



CITY OF PALOS VERDES ESTATES MISCELLANEOUS APPLICATION

Date Rec'd. _____ Receipt# _____ Fee _____

Miscellaneous Application# **M-** _____

Address of project _____

Owner Name _____ Phone # _____

Owner Mailing Address _____

Applicant Name _____ Phone # _____

Applicant Mailing Address _____

Applicant Email Address _____

Type of application: (check all that apply)

Requires Director's approval

- Mechanical equipment within required setback
- Walls, fences, and accessory structures from 6'-6" to 8'-0"

Requires Planning Commission approval

- Walls, fences, and accessory structures exceeding 8'-0"
- Walls, fences, and accessory structures exceeding 42" within setback adjacent to a street
- Non-standard encroachments within public right-of-way or public lands

Project details: _____

Per Chapter 18.32 of the Palos Verdes Estates Municipal Code, "any fence, wall or accessory structure in the minimum required setback adjacent to a public street shall not exceed three feet, six inches in height", and "all other fences, walls or accessory structures shall not exceed six feet, six inches in height." Any structures that exceed these height requirements must be processed as a Miscellaneous Application for review with the City. Height is "measured from the adjacent natural or existing elevation, whichever is lower."

Per Section 18.04.145, "mechanical equipment shall not be located in any setback, unless the director finds that the proposed placement shall not adversely impact any other property." Notice of the decision shall be mailed to all owners of real property abutting, across the street or alley from, or having a common corner with the subject property.

Per Section 12.04.090, "any person applying for a nonstandard encroachment permit shall obtain approval from the planning commission before a permit may be issued."

*** Please submit one 11"x 17" set of plans for the initial review and a letter explaining the scope of the project. Be sure that the letter outlines how the proposal will not adversely affect adjacent properties. For projects requiring Planning Commission review: 1) It is recommended that the applicant construct and have certified a silhouette at the project site; and 2) An additional ten sets of plans (1-24"x 36", 9-11"x 17", all stapled and folded) will be requested after the plan check review process is complete.**

CITY OF PALOS VERDES ESTATES

MISCELLANEOUS PLAN CHECK LIST

APPLICANT: _____ DATE: _____ APP. NO: _____

SITE ADDRESS: _____ PLAN CHECKER: _____

Check if complete	ITEM	COMMENTS
A. General		
<input type="checkbox"/>	Application fee received Amount \$	
<input type="checkbox"/>	Letter explaining request	
<input type="checkbox"/>	Art Jury status provided	
<input type="checkbox"/>	Applicant has constructed silhouette and provided completed silhouette certification or letter explaining why silhouette has not been provided	
B. Site Plan		
<input type="checkbox"/>	Name, mailing address, phone, and email of owner and applicant/agent	
<input type="checkbox"/>	Legal description and street address of lot	
<input type="checkbox"/>	North arrow, scale, and page numbers shown	
<input type="checkbox"/>	Completed lot coverage & floor area table shown	
<input type="checkbox"/>	Property lines and all existing structures clearly shown	
<input type="checkbox"/>	Proposed structure(s) clearly shown with height called out	
<input type="checkbox"/>	Dimensions from structure(s) to all adjacent property lines	
<input type="checkbox"/>	Grade contours or elevation call outs shown	
<input type="checkbox"/>	Minimum required setbacks (per Homes Associations) and proposed setbacks labeled	
C. Elevations		
<input type="checkbox"/>	Architectural elevations from all sides of proposed structure(s)	
<input type="checkbox"/>	Dimensions of plate heights and overall heights	
D. Additional Comments		
TO BE COMPLETED BY STAFF		
<p>Upon resubmittal, SUBMIT:</p> <p><input type="checkbox"/> 1 set of 11"x 17" revised plans by _____ to be eligible for the _____ PIng. Comm. meeting.</p> <p><input type="checkbox"/> Incorporate any requested corrections and provide 10 sets of plans (1-24"x 36" and 9 – 11"x 17", all stapled and folded) by _____ to be eligible for the _____ PIng. Comm. meeting.</p> <p><input type="checkbox"/> 1 set of 11"x 17" revised plans for review by staff. Note: Because your project does not require a formal PIng. Comm. review, you may resubmit anytime.</p>		

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