

## **PROCEDURES FOR PROCESSING COASTAL PERMITS**

### **SECTION 1: Is the subject property located in the Coastal District?**

The Coastal District includes all lands located seaward of Palos Verdes Drive West and Palos Verdes Drive South in Rancho Palos Verdes (see attached map).

If no, the property is not subject to a Coastal Act.

If yes, proceed to Section 2.

### **SECTION 2: Is the project exempt or excluded from requiring a Coastal Permit?**

**EXEMPT:** A project which is not "new development", i.e., does not involve placement or erecting of a structure, grading, change in density or intensity, division of land, removal of major vegetation (except as part of on-going agricultural activities), etc.

#### **EXCLUDED:**

- A. Minor public works projects.
- B. Necessary utility connections.
- C. Categories added by the California Coastal Commission.
- D. Improvements, repairs or maintenance to existing structures or facilities, unless they would result in:
  - 1. A risk of adverse environmental effects, such as:
    - a. Significant alteration of landforms, including the removal or placement of vegetation.
    - b. Expansion or construction of water wells or septic systems.
    - c. Projects where a previous Coastal Permit approval required a new Coastal Permit for future expansions or additions.
  - 2. An adverse effect on public access.
  - 3. A change in use which is contrary to the Coastal Specific Plan.
- E. Additions to existing single family residences and accessory structures in an Appealable Area (see attached map) which do not exceed the former structure in floor area or height by more than 10%, or do not require a Variance. Additions located partially or completely within the coastal setback zone shall not be eligible for this exemption.

F. Any improvements in a Non-appealable Area (see attached map) which require only a Site Plan Review. Additions located partially or completely within the coastal setback zone shall not be eligible for this exemption.

If yes, a Coastal Permit is not required.

If no, proceed to Section 3.

### **SECTION 3: Is the property located in an Appealable Area?**

The Appealable Area includes all land, either developed or vacant, which is:

1. Located between the sea and the first public road paralleling the sea; or,
2. Located within 300 feet of the mean high tide line, if this distance is greater than the distance to the first public road paralleling the sea; or,
3. Located within 100 feet of any wetland, estuary or stream; or,
4. Located in a sensitive coastal resource area, as defined by the Coastal Act.

If yes, proceed with this Section.

If no, proceed to Section 4.

Any Coastal Permit the City grants in an Appealable Area may be appealed to the California Coastal Commission, once the interested parties have exhausted their appeal opportunities with the City. The Appealable Areas in Rancho Palos Verdes are indicated as the shaded areas on the attached map.

Any project in an Appealable Area that requires a Coastal Permit, will also require a public hearing, either before the Planning Commission or the City's Hearings Officer (aka: Director of Planning and Building). The Planning Commission must act on the Coastal Permit if the related application would require a public hearing per the Development Code, such as Variances, Conditional Use Permits or Tentative Tract Maps. The Hearing Officer must act on the Coastal Permit for all other related applications (if any) which are not otherwise exempt or exempted (see Section 2), such as Height Variations, Minor Exception Permits or Special Use Permits.

The Notice of the public hearing must be issued a minimum of 15 days prior to the hearing date and must be mailed to the following:

1. Applicant and Landowner (if different).
2. Interested Parties who have supplied the City with self-addressed, stamped envelopes.
3. Property owners and residents who reside within 100 feet of the subject property. This radius must be expanded, if necessary, to include at least 10 property owners.
4. California Coastal Commission.

The Notice must include the Coastal Permit and any other related applications. If the hearing is before the Planning Commission, the public notice must be published in the Peninsula News a minimum of 15 days before the hearing, in addition to being mailed, as described above.

Once a decision is made on the Coastal Permit, a Notice of Decision must be sent out to the applicant, landowner, the interested parties and California Coastal Commission. If an appeal is filed during the City's 15 day appeal period, the Coastal Permit and related applications must be re-noticed as described above.

Within 7 days of the expiration of the last 15 day appeal period, a Notice of Final Decision must be sent to the applicant, landowner, the interested parties and, most importantly, the California Coastal Commission. Please note that the notice to the Coastal Commission must be sent by certified mail.

