



# CORE PROJECT APPLICATION FORM

Office Use

City Date Stamp

**1. LOCATION OF PROPERTY (Street Address):** \_\_\_\_\_

Assessor's Parcel Number

Nearest Cross Street

**2. PROPERTY OWNER:** \_\_\_\_\_

Name

Telephone No.

Fax No.

Street Address

City, State

Zip Code

**3. APPLICANT:** \_\_\_\_\_

Name

Telephone No.

Fax No.

Street Address

City, State

Zip Code

**4. OTHER (optional):** \_\_\_\_\_

Name

Telephone No.

Fax No.

Street Address

City, State

Zip Code

**5. AREA OF SITE:** \_\_\_\_\_ sq. ft. or \_\_\_\_\_ acres

**6. PROJECT DESCRIPTION:** (Examples: construct new 5,100 sf residence on hillside lot; or add 350 sf addition to residence; or construct fence in front setback):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 7. 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,



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answers and information submitted in support of this application are true and correct to the best of my (our) knowledge and belief.

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.

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Property Owner's Signature(s) Date

### 8. FLOOR AREA CALCULATION SHEET (ALL USES)

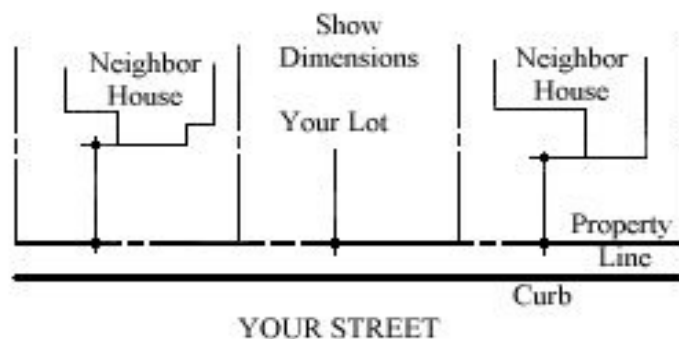
Lot Area: \_\_\_\_\_ sf (exclude flag strips less than 20 feet wide)

Floor Area includes anything with a solid roof, e.g. garages, gazebos, and covered patios, etc. Basements that are 100% below grade are excluded.

|              | Existing Area | - | Demo Area | + | Proposed Area | = | Total Area |
|--------------|---------------|---|-----------|---|---------------|---|------------|
| Ground Level |               | - |           | + |               | = |            |
| Second Floor |               | - |           | + |               | = |            |
| Subtotal     |               |   |           |   | Total:        |   |            |
|              |               |   |           |   | Percent:      |   |            |

### 9. FRONT SETBACK AVERAGING (RESIDENTIAL ONLY)

For all properties except flag lots, which shall have a minimum front setback of 25 feet, the minimum front setback is the average depth of the front setback of two adjacent properties along the same side of the street. In no case, with one exception for hillside properties, will the required front setback be less than 25 feet, nor greater than 150% of the applicant front setback average. Please indicate the front setback for your property and the adjacent properties on the above diagram.



(Any neighboring property with a front setback less than 25 feet shall be considered as having a 25-foot front setback. Adjacent vacant lots or flag strips shall be omitted from calculation of average setbacks, with the nearest non-vacant or non-flag lot beyond to be used instead. For corner lots, the adjacent property fronting on the same street and the property adjacent to that shall be used to determine the required front setback.)



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## 10. STATEMENT OF WATER AVAILABILITY

For Site Address: \_\_\_\_\_  
[PRINT]

Property Owner: \_\_\_\_\_  
[PRINT]

### **WATER COMPANY MUST COMPLETE THIS SECTION:**

Date: \_\_\_\_\_

Community Development Department  
City of La Cañada Flintridge City Hall  
1327 Foothill Boulevard  
La Cañada Flintridge, CA 91011

Attn: Director of Community Development

This letter is certification that the following water company:

\_\_\_\_\_,  
can deliver water to the property described on the previous page of this letter for domestic and fire protection purposes in the quantity and pressure set forth as follows:

Normal Pressure Available - \_\_\_\_\_ (p.s.i.g.) for \_\_\_\_\_ hours.

Normal Water Available - \_\_\_\_\_ (g.p.m.) for \_\_\_\_\_ hours.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_ If a check appears in this space, the facilities necessary to adequately supply water to the property for the use proposed on the previous page of this letter do not meet the requirements as set forth above by the Forester and Fire Warden in accordance with Ordinance No. 7834. The following improvements are needed in order to assure compliance with these requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## 11. CEQA INITIAL STUDY QUESTIONNAIRE CASE TYPE AND NO. \_\_\_\_\_

The City requires the following information so that it may review your project under the requirements of the California Environmental Quality Act (CEQA). Please fill out this Initial Study Questionnaire and submit it with your project application form. Use additional sheets, as needed. For additional information, please call (818) 790-8881.

