



# FLOOR AREA REVIEW APPLICATION (Requires Additional Core Application)

## I. INTRODUCTION

Floor Area Review is required for projects exceeding 4,500 sf of total floor area on lots with an average lot width of less than 80 feet.

This guide and the attached forms identify the information which you, as the applicant, must provide 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.

## II. APPLICATION REQUIREMENTS

The following items are required to be submitted to the City Planning Department when applying for the above review **IN ADDITION TO THE CORE PROJECT APPLICATION FORM:**

### A. Attached Forms:

#### 1. **Supplemental Application Form**

### B. Public Notice Materials: (*Optionally, the city will provide all the public notice materials for a flat fee of \$150.00, otherwise follow the instructions below.*)

1. **Property Owners Map** - One copy depicting all properties within 500 feet of the project site.
2. **Property Owners List** - names and addresses of all current owners of the properties within the required radius per map, keyed to map.
3. **Property Owners Labels** - Two sets of mailing labels corresponding to list.
4. **Vicinity map** - showing all parcels within 500 feet of the project site and indicating their land use(s).

### C. Drawing Sets:

1. **Site Plan** - thirteen (13) copies\* - at a scale of 1" = 20' or larger (or as otherwise approved by the Director) and including the following:
  - Location of lot lines, streets (with street names), easements and all structures (existing and proposed);
  - Slopes, contours, trees, and other pertinent physical features;
  - All exterior building dimensions, setbacks;
  - Location, use and approximate distance from property line of the nearest structures on all properties surrounding the project site. This information may be submitted as a separate map or included on the site plan.
  - Vehicle circulation and parking areas, including dimensions of drive aisles and parking spaces; and
  - All exterior lighting, existing and proposed.



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2. **Building Elevations** - thirteen (13) copies\* - at a scale of 1" = 8' or larger (or as otherwise approved by the Director) and including the following:
  - All exterior sides of all existing and proposed buildings.
  - All exterior building dimensions, including heights; and
  - Description of all exterior building materials.
3. **Floor Plans** - thirteen (13) copies\* - at a scale of 1" = 8' or larger (or as otherwise approved by the Director) and including the following:
  - Description of the proposed use of all interior floor area;
  - **Shading of the affected walls and areas to be modified or built;**
  - All dimensions of interior rooms or other enclosed areas; and
  - Location of all plumbing equipment, existing or proposed.
4. **Landscape Plan** - thirteen (13) copies\* - showing as appropriate:
  - Existing trees with a diameter of 6" or more at 4 ft above grade and/or overall height of 15 ft or more; PROTECTED TREES should be clearly indicated.
  - Species, trunk diameter, height and condition of all trees;
  - Existing trees to remain and those to be removed, including ALL TREES within 25 feet of new and existing structure(s).
  - Species, location, size, PLANT PICTURES, etc. of landscaping to be added;
  - Provisions for ongoing maintenance and irrigation.

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

*\*The applicant may submit four (4) sets of plans for the initial review. Once it has been determined that the plans contain the necessary information, a total of thirteen (13) sets will be required.*

### **D. Other Materials:**

1. **Digital Plan Submittal:** All plans will be required to be submitted in digital format (jpeg, tiff). Alternatively, an 8½" x 11" reduced print of each drawing sheet may be submitted.
2. **Application fee.** The amount is established by the current fee schedule and adopted by the City Council. Checks should be made payable to the City of La Cañada Flintridge.

## **IV. PROCESSING YOUR APPLICATION**

The following steps are typically involved in processing a Floor Area Review request.

- A. **Pre-Application Review.** A preliminary meeting with the Planning Staff is recommended, though not required. The meeting gives you and staff an opportunity to review your project and the applicable Zoning standards.
- B. **Application Submittal.** After you have prepared your plans and filled out the application forms, bring them, with the required fee, to the Planning Department. You will receive a case number for your project and a receipt for your payment. Only three (3) sets of plans are required for the initial review.



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- C. **Staff Review of Application for Completeness.** The Planning Staff will let you know if there is anything missing from your application packet or set of plans. When the packet is deemed complete and a date is set for deciding your request, thirteen (13) sets of plans will be required.
- D. **Staff Review for Environmental Determination.** Your project will be reviewed for any possible environmental impacts. If additional information is required, we will notify you.
- E. **Staff Review of the Modification Request.** Staff will examine the application materials, including your plans, justification statement and other information. We will make one or more site visits, and may contact surrounding property owners.
- F. **Decision on Request.** A decision on your request will be made by the Planning Commission. The decision could be approval, approval with conditions, denial, or continuation for redesign. **THE PLANNING COMMISSIONERS WILL VISIT YOUR SITE PRIOR TO THE MEETING. BE SURE TO ARRANGE FOR OPEN GATES, PENNING OF ANIMALS, ACCESS TO SITE, ETC.**
- G. **Appeal.** If you or someone interested with the project disagrees with the decision, an appeal can be filed with the City. Information on appeals is available at the Planning Department.

### V. FEES

**The following is the current fee schedule for a Floor Area Review:** The Application Fee, Deposit, Environmental Assessment and Hearing Notice Fee shall be paid to the “City of La Cañada Flintridge” at the time of application. The County Posting Fee and any Department of Fish & Game fees shall be paid later as instructed by your Project Planner. These checks shall be made out to the County Recorder and/or Department of Fish & Game directly.

Application Fee:	\$2,905.00	<b><u>Separate check may be required later:</u></b>	
Environmental Assessment:	\$250.00	County Posting Fee:	\$75.00 (payable to L.A. County Recorder)
Hearing Notice Fee:	<u>\$150.00</u>	Environmental Impact Report:	\$2,792.25 (payable to Dept of Fish & Games)
<b>TOTAL FEE:</b>	<b>\$3,305.00</b>	Negative Declaration:	\$2,010.25 (payable to Dept of Fish & Games)

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FAR#

City Date Stamp

## VI. FLOOR AREA REVIEW SUPPLEMENTAL APPLICATION

- A. **JUSTIFICATION STATEMENT:** The following finding must be met before a Floor Area Review request can be granted. Please indicate how the proposed project meets this criteria (attach additional sheets as necessary):

Through its siting, screening, and/or massing effects, the project is compatible with its neighborhood setting. The project satisfies this finding by:

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