



**CONDITIONAL USE PERMIT APPLICATION QUESTIONNAIRE**

ADDRESS OF PROPOSED USE: \_\_\_\_\_

OWNER: \_\_\_\_\_

BRIEF DESCRIPTION OF PROPOSED USE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Is the use applied for at the location set forth in the application properly one authorized by conditional use permit pursuant to the City code?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. How is the use consistent with the general plan and any applicable specific plan?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Explain how the site is adequate in size and shape to accommodate the yards, walls, fences, parking and loading facilities, landscaping, and other development standards prescribed in the City code, or as are otherwise required in order to integrate the use with the site, surrounding properties, and other permitted uses in the city.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Explain how the site is adequately served by highways or streets of sufficient width and improvements as are necessary to carry out the kind and quantity of traffic such use will generate and by other public or private service facilities as are required.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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5. Explain how the use will not create unusual noise, traffic, or other conditions that may be objectionable, detrimental, or incompatible with surrounding properties or other permitted uses in the city.

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6. Explain how the integrity and character of the city, neighborhood, and site, the utility and value of surrounding properties, and the public health, safety, and welfare, will not be adversely affected by the use

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7. Will an Environmental Initial Study be required? Why or why not?

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**CITY OF PALOS VERDES ESTATES  
REQUIRED PLAN CHECK INFORMATION**

THE FOLLOWING INFORMATION IS MANDATORY AND MUST BE SUBMITTED WITH THE PLAN CHECK APPLICATION

OWNER/APPLICANT: \_\_\_\_\_  
PROJECT ADDRESS: \_\_\_\_\_  
LEGAL DESCRIPTION: LOT \_\_\_\_\_, BLOCK \_\_\_\_\_, TRACT \_\_\_\_\_  
APPLICANT'S AGENT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
DATE: \_\_\_\_\_

LOT SIZE: \_\_\_\_\_ square feet

ALLOWABLE FLOOR AREA: \_\_\_\_\_ equals the smaller of 30% (lot size) + 1750 or 50% (lot size)

EXISTING LOT COVERAGE:  
\_\_\_\_\_ sq. ft. \_\_\_\_\_ % BUILDING  
\_\_\_\_\_ sq. ft. \_\_\_\_\_ % HARDSCAPE (pool, patio, deck, driveway, etc.)  
\_\_\_\_\_ sq. ft. \_\_\_\_\_ % TOTAL

PROPOSED LOT COVERAGE: (include only added lot coverage)  
\_\_\_\_\_ sq. ft. \_\_\_\_\_ % BUILDING  
\_\_\_\_\_ sq. ft. \_\_\_\_\_ % HARDSCAPE (pool, patio, deck, driveway, etc.)  
\_\_\_\_\_ sq. ft. \_\_\_\_\_ % TOTAL

**TOTAL LOT COVERAGE:** (sum of existing and proposed)  
\_\_\_\_\_ sq. ft. \_\_\_\_\_ % BUILDING (Not to exceed 30%)  
\_\_\_\_\_ sq. ft. \_\_\_\_\_ % HARDSCAPE (pool, patio, deck, driveway, etc.)  
\_\_\_\_\_ sq. ft. \_\_\_\_\_ % TOTAL

EXISTING FLOOR AREA:  
\_\_\_\_\_ sq. ft. FIRST FLOOR \_\_\_\_\_ sq. ft. MEZZANINE  
\_\_\_\_\_ sq. ft. SECOND FLOOR \_\_\_\_\_ sq. ft. GARAGE  
\_\_\_\_\_ sq. ft. BASEMENT \_\_\_\_\_ sq. ft. TOTAL\*

PROPOSED FLOOR AREA: (include only added floor area)  
\_\_\_\_\_ sq. ft. FIRST FLOOR \_\_\_\_\_ sq. ft. MEZZANINE  
\_\_\_\_\_ sq. ft. SECOND FLOOR \_\_\_\_\_ sq. ft. GARAGE  
\_\_\_\_\_ sq. ft. BASEMENT \_\_\_\_\_ sq. ft. TOTAL

**TOTAL FLOOR AREA:** (sum of existing and proposed)  
\_\_\_\_\_ sq. ft. FIRST FLOOR \_\_\_\_\_ sq. ft. MEZZANINE  
\_\_\_\_\_ sq. ft. SECOND FLOOR \_\_\_\_\_ sq. ft. GARAGE  
\_\_\_\_\_ sq. ft. BASEMENT \_\_\_\_\_ sq. ft. TOTAL

OWNER'S AFFIDAVIT

State of California
County of Los Angeles

I, (We,) hereby declare under the penalty of perjury, that I (We) am (are) the owner(s) of the property involved in this request and that the foregoing statements and the information submitted herewith are true and correct.

