



CITY OF SIERRA MADRE

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

SUBMITTAL CHECKLIST

SUPPLEMENTAL

FOR ADMINISTRATIVE / FULL HILLSIDE DEVELOPMENT PERMIT

INTRODUCTION

The City of Sierra Madre is known for its scenic foothills, which contain land forms, slopes, animal life and vegetation that are increasingly rare. The City has established and updated a Hillside Management Zone Ordinance to limit development to that which is sensitive to the unique characteristics found in the hillside areas. The Hillside Management Zone sets forth a mandate to preserve the identity, image and environmental quality of the City, and to maintain an environmental equilibrium consistent with the native vegetation, animal life, geology, slopes and drainage patterns.

Standards for development in the hillside areas outline specific requirements, including but not limited to, drainage, grading, fencing, landscaping, architectural controls for site design, and building design, in order to be sensitive to the natural terrain.

The Sierra Madre General Plan identifies four objectives to be upheld for residences in the hillside:

1. Preserving the hillside through the application of standards and guidelines that direct and encourage development that is sensitive to the unique characteristics of the hillsides, which include, but are not limited to, slopes, land forms, vegetation, wildlife habitat and scenic quality; accordingly, innovation in the design of buildings and structures is encouraged in order to preserve hillside areas.
2. Minimizing hazards in the hillside.
3. Protecting views to and from hillside areas in order to maintain the image and identity of the City as a village of the foothills.
4. Incorporating measures to promote sustainability in Hillside neighborhoods.

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*This checklist should be reviewed together with a planner and must be submitted with the complete application. **Incomplete applications will not be accepted***

Minimum Submittal Requirements:

Listed below are the minimum submittal requirements for Administrative Hillside Development Permit and Hillside Development Permits. If there are multiple entitlements, they may be combined under one submittal.

- Electronic Submittal**
All required submittals listed below shall be provided in electronic format via flash drive or CD.

- Master Zoning Application Form – One (1) copy**
 - a) Cover sheet with applicant signature, notarized
 - b) Environmental Assessment
 - c) Tree Inventory
 - d) Entry onto Private Land
 - e) Owner’s Affidavit

- Ownership Verification – One (1) copy**
 - a) Copy of Grant Deed, Deed of Trust, or Title Report showing ownership
 - b) Written consent from property owner to authorize representative to submit an application on behalf of the property owner, if applicable

- Notification Packet**

- Application Fees – See adopted fee schedule, viewable at:**
<https://www.cityofsierramadre.com/cityhall/finances/fees>

Beginning June 23, 2022, it is required that the following submittal material be completed by a licensed architect (Ordinance No. 1455).

- Project Narrative** – One (1) 8 ½” x 11” copy (Additional 11”x 17” copies may be required for Planning Commission reviews, subsequent to initial application submittal)

For all Administrative Hillside Development Permits and Hillside Development Permits, provide a written narrative that thoroughly describes the proposed project and how it is consistent with the [purpose of the hillside management zone](#). The narrative shall also describe how the project meets the following required findings for approval of a hillside development.

Findings. In approving an administrative hillside development permit or a hillside development permit, the reviewing authority shall make all of the following findings:

1. The proposed development is consistent with and serves to implement the general plan and specifically, those general plan goals and policies that pertain to hillside development;
2. The proposed development is consistent with the purposes of this chapter;
3. The design of the development minimizes exposure of persons to natural hazards and maximizes access to public open space areas;
4. The design and location of structures or uses avoids, eliminates, or adequately mitigates each of the environmental constraints described in this chapter and other significant environmental impacts identified upon environmental review of the application;
5. The proposed development complies with the standards set forth in this chapter, including [Section 17.52.120](#) (Design and Development Standards for Uses Requiring Hillside Development Permits) and [Section 17.52.160](#) (Architectural and Site Design Standards).

Modification of Standards Upon Certain Additional Findings.

