



CITY OF SIERRA MADRE

Planning & Community Preservation Department
232 W. Sierra Madre Blvd. Sierra Madre, CA 91024

Date Received:

Project No.

PLANNING APPLICATION FORM

Project Address: _____

APN # _____ General Plan & Zoning _____

Project site is within the following potential hazards zone(s) (to be completed by staff):

☐ Landslide Zone ☐ Liquefaction Zone ☐ Fault Zone ☐ High Fire Hazard Severity Zone ☐ None

Applicant Requests:

The City will work with one individual, or firm, who is the “applicant.” It is expected that the applicant will convey all project related information to the individuals involved in the project.

Applicant: _____

Address: _____

Phone: _____ Email: _____

If required:

COVENANTS, CONDITIONS, AND/OR RESTRICTIONS

SIERRA MADRE MUNICIPAL CODE (Sections) *(To be completed by staff)*

Refund: Applicants will be entitled to refunds of relevant fees only if an application has been submitted and received in error by City Staff. Fees will not be refunded to an applicant who decides not to pursue a project which has been submitted.

Office Use Only

DRP \$		VAR \$		CUP \$	
ADRP \$		MVAR \$		MCUP \$	
Zone Change \$		Noticing Fee \$		Public Facility Fee \$	
GPA \$		Director \$		Environmental Fee \$	
		PC \$		Total: \$	
		CC \$			

Owner Information

Firm: _____ Contact Person: _____
Address: _____
Phone: _____ Email: _____

Architect Information

Company: _____ Contact Person: _____
Address: _____
Phone: _____ Email: _____

Engineer Information

Firm: _____ Contact Person: _____
Address: _____
Phone: _____ Email: _____

Appeal
If any person is aggrieved by a decision, an appeal may be filed to a higher decision-making body. For further information, please contact the Department of Planning & Community Preservation for the procedure and time constraints.

Certification

I certify that I am the duly authorized applicant for this project. Further, I certify that all of the above information is true and correct. (If the undersigned is different from the legal property owner, a letter of authorization must accompany this form.)

I have read and agree to comply with the above stated conditions:

_____ Name of Applicant	_____ Signature
_____ Name of 2 nd Applicant	_____ Signature

Please note: the above signature(s) must be notarized.

Required Submittal Materials:

Due at the time of application submittal:

- ☐ Completed Planning Application Form
- ☒ PROJECT NARRATIVE: On page 12, describe the proposal including current use of the property, demolition (if any), proposed construction, proposed use and any other relevant information to the applicant request. Submit all information listed on the analysis form.

☒ SET OF PLANS

TO BE INCLUDED IN ONE (1) BLUEPRINT SIZE (36" X 24") AND ONE (1) LEDGER (17" X 11") SET OF PLANS:	<input checked="" type="checkbox"/> COLORED RENDERING OF FRONT ELEVATION
	<input checked="" type="checkbox"/> SITE PLAN: Attach a dimensioned site plan including all property lines indicating existing and proposed structures and the current and proposed use of the structures. Indicate the location of any structures within five (5) feet of the abutting site(s). The site plan must indicate a north direction, the architect's name, the owner's name, existing trees and plant materials, internal and external rights-of-way, setback dimensions, and a scale.
	<input checked="" type="checkbox"/> DIMENSIONED FLOOR PLANS: Must include existing and proposed floor plans for all structures on the property as well as indicate the north direction, architect's name, owner's name, and a scale.
	<input checked="" type="checkbox"/> PROJECT DATA: A tabulation summarizing existing, proposed, and required data points including, but not limited to lot size, gross floor area, floor area ratio. If necessary, a tabulation of square footage by structure may be used.
	<input checked="" type="checkbox"/> ELEVATIONS: Dimensioned elevations must be included for each side of the property. Elevations must identify the relevant property lines, natural and finished grade, massing of structures on adjacent properties and existing and proposed building materials. Existing (if appropriate) and proposed elevations must be included.
	<input checked="" type="checkbox"/> SECTIONS: Dimensioned sections demonstrating the interior of the proposed addition and the relationship to the attached structures if applicable. Sections must also identify natural and finished grade.
	<input checked="" type="checkbox"/> THREE-DIMENSIONAL PERSPECTIVES of the project in relation to all adjacent properties.
	<input checked="" type="checkbox"/> CONCEPTUAL LANDSCAPE PLAN: If required by the Department of Public Works
<input checked="" type="checkbox"/> CONCEPTUAL LOW IMPACT DEVELOPMENT PLAN: For new construction proposing 500 square feet or more of impervious area.	

