



# CITY OF PALOS VERDES ESTATES NEIGHBORHOOD COMPATIBILITY APPLICATION

---

---

## **Background**

The purpose of the Neighborhood Compatibility process is to preserve the natural scenic character of the city by establishing minimum standards relating to the siting and massing of either a new structure or a remodeled structure in an existing neighborhood to assure to the greatest extent practicable that the resulting structures are compatible with the neighborhoods within which they are located. The intent of this chapter is to regulate the development or redevelopment of each building site with respect to adjacent land, public or private, and existing structures so as to maximize visually pleasant relationships, assure a bright, open neighborhood with a maximum of light and air, and avoid the unpleasant appearance of crowding one structure against another, or of one structure towering over another, insofar as is reasonable and practical. It is not the intent to unreasonably restrict or regulate the right of an individual property owner to determine the type of structure or addition he may wish to place or modify on his property. It is the intent, however, to assure that the new or modified structure does not unreasonably impact the adjacent property owners and the compatibility of structures in the neighborhood. Neighborhood Compatibility regulations are in addition to the requirements of other regulations or ordinances of the city, and, where in conflict, the more restrictive regulations shall apply.

## **Triggers**

Chapter 18.36.020 of the Palos Verdes Estates Municipal Code states:

- A. On any property in the R-1 zone, no person shall construct or cause to be constructed any of the following structures unless and until such structure is found pursuant to this chapter to be compatible with the neighborhood within which it is located:
1. Any new structure of one thousand square feet or more of gross floor area.
  2. Addition of one thousand square feet or more of gross floor area to any existing structure.
  3. Additions of gross floor area in the form of a second story whether in whole or in part to any existing structure.
  4. Addition to an existing building of a second story deck or balcony eighty or more square feet in area and/or projecting more than six feet from the existing building.
  5. Addition to an existing building of a second story deck or balcony which is located in a required side yard.
  6. Addition of a mezzanine, whether in whole or in part to any existing structure, that changes the exterior of the building or structure.
  7. Any increase in the roof ridge elevation of any portion of an existing building, unless the increase is only a result of utilizing an alternate roofing material.

## ***Application Contents***

The following **must** be included with an initial submittal for Neighborhood Compatibility:

- One set of plans (typically 24"x 36") including: site plan, floor plans, elevations, and cross sections
- Tabulation of floor area and lot coverage on Required Plan Check Information sheet
- Floor area breakdowns for each level on 8½" x 11" paper clearly indicating the floor areas and gross floor areas. Be sure to note the dimensions used in the calculations to verify square footage.
- Responses to *Neighborhood Compatibility Questionnaire*
- Planning Department Plan Check List: This will be used by staff to assess your submission. Additional corrections can also be requested at the discretion of staff.
- Summarization of grading quantities on City form
- Owners Affidavit
- Application Certification
- Mailing Matrix request form
- Low Impact Development (LID) checklist
- Requirements for the Neighborhood Meeting form

Additionally, the following documents are also included in this application package for your reference:

- Silhouetting policy and certification form - Refer to this for specifications and guidelines for the construction of silhouettes
- Mailing Matrix application form
- Sample Resolution and Conditions of approval - If a Neighborhood Compatibility application is approved by the Planning Commission, these standard conditions will most likely apply. Be advised that these conditions may be modified and additional conditions may be required.

## ***Process***

Once submitted, staff will review the application for completeness and accuracy. When all items have been received and all corrections addressed, the application will be placed on a Planning Commission agenda. Prior to the meeting, staff will mail notice of the project to all owners within 300 ft. of the site. Be advised that the Commission members visit the project sites the four days prior to the public hearing. Applicants should make arrangements for the project site to be accessible during this time frame.

The Planning Commission may approve, approve with conditions, deny or continue the application. The applicant or any property owner entitled to notice of the hearing, may, within fifteen days after the date of the Planning Commission decision, appeal the Planning Commission decision to the Council. The Council may approve, approve with conditions, or deny the application. The decision of the Council shall be final.

Any unauthorized alteration after approval by the Commission and/or Council may require that the plan be resubmitted for approval (with an additional application fee) before a building or grading permit can be issued.

