*

The subdivision map shall be drawn to an engineering scale of 1"=50'. Other scales may be used with prior approval by the City Engineer or his representative. The map shall include the following minimum information:

- Name, address and phone number of the applicant, engineer and/or architect, as well as any soils engineers or geologists whose services were utilized in the preparation of the project.
- Date of preparation and/or revisions.

- Precise legal description.
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- A vicinity map showing the precise location of the project.
- A tabular summary, including the following information:
 1. Gross and net acreage;
 2. Proposed density (for residential subdivisions);
 3. Minimum and average lot area;
 4. Minimum lot dimensions (width and depth) for interior and corner lots; and
 5. Assessor's parcel numbers.
- Nearest cross streets on all sides of the project site, with approximate distances from the site.
- Boundary of Tract/Parcel map with heavy lines (sometimes referred to as "blue border").
- Property lines and dimensions.
- Each lot/parcel shall be numbered. Common lots shall be lettered.
- The area/size of each lot/parcel shall be noted.
- Names of all public streets and their right-of-way width.
- Location and identity of all existing easements, with names of holder and recording information, and location and purpose of all proposed easements.
- Location and identity of adjoining tracts, other maps of public record, streets, and other public right-of-way.
- Dimensions and bearings, with precision compatible with data from which map was prepared, of boundary, proposed centerlines of street easements and dedications.
- Location and identity of any structures or obstructions within the proposed land subdivision and any significant topographical features inside the boundary or within 200 feet of the boundary, including existing water lines, sewer lines, drainage courses, railroads, driveways and the like.
- Layout of proposed streets (public and private), alleys, and other areas offered for dedication to public use. Streets and alleys shall be shown with approximate grade and general drainage pattern.
- Typical cross sections of all existing and proposed streets, alleys and easements, including railroads.
- Contour lines with intervals of five (5) feet or less to indicate terrain and drainage pattern of the area. Existing contours should extend a minimum of 50-feet past the map boundary.
- Location, size, and approximate grades of proposed sewer and storm drains.

Plan Preparation Guidelines & Minimum Plan Contents

- Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain, street lights and cable TV).
- Location and description of all existing structures within the subdivision boundary.
- Location of existing trees, specifically noting trees with a trunk diameter of 4-inches or greater.
- Location, height and materials of existing and proposed walls and fences, including height of retaining portions of walls.
- If the map is to be phased, indicate the limits of the phasing and off-site improvements to be constructed with each phase. All project phasing must be disclosed at the time of initial application submittal and review. A phased map which is not disclosed "up-front," will require the filing of a supplemental application ("Modification"), with appropriate fees to defray costs associated with additional City review and expenses.
- If a parcel map waiver is requested or if the subdivider desires to submit a map not based on a field survey, the tentative map shall show information from which it can be determined that sufficient survey information exists on filed maps to locate and retrace exterior boundaries of the map and that at least one boundary line is a line between two (2) existing monuments of record.

Oak Tree Location Map: *(only required when a Oak Tree Report is required)*

The site plan shall be drawn to an engineering scale no smaller than 1"=20' 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.
- Show existing and proposed development
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- Precise legal description.
- 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 project.
- Nearest cross streets on all sides of the project site, with approximate distances from the site.
- Show adjacent streets (distance from centerline), cross sections, and right-of-way width, including existing width and area proposed to be dedicated.
- Dimensions and nature of all easements.
- Existing topography on site, including natural ground (contours) and trees drainage courses, streets, trails, open space, slopes, etc.

- Street improvements (existing and proposed), including curbs, gutters, sidewalks, water lines, sewer lines, utility poles, fire hydrants, street lights, and street trees.
- Location of existing and proposed buildings and structures (with finished grades).
- Improvements on adjacent properties within 100 feet, of the subject site (with finished grades).
- Parking layout, including stall size and location, back-up areas and drives, driveway approaches, curb cuts, pedestrian access, utility vehicle access and secondary access points (if deemed necessary).
- Handicap parking spaces.
- Loading zones.
- Location, height, and composition of walls and fences (existing and proposed).
- Location of refuse areas, including wall and fence heights and materials.
- Location of any outdoor storage areas.
- Setback distances, yards, and building separations.
- Landscape areas (shaded).
- Location of all existing Oak trees within two hundred (200) feet of the project or construction area (may include off-property trees.) Note: the surveyor must sign the plan.
- Exact dripline and protected zone of each tree.
- Tree tag number.

Topographic Map:

- Show existing topography on site and within 200 feet beyond site boundaries, including natural ground (contours) and trees drainage courses, streets, trails, open space, slopes, etc.