- ☒ COLORED PHOTOGRAPHS: One (1) set of photos to include pictures of all four (4) directions (N, S, E & W) of existing site and abutting properties looking in and out.
- ☐ FINDINGS*: Complete and adequate description of findings related to the type of planning application.
- ☒ MATERIAL SAMPLE BOARD: One (1) material board size 8.5" x 11" to include all proposed materials.
- ☒ NEIGHBORHOOD ANALYSIS: A tabulated list of properties within a 300-foot radius of the project site comparing lot size and building size data as provided by the Los Angeles County Assessor. Only properties of similar use should be included in the analysis (for example, if the project site is Single Family Residential use, then only properties within a 300-foot radius which are Single Family Residential need to be compared while properties of different uses should be identified as such). The analysis should calculate the median and average values for lot size and building size and identify where the proposed project falls within the properties.
- ☒ ENVIRONMENTAL INFORMATION FORM (page 17-18)
- ☒ TREE REMOVAL PLAN AND ARBORIST REPORT: If required by the Department of Public Works

Required Submittal Materials: (continued)

Due at the time of application submittal:

- ☒ ENTRY ONTO PRIVATE LAND (Page 15). By submitting said form, a property owner grants permission to staff and the Planning Commissioners the right to enter private property to evaluate the request.
- ☒ OWNER'S AFFIDAVIT (Page 16). Signed form must be notarized.
- ☒ HISTORIC RESOURCE EVALUATION REPORT: If required by the Planning Department for modifications to existing structures which are 75 years of age or older.
- ☐ PUBLIC FACILITIES FEE: Please check with Planning and Community Preservation staff if this fee applies to your project (Title 15; Chapter 15.52)
- ☐ NOTIFICATION:
A 300-foot radius map and the names of the property owners within a 300-foot radius required.
Submit a master list and two (2) sets of typed labels listing all property owners and their addresses for purposes of mailing public hearing notices. *Note: A 150-foot-radius is required for Minor Variances or consent of abutting owners and owner directly across the street from the project site.

Required Submittal Materials:

To be completed after the application has been deemed "complete":

☐ NOTIFICATION:

A signboard must be posted on the property in a conspicuous place no more than 10 feet from the front property line to remain a minimum of 14 days prior to Planning Commission hearing. Posted signage shall be placed on the property describing the proposed project in accordance with Sierra Madre Municipal Code Section 17.60.100.B. A template will be provided once staff has deemed the application "complete".

☐ ELECTRONIC COPIES OF PLANS: PDF format. To be submitted a minimum 10 days prior to Planning Commission hearing date.

☐ Twelve (12) copies/sets of the following: 1) 3-hole punched 11"x17" reductions of site plan, floor plans, and elevations; 2) Colored photographs (3-hole punched). These items to be submitted a minimum 10 days prior to Planning Commission hearing date.

☐ REQUIRED PRINTS:

Twelve (12) 3-hole punched copies/sets of the following:

- 1) PROJECT NARRATIVE;
- 2) SET OF PLANS – 11"x17" reductions of the full plan set;
- 3) DIAGRAMS AND PHOTOGRAPHS;
- 4) MATERIAL BOARD – 8.5"x11" paper copy of the material board with catalog cut sheets;
- 5) NEIGHBORHOOD ANALYSIS;
- 6) ARBORIST REPORT;
- 7) TREE REMOVAL PLAN; and
- 8) HISTORIC RESOURCE EVALUATION REPORT

These items to be submitted a minimum 10 days prior to Planning Commission hearing date.

