



City of RANCHO PALOS VERDES

Community Development Department

30940 Hawthorne Blvd, Rancho Palos Verdes, CA 90275

Phone: (310) 544-5228 Fax: (310) 544-5293

www.palosverdes.com/rpv

RESIDENTIAL DEVELOPMENT SUBMITTAL CHECKLIST

REQUIRED Application Items:

- _____ 1 copy of the Uniform Planning Application (signed by the Landowner).
- _____ Development Plans (3 full sized complete sets).
 - Cover sheet with a detailed project description, including an existing & proposed square footage calculation (for main structure, garage, and any accessory structures), lot coverage calculation, linear wall demolition calculation, grading quantities (cut/fill depth & cubic yardage), etc.
 - Site plan that accurately depicts lot dimensions, property lines, the street right-of-way, driveway location, impervious surfaces, parking areas, and easements on the lot to scale. The plans must indicate the location and dimensions of all existing and proposed structures and the distance structures are from property lines.
 - Topography of the lot with either elevation call outs or topographic contours. Call out all slopes that are 35% grade or steeper and the distance all proposed structures are from any slope that is equal or steeper than 50% grade.
 - Existing and proposed floor plan.
 - Existing and proposed roof plan.
 - Elevation drawings illustrating the maximum height of the proposed structure as measured from the highest point of the existing grade covered by the structure to the ridge as well as the maximum height of the proposed structure measured from the finished grade adjacent to the lowest foundation to the roof ridge.
 - Existing and Proposed ridge height elevations and lowest finished floor and grade elevations.
- _____ 1 complete set of above drawings reduced to 8-1/2" x 11".
- _____ **Neighborhood Compatibility Analysis** *(If Applicable)*.
 - Silhouette Certification Form accompanied by a silhouette plan (see attached guidelines).
 - 2 sets of Mailing Labels, 500' Radius Map, and a signed Certification Form (see attached guidelines).

_____ **Height Variation Permit**

- Early Neighbor Consultation Form(s).
- Silhouette Certification Form accompanied by a silhouette plan (see attached guidelines).
- 2 sets of Mailing Labels, 500' Radius Map, and a signed Certification Form (see attached guidelines).
- 1 complete set of development plans in an electronic format for projects that require public hearing.

_____ **Grading Permit**

- Grading plans that accurately (and to scale) identify contours (1 foot contour lines are preferred) of existing topographic conditions as well as finished contours of all proposed grading. Site plan shall be signed by a registered professional engineer or architect.
- Highest/greatest point cross sections of retaining walls as well as cut/fill slopes. Please provide top of wall and bottom of wall call-outs as applicable.
- 2 sets of Mailing Labels, 500' Radius Map, and a signed Certification Form (see attached guidelines).
- 1 complete set of development plans in an electronic format for projects that require public hearing (PDF Preferred).

_____ **Extreme Slope Permit**

- 2 sets of Mailing Labels, 500' Radius Map, and a signed Certification Form (see attached guidelines).

_____ **Fence, Wall, and Hedge Permit**

- Elevation displaying side view of fence, wall or hedge, with all heights and construction materials clearly labeled.
- Indicate topography of the lot and include a section identifying the relationship between the subject lot and adjacent lot.
- 2 sets of Mailing Labels, 500' Radius Map, and a signed Certification Form (see attached guidelines).

_____ **Minor Exception Permit**

- A written explanation detailing the basis for granting a Minor Exception Permit (see RPVMC 17.66.050.A).
- 2 sets of Mailing Labels, Radius Map and signed Certification Form for adjacent properties only (see attached guidelines).

_____ **Variance Permit**

- Burden of Proof Statements, explaining the basis for granting a Variance (see RPVMC 17.64.050).
- 2 sets of Mailing Labels, 500' Radius Map, and a signed Certification Form (see attached guidelines).
- 1 complete set of development plans in an electronic format (PDF Preferred).

_____ **Coastal Permit**

- A completed copy of the "Storm Water Planning Program Priority Project Checklist" form.
- 2 sets of Mailing Labels, 100' Radius Map (500' Radius Map for Planning commission review), and a signed Certification Form (see attached guidelines).
- 1 complete set of development plans in an electronic format (PDF Preferred).