Any aggrieved person or 2 members of the Coastal Commission may appeal any Coastal Permit that has been approved by the City. The appeal must be made within 10 working days after the Notice of Final Decision is received and accepted as complete by the California Coastal Commission.

**\*\*SPECIAL NOTE: \*\***

*For major or controversial projects which are likely to be appealed to the California Coastal Commission (including all grading and drainage improvements in the Portuguese Bend Club), the final resolution, Staff Reports, plans and minutes (if available) should be attached to the notice sent to the California Coastal Commission.*

#### **SECTION 4: Is the property located in a Non-appealable Area?**

The Non-appealable Areas include all land in the Coastal District and are shown as the un-shaded areas on the attached map.

If no, refer to Section 3.

If yes, proceed with this Section.

#### **Does the proposed project require a public hearing pursuant to the Development Code?**

If no, proceed to Section 5.

If yes, proceed with this Section.

The Notice must include the Coastal Permit and any other related applications. A minimum of 15 days prior to the public hearing, the public notice must be published in the Peninsula News and mailed out to the following:

1. Applicant and Landowner (if different).
2. Interested Parties who have supplied the City with self-addressed, stamped envelopes.
3. Property owners and residents who reside within 100 feet of the subject property. This radius must be expanded, if necessary, to include at least 10 property owners.
4. California Coastal Commission.

Once a decision is made on the Coastal Permit, a Notice of Decision must be sent out to the applicant, landowner, the interested parties and Coastal Commission. If an appeal is filed during the 15 day appeal period, the Coastal Permit and related applications must be re-noticed as described above.

Within 7 days of the expiration of the 15 day appeal period following the Planning Commission's action or the City Council's action on the Coastal Permit, a Notice of Final Decision must be sent to the applicant, landowner, the interested parties and the California Coastal Commission. The notice to the California Coastal Commission must be sent by certified mail. Please note that the City's decision is final since these permits are not appealable to the California Coastal Commission.

**SECTION 5: The property is located in a Non-appealable Area and does not require a public hearing, pursuant to the Development Code.**

If the project requires a public hearing, refer to Section 4.

If not, then proceed with this Section.

Projects that fall into this section do not require consideration by the Hearings Officer or the Planning Commission. However, at least 7 days prior to the Staff decision, a Notice must be sent to the following:

1. Applicant and Landowner (if different).
2. Interested Parties who have supplied the City with self-addressed, stamped envelopes.
3. Property owners and residents who reside within 100 feet of the subject property. This radius must be expanded, if necessary, to include at least 10 property owners.
4. California Coastal Commission.

The notice for the Coastal Permit can be combined with the notice for any related application, such as Height Variations, Minor Exception Permits, Special use Permits, etc.

Once a decision is made on the Coastal Permit, a Notice of Decision must be sent out to the applicant, landowner, the interested parties and California Coastal Commission. Any subsequent appeal of the Coastal Permit must be re-noticed as described above and published in the Peninsula News.

Within 7 days of the expiration of the last appeal period, a Notice of Final Decision must be sent to the applicant, landowner, interested parties and California Coastal Commission. The notice to the California Coastal Commission must be sent by certified mail. Please note that the City's decision is final since these permits are not appealable to the California Coastal Commission.



## COASTAL PERMIT APPLICATION

A Coastal Permit is required by the California Coastal Act of 1976 for all development in the Coastal Zone, unless the specific type of development is exempt or excluded. Previously issued by the California Coastal Commission, Coastal Permits came under the City's authority August 1, 1983. Certain applications may be appealed to the Coastal Commission after the City appeals procedure is exhausted.

The primary criterion in reviewing a Coastal Permit application is conformity with the Rancho Palos Verdes Coastal Specific Plan. In most cases, a Coastal Permit application will be processed concurrently with some other City application (hereafter referred to as "primary application") and requires only additional administrative steps. In a few instances, however, the Coastal Permit application process requires major steps not required for the primary application.

The Planning Staff will explain to you the specific process for your application and it is recommended that you confer with them early in the planning stages of your project.

When you are ready to file the application, please make certain that the entire form is completed and that you have all the required materials. The application will not be accepted for filing without a complete submission.

