



# City of RANCHO PALOS VERDES

Community Development Department

## SITE PLAN REVIEW APPLICATION - MINOR

This Site Plan Review Application is required for construction of the following minor residential improvements:

- Chimneys
- Roof pitch modifications
- Minor equipment (enclosed water heaters, A/C units, pool equipment, etc.)
- Skylights, ground mounted solar panels or any other roof-mounted equipment
- Garden windows
- Deck structures less than 30 inches in height from existing adjacent grade and uncovered
- Any other improvement which does not involve new habitable space, which cannot be used as a gathering space and viewing area, and which does not constitute lot coverage

### **IMPORTANT**

- If unsure of any of the City's requirements in areas relating to the proposed development, it is suggested that the planning department be contacted before going to the expense of having plans drawn. Preliminary discussions with the City's Planning staff may reveal potential conflicts with the City's Development Code.
- 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.**
- 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.

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

- A completed and signed (by applicant & property owner) application.
- Three (3) copies of a site plan indicating:
  1. Accurate lot dimensions, all property lines and, if applicable, all easements on the lot.
  2. The adjacent street right-of-way and the access driveway of the lot.
  3. If applicable, topography of the lot indicated by either elevation call-outs or topographic contours.
  4. The location and dimensions of all existing and proposed structures (delineate existing and proposed).
  5. The distance from all existing and proposed structures to the property lines.
- Three (3) copies of the elevations indicating:
  1. The maximum height of the proposed structure, measured from highest point of existing grade covered by the structure to the ridge of the structure (including any roof tiles, roof shingles or other proposed roof material).
- **Mechanical Equipment:** If your application requests approval of mechanical equipment within an interior side yard or rear yard setback area, then submit the equipment's manufacturer's specifications that show that the equipment will not generate a noise level higher than 65 dBA.

### **Required Application Filing Fees:**

\_\_\_\_ Minor Site Plan Review Application Fee<sup>1</sup>  
\_\_\_\_ Foliage Analysis<sup>1</sup>

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

**APPLICANT/CONTRACTOR:**

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

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

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

Email: \_\_\_\_\_

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

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

**LANDOWNER:**

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

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

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

Email: \_\_\_\_\_

**GENERAL INFORMATION**

1. \_\_\_\_\_ Maximum height of project, measured from the finished grade adjacent to the structure to the highest point of the structure.
2. \_\_\_\_\_ Square footage of project.
3. Distance of project to property lines: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Street-Side: \_\_\_\_\_ Rear: \_\_\_\_\_
4. Are any of the following conditions proposed? ☐ Yes ☐ No
  - Total volume of earth to be moved (sum of cut and fill) is 20 cubic yards or greater.
  - Height of fill or depth of cut is 3 feet or greater.If yes, a separate Grading Application is required.
5. Does the project involve any work, activity, or encroachment in the public right-of-way or in a public drainage structure? ☐ Yes ☐ No  
If yes, you must obtain approval from the Public Works Department prior to issuance of building permits.
6. Does the property currently utilize a septic system to treat on-site wastewater? ☐ Yes ☐ No

**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

If the answer is "yes" to this question, a foliage analysis must be conducted by Staff **prior to approval of the Site Plan Review Application** 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

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

\_\_\_\_\_  
Signature of Applicant/Contractor

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

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

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)

**HAZARDOUS WASTE AND SUBSTANCES STATEMENT**

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 complied 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. The current lists for the City of Rancho Palos Verdes, retrieved from the Cal/EPA web site on August 22, 2012, are within the following chart:

**IMPACT CITY: RANCHO PALOS VERDES**

STREET ADDRESS	CURRENT USE	FORMER USE	ENVIROSTOR ID
30940 HAWTHORNE BLVD.	City Hall / Civic Center	Nike Missile System	19970023

Please be aware that Cal/EPA updates these lists periodically, and it is the applicant's responsibility to check the most recent lists. If the project site and any alternatives proposed in the application are not contained in the most current Cal/EPA lists, please certify that fact as provided below. If the development project and any alternatives proposed in this application are contained in the most current Cal/EPA lists, please complete the statement on the next page.

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.

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(Applicant)

(Signature)

(Date)