## STANDARD CONDITIONS OF APPROVAL

The following is a list of standard conditions of approval applied to all **Neighborhood Compatibility** applications. The conditions may be modified, deleted or added to by the Planning Commission on a case-by-case basis. For final conditions for a specific project, please contact the Planning Department.

1. This approval is granted for the land or land use as described in the application and any attachments thereto, and as shown on the plot plan submitted, attached hereto as Exhibit A.
2. All buildings, fences, signs, roadways, parking areas, and other facilities or features shall be located and maintained as shown on the approved plans.
3. All buildings and structures shall be of the design as shown on the approved plans.
4. Compliance with and execution of all conditions listed herein shall be necessary prior to obtaining final building inspection clearance and/or prior to obtaining any occupancy clearance. Deviation from this requirement shall be only by written consent of the Director of Planning.
5. Expiration of the **Neighborhood Compatibility** Application approval shall be governed by the provisions of the City of Palos Verdes Estates Municipal Code that are applicable to the expiration of the Neighborhood Compatibility approval.
6. All requirements of any law, ordinance, or regulation of the State of California, City of Palos Verdes Estates, and any other governmental entity shall be complied with.
7. This approval is subject to the applicant paying all fees and assessments to the City of Palos Verdes Estates, as required by Ordinance.
8. In the event the City determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the applicant shall be required to pay any and all cost of such legal action, including reasonable attorney's fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amiably resolved, unless the City should otherwise agree with the applicant to waive said fees or any part thereof. The foregoing shall not apply if the permittee prevails in the enforcement proceeding.
9. The property owners, and their successors in interest, shall indemnify and defend the City of Palos Verdes Estates and its officers, employees and agents from and against all liability and costs relating to the City's actions concerning this project, including (without limitation) any award of litigation expenses in favor of any person or entity who seeks to challenge the validity of any of the City's actions or decisions in connection with this project. The City shall have the sole right to choose its counsel and property owners shall reimburse the City's expenses incurred in its defense of any lawsuit challenging the City's actions concerning this project.
10. An approval granted by the Planning Commission does not constitute a building permit or authorization to begin any construction. An appropriate permit issued by the Department of Building and Safety must be obtained prior to construction, enlargement, relocation, conversion, or demolition of any building or structure within the City.
11. The owner shall provide for the planting of trees in the parkway adjacent to the site of the building in accordance with the recommendation of the Public Works Director or authorized designee.

12. The owner shall provide for the improvement of streets, alleys, walks, and drainage courses adjacent to the site of the building in conformance with standards and specifications of the City and plans approved by the City Engineer.
13. All pool/spa equipment and air conditioning units shall be contained in sound attenuating structures, subject to the approval of the City Engineer.
14. The owner shall provide a “Knox box” universal gate lock, if applicable, accessible to the police and fire departments. Applicants are advised to contact 1-800-552-5669 with any questions.
15. All non-standard encroachments shall be removed from any Parkland adjacent to the subject property, unless specifically approved otherwise by the Planning Commission.
16. The height of all new fireplace chimneys shall be the minimum allowable per the Building Code and the height of the chimney cap shall not exceed 30”.
17. A landscape plan is required for all projects proposing new or altered landscaping that is 500 sq. ft. or more.



**CITY OF PALOS VERDES ESTATES  
REQUIRED PLAN CHECK INFORMATION**

THE FOLLOWING IS MANDATORY AND MUST BE SUBMITTED WITH THE APPLICATION

OWNER/APPLICANT:			
PROJECT ADDRESS:			
LEGAL DESCRIPTION:	LOT	BLOCK	TRACT
APPLICANT'S AGENT:			PHONE:
EMAIL:			DATE:

LOT SIZE:  
\_\_\_\_\_ sq. ft.

