

**LARGE DOMESTIC ANIMAL PERMIT  
AND  
CONDITIONAL LARGE DOMESTIC ANIMAL PERMIT**

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Pursuant to Rancho Palos Verdes Municipal Code Section 17.76.115, the keeping of large domestic animals shall be reviewed by the Community Development Director through a Large Domestic Animal Permit application, or by the Planning Commission through a Conditional Large Domestic Animal Permit application.

By definition (Section 17.96.080), large domestic animals include the following:

- Horses, including all equines;
- Sheep, including all ovines; and,
- Goats, including all caprines (except for weaned, un-castrated males, which are prohibited).

*Note: For the purposes of calculating the total number of large domestic animals on a property, any female and her offspring under one (1) year of age shall be counted as one (1) animal until the offspring are weaned.*

Determine the applicable permit requirements for the keeping of large domestic animals on a particular property by answering the following questions:

1. Is the property located in an Equestrian Overlay (Q) district?  
☐ YES, then go to Step 2.  
☐ NO, then a Conditional Large Domestic Animal Permit is required (Step 8).
2. Is the subject property at least fifteen thousand square feet (15,000 ft<sup>2</sup>) in area?  
☐ If YES, then go to Step 3.  
☐ If NO, then a Conditional Large Domestic Animal Permit is required (Step 8).
3. If structures are proposed, do they meet all required setbacks and other development standards?  
☐ If YES, then go to Step 4.  
☐ If NO, then a Conditional Large Domestic Animal Permit is required (Step 8).
4. Will one or more cows be kept on the subject property?  
☐ If YES, then a Conditional Large Domestic Animal Permit is required (Step 8).  
☐ If NO, then go to Step 5.
5. What type of lot is the subject property?  
☐ If DEVELOPED with an existing house, then go to Step 6 (Table 6A).  
☐ If VACANT and CONTIGUOUS to a developed lot under the same ownership or control, then go to Step 6 (Table 6B).  
☐ If VACANT and NOT CONTIGUOUS to a developed lot under the same ownership or control, then a Conditional Large Domestic Animal Permit is required (Step 8).

6. How many animals are proposed?

Select the appropriate table below to determine the permit requirements for the particular property:

- If the number of animals proposed is permitted “by right” (BR) on this property, then no City approvals are required for the keeping of this number of animals. However, please note that City approvals may be required for any structures or other facilities related to the keeping of these animals.
- If the number of animals proposed requires the approval of a Large Domestic Animal Permit (LDAP) for this property, then go to Step 7.
- If the number of animals proposed requires the approval of a Conditional Large Domestic Animal Permit (CLDAP) for this property, then go to Step 8.

Table 6A: DEVELOPED Lots

Lot Size	Number of Animals Proposed						
	1	2	3	4	5	6	7+
15,000 to 19,999	BR	BR	CLDAP	CLDAP	CLDAP	CLDAP	CLDAP
20,000 to 24,999	BR	BR	BR	CLDAP	CLDAP	CLDAP	CLDAP
25,000 to 29,999	BR	BR	BR	BR	CLDAP	CLDAP	CLDAP
30,000 to 34,999	BR	BR	BR	BR	LDAP	CLDAP	CLDAP
35,000 and over	BR	BR	BR	BR	LDAP	LDAP	CLDAP

Table 6B: VACANT, CONTIGUOUS Lots<sup>1</sup>

Lot Size	Number of Animals Proposed						
	1	2	3	4	5	6	7+
15,000 to 19,999	BR	BR	LDAP	LDAP	LDAP	LDAP	CLDAP
20,000 to 24,999	BR	BR	BR	LDAP	LDAP	LDAP	CLDAP
25,000 to 29,999	BR	BR	BR	BR	LDAP	LDAP	CLDAP
30,000 to 34,999	BR	BR	BR	BR	LDAP	LDAP	CLDAP
35,000 and over	BR	BR	BR	BR	LDAP	LDAP	CLDAP