ADDITIONAL SUBMITTAL REQUIREMENTS

Additional Plans and Information: Any of the following items may be required, based on further review of the application:

- Oak Tree Report:** An Oak Tree report, prepared by a certified arborist with experience dealing with Oak Trees, will be required for those projects that could result in the removal of existing Oak trees. They shall include the following:
 - Oak Tree Location Map.** For details see Oak Tree Location Map Requirements on this page.
 - Oak Tree Inventory.** - An Oak Tree inventory shall include the following data for each tree:
 - Tree tag number.
 - Species.
 - Diameter at four and one-half feet (4.5') above natural grade.
 - Height.
 - Canopy cover information, including condition of crown canopy (% shade), diameter and distance from natural grade to the first branch at eight compass points.
 - Health and vigor rating.
 - PRC valuation, including condition assessment and detailed calculations.
 - Existing environment, including slope and aspect, soil description, surrounding vegetation.
 - Physical structure defects.
 - Pest and disease assessment.
 - Vigor description.
 - Photograph of entire tree and photographs of specific problems (include distance and direction).
 - Recommendations to improve the health of the tree.
 - Impact Analysis.** - Provide the following information for each Oak Tree:
 - Determination as to whether the tree will be removed, encroached upon/pruned, or not impacted.
 - For encroachments and pruning, a discussion on the amount of encroachment (e.g., percentage of the root zone impacted and how), number and size of branches to be removed, and a drawn cross-section illustrating the encroachment.
 - Proposed mitigation measures to reduce the direct impacts, including a protective fencing plan, observation, etc.
- Construction impacts must be included in the impact analysis, including footings, keyways for slopes, site access, utility trenching, etc.
- Justification and mitigation for the proposed impacts (e.g., payment of fees or planting of additional trees).
- Photosimulation / Perspective Drawing:** A photo simulation or perspective drawing may be required in addition to photos to show the impact of the proposal on views or a scenic corridor.
- Mock-up / Staking and Flagging:** A Mock-up may be required to show the height and mass and the impact of the proposal on views or a scenic corridor.
- View / Line of Sight Study:** A View / Line of Sight Study may be required to show the screening of a project and to analyze the impact of the proposal on views or a scenic corridor. This study is required for those projects visible from the Ventura (US 101) Freeway.
- A **Preliminary Title Report** may be required for those projects where the legal establishment of the project site cannot be determined.
- A **Biological Assessment** will be required for those projects that may result in a negative change in the diversity or number of any unique, rare or endangered species of plant, animal or habitat.
- An **Air Quality Study** will be required for those projects that exceed the thresholds established within the SCAQMD CEQA Handbook.
- A **Parking Study** will be required for those projects proposing a reduction in parking based upon shared parking or low demand.
- A **Preliminary Drainage/Hydology Study** will be required for those projects that would result in a substantial increase in storm water runoff or the project is proposed where an insufficient capacity for storm water runoff currently exists.
- An **Acoustical Analysis/Noise Study** will be required for those projects that would result in the exposure of persons to, or generation of, noise levels in excess of standards established in the general plan or noise ordinance, or applicable standards of other agencies.
- A **Traffic Study** may be required if:
 1. The project adds 100 or more new two-way peak hour trips to an intersection. Projects could include, but are not limited to, the development of 100 or more single-family residential dwelling units, 160 or more multi-family residential

dwelling units, 27,000 or more square feet of shopping center space, 125,000 or more square feet of industrial space or 70,000 or more square feet of office space.

2. The preparation of a traffic study is warranted due to the size and nature of the project, or to address specific circulation, parking and/or neighborhood issues.
3. On phased projects to determine the construction timelines for required on and off site street and traffic improvements

A **Traffic Impact Analysis (TIA)** will be required when the trip generation for a project or group of projects is forecast to equal or exceed the County of Los Angeles Congestion Management Program (CMP) when it is determined that an Environmental Impact Report (EIR) is required, and the project does not meet any of the other provisions for exempt projects. The CMP is available on-line at www.metro.net.

The following projects, when subject to an EIR are exempt from the CMP requirements

1. Projects that entered into a development agreement with a local jurisdiction prior to July 10, 1989. Development agreements are obligations entered into on the part of a developer and a jurisdiction as specified under Sections 65864 through 65869.5 of the California Government Code. Revisions to existing development agreements that do not require an updated EIR are included within this definition.
2. Traffic generated by "set-aside" housing units for low and very low income persons. Definitions of low and very low income housing are provided by the California Department of Housing and Community Development as follows:
 - Low-Income: equal to or less than 80% of the median income, with adjustments for family size.
 - Very Low-Income: equal to or less than 50% of the median income, with adjustments for family size.
3. High density residential development located within one quarter mile of a fixed rail passenger station. State statute defines "high density" residential development as development which contains a minimum of 24 dwelling units per acre and a minimum density per acre which is equal to or greater than 120 percent of the maximum residential density allowed under the local general plan and zoning ordinance. A project providing a minimum of 75 dwelling units per acre is automatically considered high density.
4. Mixed use development located within one quarter mile of a fixed rail passenger station, if more than half of the land area, or floor area, of the mixed

use development is used for high density residential housing, as determined by the lead agency. Mixed use development is defined by statute as development which integrates compatible commercial or retail uses, or both, with residential uses, and which, due to the proximity of job locations, shopping opportunities, and residences, will discourage new trip generation.

