Director's Initial
Date of revision 10/11/2004

# CITY OF PALOS VERDES ESTATES
# COASTAL DEVELOPMENT PERMIT APPLICATION

A Coastal Development Permit or Coastal Waiver is required for all projects proposed within the City's Coastal Zone, as designated on the attached map. Applicable State regulations are also attached.

Previously issued by the California Coastal Commission, Coastal Permits within the City of Palos Verdes Estates came under the City's authority in December of 1991. Applications may be appealed to the Coastal Commission following the City appeals procedure.

The primary criterion in reviewing a Coastal Permit application is conformity with the Palos Verdes Estates' Coastal Plan (see Ord. No. 091-535). In many cases, a Coastal Permit application will be processed concurrently with Planning applications and requires only additional administrative steps. In a few instances, however, the Coastal Permit application process requires major steps not required for the primary application.

***Application Requirements:***

- One set of plans, including a site plan and elevations.
- Coastal Development Permit Application Form
- Owner's Affidavit signed & notarized
- Filing fee for Coastal Application and Radius Map
- Floor area/ Lot Coverage sheet
- Grading quantities on City form
- Standard Urban Stormwater Mitigation Plan (SUSMP) checklist
- Other items as directed by staff

*Please note: the Planning Department must receive evidence, in writing, of soils and geology approval before a Coastal application will be scheduled for Planning Commission review.*

Palos Verdes Estates Municipal Code section 19.02.040 states that the following findings must be made before a Coastal Development Permit may be approved:

1. The plans for the proposed development and the coastal development permit comply with all of the requirements of this chapter and other relevant city ordinances and development standards; and
2. The proposed use is consistent with the certified local coastal program, the general plan, any applicable specific plan, and the applicable zoning ordinance or ordinances; and
3. The proposed use will not be visually intrusive from public view points; and
4. The required reports and plans demonstrate to the satisfaction of the city, in its sole discretion, that the proposed use can be supported by the bluff and the proponent has demonstrated that the proposed use will not increase any existing geologic hazards; and
5. The proposed development, when located between the sea and the first public road inland from the sea, is in conformance with the public access and recreation policies of the California Coastal Act as contained in Chapter 3, sections 30200 through 30224, of the California Public Resources Code, the applicable sections of the California Code of Regulations, and the local coastal program.

# APPLICATION FOR COASTAL DEVELOPMENT PERMIT

*Please print or type all responses. Attach additional sheets if necessary.*

ADDRESS: _____

OWNER: _____

A. Briefly describe the project proposed within the Coastal Zone:

_____
_____
_____
_____
_____

B. What off-site locations will this project be visible from?

_____
_____
_____
_____
_____

C. PVEMC Section 19.02.020 D. states that permitted development shall not be considered visibly intrusive if it incorporates the following to the maximum extent practicable:

1. *The development is sited on the least visible portion of the site as seen from public view points;*
2. *The development conforms to the scale of existing surrounding development;*
3. *The development incorporates landscaping to soften and screen structures;*
4. *The development incorporates materials, colors, and/or designs which are more compatible with natural surroundings.*

How has the design of the proposed project addressed each of these items?

_____
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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 <u>or</u> 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. SECOND FLOOR
_____sq. ft. BASEMENT
_____sq. ft. MEZZANINE
_____sq. ft. GARAGE
_____sq. ft. TOTAL*

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

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

**GRADING INFORMATION***

PREVIOUS GRADING: (any movement of earth on this site prior to this application)

CUT_____cubic yards

FILL_____cubic yards

TOTAL_____cubic yards

PROPOSED GRADING: (movement of earth required for this project)

CUT_____cubic yards

FILL_____cubic yards

OVEREXCAVATION_____cubic yards

RECOMPACTION**_____cubic yards

TOTAL_____cubic yards

*** GRADING APPLICATION AND PLANNING COMMISSION REVIEW IS REQUIRED IF:**

1. The building official has required an engineering geology report or soils engineering report.
2. Any project resulting in a cut or fill in excess of ten feet in depth or height.
3. Any project where the quantity of cut and fill exceeds two hundred fifty cubic yards.
4. Any lot where the quantity of cut and fill exceeds one hundred cubic yards of grading exterior to the dwelling unit foundation, garage, and driveway.
5. There has been grading or a grading application on the property within twenty-four months preceding the date of the current application which would, when combined with the current application, require grading permit approval.