Application Completeness: Only applications that include all of the required documents described above will be deemed "complete." The Department of Planning and Community Preservation retains the right to review documents and determine that they are adequate in their ability to convey the applicant's request to the decision-making body. Applicants will be notified if the application is not complete within 30 days of filling the application and paying all required fees.

*For Conditional Use Permits (page 5), Design Review Permits (page 6), and Variance (page 10) application, a concise description and/or analysis to the attached findings is required in order to be deemed complete. Additional information may be needed to support any of the findings.

☐ **CONDITIONAL USE PERMIT FINDINGS**

Before any conditional use permit is granted, the body hearing such matter, the existing conditions, and the proposed use, shall be in the reasonable satisfaction of the body hearing such matter. (attach additional sheets as necessary)

small sentence or two for each finding of fact. James and Josh to draft

able satisfaction of

1. That the site for the proposed use is adequate in size, shape, topography, and location;

2. That the site has sufficient access to the street which is adequate in width and pavement type to carry the quantity and quality of traffic generated by the proposed use;

3. That the proposed use is neither detrimental to the public health, safety, and general welfare, nor will unreasonably interfere with the use, possession and enjoyment of surrounding adjacent properties;

4. That there is a demonstrated need for the use requested;

5. That the proposed use is consistent with the general plan, zoning and any applicable design standards;

6. That the use at the location requested would benefit the public interest and convenience;

☐ **ADMINISTRATIVE DESIGN REVIEW AND DESIGN REVIEW PERMIT FINDINGS**

Pursuant to Section 17.60.041.D, before an administrative design review permit or a design review permit is granted, the applicant shall show, to the reasonable satisfaction of the reviewing authority, the existence of the following facts:

(attach additional sheets as necessary)

1. The proposed project is consistent with the general plan, zoning code, and any applicable design standards.

2. The proposed project will not unreasonably interfere with the use, possession, and enjoyment of surrounding and adjacent properties.

3. The height, bulk, scale, mass, and siting of the proposed project be compatible with the existing neighborhood, landforms, and surroundings.

4. The proposed project reflects the scale of the neighborhood in which it is proposed and that it does not visually overpower or dominate the neighborhood and is not ill-proportioned so as to produce either architectural or design that detracts from the foothill village setting.

5. The proposed project neither unreasonably interferes with public views or the views and privacy of the neighbors, produces unreasonable noise levels, nor causes material adverse impacts.

6. The proposed project exhibits a coherent project-wide design, and each structure or portion thereof

☐ **ADMINISTRATIVE DESIGN REVIEW AND DESIGN REVIEW PERMIT FINDINGS**

(Continued from previous page)

7. For proposed projects seeking relief from development standards, where allowed, to accommodate characteristics of an identifiable architectural style (such as additional height pursuant to Section 17.20.040(A)), the proposed project adheres to the norms of such identifiable architectural style and that such style is consistently carried through on all elevations of the building, regardless of whether the same are publicly visible.

8. For proposed projects that require discretionary review due to exceeding size thresholds (pursuant to Sections 17.20.027(C), 17.30.045(B), or similar), that the proposed is a superior project that would enhance its neighborhood and exhibit exceptional design through a combination of most, if not all, of the following:

- a. Innovative, thoughtful and/or noteworthy architecture that is responsive to the specific site, rather than standard, generic, or “cookie-cutter” plans;

- b. Where applicable, adaptive reuse or other preservation and restoration of historic structures;

- c. Preservation of the natural landscape to the extent possible by such means as minimizing grade changes and retaining protected and specimen trees;

- d. Siting of structure in keeping with landforms and so as to maximize open space, public views, and neighbor views and privacy;

- e. High quality architectural details and building materials compatible with the overall project design;

- f. Sustainable building and landscaping practices, especially water-saving features.