ALLOWABLE FLOOR AREA:  
\_\_\_\_\_ sq. ft. Equals the lesser of 30% (lot size) + 1,750 or 50% (lot size)

EXISTING LOT COVERAGE:

_____ sq. ft.	_____ %	BUILDING
_____ sq. ft.	_____ %	HARDSCAPE (Pool, patio, deck, driveway, etc.)
_____ sq. ft.	_____ %	TOTAL

PROPOSED LOT COVERAGE: (Include only added lot coverage)

_____ sq. ft.	_____ %	BUILDING
_____ sq. ft.	_____ %	HARDSCAPE (Pool, patio, deck, driveway, etc.)
_____ sq. ft.	_____ %	TOTAL

**TOTAL LOT COVERAGE:** (Sum of existing and proposed)

_____ sq. ft.	_____ %	BUILDING (Not to exceed 30%)
_____ sq. ft.	_____ %	HARDSCAPE (Pool, patio, deck, driveway, etc.)
_____ sq. ft.	_____ %	TOTAL (Not to exceed 65%)

EXISTING FLOOR AREA:

_____ sq. ft.	FIRST FLOOR	_____ sq. ft.	MEZZANINE
_____ sq. ft.	SECOND FLOOR	_____ sq. ft.	GARAGE
_____ sq. ft.	BASEMENT	_____ sq. ft.	TOTAL

PROPOSED FLOOR AREA: (Include only added floor area)

_____ sq. ft.	FIRST FLOOR	_____ sq. ft.	MEZZANINE
_____ sq. ft.	SECOND FLOOR	_____ sq. ft.	GARAGE
_____ sq. ft.	BASEMENT	_____ sq. ft.	TOTAL

**TOTAL FLOOR AREA:** (Sum of existing and proposed)

_____ sq. ft.	FIRST FLOOR	_____ sq. ft.	MEZZANINE
_____ sq. ft.	SECOND FLOOR	_____ sq. ft.	GARAGE
_____ sq. ft.	BASEMENT	_____ sq. ft.	TOTAL

(Cannot exceed Allowable Floor Area)

**GRADING INFORMATION\***

PREVIOUS GRADING: (Any movement of earth on this site prior to this application)

CUT \_\_\_\_\_ cubic yards  
FILL \_\_\_\_\_ cubic yards  
TOTAL \_\_\_\_\_ cubic yards

PROPOSED GRADING: (Movement of earth required for this project)

CUT \_\_\_\_\_ cubic yards  
FILL \_\_\_\_\_ cubic yards  
OVEREXCAVATION \_\_\_\_\_ cubic yards  
RECOMPACTION\*\* \_\_\_\_\_ cubic yards  
TOTAL \_\_\_\_\_ cubic yards

**\* GRADING APPLICATION AND PLANNING COMMISSION REVIEW IS REQUIRED IF:**

1. The building official has required an engineering geology report or soils engineering report.
2. Any project resulting in a cut or fill **in excess of 10 feet in depth or height.**
3. Any project where the quantity of cut and fill **exceeds 250 cubic yards.**
4. Any lot where the quantity of cut and fill **exceeds 100 cubic yards** of grading exterior to the dwelling unit foundation, garage, and driveway.
5. There has been grading or a grading application on the property within twenty-four months preceding the date of the current application which would, when combined with the current application, require grading permit approval.

**\*\*THE CITY OF PALOS VERDES ESTATES DOES NOT ACCEPT SHRINKAGE FACTORS OR OTHER METHODS OF GRADING DATA CALCULATION.**

# OWNER'S AFFIDAVIT

State of California  
County of Los Angeles

I, (We,) \_\_\_\_\_ hereby declare under the penalty of perjury, that \_\_\_\_\_ of the property involved in this request and that the foregoing statements and the information submitted herewith are true and correct.

Owner(s)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Subject Address: \_\_\_\_\_ Legal Description: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

## TO ALL APPLICANTS

Employees of the City of Palos Verdes Estates will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to make the showing necessary before any of the described permits can be granted. Also, there is no guarantee - expressed or implied - that any permit will be granted by whatever agency or individual has authority in the matter.

The applicant shall understand also that each matter must be carefully investigated and, after a staff investigation has been made or a public hearing has been held, the staff's recommendation or decision may be contrary to a position taken in any preliminary discussions.

