



NEIGHBORHOOD COMPATIBILITY

City of Palos Verdes Estates
Community Development Department | Planning Division
340 Palos Verdes Drive West, Palos Verdes Estates, CA 90274
appointments@pvestates.org | (310) 378-0383

Since its incorporation in 1939, the City of Palos Verdes Estates has enjoyed a reputation for its unique rural character and scenic beauty. To preserve these special characteristics, the City adopted its Neighborhood Compatibility ordinance in 1990, with the objective of regulating the development or redevelopment of each building site with respect to adjacent land, public or private, and existing structures so as to maximize visually pleasant relationships, assure a bright, open neighborhood with a maximum of light and air, and avoid the unpleasant appearance of crowding one structure against another, or of one structure towering over another. It is not the intent to unreasonably restrict or regulate the right of an individual property owner to determine the type of structure or addition he may wish to place or modify on his property. Rather, this process makes the City a desirable place for many people to build their homes, because it allows for community input in the development process and creates an obligation for developers to consider how their project impacts their neighbors.

What Projects Trigger this Process?

According to the Palos Verdes Estates Municipal Code (PVEMC): “*On any property in the R-1 zone, no person shall construct or cause to be constructed any of the following structures unless and until such structure is found pursuant to this chapter to be compatible with the neighborhood within which it is located:*

- Any new structure of one thousand square feet or more of gross floor area;
- Addition of one thousand square feet or more of gross floor area to any existing structure;
- Addition of gross floor area in the form of a second story whether in whole or in part to any existing structure;
- Addition to an existing building of a second story deck or balcony eighty or more square feet in area and/or projecting more than six feet from the existing building;
- Addition to an existing building of a second story deck or balcony which is located in a required side yard;
- Addition of a mezzanine, whether in whole or in part, to any existing building or structure, that changes the exterior of the building or structure; or
- Any increase in the roof ridge elevation of any portion of an existing building, unless the increase is only a result of utilizing an alternate roofing material.”

Findings Required for Approval

Planning Commission may approve an application for Neighborhood Compatibility upon making the following findings.

- **Natural Amenities.** Improvements to residential property shall respect and preserve to the greatest extent practicable the natural features of the land, including the existing topography and landscaping.
- **Neighborhood Character.** Proposals shall be reasonably compatible with the existing neighborhood character in terms of the scale of development of surrounding residences, particularly those within three hundred feet of the proposed development parcel boundaries. While many elements can contribute to the scale of a residential structure, designs should minimize the appearance of over- or excessive building

substantially in excess of existing structures in the neighborhood. The square footage of the structure and the total lot coverage should reflect the uncrowded character of the city and the respective neighborhood. The height of the structures shall maintain, to the extent reasonably practicable, some consistency with the height of structures on neighboring properties.

- **Privacy.** Design proposals shall respect the existing privacy of adjacent properties by maintaining an adequate amount of separation between the proposed structure and adjacent properties, and the design of balconies, decks and windows should respect the existing privacy of adjacent properties.
- **Views.** Designs should consider to the extent reasonably practicable neighbors' existing views.

Application Documents Checklist

In order to consider your application submitted, each of these items must be complete. Missing or incomplete items will result in a delay of review. All forms are in this packet and available on the City website.

- Application fee (including Mailing Matrix fee)
- Letter describing the proposed scope of work requested
- Neighborhood Compatibility Questionnaire completed
- Plan set to include proposed site plan, civil survey, floor plans, elevations, vicinity map, & cross-sections
- Floor area breakdowns showing floor area and gross areas, with dimensions
- Lot Calculations Worksheet (to include coverage, floor area, *and* grading summary)
- Requirements for Neighborhood Meeting form completed
- Low-Impact Development sheet (if applicable)
- Mailing Matrix Request form completed
- Application Certification completed
- Owner's Affidavit completed

Outline of Neighborhood Compatibility Process

1. **Staff Review:** Attached to this packet is a checklist specifying all items required to be shown on your submitted plans. **Please review the checklist carefully prior to submitting your application.** The more complete your initial submission is, the faster your project can be reviewed by staff. Upon receipt of a Neighborhood Compatibility application, the Planning Department becomes your point of contact for your request and routes your plans to the following individuals for review. Once the plans are deemed complete, staff will ask for **5 sets printed to-scale at 11x17" minimum size** for the Planning Commissioners.
 - **Planner:** Reviews your plans for completeness & accuracy as well as compliance with PVEMC
 - **Public Works Engineer:** Checks for compliance with Public Works Standards
 - **Urban Forester:** Determines number, location, & species of street trees required at your site
2. **Neighborhood Meeting:** The applicant must host **at least 4 weeks prior to the Planning Commission public hearing** (see "*Requirements for the Neighborhood Meeting*" form). This coincides with the application due date.