** **THE CITY OF PALOS VERDES ESTATES DOES NOT ACCEPT SHRINKAGE FACTORS OR OTHER METHODS OF GRADING DATA CALCULATION.**

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

Application No._____
Project Location:_____
Project Description:_____

| Part A. **Planning Priority Projects Subject to SUSMP**: *Does the proposed project involve any of the following?* | **YES** | **NO** |
|---|---|---|
| 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.

| Part B. **Project features subject to Site Specific Mitigation:** *Does the proposed project involve any of the following?* | **YES** | **NO** |
|---|---|---|
| 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 <u>and</u> 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 85th 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 85th percentile 24-hour runoff event

**OR**

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

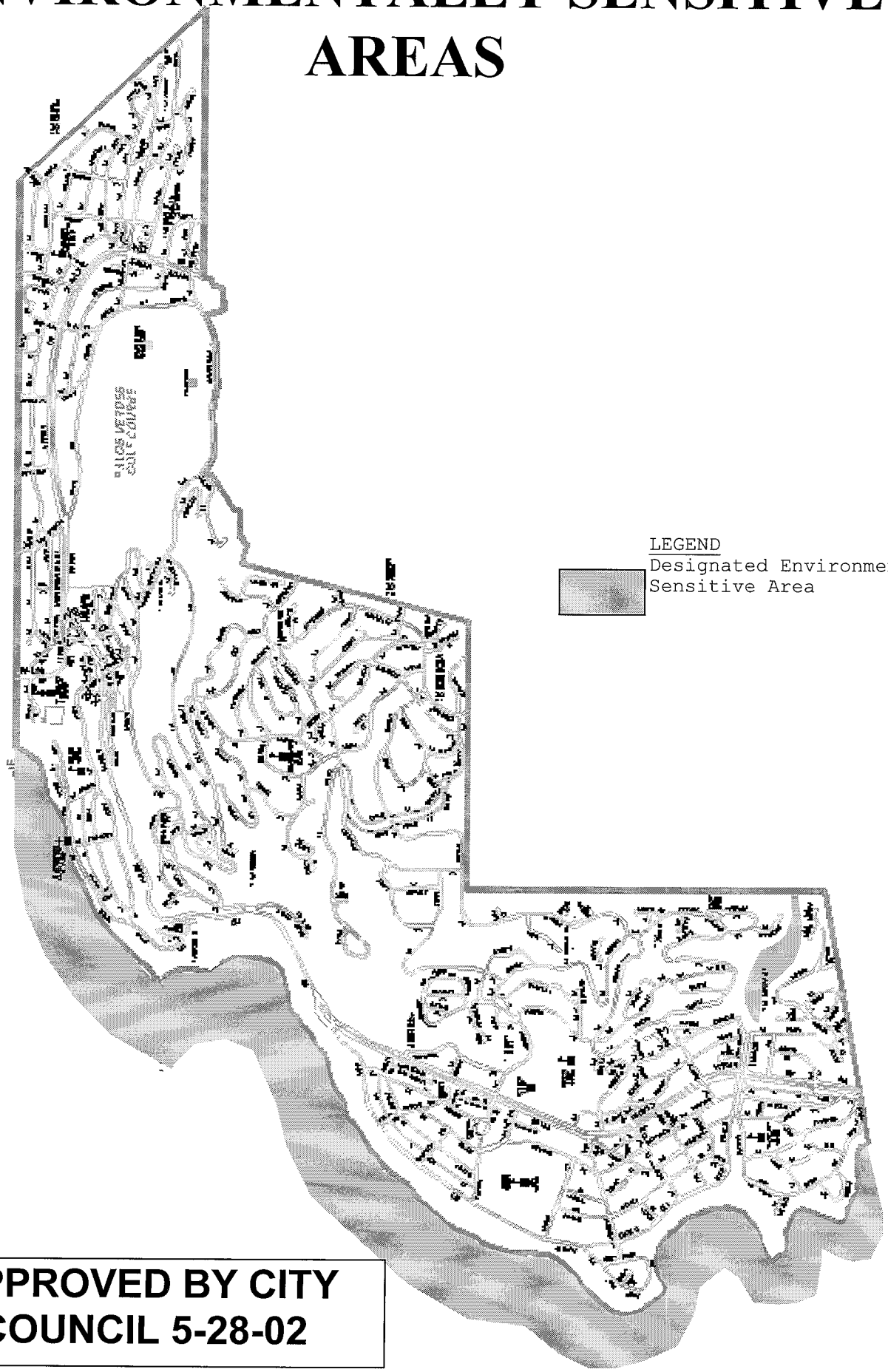
1) The flow of runoff produced from a rain event equal to at least 0.2 inches per hour intensity; or

2) The flow of runoff produced from a rain event equal to at least two times the 85th 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**

