



PLANNED DEVELOPMENT PERMIT (PDP) APPLICATION (Requires Additional Core Application)

I. INTRODUCTION

All new projects in the R-3 zone, other than single-family residences, require Planned Development Permit (PDP) approval by the Planning Commission.

This guide and the attached forms identify the information which you must provide to the City before a decision can be made on your PDP request. You are also encouraged to contact the Planning Department at 790-8881 if you have questions about your project or the application process.

II. APPLICATION REQUIREMENTS

The following items are required to be submitted to the Planning Department when applying for a Planned Development Permit **IN ADDITION TO THE CORE APPLICATION FORM:**

A. Attached Forms:

1. **Project Supplemental Questions 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 (1) copy of a map depicting all the properties within the required radius of the project site. A list of the names and addresses of all current owners of these depicted properties. The required radius is as follows:
 - For all residential properties - 500 feet
 - For all non-residential properties -
 - With an area of 30,000 sq. ft. or less -500 feet (exclusive of 210 Freeway right of way area)
 - With an area greater than 30,000 sq. ft. -800 feet (exclusive of 210 Freeway right of way area)
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** - One (1) copy of a map showing all parcels within 500 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);
 - Identification of street names;
 - Slopes, contours, trees and other pertinent physical features;



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- 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 information may be submitted as a separate map or included on the site plan.
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 and colors.
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.

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. **Title Report or Grant Deed.**
2. **Color and materials board** - 8" X 11" or 11" X 17"
3. **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.
4. **Landscape Plans (if required)** - thirteen (13) copies* - showing as appropriate:
 - Existing trees with a diameter of 2" or more as measured 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, and PLANT PICTURES, of landscaping to be added;
 - Provisions for ongoing maintenance and irrigation;
 - Evidence of slope stability through vegetation of created slopes;
5. **An 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.



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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.
- 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 fee payment. Only three (3) sets of plans are required for the initial review.
- C. **Staff Review of Application for Completeness.** The Planning Staff will let you know if there is anything missing from your application packet. When the packet is 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 also be reviewed for any possible environmental impacts. If additional information is required, we will notify you.
- E. **Design Commission Review.** Your project may also require review by the Design Commission for design, landscaping, signs, etc. Contact the Planning Department for additional information.
- F. **Staff Review of the PDP 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.
- G. **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.**
- H. **Appeal.** If you or someone interested in the project disagrees with the decision, an appeal can be filed with the City. Information regarding the appeals process is available at the Planning Department.

IV. FEES:

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 may be required later:</u>
Application Fee:	\$4,515.00	County Posting Fee: \$75.00 (payable to L.A. County Recorder)
Deposit - City Engineer:	\$1,500.00	Environmental Impact Report: \$2,792.25 (payable to Dept of Fish & Game)
Environmental Assessment:	\$250.00	Negative Declaration: \$2,010.25 (payable to Dept of Fish & Game)
Hearing Notice Fee:	\$300.00	
TOTAL FEE	\$6,565.00	



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V. PLANNED DEVELOPMENT PERMIT SUPPLEMENTAL QUESTIONS

PDP#

City Date Stamp

A. DESCRIPTION OF USES

1. Existing uses to be terminated: _____

2. Existing uses to be continued: _____

3. New uses to be initiated: _____

B. DEVELOPMENT DESCRIPTION

1. Gross Floor Area

Existing Floor Area to Remain:	_____ sq. ft.
Proposed Additional Floor Area	_____ sq. ft.
Total Gross Floor Area Proposed	_____ sq. ft.
2. Parking

Number of Spaces Proposed	_____
Number of Covered Spaces Proposed	_____
Number of Open Spaces Proposed	_____
3. Amendments. If this application is for an amendment or extension of an existing PDP, please provide the following information:

Previous Case No.: _____

Date Issued: _____



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C. JUSTIFICATION STATEMENT: The following findings must be met before a PDP can be granted. Please indicate how the proposed project meets these criteria (attach additional sheets as necessary):

1. That the proposed development complies with the general plan and with the intent of the development standards of the R-3 zone for protection of neighborhood character and preservation of the general welfare of the community;

2. That the site plans, architectural design and landscaping plans of the project contribute to the R-3 zone goals of:

- A. Compatibility with the density, character and design of any surrounding neighborhoods, particularly where adjacent to single-family residences,
- B. Internal compatibility of the project's architecture, landscaping, and use of open space to achieve a high quality residential environment, and
- C. Sufficient open space provided for both private and common areas to maintain a low density or semi-rural character for the project as a whole;

3. That any departure from guidelines permitted by the Planning Commission should be utilized to effectively achieve quality and compatibility with the surrounding neighborhoods;

4. That the project will not create a nuisance, hazard or enforcement problem within the neighborhood or the city or require the city to provide an unusual or disproportionate level of public services;



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5. That any potential for the project to present visibly excessive bulk from any nearby vantage point is mitigated by screening or siting characteristics.