These are the materials you must submit:

- All plans, materials and fees for the primary application.
- Coastal Permit Application signed by both the applicant and landowner.
- Filing Fee<sup>1</sup>: (Payable to the City of Rancho Palos Verdes)

Major Applications (Planning Commission)

- Non-Appealable<sup>1</sup>
- Appealable<sup>1</sup>

Minor Applications (Hearing Officer)

- Non-Appealable<sup>1</sup>
- Appealable<sup>1</sup>

\* If an appealable / nonappealable Coastal Permit is filed in conjunction with other applications for concurrent review by the Planning Commission, the Coastal Permit Fee shall be  $\frac{1}{2}$  the established fee adopted by City Council Resolution.

- If not required with primary application, one copy of a land use vicinity map showing all properties within 100 feet of the property. This map must label all streets and indicate the current uses and current zoning for all property within 100 feet. (See attached instruction sheet).

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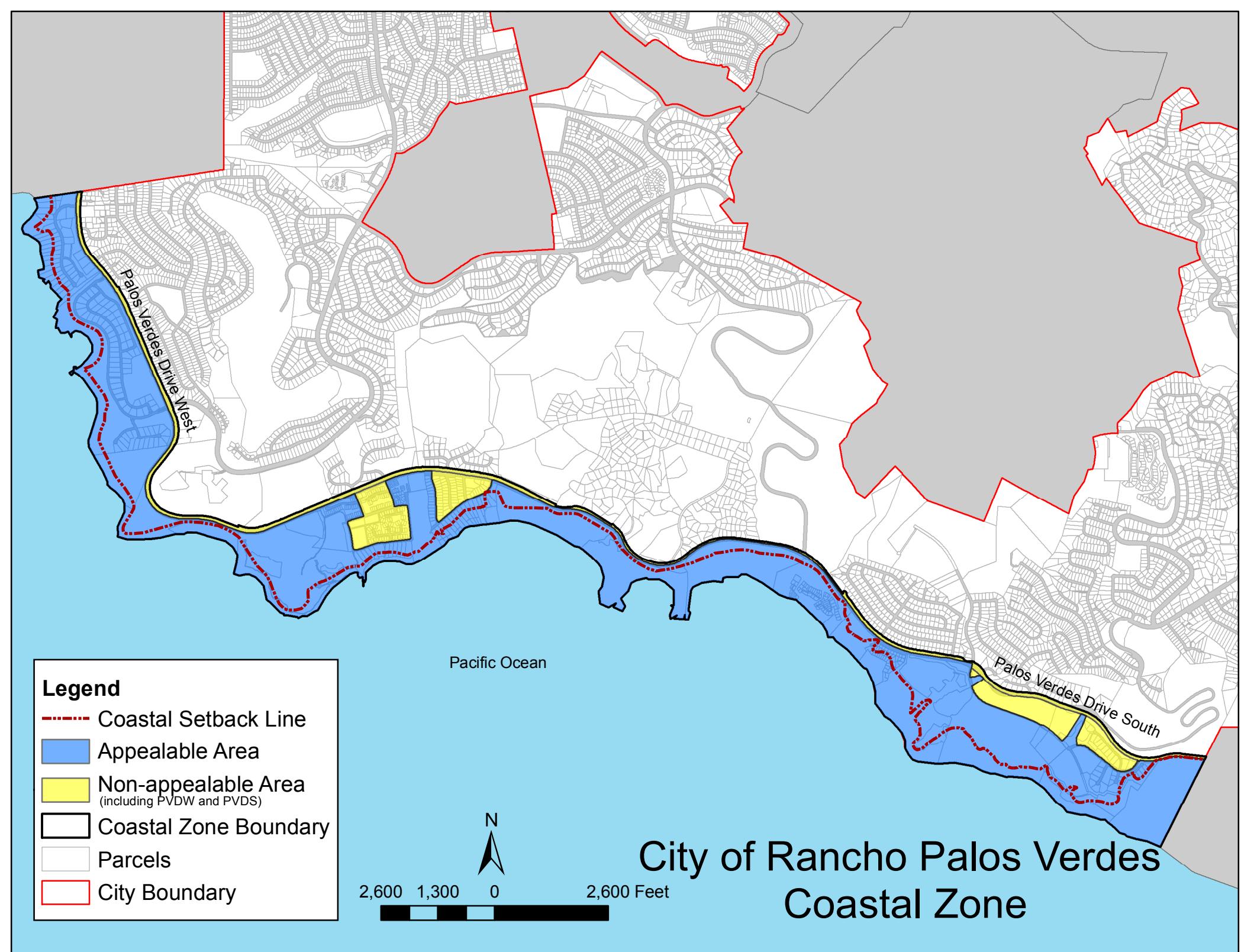
<sup>1</sup> Please refer to the City's [Master Schedule of Fees](#) for Planning Division application fees.

