

APPLICATION CHECKLIST

PROCESS FOR APPROVING NON-RESIDENTIAL & MIXED-USE CONSTRUCTION

This is a summary and a checklist of the "Three Steps" that should be followed when obtaining approval for construction of all non-residential and mixed-use developments in Rolling Hills Estates. A Conditional Use Permit and/or a Precise Plan of Design application is required for most non-residential and mixed-use construction. A planner will go over the checklist with you and check all sections applicable to your application.

★ STEP 1 PRELIMINARY REVIEW ★

_____ Planning Department

Prior to proposing new construction or any addition to your property, it is recommended that you discuss the proposal with a planner. **Submitting a preliminary plan (including a site survey) with setbacks and dimensions will help avoid unnecessary changes later in the process.**

★ STEP 2 CITY APPROVAL ★

Review Process

The Planning Department will notify affected property owners of the project and schedule the case before the Planning Commission three to six weeks after the application is received.

The Planning Commission's decision may be appealed to the City Council within 20 days of the decision.

Ten sets of plans MUST be stapled and folded no larger than 8½" x 14"

Submittals

- _____ Completed application form and required fees.
- _____ Ten sets of the following plans fully dimensioned and drawn to 1/8" or ¼" scale (smaller scales may be considered; please contact your planner), as follows:
 - _____ Site plans, including a survey, indicating all existing and proposed buildings and parking areas
 - _____ Building elevations indicating window locations, surface finishes, and roofing material
 - _____ Floor plans indicating existing and proposed layout, with the use of each room identified
 - _____ Demolition plans indicating which walls are proposed to be removed and provide lineal wall footage and percentage of floor area added/demolished statistics.
 - _____ Landscaping and irrigation plans indicating the location, number, size, and species of all plant material proposed.
 - _____ Roof plans fully dimensioned indicating all roof-mounted equipment proposed
 - _____ Sign plans fully dimensioned specifying proposed materials and colors
 - _____ Plans showing information about site topography and grades which include abutting properties. (This may be shown on the site plan, elevation plans, and on any such additional plan as building sections or grading plans. The relation of subterranean garage structures to abutting grades must be precisely shown and explained.)
- _____ One fully dimensioned site plan reduced down to an 8½" x 14" page to be used as a permanent exhibit for the City's records.

- ___ Provide other information such as fence and wall materials and heights, site drainage, refuse enclosures, security gates, location of gas and electrical meters, and use of exterior materials and colors. A material board also may be required.
- ___ Photographs of the site, particularly showing abutting properties and any slope conditions.
- ___ Notification list. This is a map and list of property owners within 500' of the property that can be generated by the City at a cost of \$300.
- ___ If a Variance is required, complete the "Variance Findings" sheet (attached) and submit it with the completed application.
- ___ Staking/Flagging. This is a temporary structure of wood, wire, and flags which shows the silhouette of the proposed addition. Staking must be completed at least 14 days before the hearing and left up at least 20 days after the hearing. **All staking must be certified by an engineer on the City's Silhouette Certification form.** If the project is appealed to the City Council, staking must be left up until after the City Council has made a final decision.
- ___ A letter explaining the project and its intended uses.
- ___ An Environmental Assessment Checklist completed by the applicant. The Planning Department will determine whether or not the project will have a significant impact on the environment and whether an EIR will be required.

★ STEP 3 BUILDING PERMITS★

After City approval, the Planning Department will return two sets of the approved plans for you to take to the Building Department for a building permit.

For minor additions the Building Department may be able to issue a permit the same day. For large additions and new construction the proposed plans may require plan checking, which may take several weeks to complete. In any event, please contact the Building Department for further information.

Department of Building and Safety
 24320 Narbonne Avenue
 Lomita, California 90717
 PHONE (310) 534-3760; FAX (310) 530-55482

There are some areas within the City that are handled by Willdan Associates, such as the Peninsula Center and the Avenue of the Peninsula. If you are doing work in these areas, you must obtain the required permits from them.

Willdan Associates
 13191 Crossroads Parkway North, #405
 Industry, California 91746-3497
 PHONE (562) 908-6200; FAX (562) 695-2120

★ SPECIAL NOTE FOR PROPERTIES WITHIN 1,000 FEET OF A LANDFILL ★

This requirement applies only to those properties within 1,000 feet of a landfill, such as Howlett Park, Botanical Gardens and Palos Verdes Landfill.

After City approval for a building permit is obtained, a special report must be submitted to the Building Department for additions and new construction within 1,000 feet of a landfill. The report must describe the methods by which the proposed building will mitigate possible gas intrusion and prevent the accumulation of explosive concentrations of gases within or under enclosed portions of a building.

For information regarding these requirements contact the Building Department.

Checklist revised 12/11/07

SUPPLEMENTAL APPLICATION FOR VARIANCE

If you apply for a Variance, you must respond to all of the following five findings prior to the filing of a case. These findings are required statements that serve as the legal basis for approving a project by Planning Commission or the City Council.

1. That there are exceptional or extraordinary circumstances or conditions applicable to the property involved, or to its intended use which do not apply generally to other property in the same zoning district and neighborhood.

2. That such a variance is necessary for the preservation and enjoyment of a substantial property right of the applicant, which right is possessed by other property owners under like conditions in the same zoning district and neighborhood.

3. That the granting of the variance will not be materially detrimental to the public welfare or injurious to property and improvements in the zoning district and neighborhood in which the property is located.

4. That the granting of such a variance will not be contrary to the objectives of the Master Plan.

5. That the granting of the variance will not authorize a use or activity which is not otherwise expressly authorized by the zone regulations governing the parcel of property.