



CITY of CALABASAS

Community Development Department
Planning Division
100 Civic Center Drive
Calabasas, CA 91302
Telephone: 818-224-1600
Fax: 818-225-7329

www.cityofcalabasas.com

Zoning Clearance Application

PROPERTY INFORMATION (print or type)

Address: _____ Assessor's Parcel No. (APN): _____

HOA: _____

Are Oak Trees Present on Lot: Yes No Are any Oak Trees impacted by proposal: Yes No
(if no skip impact question) *(if yes, please describe on attached sheets)*

Proposed Use/Improvement: _____

Impacts include removal, trimming, cutting and/or encroaching into the tree protection zone. For more information, see the Oak Tree Preservation and Protection Guidelines.

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: _____

TO BE COMPLETED BY PLANNING DIVISION STAFF

Action
Approved: Denied:
By: _____
Date: _____
Comments / Conditions: _____

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. 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.



Minimum Application Filing Requirements Checklist

Zoning Clearance:

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 *Zoning Clearance 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".
- One (1) complete set of required plans reduced to 11" X17" and folded 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. 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, provide 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.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.



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).

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.

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/Hydrology 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): _____