*Please note that, regardless of the number of animals permitted on a particular property, no more than four (4) of the permitted animals may be boarded. By definition, “boarding” means the keeping or maintaining of large domestic animals that are not owned by the owners or lessees of the lot or parcel on which the animals are being kept or maintained.*

<sup>1</sup> The number of animals that may be kept on a developed lot may be “transferred” to a vacant, contiguous lot under the same ownership or control under certain circumstances. This does not allow the keeping of the permitted number of animals on both the developed lot and the vacant, contiguous lot. Rather, the number of animals which could be accommodated on the developed lot “by right” may be placed on the vacant, contiguous lot instead, as long as the vacant, contiguous lot is at least fifteen thousand square feet (15,000 ft<sup>2</sup>) in area and provides at least five thousand square feet (5,000 ft<sup>2</sup>) of lot area per animal. A Large Domestic Animal Permit (see Step 7) is required for keeping up to six (6) animals on a vacant, contiguous lot if either: 1) the size of the vacant lot allows for fewer animals than the size of the developed lot allows, but the applicant wishes to place the larger number of animals on the combined lots; and 2) the size of the vacant lot allows for more animals than the size of the developed lot allows, and the applicant wishes to place the larger number of animals on the vacant lot.

## 7. Large Domestic Animal Permit

The Large Domestic Animal Permit requires the review and approval of the Community Development Director. The application requirements and review criteria are described in Section 17.76.115(A) of the Development Code. The Director shall approve an application for a Large Domestic Animal Permit, based up the findings that:

- A. The lot or parcel on which the animals will be kept meets the minimum lot area requirements (15,000-square-foot minimum lot size and 5,000-square-foot minimum lot area per animal); and,
- B. No more than four (4) of the permitted large domestic animals will be boarded.

## 8. Conditional Large Domestic Animal Permit

The Conditional Large Domestic Animal Permit requires the review and approval of the Planning Commission. The application requirements and review criteria are described in Section 17.76.115(B) of the Development Code. The Planning Commission shall approve an application for a Conditional Large Domestic Animal Permit, based up the findings that:

- A. No more than four (4) of the permitted large domestic animals will be boarded;
- B. The approval of the permit will not be detrimental to the public health, safety or general welfare;
- C. The site is adequate in size and shape to accommodate the proposed use without material detriment to the use, enjoyment or valuation of properties in the immediate vicinity; and,
- D. The requested use is appropriate for the site.

### **IMPORTANT**

- 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.

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

In order to process your application without unnecessary delay, these are the materials you must submit:

#### Large Domestic Animal Permit

- A completed Large Domestic Animal Permit application, signed by the applicant and property owner and executed under penalty of perjury.
- Two (2) copies of a sketch or site plan (three (3) copies if a Building Permit is required), depicting:
  1. The area and dimensions of the building(s) or enclosure(s) in which the animal or animals are to be kept; and,
  2. The location and the dimensions of all other structures on the subject and adjacent properties.
  3. No sketch or plan shall be required if the subject of the application involves only the height of fences;

All plans must be assembled in complete sets and folded no larger than 9½" by 14".

- Two (2) copies of a "vicinity map," prepared to scale, which shows all neighboring 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(s) of every parcel which is **adjacent** to the subject property (applicant). The name and address of every property owner (including applicant) and the local Homeowners' Association, if any, must be typed on 8½" by 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.
- **Filing Fee<sup>1</sup>**

#### Conditional Large Domestic Animal Permit

- A completed Conditional Large Domestic Animal Permit application, signed by the applicant and property owner and executed under penalty of perjury.
- Three (3) copies of a sketch or site plan depicting:
  1. The area and dimensions of the building(s) or enclosure(s) in which the animal or animals are to be kept; and,
  2. The location and the dimensions of all other structures on the subject and adjacent properties.
  3. No sketch or plan shall be required if the subject of the application involves only the height of fences;

All plans must be assembled in complete sets and folded no larger than 9½" by 14". If so desired by the applicant, only one copy of the sketch or site plan may be submitted as part of the initial

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

application package. Once the Director determines that the submitted plans contain all the necessary information described in this application, then the appropriate number of plans will be requested from the applicant.

