

## **SILHOUETTING POLICY**

### ***Benefits of Silhouettes***

Silhouettes involve the construction of a model of a proposed structure, usually consisting of a wooden frame, with plastic flags. Silhouettes provide a clear, accurate representation of the proposed structure “envelope” and location to greatly assist in the review of a proposed project.

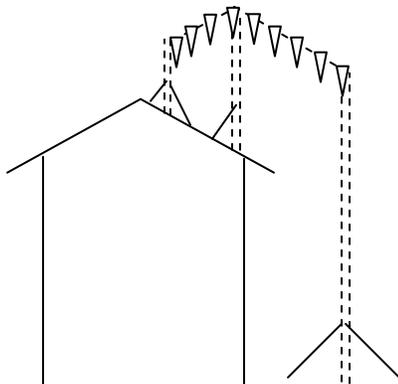
Silhouettes can provide benefits to all parties involved in the review of a proposed project. Residents and City officials can achieve a greater understanding of a project’s size, mass, view impacts and privacy impacts, during the Neighborhood Compatibility process, when the proposed construction is silhouetted. Residents often express frustration in reading and interpreting plans, and silhouettes can eliminate concerns that are based on a misunderstanding of the project. Because of this, silhouettes may benefit applicants by eliminating the need to address concerns that are unfounded.

### ***Silhouette Triggers***

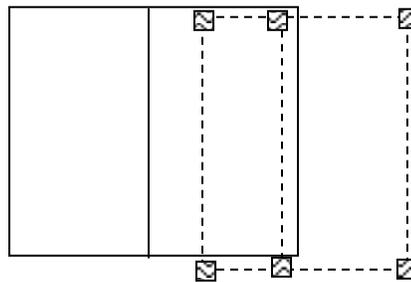
New Houses: A silhouette shall be required for all new house applications unless waived by the Planning Director as not of substantial benefit. The Planning Director may waive the silhouette requirement when the proposed construction does not exceed 25 ft. above natural grade and 30 ft. above the adjacent curb.

House Additions: A silhouette shall be required for house additions and major remodels subject to Neighborhood Compatibility unless waived by the Planning Director. The Planning Director may waive the silhouette requirement if the roof ridge or eaves do not move substantially up or out as typically occurs for new house wings and other major expansions of the house perimeter.

Revised Applications: Previously approved applications that return to the Planning Commission with revisions that are within the previously approved house envelope may not require a silhouette. The applicant may submit a request in writing for the silhouette to be waived. The Planning Director and/or the Planning Commission will review the letter and decide if a silhouette is appropriate. Those house revisions exceeding the previously approved envelope revert to the above stated policies for new houses and house additions.



**ELEVATION**



**ROOF PLAN**

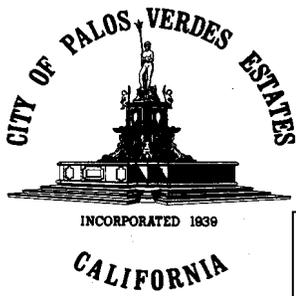
### ***Silhouette Specifications***

- Silhouettes shall consist of a three dimensional model, showing all proposed ridges, peaks, and chimneys. Two dimensional or partial silhouettes may be allowed if approved, in advance, by the Planning Director. The following construction guidelines shall apply:
  1. Silhouettes shall be constructed with 2" x 4" lumber, or other material if approved by the Planning Director. For example, PVC may be appropriate to use on tile roofs, to avoid breaking tiles.
  2. Staking shall delineate all ridges, corners of proposed construction, and chimneys.
  3. Bracing shall be provided where possible.
  4. Wire, twine, or other suitable material shall be used to delineate roof ridges, eaves, and chimneys.
  5. Flags shall be attached to the wire or twine to aid in the visualization of the proposed construction. The size of the flags and the wire/twine must be large enough to be visible at least 300 feet from the property.
  6. Staff shall be notified once the silhouette is erected to inspect the silhouette prior to the public meeting.
- Once a silhouette is constructed, a certification must be submitted from a licensed land surveyor, verifying the accuracy of the silhouette constructed, and conformance with the associated plans.
- In the event an application is continued and plans are revised, the silhouette shall be modified in accordance with these provisions, to accurately reflect the current proposal.
- All costs related to silhouette construction and verification shall be borne by the applicant.

### ***Time Limits***

- A silhouette shall be constructed at least 4 weeks prior to the Planning Commission meeting and must be present during the neighborhood meeting per Ordinance 08-684.
- The silhouette certification form from a licensed land surveyor or civil engineer must be submitted at least 11 days before the Planning Commission meeting.
- The silhouette shall remain standing throughout the 15-day appeal period. If an appeal is filed, it shall remain standing until the matter is heard by the City Council. If an appeal is not filed, silhouettes must be removed immediately.

Please contact the Planning Department with any questions at (310) 378-0383.



# City of Palos Verdes Estates

## SURVEY CERTIFICATION

**Instructions:** The silhouette and cross-section ridge height certifications must be performed by a registered land surveyor or civil engineer. Please attach a copy of the silhouette's roof plan with the surveyed roof ridge elevations labeled.

I, \_\_\_\_\_, have surveyed the silhouette located  
NAME OF SURVEYOR

at \_\_\_\_\_  
ADDRESS OF SUBJECT PROPERTY

on \_\_\_\_\_, which is based on Neighborhood  
DATE

Compatibility application, \_\_\_\_\_, submitted to the  
APPLICATION NUMBER

City of Palos Verdes Estates by \_\_\_\_\_. The  
NAME OF APPLICANT

survey was taken from the following benchmark: \_\_\_\_\_  
DESCRIPTION OF BENCHMARK

at an elevation of \_\_\_\_\_. The building envelope, setbacks and ridge elevations of the silhouette described above and certify that all dimensions, locations and elevations are accurate within 0.25 ft. (3 in.) of the plans submitted.

*I have also surveyed the ridge heights of the adjacent structures called out in the cross section drawings and certify that all dimensions, locations and elevations are accurate within 0.25 ft. (3 in.) of the plans submitted.*

If utilizing two different surveyors for this procedure, both must provide stamp and signature.

PLEASE STAMP AND SIGN BELOW

PLEASE STAMP AND SIGN BELOW

### SILHOUETTE & CROSS SECTION SURVEY

### SILHOUETTE ONLY

\_\_\_\_\_  
NAME – PLEASE PRINT

\_\_\_\_\_  
NAME – PLEASE PRINT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

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PHONE

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PHONE

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LICENSE NO. / EXPIRATION DATE

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LICENSE NO. / EXPIRATION DATE