Owner(s)

Signature Signature
Address

Telephone ( ) ( )

Subject Address: Legal Description:

Subscribed and sworn to before me this \_\_\_ day of \_\_\_, 20\_\_.

Notary Public

TO ALL APPLICANTS

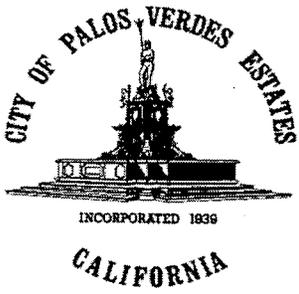
Employees of the City of Palos Verdes Estates will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to make the showing necessary before any of the described permits can be granted. Also, there is no guarantee - expressed or implied - that any permit will be granted by whatever agency or individual has authority in the matter.

The applicant shall understand also that each matter must be carefully investigated and, after a staff investigation has been made or a public hearing has been held, the staff's recommendation or decision may be contrary to a position taken in any preliminary discussions.

The staff is not permitted to assist the applicant or any opponents of any applicant in preparing arguments for or against a request. I have read the forgoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

Applicant/Owner Signature

Date



*City of Palos Verdes Estates*  
*Request for Preparation of Mailing Matrix for*  
*Planning Application*

Fee Paid: \_\_\_\_\_ MR #: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Application No.: \_\_\_\_\_

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

APN (required for vacant lots): \_\_\_\_\_

Once you have submitted this request for preparation of a mailing matrix, City staff will prepare the pertinent documents, according to City standards and provide a copy for you.

How do you wish to be notified when the mailing matrix is ready?

Call me and I will pick it up. Phone: \_\_\_\_\_

Contact name: \_\_\_\_\_

Mail it to me. Phone: \_\_\_\_\_

Name and Address: \_\_\_\_\_

\_\_\_\_\_

Fax it to me. I will be responsible for printing it on labels.

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

Contact name: \_\_\_\_\_

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*For Staff Use Only*

Mailing matrix prepared

Date: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Applicant contacted/ package mailed

Date: \_\_\_\_\_ Staff initials: \_\_\_\_\_

**STANDARD URBAN STORMWATER MITIGATION PLAN (SUSMP) CHECKLIST  
FOR DEVELOPMENT PLANNING PRIORITY PROJECT CATEGORIZATION**

Application No. \_\_\_\_\_  
 Project Location: \_\_\_\_\_  
 Project Description: \_\_\_\_\_

<b>Part A. Planning Priority Projects Subject to SUSMP:</b> <i>Does the proposed project involve any of the following?</i>	<b>YES</b>	<b>NO</b>
1. Single-family hillside development that contemplates grading on any natural slope that is 25 percent or greater and where grading contemplates cut or fill slopes. [Subject to Numerical Design Criteria if development is one acre or more]		
2. Home subdivisions of ten or more housing units. [Subject to Numerical Design Criteria]		
3. Industrial/commercial development that disturbs one acre or more of surface area must comply with all the SUSMP requirements. [Subject to Numerical Design Criteria]		
4. Automotive service stations. [Subject to Numerical Design Criteria if it creates 5,000 sq. ft. or more of surface area]		
5. Retail gasoline outlet. [Subject to Numerical Design Criteria if it creates 5,000 sq. ft. or more of impervious surface area and with projected Average Daily Traffic (ADT) of 100 or more vehicles]		
6. Restaurants. [Subject to Numerical Design Criteria if it creates 5,000 sq. ft. or more of surface area]		
7. Parking lot 5,000 sq.ft. or more of surface area or with 25 or more parking spaces. [Subject to Numerical Design Criteria]		
8. Redevelopment projects in subject categories that meet Redevelopment thresholds. [Subject to Numerical Design Criteria]		
9. Project located in, adjacent to or discharging directly to an Environmentally Sensitive Area (ESA) where the discharge is likely to impact a sensitive biological species or habitat and create 2,500 sq. ft. or more impervious surface area. [Subject to Numerical Design Criteria] See ESA Map.		

If all answers to Part A are NO, continue to Part B.

