



DIRECTOR'S MISCELLANEOUS REVIEW

NO NOTICE APPLICATION

I. INTRODUCTION: These Director's approvals are for front landscaping, RV parking or equipment placement into required setbacks, or for the allowance of sections of flat roof or roof equipment, terracing, arbors, and reduced landscaping in front of houses. This guide and the attached forms identify the information which you, as the applicant, must provide to the City before the City can make a decision on your request. You are encouraged to contact the Planning Department at 790-8881 if you have any questions about your project or the application process.

The particular approvals addressed by this application are outlined below:

Flat Roof: On a new structure, no more than 25% of roofed area may be flat. For the purposes of this section, "new" means a structure built where no analogous structure exists, or a structure involving demolition of more than 30% of the existing floor area, and "flat" means having a pitch of less than 2:12.

Yard Equipment: Yard Equipment (defined in Section 11.01.030) within any residential zone (except as permitted pursuant to Section 11.11.030.G) shall not be located for more than 48 hours within the required Front Yard setback or in front of the primary structure (whichever is greater), or the Corner Lot Exterior Side Yard Setback. Yard Equipment higher than 6 feet but less than 10 feet in height shall be located no closer than 5 feet from the nearest property line(s) unless permitted pursuant to Section 11.11.030.G.

Pedestrian Entries: A pedestrian entry or similar arbor is permitted within the required front and street side setback provided that it does not exceed a height of eight feet six inches (8'-6"). For the purposes of this section, "arbor" means a rustic work or latticework bower designed to be intertwined with climbing vines or flowers.

RV Parking: All recreational vehicles, defined herein as, but not limited to, motor homes, trailers, boats, all-terrain vehicles or as determined by the Director of Community Development, shall be stored out of the Front Yard and behind the front facade of the Primary Structure. Side Yard Setback storage shall be regulated as in a-c below. Recreational vehicles shall be stored behind a 6-foot-high sight-obscuring gate and/or fence/wall. Landscaping shall be installed to screen the recreational vehicles from neighboring views along the side and rear property lines.

- The storage of Recreational Vehicles within a corner street side yard is prohibited.
- Recreational Vehicles less than 6 feet in height may be stored within an interior side yard setback.
- A Director's Review is required for the storage of Recreational Vehicles 6 feet or more in height within an interior side yard setback.

Roof Equipment: On any structure, no mechanical equipment shall be roof-mounted unless Director of Community Development approval is obtained. Said approval shall ensure that the equipment is not in a position to be visible from offsite, or that it is adequately screened from offsite view. Screening shall be integral to the design of the structure.



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Front Yard Landscaping: Within the area forward of the primary structure, a minimum of 50% of the land area shall be maintained with landscaping. Paving which incorporates planting cells shall be counted toward the requirement with the exclusion of the hard surface, and parking on such composite planted paving shall not be allowed within the required front yard. Exceptions allowed upon determination by the Director of Community Development that the front yard treatment is attractive and compatible with the neighborhood.

Terracing: Landscaped terracing with a gradient up to 1:1 may be used to obtain approval of an aggregate height of retaining walls exceeding the single-wall limit set forth in section 11.11.050.E. of the Zoning Ordinance within the required front, side, or rear setback.

II. APPLICATION REQUIREMENTS: The following items are required to be submitted to the City Planning Department when applying for the above modifications.

A. **Attached Findings:** As the applicant/owner, **you are responsible** for completing the justification statement that applies to your particular project. **Only complete the Justification Statement that applies to your project!**

1. Yard Equipment Justification Statement – Item VI.
2. Flat Roof Justification Statement – Item VII.
3. Roof Equipment Justification Statement – VIII.
4. Front Setback Landscaping Justification Statement – Item IX.
5. Residential Tennis Court – no statement required.
6. Terracing – no statement required.
7. Pedestrian Entries – no statement required.