1. For remodels of, or additions to, existing, legal, primary structures, which result in an increase in gross floor area of twenty-five percent or less of the original structure, the reviewing authority may modify the requirements of [Section 17.52.120](#)(A)(4) and (A)(6) through (A)(11) (Design and Development Standards) where:
 - a. Requiring strict compliance would be contrary to the purposes of this chapter; and
 - b. Allowing the modification would substantially advance the purposes of this chapter.
2. For new construction or remodels beyond the scope of subsection (E)(4)(a) above, the reviewing authority may modify the requirements of [Section 17.52.120](#)(A)(4), (6), (7) or (9) through (A)(11) (Design and Development Standards) where:
 - a. Requiring strict compliance would run contrary to the purposes of this chapter; and
 - b. Allowing the modification would substantially advance the purposes of this chapter.
3. The reviewing authority may modify the requirements of [Section 17.52.120](#)(A)(4) and (A)(6) through (A)(11) (Design and Development Standards) for infill developments specified in [Section 17.52.070](#)(B)(5) where:
 - a. Requiring strict compliance would run contrary to the purposes of this chapter; and
 - b. Allowing the modification would substantially advance the purposes of this chapter.

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- Design Drawings** – Two (2) 11” x 17” copies (Additional 11” x 17” copies may be required for Planning Commission reviews, subsequent to initial submittal).

The Design Drawings shall include all required drawings to document and describe the existing and proposed conditions of the project. Drawings shall be drawn to scale and shall include the preparer’s contact information, a north arrow, date prepared, the scale, a vicinity map and a legend identifying symbols and abbreviations.

- Vicinity Map showing ½-mile radius street system with project site highlighted
- Cover Sheet with a project data table containing the following information:
 - 1) Total area of site in square footage
 - 2) Gross and Net building area calculations:
 - a. Existing and proposed square footage
 - b. Existing and proposed number of buildings and dwelling units
 - 3) Existing building construction dates
 - 4) Existing and proposed vehicular parking spaces with minimum required by the Zoning Code ([SMMC Ch. 17.68](#)).
 - 5) Existing and proposed loading spaces and size, including minimum standard required by the Zoning Code.
 - 6) Existing and proposed Floor Area Ratio, including maximum allowed by the Zoning Code.
 - 7) Existing and proposed Lot Coverage, including maximum allowed by the Zoning Code.
 - 8) Existing and proposed building heights and number of stories.
 - 9) Total area of project site proposed to be dedicated towards landscaping.
 - 10) Total area of project site proposed to be dedicated towards hardscape/paving.
 - 11) Existing zoning and land use designation.
 - 12) Existing and proposed UBC occupancy group and construction type.
- Existing Site Plan including the following information and clearly indicating any structures, building walls or existing site features proposed to be removed:
 - 1) Property lines and adjoining sidewalks and streets.
 - 2) Existing structures - location, outside dimensions and use of all existing buildings and structures including building features such as elevated porches and outside stairs.
 - 3) Existing structures on adjacent properties – location shown by building footprints
 - 4) Existing trees with accurate canopies depicted, numbered to correspond to the tree survey provided and indicating those that are protected by the Tree Preservation and Protection Ordinance and those that are proposed to be removed, retained or relocated.
 - 5) Existing landscaped areas.
 - 6) Existing paved areas.
 - 7) Existing fences, walls or retaining walls.
 - 8) Footprints of adjacent buildings on abutting property(ies).
- Proposed Site Plan including the following information, if changes to the existing site plan or new construction/additions are proposed:
 - 1) All information listed on the Existing Site Plan that is proposed to remain.
 - 2) If on-site structure or tree relocation is proposed, depict the proposed new locations.
 - 3) For additions and new construction, clearly indicate location, outside dimensions and use of proposed new construction.

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- 4) Indicate proposed location of electrical vault, gas and electrical meters, fire sprinkler valves, backflow preventer, HVAC condensers, and any other ground-level mechanical equipment, including proposed method of screening from public view.

○ Topographic Map of the subject property and adjacent properties including:

- 1) Contour elevations with a maximum interval of 5 feet, a smaller interval may be required in some cases.
- 2) Contour elevations to extend to adjacent properties, not exceed 150 feet beyond the subject property lines.
- 3) Delineation of slope bands in the following slope categories

Category	Slope Range
1	0 – 15%
2	15 – 20%
3	20 – 25%
4	Greater than 25%

- 4) Summarized tabulation of land area of each slope category, measured in square feet

○ Grading Plan including the following information, if changes to the existing grade is proposed:

- 1) Existing contours dashed and screened to clearly differentiate between existing and proposed contours.
- 2) The amount of grading proposed expressed in terms of cubic yards of cut and fill.
- 3) The amount of export soils materials
- 4) Existing street and parkway improvements along the property frontage, including but not limited to curb, driveway approach, meter boxes, fire hydrant, parkway trees, power poles and/or street lights.
- 5) Path of lot drainage with minimum sheet flow of 2% away from structures, 1% for concentrated flow on pervious surfaces and 0.5% on concrete surfaces. Cross lot drainage shall not be permitted.
- 6) All existing and proposed drainage devices.
- 7) Detail and sections sufficient to determine the full extent and nature of the work to be done.
- 8) Material type and thickness of proposed hardscaping on private property and right-of-way if applicable
- 9) Pad elevations and finished floor elevations of both existing and proposed buildings
- 10) Existing and proposed retaining walls, freestanding walls, and fences including their height from grade and top-of-wall elevation.

○ Existing Floor Plan for each floor of buildings proposed to be affected by the project, including the following information and clearly indicating any walls, windows, doors or other building elements proposed to be removed or altered (not required for projects proposing demolition of all existing structures):

- 1) Exterior and interior walls of the affected structure
- 2) Attached exterior features such as awnings, canopies or balconies
- 3) Locations and sizes of all window and door openings

○ Proposed Floor Plan for each floor of buildings proposed to be affected by the project or for proposed new buildings, including the following information:

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- 1) All information listed on the Existing Floor Plan that is proposed to remain or for each floor of proposed new buildings.
 - 2) Clearly indicate all proposed new walls, windows, doors or other features.
 - 3) Include callouts to locations of building sections provided.
- Existing Roof Plan for buildings proposed to be affected by the project, including the following information and clearly indicating any areas or features of the roof proposed to be removed or altered (not required if no changes are proposed to be made to the roof or for projects proposing demolition of all existing structures).
- 1) Ridges and valleys of the existing roof
 - 2) Direction and pitch of roof slopes
 - 3) Existing roof materials
 - 4) Existing eaves or parapets, including any exposed rafters, beams, brackets fasciae, gutters and other features of the roof
- Proposed Roof Plan for buildings proposed to be affected by the project, including the following information, if changes to the roof are proposed or for proposed new construction:
- 1) All information listed on the Existing Roof Plan that is proposed to remain or that is proposed for new construction.
 - 2) Clearly indicate new roof areas and new roof features.
 - 3) Proposed locations of all exterior rooftop mechanical equipment.
- Existing Building Elevations for building facades proposed to be affected by the project, including the following information and clearly indicating any features proposed to be removed or altered (not required for projects proposing demolition of all existing structures):
- 1) Accurate depiction of affected facades including roof form, eaves or parapets, building walls, window and door openings and detailing, foundations and all architectural features including awnings, canopies, bulkheads, cornices, gutters, downspouts and other architectural details on the façade.
 - 2) Depict and call out all existing exterior façade materials and features
 - 3) Call out building heights
 - 4) For projects proposing replacement of historical exterior materials, provide accurate representation, dimensions and finishes of existing materials proposed to be replaced.
- Proposed Building Elevations in color and black and white including courtyard or other secondary elevations with the following information:
- 1) All information listed on the Existing Building Elevations that is proposed to remain or for proposed new construction.
 - 2) For alterations of existing buildings, clearly indicate new façade elements, window or door openings, light fixtures, etc.
 - 3) For additions, clearly demarcate the location of existing walls and new walls.
 - 4) For new construction, provide:
 - a) Elevations of existing buildings adjacent to front elevation
 - b) Locations of through-the-wall mechanical vents
 - c) Locations of downspouts and drainage outlets or scuppers
 - d) Locations of lighting fixtures
 - e) Conceptual locations of signs