**NOTE: Please be aware that at least 10 properties must be noticed. Therefore, if there are not 10 properties within a 100 foot radius, additional adjacent property owners must be added to the list of property owners. In addition, please include the names and addresses contained on the attached interested parties list on the sets of adhesive labels.**

- If not required with primary application, two lists of 1" x 2 3/4" Avery or Xerox brand self-adhesive labels of owners of properties within 100 feet (containing both names and mailing addresses). The vicinity map and the property owners list must be keyed to each other. The owners list must be taken from the latest County Assessor's roll. (See attached instruction sheet). In addition, please include the names and addresses contained on the attached interested parties list on two sets of adhesive labels.
- In all cases, one list of non-owner-occupied properties within 100 feet, listed as "Resident" and the property address. All apartments must be listed separately by apartment number. The residents list and the vicinity map must be keyed to each other.
- A completed copy of the "Storm Water Planning Program Priority Project Checklist" form. If necessary, a Standard Urban Stormwater Mitigation Plan (SUSMP) and/or a Site Specific Stormwater Mitigation Plan (SSSMP), along with associated Maintenance Agreements, Transfer Forms and Trust Deposit (amount to be determined by Staff) shall also be completed. Prior to preparing a SUSMP or SSSMP, please consult with the Planning Division Staff.

► **Important** ♦

- Notice: CC&R's are private restrictions or agreements. Therefore the City is not responsible for a property owner's compliance with any CC&R's that may govern their property and the City does not enforce private CC&R's. The City recommends that property owners review their title report to see if any CC&R's govern their property, and if so, consult such CC&R's prior to submittal of their application. Additionally, property owners should review their title report for any other private restrictions (Deed Restriction, Private Easement, etc.) that may govern their property





**COASTAL PERMIT NO. ZON**

**Applicant**

(Name) \_\_\_\_\_

(Address) \_\_\_\_\_

Telephone:      Home \_\_\_\_\_  
                    Work \_\_\_\_\_

Project Location: \_\_\_\_\_

Lot & Tract No.: \_\_\_\_\_

**Landowner**

(Name) \_\_\_\_\_

(Address) \_\_\_\_\_

Telephone:      Home \_\_\_\_\_  
                    Work \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Size of Parcel: \_\_\_\_\_

Coastal Specific  
Plan Designation: \_\_\_\_\_

Describe in detail the nature of the proposed use or development: (attach additional sheets if necessary).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does the project involve any work, activity, or encroachment in the public right-of-way or public drainage structure (y/n)? \_\_\_\_\_ If so, you must obtain approval from the Public Works Department prior to issuance of construction permits.

## **HAZARDOUS WASTE & SUBSTANCE STATEMENT** (REQUIRED FOR ALL PROJECTS)

Pursuant to California Government Code Section 65962.5(f), before a city can accept as complete an application for any development project which will be used by any person, the applicant shall consult the lists sent to the appropriate city or county and shall submit a signed statement to the city indicating whether the project and any alternatives located on a site that is included on any of the lists compiled and shall specify any list.

The California Environmental Protection Agency (Cal/EPA) has compiled lists of Hazardous Waste and Substances Sites for the entire State of California, which identifies the following site in Rancho Palos Verdes (as of 8/28/2017):

- AAA No. 55 (Area North of PVDS, North of Crestmont Ln and South of Prickly Pear Trail) -Pointe Vicente (PVDS and Hawthorne Blvd.) -Ladera Linda Site (32201 Forrestal Dr.)
- Green Hills Memorial Park (27501 Western Ave.)
- Rancho Cleaners (28374 S. Western Ave.)
- Point Vicente (Palos Verdes Dr. and Hawthorne Blvd.)