A. Location of property for this application:

\_\_\_\_\_  
Street City Zip

\_\_\_\_\_  
Nearest Intersecting Street

B. Applicant: \_\_\_\_\_  
Name Telephone No.

\_\_\_\_\_  
Street City Zip

C. Present use of site:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Gross area of site (Include any easements located within property lines)

\_\_\_\_\_ Acres \_\_\_\_\_ Square Feet

E. Project description (Examples: Subdivide 20 Acre to create 30 homesites; Add 650 square foot second story to existing home.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. If the project is for residential development, identify the number and type of residential units. (Examples: 30 Condominiums; 1 Single Family)

\_\_\_\_\_  
\_\_\_\_\_

G. If the project is for non-residential development, answer the following:



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1. Total Floor Area of All Buildings \_\_\_\_\_

2. Number of Buildings and Number of Floors per Each Building  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Total Projected Number of Employees \_\_\_\_\_

4. Operating Hours \_\_\_\_\_

5. Maximum Number of Employees per Shift:  
Day \_\_\_\_\_ Swing \_\_\_\_\_ Graveyard \_\_\_\_\_

H. Area devoted to structures (Footprint of All buildings)  
\_\_\_\_\_ Acres \_\_\_\_\_ Square Feet \_\_\_\_\_ % of Lot Area

I. Area devoted to open space (Lot Area Minus Footprint)  
\_\_\_\_\_ Acres \_\_\_\_\_ Square Feet \_\_\_\_\_ % of Lot Area

J. List and describe all related permits or other public approvals that you will obtain for this project. Include the name of the permitting agency. (Examples: Section 404 Permit from U.S. Army Corps of Engineers for Grading in Stream; Health Department Permit for Restaurant Kitchen Facilities; County Flood Control Department for Easement Encroachment.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

K. Phasing. Will this project be built in phases or is this project part of a larger project, plan or program? Discuss the timing of the project, including projected start and finish dates. Attach a time schedule, if appropriate. If the project is part of a larger project or previously granted permit for which an Environmental Impact Report (EIR) or Negative Declaration (ND) has been prepared, attached a copy of the appropriate documentation or identify the relevant city of La Cañada Flintridge case no. Attach additional sheets, if necessary.



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L. Project site. Describe the project site as it is before the project. Discuss topography and slope characteristics, plants and animals, crops, and any cultural, historical or scenic aspects. Describe any existing structures on the site and the use of these structures on the site and the use of these structures. Attach additional sheets, if necessary.

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M. Environmental setting. Describe the surrounding properties. Discuss topography and slope characteristics, plants and animals and any cultural, historical or scenic aspects. Indicate the types of surrounding land uses (residential, commercial, open space) and the intensity and the scale of development (one and two-story single family homes, high-rise hospital, strip commercial). Attach additional sheets, if necessary.

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N. Will the project require any grading? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how many cubic yards of materials will be moved? Cut: \_\_\_\_\_ Fill: \_\_\_\_\_

Will the earth movement be balanced on the site? \_\_\_\_\_ Yes \_\_\_\_\_ No

If grading will require the addition or removal of material, where will the material be obtained from or deposited?

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O. Are there any identifiable landslides or other major geologic hazards on the property? Include areas of compacted fill.

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P. Are there any natural drainage courses, springs, ponds, etc., on the property?

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Q. Will any natural water courses, surface flow paths, etc., be changed through implementation of the project?

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R. Identify any hazardous substances, such as oil, pesticides, chemicals or radioactive materials that will be handled or stored on or off the site, as a result of this project or its operations.

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S. What are the existing principal sources of noise at the project site?

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T. Describe the facilities and/or equipment within your project which are expected to induce noise?

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U. What types of odors will the project generate?

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V. Identify the source of any dust which the project may generate.

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W. What provision will be included for security within the project?

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X. Identify, in general terms, the plants and animals of the project area.

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Y. Explain any displacement of people which will result from the project.

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Z. Identify any historical sites located on the property.

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AA. What school district serves the property? \_\_\_\_\_

If the project is a residential development of five(5) or more units, attach verification from the appropriate school district stating that existing school facilities are adequate to meet the anticipated increase in attendance resulting from the project. Verification attached: \_\_\_\_\_

AB. Is sewer presently available to the site? \_\_\_\_\_ yes \_\_\_\_\_ no

If sewer service is available, attach verification from the appropriate sewer district stating that existing sewers are capable of meeting the anticipated increase resulting from the project.

Verification attached \_\_\_\_\_

AC. If sewers are not available, what type of disposal system will be used?

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AD. Is an existing water supply available for adequate fire protection? \_\_\_\_\_ yes  
\_\_\_\_\_ no



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If an adequate supply is available, attach verification from the L.A. County Fire Department supporting this claim. Verification attached \_\_\_\_\_.

**12. 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 \_\_\_\_\_

Name: \_\_\_\_\_

For (if agent): \_\_\_\_\_