# 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: _____

# 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

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**TO ALL APPLICANTS**

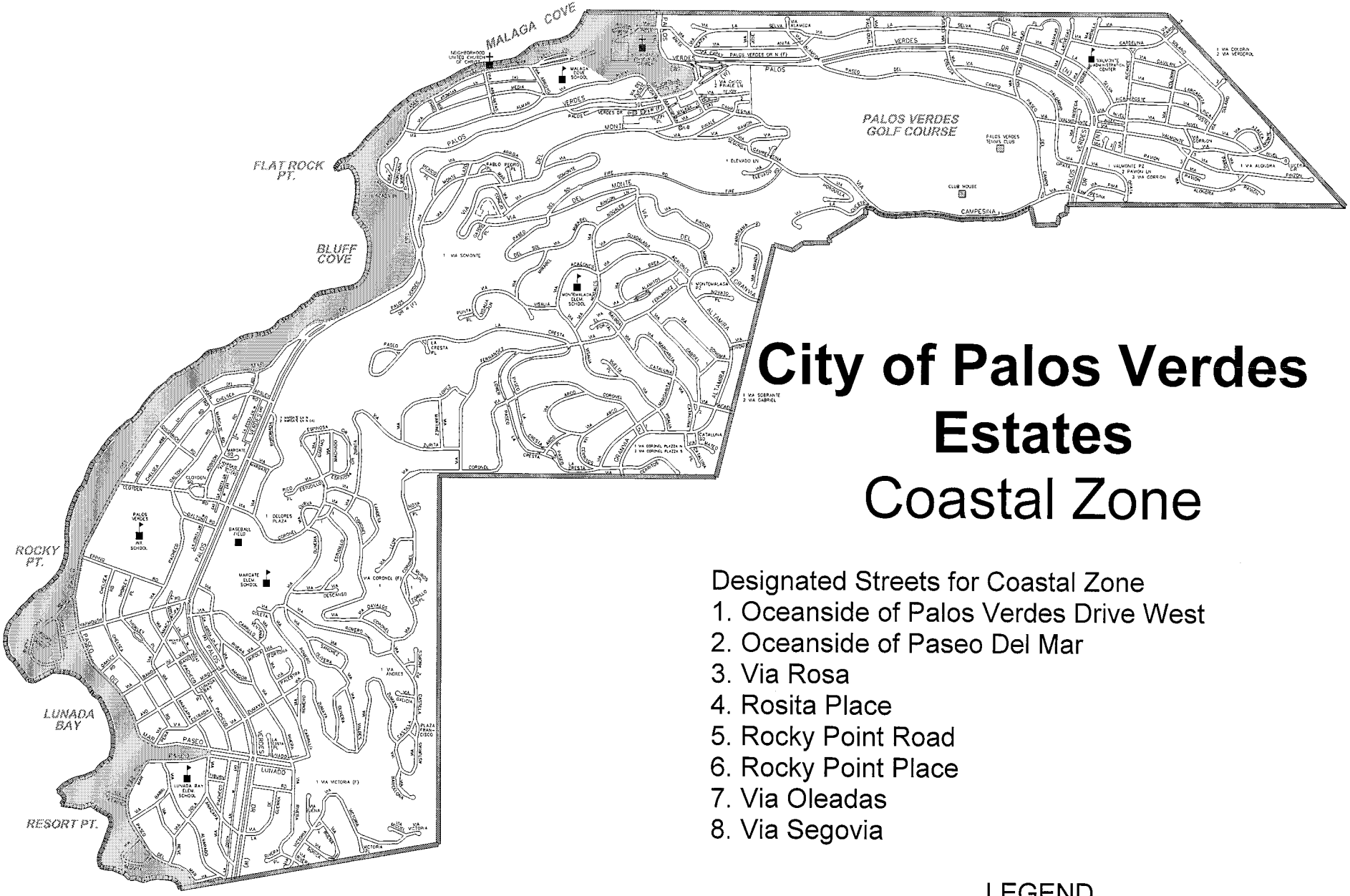
Employees of the City of Palos Verdes Estates will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to make the showing necessary before any of the described permits can be granted. Also, 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

## Coastal Zone

Designated Streets for Coastal Zone

1. Oceanside of Palos Verdes Drive West
2. Oceanside of Paseo Del Mar
3. Via Rosa
4. Rosita Place
5. Rocky Point Road
6. Rocky Point Place
7. Via Oleadas
8. Via Segovia

LEGEND
Coastal Zone

# CODES RELATING TO COASTAL DEVELOPMENT PERMITS

http://www.coastal.ca.gov/ccatc.html

## *STATE OF CALIFORNIA PUBLIC RESOURCES CODE*

§ 30610. Notwithstanding any other provision of this division, no coastal development permit shall be required pursuant to this chapter for the following types of development and in the following areas:

(a) Improvements to existing single-family residences; provided, however, that the commission shall specify, by regulation, those classes of development which involve a risk of adverse environmental effect and shall require that a coastal development permit be obtained pursuant to this chapter.