ADMINISTRATIVE DESIGN REVIEW AND DESIGN REVIEW FINDINGS*(Continued from previous page)*

As used in this section, compatibility is not interpreted to mean simple repetition of existing form, mass, scale, and bulk. Nor is compatibility interpreted to mean repetition of building style or detailing. Compatibility is based on consideration of a constellation of associated characteristics including building type, the property site plan, building mass and scale, and architectural material and expression. Compatibility comes from an identification of character-defining features of an area, and an applicant's thoughtful response to them within the design.

This section is not meant to be a perfunctory review of projects which comply with other development standards. Rather, it is meant to impose significant, separate, and additional burdens to proposed projects with the understanding that in many cases satisfying such burdens may call for significantly reduced development intensity that is allowed otherwise under this title. By way of illustration and not limitation, (i) so as to not unreasonably interfere with views and privacy, a project proposed on a narrow or irregularly shaped parcel may accommodate significantly less second story floor area than would otherwise be allowed; (ii) so as to not unreasonably interfere with views and privacy, a proposed project with significant second story floor area may need to be set back farther from lot lines than otherwise allowed; (iii) to ensure compatibility with and not to visually overpower or dominate the neighborhood, the floor area of a proposed project in a neighborhood predominated by smaller homes may need to be much lower than allowed by objective criteria; (iv) to ensure compatibility with landforms, a project proposed on a parcel with steep slopes or irregular topography may have much more limited siting options than set back standards would allow and may need reduced height and/or floor area; and (v) to exhibit exceptional design through noteworthy architecture, the floor area of a proposed project may need to be much lower than allowed by objective criteria in order to allow space for articulation, variation in massing, covered porches, and other enhancing architectural features.

Additionally, as standard two-dimensional building elevations and other similar graphic materials typically do a poor job of depicting projects in context, it is recommended that applicants provide materials in addition to those otherwise required in order to demonstrate that their proposed projects satisfy the foregoing burdens. Such materials may include, but are not limited to, three-dimensional perspective renderings from multiple angles; photo simulations showing the sited project in relation to neighboring structures and landforms; comparisons of proposed building size, height, setbacks, etc. to surrounding structures; story poles; material and color boards; information on energy and water saving systems; and colored landscape plans showing protected and specimen trees and illustrating drought-tolerant landscaping, permeable paving and other water-saving features.

☐ **MINOR CONDITIONAL USE PERMIT FINDINGS**

Upon consideration of any comments received, the Director of Planning and Community Preservation may approve, conditionally approve, or deny the proposed minor conditional use permit pursuant to the following findings:

1. That the proposed request will not be detrimental, or otherwise inconsistent with the residential character of the neighborhood

2. That the site of the proposed request is adequate in size, shape and topography to accommodate the request

3. That the proposed request will not unreasonably interfere with the use, possession and enjoyment of surrounding and adjacent property owners

4. There is a demonstrated need for the use requested

5. That the proposed request will be arranged, designed, constructed, operated and/or maintained so as to be compatible with intended character of the surrounding area and shall not change the essential character of the surrounding area from that intended in the general plan.

☐ **VARIANCE FINDINGS**

Before any zone variance is granted, the applicant shall show, to the reasonable satisfaction of the body hearing such matter, the existence of the following facts:

1. The conditions of the variance will assure that the adjustment thereby authorized will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated

2. The variance will not authorize a use or activity which is not otherwise expressly authorized by the zone regulation governing the parcel of property.

3. The applicant has shown that there are special circumstances applicable to the property involved, such as size, shape, topography, location or surroundings, which do not generally apply to other adjacent properties included in the same zone as the subject property.

4. The special circumstance make the granting of the zone variance necessary in order to facilitate a reasonable use of the property involved.

5. The variance will be consistent with the objectives of the general plan and the zoning ordinance.

☐ **MINOR VARIANCE FINDINGS**

Burdens of Proof and Conditions of Approval. The Director must find or conditions must be imposed that:

1. The project does not adversely impact the public health, safety, and welfare

2. The design of the home is improved with the granting of a minor variance.

PROJECT NARRATIVE: Please print a narrative **summary** of the proposed project within the box.