<b>Part B. Project features subject to Site Specific Mitigation:</b> <i>Does the proposed project involve any of the following?</i>	<b>YES</b>	<b>NO</b>
10. Vehicle or equipment fueling areas		
11. Vehicle or equipment maintenance areas, including washing or repair		
12. Commercial or industrial waste handling or storage		
13. Outdoor handling or storage of hazardous materials		
14. Outdoor manufacturing areas		
15. Outdoor food handling areas or processing		
16. Outdoor animal care, confinement, or slaughter		
17. Outdoor horticulture activities		

**Planning Priority Project**

If any question in Part A and/or Part B is answered “YES”, the project is a planning priority project subject to the Development Planning Program of the SQMP and will require post development storm water quality mitigation, either SUSMP or site-specific.

**Planning Exempt Project**

If every question in Part A and Part B is answered “No”, project is exempt from Development Planning but must still submit the “Owner’s Certification of Compliance with Minimum Requirements” and comply with construction requirements.

## DEFINITIONS

“Best Management Practice (BMP)” means methods, measures, or practices designed and selected to reduce or eliminate the discharge of pollutants to surface waters from point and nonpoint source discharge including storm water. BMPs include structural and non structural controls, and operation and maintenance procedures, which can be applied before, during, and/or after pollution producing activities.

“Hillside” means property located in an area with known erosive soil conditions, where the development contemplates grading on any natural slope that is twenty-five percent (25%) or greater.

“Numerical Design Criteria”

A. Mitigate (infiltrate or treat) storm water runoff volume from either:

1) The 85<sup>th</sup> percentile 24-hour runoff event determined as the maximized capture storm water volume for the area, from the formula recommended in Urban Runoff Quality Management, WEF Manual of Practice No. 23/ASCE Manual of Practice No. 87, (1998); or

2) The volume of annual runoff based on unit basin storage water quality volume, to achieve 80 percent or more volume treatment by the method recommended in California Storm water Best Management Practices Handbook – Industrial/Commercial, (1993); or

3) The volume of runoff produced from a 0.75 inch storm event, prior to its discharge to a storm water conveyance system; or

4) The volume of runoff produced from a historical-record based reference 24-hour rainfall criterion for “treatment” (0.75 inch average for the Los Angeles County area) that achieves approximately the same reduction in pollutant loads achieved by the 85<sup>th</sup> percentile 24-hour runoff event