The staff is not permitted to assist the applicant or any opponents of any applicant in preparing arguments for or against a request. I have read the forgoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

\_\_\_\_\_  
Applicant/Owner Signature

\_\_\_\_\_  
Date



# Application Certification

This certification must be completed for all Grading Applications and Neighborhood Compatibility Applications. It must be completed, signed, and stamped by the engineer or architect responsible for the application. If significant erroneous information is found to be contained in the application, the City may contact the State Department of Consumer Affairs with this certification and a report of the errors for the Department's information.

The Director of Planning may waive the requirement for this Certification if the services of a licensed engineer or architect are not needed for construction documents for the project.

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

Grading Application/  
Neighborhood Compatibility Case#: \_\_\_\_\_

Architect/Engineer's Name: \_\_\_\_\_

Architect/Engineer's Address \_\_\_\_\_

Architect/Engineer's License # \_\_\_\_\_

Architect/Engineer's License Expiration Date \_\_\_\_\_

I am the architect/engineer for the subject project. I hereby certify that the information contained in this application is true and is accurate as defined by the licensing boards for architects/engineers.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Stamp

## **REQUIREMENTS FOR THE NEIGHBORHOOD MEETING**

Ordinance 08-684, adopted by the City Council on July 22, 2008, requires the owner of the property for which Neighborhood Compatibility review is sought to take the following actions:

**(1)** Send notice to the owner(s) of real property, as shown on the latest equalized assessment roll, within three hundred (300) feet of the subject property of the pendency of the filing of such an application, including with such notice copies of preliminary drawings of the proposed project at a scale no smaller than one inch (1") equals sixteen feet (16'), and a copy of the Single Family Residential Development Guidelines. No application for neighborhood compatibility review will be accepted as complete unless it contains evidence acceptable to the Director that such notice has been sent.

**(2)** Hold a meeting, at least four (4) weeks prior to the date of the Planning Commission meeting at which the application will be heard, and invite the persons entitled to notice pursuant to paragraph (1) above to attend such meeting to discuss the proposed application. The meeting shall be held on a non-holiday weekend during daylight hours or on a weekday during daylight hours before 9:00 a.m. or after 5:00 p.m. The meeting shall be held at the subject property; provided, however, that if the occupancy of the subject property by a tenant or physical conditions at the subject property make it unsafe or infeasible to provide a table and chairs at the subject property, the meeting may be held at another location within the city. The silhouette of the proposed project shall be erected on the subject property before the meeting. Notice of the date, time and place of such meeting shall be sent to neighbors at least seven days before the meeting and shall be filed with the planning department. During the meeting, special emphasis shall be placed on identifying proposed additions that are not silhouetted, including pool equipment, air conditioning units, outdoor BBQs, balconies and terraces.

**Note: Staff has prepared the attached Sample Agenda to assist applicants in the meeting process. This agenda must be included in the materials distributed to the neighbors.**

---

**AS THE OWNER/ APPLICANT OF THE SUBJECT PROPERTY, I HEREBY CERTIFY THAT THE FOLLOWING ACTIONS HAVE OCCURRED.**

**(a)** Documents described in paragraph (1) were mailed to every property owner within 300 feet on the following date: \_\_\_\_\_

**(b)** The following meeting, as described in paragraph (2), has been scheduled:

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**PLACE:** \_\_\_\_\_

**All property owners within 300 feet have been invited to the above meeting.**

**SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**SUBJECT PROPERTY:** \_\_\_\_\_

\*Please note: If more than one meeting is held, please attach an explanation specifying the date, time and place of each meeting, and a description of those invited. Each owner within 300 feet must be invited to at least one meeting.

# **NEIGHBORHOOD MEETING SAMPLE AGENDA**

## **I. INTRODUCTION**

- A. Introduce the applicant/designer and the homeowner, if present.
- B. Give a brief description of the property owner's goals for the project as a whole.

## **II. SCOPE OF WORK**

- A. Provide a description of the scope of work.
  - 1. Give an overview of the square footage for each level proposed, the building height, the gross floor area, other site improvements included in the project (i.e. driveways, walkways, patios, outdoor fireplaces), and grading quantities, if applicable.
  - 2. Be sure to be as comprehensive as possible so that neighbors can properly assess the project.

