

Director's Initials 
Date of Revision December 2014

CITY OF PALOS VERDES ESTATES
MISCELLANEOUS APPLICATION

Date Rec'd. _____ Receipt# _____ Fee _____

Miscellaneous Application# M-

Address of project _____

Owner Name _____ Phone # _____

Owner Mailing Address _____

Applicant Name _____ Phone # _____

Applicant Mailing Address _____

Application Email Address _____

Proposed project: _____

Per Chapter 18.32 of the Palos Verdes Estates Municipal Code, "any fence, wall or accessory structure in the minimum required setback adjacent to a public street shall not exceed three feet, six inches in height", and "[a]ll other fences, walls or accessory structures shall not exceed six feet, six inches in height." Any structures that exceed these height requirements must be processed as a Miscellaneous Application for review with the City.

* This application can be processed in two ways: 1) Structures up to 8 ft. in height that are not within the setback adjacent to the street may be reviewed by Planning Staff; and 2) Structures exceeding 42 inches in height within the setback adjacent to the street or exceeding 8 ft. in height elsewhere on the property require Planning Commission review.

* **Please submit one 11"x 17" set of plans for the initial review and a letter explaining the scope of the project. Be sure that the letter outlines how the proposal will not adversely affect adjacent properties. For projects requiring Planning Commission review: 1) It is recommended that the applicant construct and have certified a silhouette at the project site; and 2) An additional ten sets of plans (1-24"x 36", 9-11"x 17", all stapled and folded) will be requested after the plan check review process is complete.**

**CITY OF PALOS VERDES ESTATES
PLANNING COMMISSION DEADLINE DATES FOR SUBMITTAL OF
APPLICATIONS**

Important - Please Note

Planning Commission meetings are held the third Tuesday of each month. If needed, a second meeting may be scheduled for the subsequent Wednesday, based on the volume of applications submitted. Plans and applications must be ***completed*** and submitted by the below deadlines to be eligible for placement on the corresponding Planning Commission Agenda. If plans or applications are incomplete or incorrect at the time of the submittal date or submitted after the submittal date, the application may not be considered for placement on the agenda. In addition, the applicant is advised that submittal by the dates listed below ***does not*** guarantee that the item will be placed on the next Planning Commission Agenda.

Submittal Date	Meeting Date
December 16, 2014.....	January 20, 2015
January 13, 2015	February 17, 2015
February 10, 2015	March 17, 2015
March 17, 2015	April 21, 2015
April 14, 2015	May 19, 2015
May 12, 2015.....	June 16, 2015
June 16, 2015.....	July 21, 2015
N/A	No Meeting
August 11, 2015	September 15, 2015
September 15, 2015.....	October 20, 2015
October 13, 2015	November 17, 2015
November 10, 2015	December 15, 2015
December 15, 2015.....	January 19, 2016

CITY OF PALOS VERDES ESTATES
MISCELLANEOUS PLAN CHECK LIST

APPLICANT: _____ DATE: _____ APPLICATION NO: _____
SITE ADDRESS: _____ PLAN CHECKER: _____

A. GENERAL

1. Application fee received. (Amount \$ _____) _____
2. Letter explaining request _____
3. Art Jury status provided _____
4. Completed lot coverage & floor area sheet permanently noted on the plans _____
5. North arrow, scale, and page numbers shown _____
6. Applicant has constructed a silhouette and provided a completed silhouette certification or submitted a letter explaining why a silhouette has not been provided _____

B. SITE PLAN

1. Name, mailing address, and phone number of the owner and applicant/agent _____
2. Legal description and street address of lot _____
3. Property lines clearly shown _____
4. Proposed structure(s) clearly shown with the height called out _____
5. Dimensions from the structure(s) to all adjacent property lines _____
6. Grade contours or elevation call outs shown _____

C. ELEVATIONS

1. Architectural elevations from all sides of the proposed structure(s) _____
2. Dimensions of the plate heights and overall heights _____

D. ADDITIONAL COMMENTS

SUBMIT:

- 1 set of 11"x 17" revised plans by _____ to be eligible for the _____ Planning Commission meeting.
- Incorporate any requested corrections and provide 10 sets of plans (1-24"x 36" and 9 – 11"x 17", all stapled and folded) by _____ to be eligible for the _____ Planning Commission meeting.
- 1 set of 11"x 17" revised plans for review by staff. Note: Because your project does not require a formal Planning Commission review, you may resubmit anytime.

Please contact staff at 310/378-0383 with any questions or to arrange a meeting.