### OR

B. Mitigate (infiltrate or treat) storm water runoff flows from either:

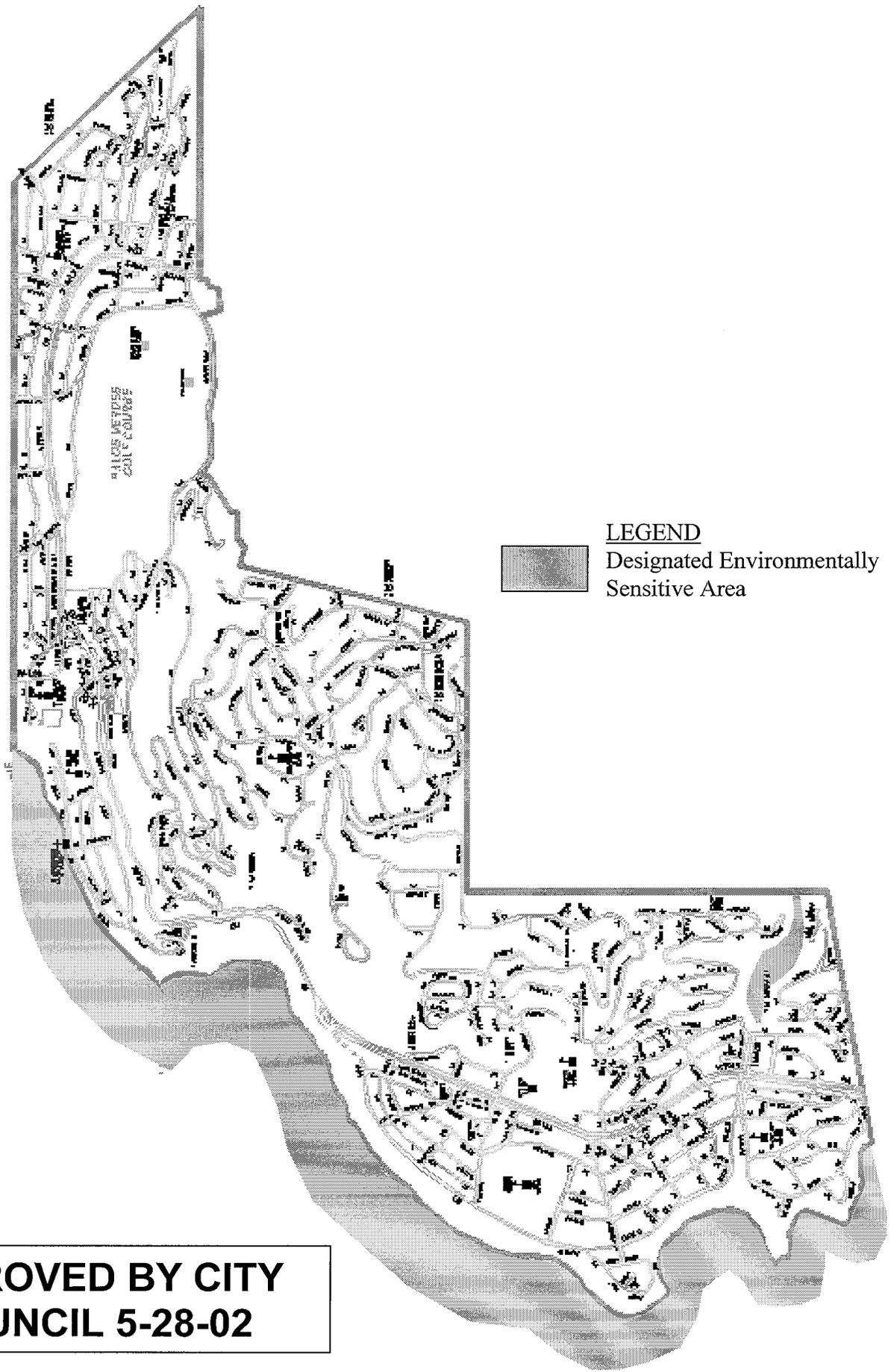
1) The flow of runoff produced from a rain event equal to at least 0.2 inches per hour intensity; or

2) The flow of runoff produced from a rain event equal to at least two times the 85<sup>th</sup> percentile hourly rainfall intensity for Los Angeles County; or

3) The flow of runoff produced from a rain event that will result in treatment of the same portion of runoff as treated using volumetric standards above

“Redevelopment” means (a) land-disturbing activity that results in the creation, addition, or replacement of 5,000 square feet or more of impervious surface area on an already developed site. Where Redevelopment results in an alteration to more than fifty percent of impervious surfaces of a previously existing development, and the existing development was not subject to post development storm water quality control requirements, the entire project must be mitigated. Where Redevelopment results in an alteration to less than fifty percent of impervious surfaces of a previously existing development, and the existing development was not subject to post development storm water quality control requirements, the alteration must be mitigated, but not the entire development (b) Redevelopment does not include routine maintenance to maintain original line and grade, hydraulic capacity, or original purpose of facility, nor does it include emergency construction activities required to immediately protect public health and safety (c) Existing single-family structures are exempt from Redevelopment requirements.

# City of Palos Verdes Estates ENVIRONMENTALLY SENSITIVE AREAS



**APPROVED BY CITY  
COUNCIL 5-28-02**

**RESOLUTION NO. PCR-\_\_\_\_\_**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA, APPROVING AN APPLICATION FOR A CONDITIONAL USE PERMIT AT \_\_\_\_\_.**

WHEREAS, on \_\_\_\_\_, an application for a Conditional Use Permit was submitted for the use of a at the property located at Lot \_\_\_\_\_ of Block \_\_\_\_ of Tract Number. \_\_\_\_ in the City of Palos Verdes Estates, County of Los Angeles, State of California, commonly known as \_\_\_\_\_, Palos Verdes Estates, California ("the Property"). The application sought approval for an \_\_\_\_\_; and,

WHEREAS, on \_\_\_\_\_, the Planning Commission conducted a public hearing on the matter, which hearing was duly and properly noticed. At such hearing the Commission received and considered documentary evidence including, but not limited to, a staff report, site plans and received and considered oral testimony from the applicant and others. The Commission further received information and considered information regarding environmental review of the application and,

WHEREAS, following the conclusion of the public discussion and thorough deliberation of the subject matter, the Planning Commission determined by a vote of \_\_\_\_\_ to \_\_\_\_\_, that Conditional Use Permit Number . \_\_\_\_\_, should be conditionally approved as set forth herein below:

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF PALOS VERDES ESTATES, DOES HEREBY RESOLVE, AS FOLLOWS:

Section 1. Based upon the evidence presented, the Planning Commission hereby finds and determines as follows:

1. Each fact set forth in the recitals above is true and correct.
2. Each fact set forth in the memorandum for Agenda Item Number. \_\_\_\_\_, Meeting Date, from Planning staff, presented to the Planning Commission on said date, is true and correct.

