



**PLANNING COMMISSION
SETBACK MODIFICATION APPLICATION
(Requires Additional Core Application)**

I. INTRODUCTION: A City approved modification is required to decrease required yard areas (setbacks). For example, on a lot 100 feet wide, you would need a Setback Modification if you proposed an addition within 10 feet of the side property line. Also, you would need a Floor Area Modification if your project had a floor area ratio greater than the required standard.

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 modification 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 modifications **IN ADDITION TO THE CORE PROJECT APPLICATION:**

A. Attached Forms:

1. **Supplemental Form**
2. **Story Pole Certification (unless instructed otherwise)**

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** - depicting all properties within 300 feet from 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 300 feet of the project site, and indicating their existing 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;
 - Vehicle circulation and parking areas, including dimensions of drive aisles and parking spaces;
 - All exterior lighting, existing and proposed; and
 - Location, use and approximate distance from property line of the nearest structures on all properties surrounding the project site. This may be submitted as a separate map or included on the site plan.



**PLANNING COMMISSION
SETBACK MODIFICATION APPLICATION
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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), showing:
 - 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, including the following:
 - Dimensions and 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.

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 are 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. **Grant Deed or current Title Report**
3. **Landscape Plans (if required)** - thirteen (13) copies* - showing as appropriate:
 - Existing trees with a diameter of 2" or more at 4 ft above grade and/or overall height of 15 ft or more;
 - Species, trunk diameter, height and condition of all trees;
 - Existing trees to remain and those to be removed;
 - Species, location, size, **PLANT PICTURES**, etc. of landscaping to be added;
 - Provisions for ongoing maintenance and irrigation;
 - Evidence of slope stability through vegetation of created slopes.
4. **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 Cañada Flintridge

III. PROCESSING YOUR APPLICATION

- A. **Pre-Application Review:** A preliminary meeting with the Planning Staff is recommended, though not required. The meeting gives you and Staff a chance to review your project and the applicable zoning standards.



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- B. **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 Planning Department. Your project will be assigned a case number and you will receive a receipt for your fee payment. Only three (3) sets of plans are required for the initial review.
- C. **Staff Review of Application for Completeness:** You will be notified if anything is missing from your application packet. When the packet is complete and a date is set for deciding your request, a total of 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, continuation for redesign, or denial. **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 any person interested in the project disagrees with the outcome, the decision can be appealed to the City Council. Information regarding the appeals process is available at the Planning Department.

IV. FEES:

The following is the current fee schedule for a Modification: 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.

			<u>Separate check required later:</u>
Application Fee	\$2,905.00	County Posting Fee	\$75.00 (payable to L.A. County Recorder)
Environmental Assessment	\$100.00	Environmental Impact Report	\$2,792.25 (payable to Dept of Fish & Game)
Hearing Notice Fee	\$150.00	Negative Declaration	\$2,010.25 (payable to Dept of Fish & Game)
TOTAL FEE	\$3,155.00		



**PLANNING COMMISSION
SETBACK MODIFICATION APPLICATION
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MOD#

City Date Stamp

V. JUSTIFICATION STATEMENT: The following conditions and findings must be met before a Setback Modification may be granted. Please indicate how the proposed project meets these criteria (attach additional sheets as necessary):

A. The proposed project is compatible with existing development on the site, and is consistent with other development in the immediate vicinity:

B. The modification authorized will not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which the property is situated:

C. Strict application of zoning regulations as they apply to such property will result in practical difficulties or unnecessary hardships inconsistent with the general purpose of such regulations and standards:

D. The modification will not be materially detrimental to the public health, safety or general welfare, or to the use, enjoyment or valuation of property of other persons located in the vicinity:



**PLANNING COMMISSION
SETBACK MODIFICATION APPLICATION
(Requires Additional Core Application)**

E. The proposed project preserves the existing scale and character of the surrounding neighborhood and protects public views, and aesthetic and other property values in such neighborhoods in a manner which is compatible with reasonable development of the subject lot.

VI. STORY POLE AND SITE MARKING REQUIREMENTS (if required – talk to your case planner)

Story poles are temporary frame structures used to visualize the outline of a proposed permanent structure. They shall be installed, and the site shall be marked, according to the following standards:

1. Procedure

- a. Prior to formal project submittal, a **Site Marking Plan shall be submitted** to the City, indicating the location and height of each story pole and/or other site features and/or building footing outline. Unless otherwise approved by the City, this plan shall be based on the roof plan combined with the site plan. No story poles shall be installed until this plan is approved by the City as adequately showing the outline of the proposed building or other site features.
- b. Upon City approval of the Site Marking Plan, formal project submittal may be made. Staff will not schedule a hearing until the story poles and related installation materials are in place.

2. Construction

- a. Story poles shall be of sufficiently rigid and durable material as to last for at least 3 months. Such materials as 2x4 lumber or 4” PVC pipe are recommended.
- b. Horizontal features such as eaves, ridgelines, or significant retaining walls shall be shown with bright material such as vinyl grid fencing (snow fence).
- c. Other site features and/or building footing outline shall be marked as indicated on the approved Site Marking Plan.



**PLANNING COMMISSION
SETBACK MODIFICATION APPLICATION
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3. Certification

- a. Prior to story pole installation, the applicant shall sign a waiver absolving the City of any liability associated with the construction of, or damage by, the temporary story pole construction.
- b. The story poles shall be installed by a licensed contractor. The contractor, or a licensed engineer, architect, or surveyor, shall complete and sign a City form certifying the accuracy of the installation.

4. Removal

The story poles shall remain in place until the appeal period has expired, or until a City Council appeal action has been made, whichever comes last. Removal shall occur within 3 days of that date.

VII. STORY POLE WAIVER & STATEMENT

I, _____, hereby absolve the City of La Canada Flintridge of any and all liability associated with the construction of, or damage by, the temporary height poles that I will install in compliance with the City's Story Pole and Site Marking Requirements. I further understand that the story poles shall remain in place until the appeal period has expired, or until an appeal action has been made, whichever comes last, and that removal shall occur within 3 days of that date.

Signed Date

VIII. STORY POLE CERTIFICATION

I, _____, hereby certify that the story poles installed at the above address are consistent in height and location with the roof, site and elevation plans drawn by _____ and dated _____.

Signed Date

Name Title

License Number License Expiration Date