



General Land Use and Development Application

PROPERTY LOCATION AND ZONING (print or type)

Property Address: _____ Zip Code: _____
 Assessor's Parcel No(s): _____
 Cross Streets: _____
 HOA: _____

GENERAL INFORMATION

Property Owner: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Fax: _____
 Cell / Other Phone: _____ E-mail: _____

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

Applicant: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Fax: _____
 Cell / Other Phone: _____ E-mail: _____

_____ 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.

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TYPE OF REVIEW REQUESTED (Please check all applicable boxes)

Zoning Clearance Time Extension

Note: Planning permits are not required for a roof top solar panel system that produces less than 10kW (AC). A Zoning Clearance is required for all other types.

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

Amendments

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

Development

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

Subdivisions

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

Oak Trees

- Minor (Healthy) Oak Tree Permit
- Oak Tree Permit

Scenic Corridors

- Minor Scenic Corridor Permit
- Scenic Corridor Permit

Conditional and Minor Uses

- Conditional Use Permit
- Minor Use Permit

Historic Properties

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

Signs

- Sign Permit
- Sign Program

Home Occupations

- Home Occupation Permit

Designated Smoking Areas

- Designated Smoking Area

Temporary Uses

- Temporary Use Permit

Other: _____

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

PROPERTY CHARACTERISTICS AND ZONING

Legal Description: _____

(attach sheets if necessary)

Parcel Size: _____ Width: _____ Depth: _____

Average Slope: _____

Are Oak Trees Present on Lot: Yes No Are any Oak Trees impacted by proposal: Yes No

(if no skip impact question)

General Plan Land Use : _____

Zoning: _____

Current Use: _____

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, all project 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. If you do not consent to the public posting of architectural plans or other copyrighted plans and materials on the City's website, you are required to submit a site plan and massing diagram to the City that will be posted to the City's website in lieu of copyrighted materials. 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.

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

CONSENT BY PROPERTY OWNER

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

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

FINANCIAL CONTRIBUTION DISCLOSURE

Has any party, participant, or agent thereof related to this application made a campaign contribution of \$250 or more to any officer of the City (i.e. elected official or commissioner) in _____ Yes _____ No the preceding twelve (12) month period from the date of this application?

By signing this application, the property owners, applicant's, and all parties associated with this application agree to defend, indemnify and hold harmless the City, its employees, agents and officials, from and against any liability, claims, suits, actions, arbitration proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including, but not limited to, actual attorney fees, litigation expenses and court costs of any kind without restriction or limitation, incurred in relation to, as a consequence of, arising out of or in any way attributable to, actually, allegedly or impliedly, in whole or in part, the issuance of any entitlements or permits associated with this application, or any activities conducted pursuant to the issuance of any entitlements or permits associated with this application including all construction and development activities completed under these entitlements.

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



General Application Filing Requirements

SUBMITTAL CHECKLIST

MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application contains the appropriate requirements to begin the application process. All items listed below must be included. If any items are not included the project will not be accepted for submittal. Note that all submitted documents are subject to verification by staff as to compliance with the City’s requirements for each document before staff can determine an application is complete, consistent with the California Permit Streamlining Act.

Zoning Clearance

- Completed *General Land Use and Development Application* and filing fees.
- One (1) complete set of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Each set shall be stapled together as a single package and folded to 8½”X11”. Plans shall include the following:
 - Site Plan (Existing and Proposed) with **Scope of Work**, Site Coverage and Pervious Surface Calculations
 - Floor Plan(s) (Existing and Proposed)
 - Roof Plans (Existing and Proposed)
 - Elevations (All Sides, Existing and Proposed)
 - Landscape Plan (if applicable)
 - Demolition Plan (if applicable)
 - Photometric Plan (if applicable)
- 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.
- One (1) reduced copy (11x17) or digital file upon approval.
- One (1) color and materials samples mounted on an 8½”X11” board. (if applicable)
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

Time Extension

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

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

PUBLIC NOTICE REQUIREMENTS

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

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

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

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

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.

General Land Use and Development Application

Planning Commission

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

Architectural Review Panel (ARP)

- One (1) complete set 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”.
- Seven (7) complete sets of required plans reduced to 11”X17”.
- One (1) set of colored plans, to include illustrative site plan and building elevations, and any necessary cross-sections.
- One (1) set of colored plans, reduced to 11”X17”.
- One (1) color and materials samples mounted on an 8½”X11” board.
- Any other plans or information that the Community Development Director deems necessary to facilitate presentation of the application to the hearing body.

Community Development Director Hearing

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

Community Development Public Forum Requirements

- All documents required under City Council Resolution No. 2017-1546.

The Community Development Forum Guidelines for larger development projects reflects the input of Calabasas residents, stakeholders, and public officials, and aids implementation of the Calabasas 2030 General Plan. In accordance with City Council Resolution No. 2017-1546, two Community Development Forums must be conducted for any commercial development project or new residential subdivision or apartment project, which involves one or more of the following:

 - a) General Plan Amendment;
 - b) Development Plan Amendment;
 - c) Development Agreement;
 - d) Zone Change;
 - e) Variance;
 - f) Tentative Tract Map;
 - g) Proposed new construction on undeveloped land, proposed new construction to fully replace an existing structure(s), or any proposed addition of 10,000 square feet or more to an existing building in a Commercial, Recreational, Multi-family or Planned Development zone.

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.