I have consulted the most current lists compiled pursuant to Section 65962.5 of the Government Code and hereby certify that the development project and any alternatives proposed in this application are not contained on these lists.

Property Owner Signature: \_\_\_\_\_

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

Date at \_\_\_\_\_, California, on \_\_\_\_\_, 20\_\_\_\_.

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\_\_\_\_\_  
Signature of Applicant

I HEREBY CERTIFY, under the penalty of perjury, that I am the owner of the property for which this application is made and, in that capacity, have authorized the above-listed applicant to act on my behalf.

Date at \_\_\_\_\_, California, on \_\_\_\_\_, 20\_\_\_\_.

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\_\_\_\_\_  
Signature of Landowner

Staff Use Only:

Staff \_\_\_\_\_

Appealable:

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

Requiring P.C.  
Requiring H.O. Hrg.

Non-Appealable:

Requiring P.C. Hrg.  
Requiring No Hrg.

## **CITY OF RANCHO PALOS VERDES** **INSTRUCTIONS FOR PREPARING A VICINITY MAP AND PROPERTY OWNERS LIST**

In order to satisfy public noticing requirements, certain planning applications require the submittal of a vicinity map and accompanying property owners list. The size of the vicinity map varies by application and may involve either adjacent properties, a 100' radius, or a 500' radius. Please check on the application form you are submitting for the vicinity map size you must submit.

With the exception of "Adjacent Properties" maps, a vicinity map and property owners list must be prepared by a Title Company or other professional mailing list preparation service. The mailing labels must be certified as accurate by the agent preparing the mailing list. Attached is a list of firms that provide services in preparation of vicinity maps and certified mailing labels. This is not intended to be an exhaustive list and the cost of the services provided will vary.

If you have any questions regarding properties of the vicinity map or property owners list, as described below, please contact a planner at (310) 544-5228.

### **VICINITY MAP**

The purpose of the vicinity map is to clearly show all properties within the required radius of the subject lot (applicant). The vicinity map must clearly show the required radius line, dimensioned and drawn from the exterior boundaries of the subject lot, as shown below. All neighboring properties (including lots outside R.P.V. city limits) which fall completely within, partially within or are just touched by the radius line, must be consecutively numbered and the names and the addresses of the owners provided to the City as described below. Please devise your own consecutive numbering system on the map and ignore the lot number, Assessors number, or any other number already found on the lots on the vicinity maps. An "adjacent properties" vicinity map does not involve a set radius but rather needs to identify all properties behind, beside, and in front of the proposed project site, as shown below. The city's planning staff can provide the base map for preparing the vicinity map for a nominal charge. Applicants may also prepare their own maps, at a clearly marked scale of not less than 1" = 200'.