## **III. PROJECT STATUS**

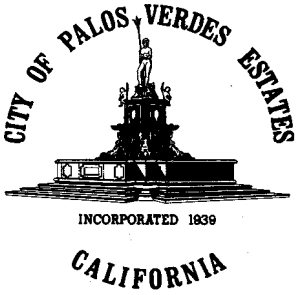
- A. Discuss if the project has been processed with the Palos Verdes Homes Association.
  - 1. If the project has been reviewed, discuss any concerns raised within each review. Suggestions or concerns provided by the Palos Verdes Homes Association can modify the design of your project.
  - 2. Be sure the neighbors know if any changes to the plans will take place.

## **IV. MITIGATION FACTORS**

- A. Often times, designers orient a project based on mitigating possible impacts. If certain impacts such as view and/or privacy were taken into consideration in the current design, be sure to state this. Neighbors want to know that you are conscious of the possible impacts and that you care how their properties might be affected.

## **V. OPEN DISCUSSION**

- A. Now that the neighbors have heard your comprehensive review of the project, open the forum for their comments. Keep in mind that this is meant to be an opportunity for the neighbors to share their concerns or ask for clarification.
- B. You are not required to address all the concerns tonight, nor do you have to provide a formal response during the meeting. It is acceptable to say that you will take their concerns under advisement and possibly incorporate some mitigation factors into the plans.
- C. On the other hand, if you have suggestions that may mitigate the impacts discussed, this is certainly a great opportunity to share your ideas.
- D. Remember, the purpose of this meeting is to open discussion with the neighbors and possibly modify the design to mitigate impacts.



# City of Palos Verdes Estates Request for Preparation of Mailing Matrix for Planning Application

Fee Paid: \_\_\_\_\_ MR #: \_\_\_\_\_ Date: \_\_\_\_\_

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

Application No.: \_\_\_\_\_

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

APN (required for vacant lots): \_\_\_\_\_

Once you have submitted this request for preparation of a mailing matrix, City staff will prepare the pertinent documents, according to City standards and provide a copy for you.

How do you wish to be notified when the mailing matrix is ready?

Call me and I will pick it up. Phone: \_\_\_\_\_

Contact name: \_\_\_\_\_

Mail it to me. Phone: \_\_\_\_\_

Name and Address: \_\_\_\_\_

Fax it to me. I will be responsible for printing it on labels.

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

Contact name: \_\_\_\_\_

---

### *For Staff Use Only*

Mailing matrix prepared

Date: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Applicant contacted/ package mailed

Date: \_\_\_\_\_ Staff initials: \_\_\_\_\_

## **SILHOUETTING POLICY**

### ***Benefits of Silhouettes***

Silhouettes involve the construction of a model of a proposed structure, usually consisting of a wooden frame, with plastic flags. Silhouettes provide a clear, accurate representation of the proposed structure “envelope” and location to greatly assist in the review of a proposed project.

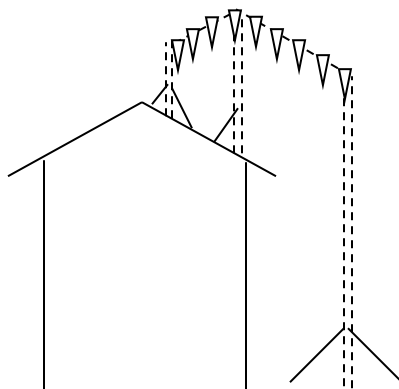
Silhouettes can provide benefits to all parties involved in the review of a proposed project. Residents and City officials can achieve a greater understanding of a project’s size, mass, view impacts and privacy impacts, during the Neighborhood Compatibility process, when the proposed construction is silhouetted. Residents often express frustration in reading and interpreting plans, and silhouettes can eliminate concerns that are based on a misunderstanding of the project. Because of this, silhouettes may benefit applicants by eliminating the need to address concerns that are unfounded.