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- 5) Include callouts to locations of wall sections provided.
- 6) Street elevation drawing or photographic rendering of proposed elevation and adjacent building(s) on abutting property(ies), to scale.
- Proposed Building and Site Sections (cross and longitudinal, for new construction, referenced to callouts provided on the Proposed Floor Plans)
 - 1) Building walls (including freestanding walls)
 - 2) Floor-to-floor dimensions
 - 3) Cut, fill, and spot elevations, as required
- Enlarged Wall Sections referenced to callouts provided on the Proposed Building Elevations and depicting articulation of the façade at strategic locations on the building where projecting and recessed volumes or features or openings are proposed. Provide callouts to architectural details provided.
- Large-Scale Architectural Details referenced to callouts provided on the Large-Format Wall Sections for new or altered features or proposed new construction including the following information, as applicable to the project:
 - 1) Window & door head, jamb and sill details depicting the location of building walls, depth of window/door recess, trim and sill elements and dimensions
 - 2) Door and window schedule
 - 3) Roof parapet or eave details
 - 4) Storefront details including bulkheads, transoms, awnings, etc.
 - 5) Corner and/or joinery details
 - 6) Horizontal and vertical transitions between different exterior cladding materials
 - 7) Canopies, balconies, reveals, soffits, returns, surface-applied materials
 - 8) Drainage features/scuppers and mechanical vents
 - 9) Other architectural details may be required based on the proposed project scope.
- Phasing Plan (for multi-phased projects) depicting all elements of the project proposed to be completed within each construction phase.
- Proposed Landscape Plan
 - 1) Planting plan showing location, spacing, common name, botanical name, container size, quantity of all proposed new plant material, with distinct plant symbols for each specimen
 - 2) Landscape construction plan with dimensions, materials, finishes (drawings, manufacturer specifications, and/or photographs of an existing installation)
 - 3) Hardscape details including paving, trash enclosure, raised planters, water features, fences, walls, site furniture, etc.
 - 4) Exterior lighting including type of fixture and manufacturer specifications
 - 5) Existing trees proposed to remain (trees with a 4-inch diameter or greater shall be identified by species and diameter-at-breast height.)
 - 6) Tree Protection Plan if existing public or private protected trees are proposed to be retained during construction.
- Materials Specifications** – One (1) 8 ½" x 11" copy (Additional 11"x 17" copies may be required for Planning Commission reviews, subsequent to initial application submittal)

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- Manufacturer's Specifications (e.g., brochures/cut-sheets) for new manufactured features including new windows, doors, light fixtures, vent/drain caps, etc. including materials, finishes and colors.
- Materials Palette (digital) including images, manufacturer and product name/number and finishes and textures for all proposed exterior materials including cladding, accent materials, proposed color/paint and fabric swatches.
- Physical Samples of new materials including exterior cladding, roofing, architectural trims, paving, etc. (if determined necessary by staff)

- Perspective Renderings** – One (1) 11" x 17" copy (Additional 11"x 17" copies may be required for Design Commission reviews, subsequent to initial application submittal).
 - Eye-level, perspective renderings or virtual illustrations (in color) depicting the elevations visible from the street and the building in its context.

- Three-Dimensional Digital Model**
 - Projects that require Planning Commission review must include a 3-D digital model of the proposed building in SketchUp (.skp) format.

- Visual Context Photo Montage** One (1) 11" x 17" copy (Additional 11"x 17" copies may be required for Planning Commission reviews, subsequent to initial application submittal). This is intended to demonstrate how the proposed project fits within the surrounding neighborhood context. Supporting text/narrative explanation may be provided to further explain how the project responds to its surroundings, however, it is not required.
 - Project Site Context: Color photographs of the existing project site taken from various vantage points from the street and from within the project site showing the existing structure(s), tree(s), and other existing site improvements. Provide full elevation photographs of all site structures including detailed images of affected architectural features proposed for alteration.
 - Neighborhood Context: Color photographs of existing buildings on both sides of the street on which the project is proposed, between two cross streets. Photographs should identify the address of the property depicted and should be taken perpendicular to the building. If the project is on a corner lot, photographs should include both streets.
 - Photographic Key Map indicating from where and at what angle the photographs were taken. All photographs provided should be labeled to correspond to the locations on the photographic key map.

- Neighborhood Analysis** – One (1) 8 ½" x 11" copy (Additional 11"x 17" copies may be required for Planning Commission reviews, subsequent to initial application submittal).

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

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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. Additionally, the analysis shall be submitted in Excel Spreadsheet (.xlsx) format.

Additional Documentation

Additional documentation may be required at the City's discretion to fully document the scope, intent and details of the proposed project. These may include assessments of current conditions by qualified professionals, historical evaluations, samples of existing materials, etc.