B. **Drawing Sets:**

1. **Site Plan** - three (3) copies* at a scale of 1"=20' or larger (or as otherwise approved by the Director), and including the following:
 - a. Location of lot lines, easements, and all structures, existing and proposed,
 - b. Identification of street names,
 - c. All slopes, contours, and other topographical considerations pertinent to the project;
 - d. All exterior building dimensions; average lot width determination (where project is to be constructed within twenty (20) feet of a side property line); dimensions of all setbacks, and the location of the nearest building wall on all abutting lots,
 - e. All trees with a trunk diameter of six inches or more, measured four feet above grade, unless waived by the Director;
2. **Building Elevations** - three (3) copies* - at a scale of 1" = 8' or larger (or as otherwise approved by the Director), showing:



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- a. Overall building height,
- b. Height of significant component masses, and
- c. Material and color callouts.

NOTE: Please collate and fold all plans and maps to approximately 8½" X 11".

C. Other Materials:

1. **Grant Deed or current Title Report**
2. **Application Fee:** The amount is established by the current fee schedule adopted by the City Council (see below.) Checks should be made payable to the City of La Canada Flintridge

III. PROCESSING YOUR APPLICATION

- A. **Application Submittal:** After you have prepared your plans, and assembled all required information and materials, bring the application packet and the required fees to the Community Development Department. Your project will be assigned a case number and you will receive a receipt for your fee payment.
- B. **Staff Review of Application for Completeness:** You will be notified if anything is missing from your application packet.
- C. **Decision on Request.** A decision on your request will be made by the Director of Community Development. The decision could be approval, approval with conditions or denial.
- D. **Appeal:** If you or any person interested in the project disagrees with the outcome, the decision can be appealed to the Planning Commission. Information regarding the appeals process is available at the Planning Department.

IV. FEES:

Application Fee: \$530.00



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DM#

Date Stamp

V. APPLICATION

A. DESCRIPTION: _____

B. APPLICANT: _____

Name Telephone No. Fax No.

Street Address City, State Zip Code

C. PROPERTY OWNER: _____

Name Telephone No. Fax No.

Street Address City, State Zip Code

D. LOCATION OF PROPERTY (Street Address): _____

Assessor's Parcel Number Nearest Cross Street

E. ZONING: _____ F. AREA OF SITE: _____ sq. ft. _____ acres

G. OTHERS (optional): _____

Name Telephone No. Fax No.

Street Address City, State Zip Code

H. PROPERTY OWNER'S AFFIDAVIT

I (We), _____ hereby declare that I (We) am (are) owner(s) of the property involved in this application, and that all statements, answers and information submitted in support of this application are true and correct to the best of my (our) knowledge and belief.



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I (We) further declare that I (we) understand that the City of La Cañada Flintridge encourages project applicants who are thinking of developing their property to discuss their project with their neighbors.

Property Owner's Signature(s) Date

VI. YARD EQUIPMENT JUSTIFICATION STATEMENT: The following findings must be met before Yard Equipment may be permitted to remain in specific locations. Please indicate how the proposed project meets these criteria (attach additional sheets as necessary):

A. The yard equipment will not interfere with the reasonable use and enjoyment of adjacent or adjoining property.

B. The yard equipment is consistent with the residential character of the neighborhood.

VII. FLAT ROOF JUSTIFICATION STATEMENT: The following findings must be met before additional Flat Roof area may be granted. Please indicate how the proposed project meets these criteria (attach additional sheets as necessary):

A. The roof configuration accommodates an architectural objective, as dictated by style, scale, and/or architectural consistency with the subject structure.

B. The proposed project preserves the existing scale and character of the surrounding neighborhood, and protects public views, and is sensitive to private views and aesthetics and other property values in such neighborhoods in a manner compatible with development of the subject lot and with the Residential Design Guidelines.



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VIII. ROOF EQUIPMENT JUSTIFICATION STATEMENT: The following condition and finding must be met before Roof Equipment may be allowed. Please indicate how the proposed project meets these criteria (attach additional sheets as necessary):

- The equipment is not in a position to be visible from offsite, or that it is adequately screened from offsite view.

IX. FRONT LANDSCAPING JUSTIFICATION STATEMENT: The following finding must be met before front setback landscaping may be allowed to be less than 50% of the setback area. Please indicate how the proposed project meets this criterion (attach additional sheets as necessary):

- The front yard treatment is attractive and compatible with the neighborhood.