Fill in the following information:

Square Footage of Structures

Existing Dwelling (per Assessor Record) _____

Existing Garage _____

Other Structure(s) _____

Proposed Structure _____

Floor Area

Lot Size (per Assessor Record) _____

Maximum Allowable Floor Area _____

Existing Floor Area _____

Proposed Floor Area _____

Permissible Lot Coverage

Permitted Lot Coverage _____

Existing Lot Coverage _____

Proposed Lot Coverage _____

Height

Existing _____

Proposed _____

Front Yard Setback

Required _____

Existing _____

Proposed _____

Side Yard Setback

Required _____

Existing _____

Proposed _____

Rear Yard Setback

Required _____

Existing _____

Proposed _____

Parking

Existing _____

Proposed _____

PLANNING APPLICATION FORM

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Any trees, shrubs, or vegetation to be removed?	NO	YES	If YES, please describe type and total numbers

Proposed Landscaping includes:

Any existing structure(s) to be demolished?	NO	YES	If YES, please describe structure.

Is the site on the Register of Historic Cultural Landmarks?

NO

YES

Will the site be graded?

NO

YES

If YES:

Cubic Yards: _____ Cut _____ Fill _____ Import _____ Export _____

Will a retaining wall/property line wall be constructed?

NO

YES

If YES:

	Height	Length	Material
1	100	100	100
2	100	100	100
3	100	100	100
4	100	100	100
5	100	100	100
6	100	100	100
7	100	100	100
8	100	100	100
9	100	100	100
10	100	100	100
11	100	100	100
12	100	100	100
13	100	100	100
14	100	100	100
15	100	100	100
16	100	100	100
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89	100	100	100
90	100	100	100
91	100	100	100
92	100	100	100
93	100	100	100
94	100	100	100
95	100	100	100
96	100	100	100
97	100	10	

ENTRY ONTO PRIVATE LAND

In the performance of their functions, the members of the Planning Commission and the staff of the City of Sierra Madre may enter upon my land located at

Project address

and make examinations provided that the entries and examinations do not interfere with the use of the land by those persons lawfully entitled to the possession thereof.

Signature of Landowner

Date

OWNER'S AFFIDAVIT

I am the owner of the property located at

Project address

I have read the foregoing application for the planning permits and know the contents thereof and give the City of Sierra Madre permission to process such permit.

I certify under penalty of perjury that the foregoing is true and correct.

Signature

Date

Please Print:

Name

Address

Telephone

Please note: the above signature must be notarized.

CEQA: California Environmental Quality Act _____

Appendix G

ENVIRONMENTAL INFORMATION FORM

(To be completed by the applicant if required)

Date Filed _____

General Information

1. Name and address of developer or project sponsor: _____
2. Address of project: _____
Assessor's Block and Lot Number: _____
3. Name, address, and telephone number of person to be contacted concerning this project:

4. Indicate number of the permit application for the project to which this form pertains: _____
5. List and describe and other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

6. Existing District _____
7. Proposed use of site (Project for which this form is filed): _____

Project Description

8. Site size
9. Square footage
10. Number of floors of construction
11. Amount of off-street parking provided.
12. Attach plans
13. Proposed scheduling
14. Associated projects
15. Anticipated incremental development
16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected
17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities
18. If industrial, indicate type, estimated employment per shift, and loading facilities.

See Project Description on
page 13

19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

	Yes	No
21. Change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
22. Change in scenic views or vistas from existing residential areas or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>
23. Change in pattern, scale or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
24. Significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
25. Change in dust, ash, smoke, fumes or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>
27. Substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
28. Site on filled land or on slope of 10 percent or more.	<input type="checkbox"/>	<input type="checkbox"/>
29. Use of disposal or potentially hazardous materials, such as toxic substances, flammables or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
32. Relationship to a larger project or series of projects.	<input type="checkbox"/>	<input type="checkbox"/>

Environmental Setting

33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or polaroid photos will be accepted.
34. Describe the surrounding properties, including information on plants and animals and any cultural, historic or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or polaroid photos will be accepted.

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.

Date _____

Signature _____

For _____