5. Buildings or structures damaged or destroyed as a result of the January 1994 earthquake, which received entitlements for reconstruction prior to June, 1997.
6. Reconstruction or replacement of any residential or nonresidential structure which is damaged or destroyed, to the extent of not less than 50% of its reasonable value, by fire, flood, earthquake or other similar calamity.
7. Projects for which an NOP was prepared and distributed pursuant to CEQA prior to the local jurisdiction's adoption of the Land Use Analysis Program.
8. Phased development projects, or development projects requiring subsequent approvals, need not repeat this process as long as no significant changes are made to the project, and the lead agency determines that updating the project EIR is unnecessary.

Other Plans and Information. Any Other Plans or Information that the Planning Director deems necessary to facilitate processing of the application.

DECLARATION

I hereby 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.

Date: _____

Signature: _____

Name (print or type): _____



CITY of CALABASAS

Community Development Department
 Planning Division
 100 Civic Center Drive
 Calabasas, CA 91302
 (818) 224-1600
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www.cityofcalabasas.com

Planning Fee Schedule

Adopted September 25, 1991 (Resolution No. 91-52) and amended November 17, 1995 (Resolution No. 95-352)

Planning Applications

Annexation	\$1,875.00 + LAFCO Fees ²
Appeal	25% of Original Filing Fee
Conditional Use Permit ²	
- Residential	\$937.50 + \$31.25 per unit/lot
- Commercial	\$3,125.00 + \$31.25 per 1,000 S.F.
- Signs	\$625.00 + \$250.00 each additional Sign
Development Agreement	\$2,200.00 + City Attorney Fees
Development Plan Review	\$1,250.00 ^{2, 4}
General Plan Amendment	\$2,750.00 + \$50.00 per acre ²
Home Occupation Permit	\$150.00
Lot Line Adjustment	\$1,300.00 + \$150.00 per parcel ⁶
Minor Development Permit	\$150.00 ³
Oak Tree Permit	\$200.00 ¹
Pre-application Review	25% of Total Fee ⁵
Sign Permit	\$300.00
Sign Program	\$300.00
Site Plan Review ²	
- Residential	\$375.00 + \$31.25 per unit
- Commercial	\$625.00 + \$31.25 per 1,000 S.F.
Specific Plan	\$2,500.00 + \$31.25 per unit & \$31.25 per commercial/industrial acre
Sphere of Influence Amendment	\$1,875.00 + LAFCO Fees ²
Temporary Use Permit	\$300.00 (Add \$500.00 If a public hearing is required)
Tentative Parcel Map	\$2,406.25 ²
Tentative Tract Map ²	
- 1 st 10 lots/units	\$3,125.00
- lots/units 11-25	Add \$75.00 per lot/unit
- lots/units 26+	Add \$37.50 per lot/unit
Tract or Parcel Map - Revision	\$562.50 ² (starting with 3 rd revision)
Time Extension	50% of Original Fee
Variance	
- Residential	\$1,250.00 ^{2, 4}
- Other	\$3,125.00 ²
Zone Change	\$1,000.00 + \$50.00 per acre ²
Zoning Clearances	\$150.00 ³

Other Fees

Public Hearing Notification Service ⁷	\$157.24 + \$0.57 for each property within 500 feet
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Environmental Fees

Environmental Assessment / Neg. Dec.	\$3,100.00 ¹
Environmental Impact Report	Cost + 20% ¹

Fees for the filing of Environmental Notices with the Los Angeles County Registrar-Recorder/County Clerk's Office shall be submitted to the Planning Department. All checks shall be made payable to the "Los Angeles County Clerk."

As of January 1, 2009 the fees are as follows: *(the City has no control over County Fees and they are subject to change without notice)*

County Posting Fee (all postings) <i>(This includes Notices of Preparation, Notices of Completion, Notices of Intent to Adopt, and Notices of Availability)</i>	\$75.00
Filing of a Notice of Exemption	\$75.00
Filing of a Negative Declaration or Mitigated Negative Declaration	\$2,068 [*]
Filing of an Environmental Impact Report (EIR)	\$2,843.25 [*]

* Include \$75.00 Posting Fee

Notes:

1. Deposit Required. This initial deposit will be collected at the time of application submittal. Any unused deposit amount will be returned to the applicant following final action on the application. Additional deposits may be required.
2. This fee includes the additional 25% charged for review by the public works and Building and Safety Departments.
3. Referred to as "Administrative Review" in Fee Resolution.
4. Referred to as "Minor Variance" in Fee Resolution.
5. Fee will be applied to official submittal.
6. This fee is collected by the Public Works Department.
7. This optional service is provided by the City as an alternative to the submittal requirements for public hearings. In lieu of submitting the 500 foot radius map, property owner list, mailing labels, and stamped envelopes as required, the City will prepare these materials. This fee covers the City's cost for preparation of these materials and is collected in accordance with Section 66014 of the California Government Code.