### ***Silhouette Triggers***

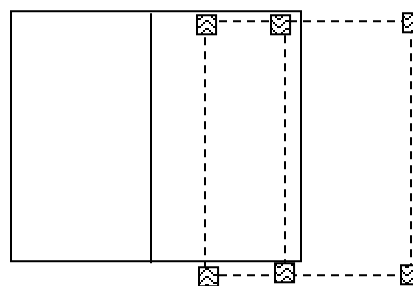
**New Houses:** A silhouette shall be required for all new house applications unless waived by the Planning Director as not of substantial benefit. The Planning Director may waive the silhouette requirement when the proposed construction does not exceed 25 ft. above natural grade and 30 ft. above the adjacent curb.

**House Additions:** A silhouette shall be required for house additions and major remodels subject to Neighborhood Compatibility unless waived by the Planning Director. The Planning Director may waive the silhouette requirement if the roof ridge or eaves do not move substantially up or out as typically occurs for new house wings and other major expansions of the house perimeter.

**Revised Applications:** Previously approved applications that return to the Planning Commission with revisions that are within the previously approved house envelope may not require a silhouette. The applicant may submit a request in writing for the silhouette to be waived. The Planning Director and/or the Planning Commission will review the letter and decide if a silhouette is appropriate. Those house revisions exceeding the previously approved envelope revert to the above stated policies for new houses and house additions.



**ELEVATION**



**ROOF PLAN**

### ***Silhouette Specifications***

- Silhouettes shall consist of a three dimensional model, showing all proposed ridges, peaks, and chimneys. Two dimensional or partial silhouettes may be allowed if approved, in advance, by the Planning Director. The following construction guidelines shall apply:
  1. Silhouettes shall be constructed with 2" x 4" lumber, or other material if approved by the Planning Director. For example, PVC may be appropriate to use on tile roofs, to avoid breaking tiles.
  2. Staking shall delineate all ridges, corners of proposed construction, and chimneys.
  3. Bracing shall be provided where possible.
  4. Wire, twine, or other suitable material shall be used to delineate roof ridges, eaves, and chimneys.
  5. Flags shall be attached to the wire or twine to aid in the visualization of the proposed construction. The size of the flags and the wire/twine must be large enough to be visible at least 300 feet from the property.
  6. Staff shall be notified once the silhouette is erected to inspect the silhouette prior to the public meeting.
- Once a silhouette is constructed, a certification must be submitted from a licensed land surveyor, verifying the accuracy of the silhouette constructed, and conformance with the associated plans.
- In the event an application is continued and plans are revised, the silhouette shall be modified in accordance with these provisions, to accurately reflect the current proposal.
- All costs related to silhouette construction and verification shall be borne by the applicant.

### ***Time Limits***

- A silhouette shall be constructed at least 4 weeks prior to the Planning Commission meeting and must be present during the neighborhood meeting per Ordinance 08-684.
- The silhouette certification form from a licensed land surveyor or civil engineer must be submitted at least 11 days before the Planning Commission meeting.
- The silhouette shall remain standing throughout the 15-day appeal period. If an appeal is filed, it shall remain standing until the matter is heard by the City Council. If an appeal is not filed, silhouettes must be removed immediately.

Please contact the Planning Department with any questions at (310) 378-0383.



# City of Palos Verdes Estates

## SURVEY CERTIFICATION

**Instructions:** The silhouette and cross-section ridge height certifications must be performed by a registered land surveyor or civil engineer. Please attach a copy of the silhouette's roof plan with the surveyed roof ridge elevations labeled.

I, \_\_\_\_\_, have surveyed the silhouette located  
NAME OF SURVEYOR  
 at \_\_\_\_\_  
ADDRESS OF SUBJECT PROPERTY  
 on \_\_\_\_\_, which is based on Neighborhood  
DATE  
 Compatibility application, \_\_\_\_\_, submitted to the  
APPLICATION NUMBER  
 City of Palos Verdes Estates by \_\_\_\_\_. The  
NAME OF APPLICANT  
 survey was taken from the following benchmark: \_\_\_\_\_  
DESCRIPTION OF BENCHMARK  
 at an elevation of \_\_\_\_\_. The building envelope, setbacks  
 and ridge elevations of the silhouette described above and certify that all dimensions,  
 locations and elevations are accurate within 0.25 ft. (3 in.) of the plans submitted.