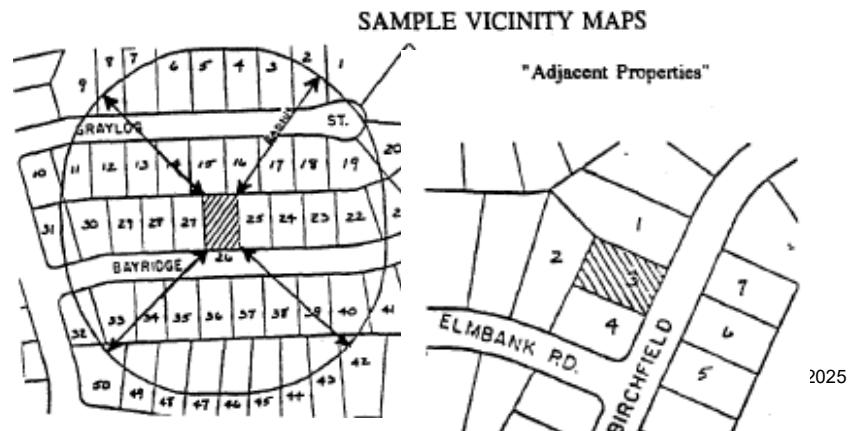
### **PROPERTY OWNERS MAILING LIST**

The property owner of every parcel (even if vacant, rented or government owned), which falls completely or partially within the required radius on the vicinity map must be identified, placed on a mailing list and submitted to the City. The name and address of every property owner along with the assigned lot identification number, which corresponds to the vicinity map, must be neatly typed on 8 1/2" x 11 sheets of Xerox or Avery self-adhesive labels, as shown below. Two (2) sets of self-adhesive labels and a Xerox copy of the list must be provided to the City with your subject application. These labels will be used by the City to mail notice of your subject application to neighboring property owners. The property owners list must be obtained from the most current L.A. County Tax Assessor's roll. The City does not provide this service. The Assessor's office located at 500 W. Temple Street, Room 205, Los Angeles, CA 90012. Office hours are 8:00 am to 4:30 pm Monday-Friday. The telephone number is (213) 974-3441.

### **SAMPLE MAILING LABELS**

Assigned Lot I.D. Number  
Property Owner Name  
Address  
City, State, Zip Code

1	2
Harold Jackson	Malcolm Hill
773 Graylog	4117 Greenwood Meadow
RPV, CA 90275	Torrance, CA 90503





## CERTIFICATION OF PROPERTY OWNERS' MAILING LIST

Application(s) \_\_\_\_\_

Applicant Name \_\_\_\_\_

Subject Property Address \_\_\_\_\_

Notice Radius Required \_\_\_\_\_

Number of property owners to be notified \_\_\_\_\_

*I certify that the property owners' mailing list submitted with the application(s) listed above includes all of the persons listed on the latest adopted LA County Tax Roll as the legal owners (and if applicable occupants) of all parcels of land within \_\_\_\_\_ feet of the subject property noted above. I certify that the property owners' mailing list has been prepared in accordance with the City of Rancho Palos Verdes Development Code and "Vicinity Map Instructions Sheet." I also understand that if more than 20% of the notices are returned by the post office after mailing due to incorrect address information, or if the address information is not complete, that I will have to submit a new property owners' list that has been prepared and certified as accurate by a Title Company or other professional mailing list preparation service, and the project notice will have to be re-mailed.*

Property Owner (Applicant) Signature \_\_\_\_\_

Date \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

***Map Makers and Ownership Listing Services  
that may prepare radius maps and mailing lists***

G.C. Mapping  
711 Mission St., Suite D  
So. Pasadena, CA 91030  
(626) 441-1080  
Attn: Gilbert Castro

JPL Zoning Services, Inc.  
6263 Van Nuys Blvd.  
Van Nuys, CA 91401-2711  
(818) 781-0016  
(818) 781-0929 (FAX)  
Attn: Maria Falasca

Kimberly Wendell  
P.O. Box 264  
Los Alamitos, CA 90720  
(562) 431-9634  
(562) 431-9634 (FAX)

Nieves & Associates  
115 So. Juanita Ave.  
Redondo Beach, CA 90277  
(310) 543-3090

NotificationMaps.com  
668 N Coast Hwy #401  
Laguna Beach, CA, 92651  
(866) 752-6266  
[www.notificationmaps.com](http://www.notificationmaps.com)

Srour & Associates, LLC  
1001 Sixth Street, Suite 110  
Manhattan Beach, CA 90266  
(310) 372-8433  
Attn: Elizabeth Srour

Susan W. Case  
917 Glenneyre St., Ste. 7  
Laguna Beach, CA 92651  
(949) 494-6105  
(949) 494-7418

T-Square Mapping Service  
969 So. Raymond Ave., Floor 2  
Pasadena, CA 91105  
(626) 403-1803  
(626) 403-2972 (FAX)  
Attn: Darla Hammond

Robert Vargo  
5147 W. Rosecrans  
Hawthorne, CA 90250  
(310) 973-4619

City Radius Maps  
300 E. Bonita #3641  
San Dimas, CA 91773  
(818) 850-3382  
Attn: Robert Simpson

DENN Engineers  
3914 Del Amo Blvd., Suite 921  
Torrance, CA 90503  
(310) 542-9433  
[maria@denn.com](mailto:maria@denn.com)  
Attn: Maria Islas