



Community Development Department

## EXTREME SLOPE PERMIT

The Development Code allows no construction on slopes equal to or exceeding 35%. However, an Extreme Slope Permit may be granted by the Director to allow the following:

1. Decks, which extend or cantilever a maximum of 6 feet into the extreme slope area, as measured on a horizontal plane from the top or toe of the slope;
2. Solar Panels or Tanks which extend a maximum of 12 feet into the extreme slope area, as measured on a horizontal plane from the top or toe of the slope;
3. Flag poles up to 16 feet in height, as measured from the grade adjacent to the flag pole base to the top of the flag pole, upon a finding by the Director that no significant impact on views from surrounding properties would result.

The City's primary concern in reviewing an Extreme Slope Permit Application is to ensure that the proposed project is consistent with the intent of the City's Development Code. If you are unsure of any of the City's requirements in these areas, it is suggested that you contact Planning Staff before you have plans drawn. Preliminary discussions with the Planning Staff may reveal potential conflicts with the Development Code, or may indicate that different application forms are required.

When you are ready to file the application, please make sure that the entire form is completed and that you have all the required materials. This will allow us to process your application without unnecessary delay, as **typical processing time for this application ranges from 2 to 3 months.**

The Director shall use but not be limited to the following criteria in assessing an application for an Extreme Slope Permit:

- That the site cannot reasonably accommodate the structure in another location not involving an extreme slope.
- That the permit will result in no significant adverse effect on neighboring properties. Factors to be considered in making this finding shall include: view impairment, visual impact, slope instability, increased run-off, and any other impact as perceived by the Director.
- That there will be insignificant disturbance to the slope.
- That the structure will not result in an unreasonable infringement of the privacy of the occupants of abutting residences.
- That the permit approval is not contrary to the General Plan, Coastal Specific Plan, or any applicable plan.

More detailed information on this process is contained in Section 17.76.060 of the City's Development Code.

**These are the materials you must submit:**

- Three (3) copies of a plot plan of the subject property, at a reasonable scale, identifying all property lines, easements, existing and proposed structures, and accurate contours of existing topographic conditions. If determined by the Director, said plan shall be signed by a registered professional engineer, architect, or landscape architect. Although one (1) foot contour intervals are preferred, five (5) foot contour intervals may be accepted, if deemed appropriate by the Director.
- Three (3) copies of all visible elevations of the structure.
- Any additional plans, drawings, or calculations deemed necessary by the Director of Planning, in order to illustrate conformance of the proposed project with the provisions of the Development Code.
- Soils or Geology report, if determined necessary by the Director.
- Landscaping plan, if determined necessary by the Director.

All plans must be assembled in complete sets and folded no larger than 9 1/2" X 14". If so desired by the applicant, only one copy of the site plan, elevation drawing and floor plan may be submitted as part of the initial application package. Once it is determined by the Director that the submitted plans contain all the necessary information described in this application, then the appropriate number of plans (3 copies) will be requested from the applicant.

- Two (2) copies of a "vicinity map", prepared to scale, which shows all properties adjacent to the subject property (applicant). The "Vicinity Map" must be prepared exactly as described in the attached instruction sheet.
- Two (2) sets of self-adhesive mailing labels and one (1) photocopy of the labels which list the property owner of every parcel which is adjacent to the subject property (applicant). The name and address of every property owner (including applicant) must be typed on 8 1/2" X 11" sheets of self-adhesive labels. The mailing labels must be keyed to the corresponding lots, as shown on the vicinity map described above. The property owners mailing list must be prepared exactly as described in the attached instruction sheet. If the property owners mailing list is not prepared by a Title Company or other professional mailing list preparation service, the applicant must sign and submit the attached "Certification of Property Owners Mailing List" form.
- Completed Extreme Slope Permit Application, signed by the property owner.
- Filing Fee<sup>1</sup>

In addition to the above Filing Fee, the following fee may be assessed if applicable:

- 1) Trust Deposit<sup>1</sup> (for City Engineer review)

➤ Once the application has been accepted, Staff will review your application to determine if it is complete. If Staff determines that further information is necessary, you will receive a letter listing the additional information needed within 30 days of submittal. It is your responsibility to provide the additional information and submit for a complete application.

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

- When filing your application, make certain the entire uniform application is completed and that all the required submittal materials are included, OTHERWISE THE APPLICATION MAY NOT BE ACCEPTED FOR FILING.
- Pursuant to Section 17.86.050 of the RPVMC, THE CITY WILL NOT ACCEPT ANY DEVELOPMENT APPLICATION(S) FOR A LOT OR PARCEL THAT IS IN VIOLATION OF THE CITY'S MUNICIPAL CODE, UNLESS AN APPLICATION IS SUBMITTED TO CORRECT A VIOLATION.
- Projects involving new construction and additions or tear-down / rebuilds will require approvals from the Los Angeles County Fire Department. Prior to planning application submittal, it is highly recommended that you take your plans to the Fire Department's Hawthorne Office to obtain their requirements, which may include costly upgrades. The LA County Fire Department Fire Prevention Division is located at 4475 W. El Segundo Blvd. Hawthorne, CA. 90250 (phone 310-263-2732.).
- Projects such as new structures, foundation underpinning and basements require City approval of a soils/geology report. Other projects may require a *Category 1*<sup>1</sup> site visit by the City Geologist to determine if a soils/geology report will be required. Prior to planning application submittal, it is highly recommended that you contact the Building & Safety Division to address the geological review of your project. Approval of any required soils/geology report may be pursued during the planning application review process.
- 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 property restrictions (Deed Restriction, Private Easement, etc.) that may govern their property.

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**EXTREME SLOPE PERMIT APPLICATION ZON\_\_\_\_\_**

**APPLICANT/CONTRACTOR:**

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

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

Telephone: \_\_\_\_\_

Email \_\_\_\_\_

Lot and Tract No: \_\_\_\_\_

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

Project Description: \_\_\_\_\_

**LANDOWNER:**

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

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

Telephone: \_\_\_\_\_

Email \_\_\_\_\_

**GENERAL INFORMATION**

- \_\_\_\_\_ 1. Maximum height of project, measured from the top of footing
- \_\_\_\_\_ 2. Square footage of project (Building footprint)
- \_\_\_\_\_ 3. Maximum height of proposed walls to be moved (sum of cut and fill, in cubic yards)
- \_\_\_\_\_ 4. Total volume of earth
- \_\_\_\_\_ 5. Maximum height of fill
- \_\_\_\_\_ 6. Maximum depth of cut

\_\_\_\_\_ 7. Maximum percentage of existing slope

\_\_\_\_\_ 8. Color of structure

\_\_\_\_\_ 9. For solar panels: (A) Height of framing: \_\_\_\_\_  
(B) Type of panel (glazed, unglazed): \_\_\_\_\_  
(C) Number of panels: \_\_\_\_\_

Does the project involve any work, activity, or encroachment in the public right-of-way or public drainage structure?  Yes  No

If Yes, you must obtain approval from the Public Works Department prior to issuance of construction permits.

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

\_\_\_\_\_  
Signature of Applicant/Contractor  
(REQUIRED)

And

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

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**CONTRACTORS PLEASE READ AND INITIAL:**

I UNDERSTAND that in order to perform work in the City of Rancho Palos Verdes, a business license must be obtained from the City's Finance Department prior to obtaining a building permit from the Building and Safety Division. \_\_\_\_\_ (initials)

Staff Signature: \_\_\_\_\_

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