***I have also surveyed the ridge heights of the adjacent structures called out in the cross section drawings and certify that all dimensions, locations and elevations are accurate within 0.25 ft. (3 in.) of the plans submitted.***

If utilizing two different surveyors for this procedure, both must provide stamp and signature.

PLEASE STAMP AND SIGN BELOW

PLEASE STAMP AND SIGN BELOW

**SILHOUETTE & CROSS SECTION SURVEY**

**SILHOUETTE ONLY**

\_\_\_\_\_  
NAME - PLEASE PRINT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
LICENSE NO. / EXPIRATION DATE

\_\_\_\_\_  
NAME - PLEASE PRINT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
LICENSE NO. / EXPIRATION DATE

**CITY OF PALOS VERDES ESTATES  
PLANNING DEPARTMENT PLAN CHECKLIST**



FAX TO (APPLICANT/AGENT): \_\_\_\_\_  
 FAX / E-MAIL: \_\_\_\_\_ DATE: \_\_\_\_\_  
 OWNER: \_\_\_\_\_  
 SITE ADDRESS: \_\_\_\_\_  
 APPLICATION NO(S): \_\_\_\_\_ PLAN CHECKER: \_\_\_\_\_

Check if complete	ITEM	COMMENTS
<b>A. General</b>		
	1. Application fee received. Amount \$ _____	
	2. Completed lot coverage sheet & grading summary	
	3. Four questions answered	
	4. Owner's affidavit	
	5. Art Jury status provided	
	6. Application certification submitted with stamp and signature	
	7. Low Impact Development (LID) checklist completed	
	8. "Requirements for the Neighborhood Meeting" form submitted	
	9. North arrow, plan scale, and page number on each sheet	
	10. Ridge elevations and dimensions are consistent throughout plans	
	11. Fee collected for preparation of mailing matrix and radius map	



Check if complete	ITEM	COMMENTS
<b>B. Site Plan</b>		
	1. Name, mailing address, and phone number of the owner and applicant/agent	
	2. Legal description and street address of lot	
	3. Names of all adjacent streets, legal descriptions, and addresses of all adjacent lots	
	4. All existing and proposed major vegetation shown	
	5. Property line dimensions and bearings	
	6. <u>Additions</u> : Clearly delineate each floor with shading or hatching  <u>New houses</u> : Outline existing house to be removed, if applicable	
	7. Outlines of adjacent structures within 30 feet of property line	
	8. Minimum required setbacks (per Homes Association) and proposed setbacks labeled	
	9. All miscellaneous structures clearly labeled with a top elevation  This includes any wall, fence, pilaster, column, guardrail, curbing, etc., both existing and proposed  Ensure all guardrails required by Building and Safety are shown	
	10. Retaining walls a minimum of three feet from any property line	
	11. All finished pad elevations  This includes beneath structures, entry courts, stair landings, patios, planters, flat yard areas, motor courts, driveways, terraces, trash yards, top & bottom of stairs, bottom of pools, etc.	
	12. All concrete or asphalt areas clearly shown	
	13. Dimensions of existing and proposed driveways, walkways, and other encroachments on City property	
	14. Street right-of-way dimensions, including the parkway and curb to centerline of street dimensions	

Check if complete	ITEM	COMMENTS
	15. Two car garage provided	
	16. Roof ridge lines and elevations delineated	
	17. Building height: Existing                 ft. Proposed               ft. <i>Max. 30 feet from natural grade to top of roofing material</i>	
	18. Roof overhangs and balconies clearly distinguished from exterior walls of house	
	19. Location of air conditioning units and pool equipment, if applicable	
	20. Location of trash yard	
	21. Location of existing and proposed utilities and tie-ins for new houses	
	22. Survey Information  Legend provided to distinguish grade contours  Natural, Existing and Proposed grade topography lines at one foot intervals  Contours must extend thirty (30) feet beyond property lines  For new houses: Survey must be signed by a licensed land surveyor	
	23. Lot coverages (Include on plans)  Floor area: Existing _____ s.f. Proposed _____ s.f. (_____ s.f. Allowable)  Building coverage: Existing _____ s.f. Proposed _____ s.f.  Total lot coverage: Existing _____ s.f. Proposed _____ s.f.	
	24. Show general direction of drainage and proposed drainage concept	