## *CALIFORNIA CODE OF REGULATIONS*

§13250. Improvements to Existing Single-Family Residences.

(a) For purposes of Public Resources Code Section 30610(a) where there is an existing single-family residential building, the following shall be considered a part of that structure:

(1) All fixtures and other structures directly attached to a residence;

(2) Structures on the property normally associated with a single-family residence, such as garages, swimming pools, fences, and storage sheds; but not including guest houses or self-contained residential units; and

(3) Landscaping on the lot.

(b) Pursuant to Public Resources Code Section 30610(a), the following classes of development require a coastal development permit because they involve a risk of adverse environmental effects:

(1) Improvements to a single-family structure if the structure or improvement is located: on a beach, in a wetland, seaward of the mean high tide line, in an environmentally sensitive habitat area, in an area designated as highly scenic in a certified land use plan, or within 50 feet of the edge of a coastal bluff.

(2) Any significant alteration of land forms including removal or placement of vegetation, on a beach, wetland, or sand dune, or within 50 feet of the edge of a coastal bluff, or in environmentally sensitive habitat areas;

(3) The expansion or construction of water wells or septic systems;

(4) On property not included in subsection (b)(1) above that is located between the sea and the first public road paralleling the sea or within 300 feet of the inland extent of any beach or of the mean high tide of the sea where there is no beach, whichever is the greater distance, or in significant scenic resources areas as designated by the commission or regional commission, improvement that would result in an increase of 10 percent or more of internal floor area of an existing structure or an additional improvement of 10 percent or less where an improvement to the structure had previously been undertaken pursuant to Public Resources Code Section 30610(a), increase in height by more than 10 percent of an existing structure and/or any significant non-attached structure such as garages, fences, shoreline protective works or docks.

(5) In areas which the commission or a regional commission has previously declared by resolution after public hearing to have a critically short water supply that must be maintained for the protection of coastal resources or public recreational use, the construction of any specified major water using development not essential to residential use including but not limited to swimming pools, or the construction or extension of any landscaping irrigation system.

(6) Any improvement to a single-family residence where the development permit issued for the original structure by the commission, regional commission, or local government indicated that any future improvements would require a development permit.

(c) In any particular case, even though an improvement falls into one of the classes set forth in subsection (b) above, the executive director of the commission may, where he or she finds the impact of the development on coastal resources or coastal access to be insignificant, waive the requirement of a permit; provided, however, that any such waiver shall not be effective until it is reported to the commission at its next regularly scheduled meeting. If any three (3) commissioners object to the waiver, the proposed improvement shall not be undertaken without a permit.

**RESOLUTION NO. PCR--___**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA, APPROVING A COASTAL DEVELOPMENT PERMIT AT _____.**

WHEREAS, on_____an application for a Coastal Development Permit was submitted for 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 of _____; 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 has determined that the project is categorically exempt from the California Environmental Quality Act; 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 Coastal Development Permit Application 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 to the Planning Commission, 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 plans for the proposed development and the Coastal Development Permit comply with all of the requirements of Title 19 of the Municipal Code and other relevant City ordinances and development standards;

2. The proposed use is consistent with the certified local coastal plan, the General Plan, any applicable specific plan, and the applicable zoning ordinance(s);

3. The proposed use will not be visually intrusive from public view points;

4. The required reports and plans demonstrate to the satisfaction of the City , in its sole discretion, that the proposed use can be supported by the bluff and that the proponent has demonstrated that proposed use will not increase any existing geologic hazards; and

5. The proposed development, when located between the sea and the first public road inland from the sea, is in conformance with the public access and recreation policies of the California Coastal Act as contained in Chapter 3, Sections 30200 through 30224 of the California Public Resources Code, the applicable sections of the California Administrative Code and the local coastal plan.

Section 3. Pursuant to the foregoing recitations and findings, the Planning Commission approves Coastal Development Permit Application 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. a. The applicant shall have a maximum of one year, after approval of a Coastal Development Permit, within which to apply for and be issued a grading or building permit. The approval shall expire in the event such grading or building permit has not been issued within the prescribed one-year time period, or in the event such grading or building permit terminates or expires under any other provision of this Code or of the law of this State.

b. The Planning Director may approve a six month extension to the approval if an application for extension is filed prior to the expiration of the initial one year time period. Such an extension cannot be transferred to a new owner. Any subsequent extension applications must be made with the City Council.

7. 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.

8. This approval is subject to the applicant paying all fees and assessments to the City of Palos Verdes Estates, as required by Ordinance.

9. 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.

10. 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.

11. 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.

12. The owner shall provide for the planting of trees in the parkway adjacent to the site of the building in accordance with the recommendation of the Public Works Director or authorized designee.

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