- Two (2) copies of a "vicinity map", prepared to scale, which shows all neighboring properties within a 500-foot radius of 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(s) of every parcel which falls within a 500-foot radius of the subject property (applicant). The name and address of every property owner (including applicant) and the local Homeowners' Association, if any, must be typed on 8½" by 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.
- **Filing Fee<sup>1</sup>**

### Processing

Upon receipt of a Large Domestic Animal Permit application or a Conditional Large Domestic Animal Permit application, Department Staff will review your application for completeness. Please note that as a result of this review, Department Staff may require further information in order to clarify, amplify, correct, or otherwise supplement existing data. It is strongly suggested that you supply any requested information in a timely manner in order to avoid any delay in the processing of your application. Once your application has been deemed complete, Department Staff will provide written notice of your application to all property owners and homeowners' associations located within the appropriate radius of the property where the keeping of large domestic animals is proposed. If applicable, Staff will also schedule your application for a hearing before the City's Equestrian Committee.

In granting a Large Domestic Animal Permit application or a Conditional Large Domestic Animal Permit application, the Director or Planning Commission shall consider a number of required factors. These are described in detail in Sections 17.76.115(A)(3) and 17.76.115(B)(3) of the City's Development Code.

If your application is granted, conditionally granted or denied, notice of this decision shall be given to the applicant and to all interested persons. Any person may appeal the decision to the Equestrian Committee or City Council, as appropriate. **Please also be aware that an approved Large Domestic Animal Permit or Conditional Large Domestic Animal Permit shall be valid in perpetuity unless a different time period is specified in the conditions of approval, and only for so long as all conditions imposed are fully complied with and the subject property is not subdivided, reduced in size or combined with one or more other lots or parcels.**

**More detailed information regarding the City's regulations for the keeping of large domestic animals is contained in Chapter 17.46 and Section 17.76.115 of the City's Development Code (see attached).**

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

**LARGE DOMESTIC ANIMAL PERMIT NO. \_\_\_\_\_**  
**(or)**  
**CONDITIONAL LARGE DOMESTIC ANIMAL PERMIT NO. \_\_\_\_\_**

**APPLICANT/LESSEE (If applicable):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Lot & Tract Number: \_\_\_\_\_

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

**LANDOWNER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

Legal Description of Property: \_\_\_\_\_

Located in: Equestrian Overlay (Q) district? \_\_\_\_ Landslide Moratorium area? \_\_\_\_

**Existing Development**

\_\_\_\_\_ 1. Total area of subject lot(s) or parcel(s) [in square feet]

\_\_\_\_\_ 2. Type of lot(s) or parcel(s) [indicate number and size of each type]:

\_\_\_\_\_ A. DEVELOPED with an existing residence

\_\_\_\_\_ B. VACANT and CONTIGUOUS to a developed lot or parcel under the same ownership or control as the vacant lot

\_\_\_\_\_ C. VACANT and NOT CONTIGUOUS to a developed lot or parcel under the same ownership or control as the vacant lot

\_\_\_\_\_ 3. Total number of large domestic animals currently kept on the subject lot(s) or parcel(s).

\_\_\_\_\_ A. How many of the total number of large domestic animals under Line 3 above are also boarded?

### **Proposed Development**

- \_\_\_\_\_ 4. Total number of large domestic animals proposed to be kept on the subject lot(s) or parcel(s). Please use the table below to list the owners of all large domestic animals kept or proposed to be kept on the subject lot(s) or parcel(s).