Check if complete	ITEM	COMMENTS
<b>C. Cross Sections</b>		
	<p>1. Vicinity Map:</p> <p>Scaled so that all existing structures on all lots may be drawn</p> <p>Cross section views identified</p> <p>Address and legal description labeled for subject property and all adjacent lots</p> <p>Show outline of existing structure, or shade area of addition</p>	
	<p>2. Cross Sections taken through all lots adjacent and across the street showing all structures</p>	
	<p>3. Existing and proposed ridge lines and elevations shown</p>	
	<p>4. Roof ridge and lowest main floor elevations for all structures shown on the cross sections (All elevations used throughout the application must be on the same datum)</p>	
	<p>5. Elevation of adjacent streets and curb line or edge of pavement relative to the structure</p>	
	<p>6. All walls, curbs, and sports courts must be shown with elevations</p>	
	<p>7. All adjacent lots must include addresses and legal descriptions</p>	
	<p>8. Natural and finish grade shown on each cross section</p>	
	<p>9. All property lines denoted on each cross section</p>	
	<p>10. Ridge heights of adjacent structures have been certified</p>	
<b>D. Floor Plans</b>		
	<p>1. Floor plans must show dimensions</p>	
	<p>2. On 8 ½"x11" paper, show floor plans blocked out in rectangles with corresponding calculations</p> <p><i>Be sure to note areas that are not included in the floor area (i.e. stairways, covered patios, etc.), but are included in Gross Floor Area per Municipal Code Chapter 17</i></p>	

Check if complete	ITEM	COMMENTS
	3. For additions, provide demolition plan or clearly show on floor plans all existing walls to be removed	
<b>E. Elevations</b>		
	1. Architectural elevations from all sides from which new construction can be seen from adjacent properties both public and private	
	2. Clearly dimension ceiling plate heights	
	3. Height of finials, cupolas, chimney caps (max. 30"), and chimneys to the closest adjacent roof within a horizontal 10 ft. (24")	
<b>F. Additional Items Required for Grading Applications</b>		
	1. Completed application form	
	2. Grading quantities (To be included on plan)  _____ CY Cut, _____ CY fill, under house and garage _____ CY Cut, _____ CY fill, for hardscape items _____ CY Cut, _____ CY fill, for all other yard areas _____ CY Overexcavation, _____ CY Recomaction _____ CY Total Grading  Max. Cut/Fill Depth: _____ ft. _____ CY	
	3. All slopes 2:1 or greater specifically called out on plans	
	4. Delineate areas of over-excavation and recompaction Location of Stockpile area	

Check if complete	ITEM	COMMENTS
<b>G. Additional Items Required for Sports Court Application</b>		
	1. Completed application form	
	2. Landscape plan	
	3. Setbacks from all property lines and adjacent residences noted	
	4. Show all top of wall and fence elevations	
<b>H. Additional Comments</b>		
	1. Correct all items not checked	
	2. Landscape Documentation Package completed	
	3. New curb and gutter may be required	
	4. Review draft Neighborhood Comparison chart and contact staff with any questions	
	<p>5. A silhouette shall be required</p> <p>Please follow the City's silhouetting guidelines and submit the certification form</p> <p><i><b>You are advised to begin scheduling the work necessary to comply with the silhouetting requirements as soon as possible, to avoid unforeseen delays. Failure to comply with the specified deadlines shall result in a delay of your application. Silhouette and cross section certification due:</b></i></p> <p>_____</p>	

**SUBMIT 1 SET OF 11"x 17" REVISED PLANS AND ALL ABOVE CORRECTIONS BY: \_\_\_\_\_ TO BE ELIGIBLE FOR THE \_\_\_\_\_ PLANNING COMMISSION MEETING.**

**Please contact staff at 310/378-0383 with any questions or to arrange a meeting.**