_____ Applicable fees.

Note: Plans must be individually folded by the applicant to a maximum 8 1/2" x 11" size. Upon further review of your project by your assigned planner additional information or special studies may be required to augment the submitted materials. Additional copies of some documents may be required for public hearings.



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UNIFORM PLANNING APPLICATION

Planning Case No: _____

Project Address: _____

SUBMITTED APPLICATION(S) (Please check all that apply):

<input type="checkbox"/> Antenna Site Plan Review	<input type="checkbox"/> Geologic Investigation Permit	<input type="checkbox"/> Site Plan Review Major
<input type="checkbox"/> Coastal Permit Appealable / Non-appealable	<input type="checkbox"/> Grading Permit	<input type="checkbox"/> Site Plan Review Minor
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Height Variation	<input type="checkbox"/> Special Construction Permit
<input type="checkbox"/> Division of Land Permit	<input type="checkbox"/> Landslide Moratorium Exception	<input type="checkbox"/> Special Use Permit
<input type="checkbox"/> Environmental Assessment	<input type="checkbox"/> Large Domestic Animal Permit	<input type="checkbox"/> Variance
<input type="checkbox"/> Exotic Animal Permit	<input type="checkbox"/> Lot Line Adjustment	<input type="checkbox"/> Zone Change Permit
<input type="checkbox"/> Extreme Slope Permit	<input type="checkbox"/> Minor Exception Permit	<input type="checkbox"/> Revision/Amendment
<input type="checkbox"/> General Plan Amendment Initiation Request	<input type="checkbox"/> Sign Permit	<input type="checkbox"/> Other

Applicants: *If you have any questions regarding this application or required materials, please call the Community Development Department at (310) 544-5228 or e-mail planning@rpv.com*

CONTACT INFORMATION (Please print or type)

PROPERTY OWNER _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Email _____

REPRESENTATIVE _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Email _____

City Business License No. (architects and design professionals only) _____

HAZARDOUS WASTE & SUBSTANCE STATEMENT

Section 65962.5(f) of the California Government Code requires that no application for a development project be accepted as complete unless accompanied by a signed statement indicating whether the project and any alternatives are located on a site that is included on any of the lists compiled pursuant to Government Code Section 65962.5. <http://palosverdes.com/rpv/planning/planning-zoning/index.cfm>

_____ The project site does **not** fall within an identified hazardous site. (If checked please proceed to next section of this application)

_____ The project site does fall within an identified hazardous site.

PROJECT SILHOUETTE WAIVER

The waiver below must be completed if you are required to construct a project silhouette for the Neighborhood Compatibility analysis. See attached construction criteria and certification form.

I, _____, am the owner of property located at _____ in the City of Rancho Palos Verdes and wish to apply to the City for permission to construct a temporary silhouette:

I understand that, pursuant to Section 17.02.040(C)(1)(d), I must construct and maintain a temporary frame as a visual aid for evaluating the impacts of the proposed structure. I hereby waive any claim against the City of Rancho Palos Verdes for any damage or injury caused by the construction of the frame or by any subsequent failure of the frame.

Landowner Signature

Date

INFORMATION TO DETERMINE IF A FOLIAGE ANALYSIS IS NECESSARY

Does the proposed project involve an addition or structure which is 120 square feet or more in size **and** which can be used as a gathering space and viewing area (i.e., decks, covered patios)?

Yes No

Does the proposed project involve an addition or structure which consists of 120 square feet or more of **habitable** space (i.e., room expansions, additions, conversions)?

Yes No

If the answer is "yes" to either question a foliage analysis must be conducted by staff to determine if any existing foliage on the applicant's property, which exceeds 16 feet or the ridgeline of the primary residence, whichever is lower, impairs a view from any surrounding properties.

PROPERTY OWNER'S CERTIFICATION

I hereby certify, under penalty of perjury, that the information and materials submitted with this application are true and correct.

Landowner Signature _____ Date _____