



# City of RANCHO PALOS VERDES

Community Development Department

## DEVELOPMENT SUBMITTAL CHECKLIST

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### REQUIRED Application Items:

**(Please Note: Application packages will not be accepted for processing unless all the applicable plan check fees have been submitted. For more information contact the Planning Division at 310-544-5228 or [planning@rpvca.gov](mailto:planning@rpvca.gov))**

\_\_\_\_\_ 1 copy of the Residential Planning Application (signed by the Landowner).

\_\_\_\_\_ **Development Plans must be in an electronic format (PDF Preferred)** and include the following:

- ☐ 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, septic tank and leach field locations (if applicable), driveway location, impervious surfaces, parking areas, easements on the lot to scale and other relevant site conditions and/or restrictions. The plans must indicate the location and dimensions of all existing and proposed structures and the distance structures are from property lines. **Please note: Pursuant to § 17.48.030(F), no construction of any structure or improvement is allowed within a legal easement without written authorization from the legal holder of the easement.**
- ☐ Current land survey stamped and signed by a licensed land surveyor or a licensed civil engineer legally authorized to survey or a civil engineer licensed prior to January 1, 1982, with a license number below C 33966 (BPC Code §§ 6731, 3731.1, 6731.2, 8725, 8726, 8730, 8731). The survey must identify elevation datum call-outs on the property.
- ☐ Topography of the lot with either elevation datum call-outs or topographic contours. Identify all slopes that are 0%-5%, 5%-34%, 35% grade or steeper, and the distance of all proposed structures that are from any slope that is equal or steeper than 50% grade. The topography plan must be stamped by a licensed land surveyor or licensed engineer.
- ☐ 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.
- ☐ Site Plan and elevation drawings illustrating the lowest finished grade elevation adjacent to the structure, the highest existing grade elevation adjacent to the structure, and the elevation of the highest roof ridgeline.

\_\_\_\_\_ **Neighborhood Compatibility Analysis** *(If Applicable)*.

- ☐ Silhouette Certification Form accompanied by a silhouette plan (see attached guidelines). (To be submitted when requested by the project planner).
- ☐ 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 (to be submitted when requested by the project planner).
- ☐ 2 sets of Mailing Labels, 500' Radius Map, and a signed Certification Form (see attached guidelines).

\_\_\_\_\_ **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. The Grading plan shall be prepared and wet-stamped with a signature by a registered/licensed professional engineer.
- ☐ 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.
- ☐ Drainage plans prepared by a licensed engineer (Applies to Major Grading Permit only).
- ☐ 2 sets of Mailing Labels, 500' Radius Map, and a signed Certification Form (see attached guidelines).

\_\_\_\_\_ **Extreme Slope Permit**

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

\_\_\_\_\_ **Fence and Wall Permit**

- ☐ Elevation displaying side view of fence, wall or hedge, with all heights and construction materials clearly labeled. 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).

\_\_\_\_\_ **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).

\_\_\_\_\_ **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).
- ☐ Site plan illustrating the location of the Coastal Setback Line and Coastal Structure Setback Line. The location of the Coastal Setback Line on properties shall be based on the City’s official Zoning Map, by overlaying an enlarged portion of the City’s Zoning Map onto a property and identifying the centerline of the Coastal Setback Line.

\_\_\_\_\_ Applicable fees.

\_\_\_\_\_ **SB35 Application**

- ☐ A completed SB 35 Development Application
- ☐ Applicant Statement/Detailed Project Description
- ☐ SB 35 Eligibility Criteria Compliance Documentation
- ☐ Objective Zone and Plan Standards Compliance
- ☐ Completed Tribal Consultation
- ☐ Applicable Fees