Section 2. Pursuant to the foregoing recitations, the following findings are made:

1. The use applied for at the location set forth in the application is properly one authorized by a conditional use permit pursuant to the Municipal Code;
2. The use is consistent with the General Plan and any applicable specific plan;
3. The site is adequate in size and shape to accommodate the yards, walls, fences, parking and loading facilities, landscaping, and other development standards prescribed in the Code, or as are otherwise required in order to integrate the use with the site, surrounding properties, and other permitted uses in the City;

4. The site is adequately served by highways or streets of sufficient width and improvement as are necessary to carry out the kind and quantity of traffic such use will generate and by other public or private service facilities as are required;

5. The use will not create unusual noise, traffic, or other conditions that may be objectionable, detrimental, to incompatible with surrounding properties or other permitted use in the City;

6. The integrity and character of the City, neighborhood, and site, the utility and value of surrounding properties, and the public health, safety, and welfare will not be adversely affected by the use; and

7. The application has been processed in accordance with the California Environmental Quality Act and the provisions of Chapter 17.10 of the Municipal Code. (Ord. 529 Sect 13, 1991: Ord 375 Sect. 1 (part), 1982).

Section 3. Pursuant to the foregoing recitations and findings, the Planning Commission approves Conditional Use Permit Number \_\_\_\_\_, subject to the following conditions:

1. This approval is granted for the land or land use as described in the application and any attachments thereto, and as shown on the plot plan submitted, attached hereto as Exhibit A.
2. Prior to obtaining a building permit and within 30 day hereof, the applicant and property owner shall file with the Secretary of the Planning Department written acknowledgment of the conditions stated herein on forms provided by the Planning Department.
3. All buildings, fences, signs, roadways, parking areas, and other facilities or features shall be located and maintained as shown on the approved plans.
4. All buildings and structures shall be of the design as shown on the approved plans.
5. Compliance with and execution of all conditions listed herein shall be necessary prior to obtaining final building inspection clearance and/or prior to obtaining any occupancy clearance. Deviation from this requirement shall be only by written consent of the Director of Planning.
6. All requirements of any law, ordinance, or regulation of the State of California, City of Palos Verdes Estates, and any other governmental entity shall be complied with.
7. This approval is subject to the applicant paying all fees and assessments to the City of Palos Verdes Estates, as required by Ordinance.
8. In the event the City determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the applicant shall be required to pay any and all cost of such legal action, including reasonable attorney' s fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amiably resolved, unless the City should otherwise agree with the applicant to waive said fees or any part thereof. The foregoing shall not apply if the permittee prevails in the enforcement proceeding.

9. The applicant shall defend, indemnify, and hold harmless the City and its officers, agents, and employees from any claim, action or proceeding against the City or its officers, agents or employees to attach, set aside, void, or annul approval of this application. The City shall promptly notify the applicant of any such claim, action, or proceeding and shall cooperate fully in the defense.
  
10. An approval granted by the Planning Commission does not constitute a building permit or authorization to begin any construction. An appropriate permit issued by the Department of Building and Safety must be obtained prior to construction, enlargement, relocation, conversion, or demolition of any building or structure within the City.

APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 20

CHAIRMAN \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
SECRETARY

STATE OF CALIFORNIA )  
COUNTY OF LOS ANGELES )SS  
CITY OF PALOS VERDES ESTATES )

I, Vickie Kroneberger, Planning Commission Minutes Secretary of the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution No. PCR-\_\_\_\_ was regularly approved and adopted at the regular meeting of the Planning Commission on the \_\_\_ day of \_\_\_\_\_, 20\_\_ by the following vote, to wit:

AYES: COMMISSIONERS: \_\_\_\_\_

NOES: COMMISSIONERS: \_\_\_\_\_

ABSENT: COMMISSIONERS: \_\_\_\_\_

\_\_\_\_\_  
Vickie Kroneberger  
Planning Commission Minutes Secretary