	Type of Animal	Owner's Name	Owner's Address
1			
2			
3			
4			
5			
6			
7			

[attach additional sheets if necessary]

5. Distance from the closest portion of any structure or enclosure for the keeping or maintaining of large domestic animals to the following [35 feet minimum]:

\_\_\_\_\_ A. Any structure used for human habitation.

\_\_\_\_\_ B. Any required building setback line on an adjacent property not owned or controlled by the applicant, property owner or lessee.

- \_\_\_\_\_ 6. Total area of corral(s) or enclosure(s) for the keeping of large domestic animals. [minimum of 400 square feet per animal for horses and cattle, 200 square feet per animal for goats and sheep]

- \_\_\_\_\_ 7. Height of proposed fence(s), gate(s) or other enclosure(s). [minimum 4-foot-tall, 3-rail fence with 4"x4" posts, 2"x6" rails, maximum 10-foot spacing between posts]

\_\_\_\_\_ A. Will the fence be electrified (Yes or No)?

\_\_\_\_\_ 8. Square footage of any proposed new structures or buildings.

\_\_\_\_\_ 9. Square footage of any new building footprint(s).

\_\_\_\_\_ 10. Square footage of the existing building footprint(s).

\_\_\_\_\_ 11. Square footage of existing driveways and parking areas.

\_\_\_\_\_ 12. Square footage of lot.

\_\_\_\_\_ 13. Square footage of new lot coverage [line 9 + line 10 + line 11].

\_\_\_\_\_ 14. Percentage of new open space [100% - (line 13 divided by line 12)].

### **Additional Information**

1. Are any of the following conditions proposed:

- Total volume of earth to be moved (cut and fill) is 20 cubic yards or greater.
- Height of fill or depth of cut is 3 feet or greater.

☐ Yes   ☐ No

If "Yes," a separate Grading Application is required.

2. 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.

### **Questionnaire** [attach additional sheet(s) if necessary]

1. Please describe the proposed methods and means for maintenance of sanitary conditions on the subject property (i.e., disposal of manure and soiled straw, composting, etc.).

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2. Please describe the proposed methods and means of fly control on the subject property.

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3. Please describe how the subject property is adequate in size and shape to accommodate the proposed use without material detriment to the use, enjoyment or valuation of properties in the vicinity of the site.

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4. Please describe how the requested use is an appropriate use of the site.

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**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 8/22/2012):

30940 Hawthorne Blvd	City Hall / Civic Center	Envirostor ID 19970023
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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: \_\_\_\_\_

**PROPERTY OWNER'S CERTIFICATION** (REQUIRED)

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

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

Date \_\_\_\_\_

**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)

## 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

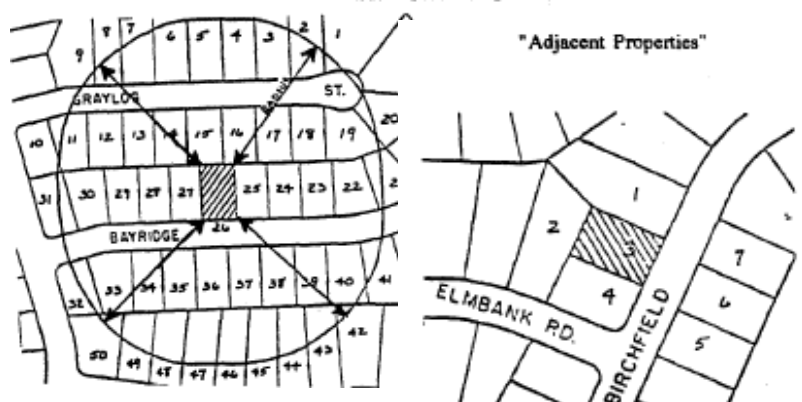
The property owner of every parcel (even if vacant, rented or government owned), which falls completely or partially within the required radius on the vicinity map must be identified, placed on a mailing list and submitted to the City. The name and address of every property owner along with the assigned 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

### **SAMPLE VICINITY MAPS**



## 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