- Notice of neighborhood meeting must be sent **at least 1 week prior to the neighborhood meeting**
 - Silhouette must be constructed **prior to neighborhood meeting**
3. **Silhouette/Cross-Section Certification**: form due **at least 2 weeks prior to the Planning Commission public hearing**. Prior to your hearing, Planning Commissioners and staff will visit the project site, so applicants are advised to make the project accessible. If you would like to coordinate a time for Planning Commissioners and/or staff to visit the site with you, email appointments@pvestates.org.
 4. **Public Noticing**: Between 10 & 20 days in advance of your hearing, the City notifies the public of your request in several manners.
 - **Mailed Notice**: Staff mails notice to all owners of real property within 300' of your lot describing your project and options for public input.
 - **Posted Sign**: City staff will post a blue and white sign in the right-of-way adjacent to your property. If this sign is damaged or removed, please notify City staff and we'll replace it.
 - **Posted Agenda**: The agenda is physically posted at City Hall.
 - **Newspaper Notice**: Some projects trigger the State requirement for newspaper publishing. This will appear either in the Palos Verdes Peninsula News or the Daily Breeze.
 - **Online**: The agenda, staff reports, attachments, plans, correspondence, minutes, and video of the meeting are available online at <https://www.pvestates.org/government/city-council/city-meetings>
 5. **Correspondence**: There are several ways in which the applicant and any member of the public may submit correspondence to be considered by Planning Commission in advance of their decision. Include your name, your address, and the project address on any correspondence. **Correspondence must be received by City Hall by 12:00 p.m. NOON the Thursday prior to the public hearing.**
 - Email to brindge@pvestates.org in PDF format
 - Physical letter turned in to the front desk at City Hall (340 Palos Verdes Drive West, Palos Verdes Estates, CA 90274)
 - Mail to City Hall (must be **received** by City Hall by the correspondence deadline)
 6. **Public Hearing**: 6:30 p.m. at City Hall (see back of Cover Sheet for dates). The timeline for each public hearing is as follows.
 1. Staff provides oral report on the request
 2. Applicant is provided 5 minutes to present request; **if you would like to display a presentation on the screen as you speak, you must email that presentation to PlanningCommissionMeeting@pvestates.org by NOON the day of the public hearing.**
 3. Each member of the public wishing to speak is provided 3 minutes
 4. Applicant is afforded another 5 minutes to speak
 5. Planning Commission may ask questions of staff and/or applicant
 6. Planning Commission deliberates & comes to a decision where they will do one of the following:
 - Approve your project exactly as you requested with the standards set of conditions
 - Approve with conditions: see explanation below
 - Deny your request
 - Continue your hearing to a subsequent meeting
 7. Anyone may submit an appeal of the decision within 15 days of the hearing; the silhouette shall remain erected for the duration of the appeal period until it is confirmed by staff that no appeals have been submitted.

7. **After Appeal Period is Cleared:** If your project is approved and no appeals are filed, you may submit your building set to the Building & Safety Department for review. If your project is continued, please update your plans accordingly and update the silhouette, if applicable. Staff will update the public notices.

Neighborhood Meeting

To better facilitate consideration of a project's impacts on the neighborhood, PVEMC 18.46.043 requires the applicant to host a neighborhood meeting at which the proposal is discussed and plans are reviewed. The applicant is required to perform the following tasks:

1. At least 7 days prior to the Neighborhood Meeting, the applicant must send an invitation, by mail or hand-delivered, to all property owners within 300 feet of the subject property (see the mailing matrix supplied by the City), to include the following:
 - An invitation to the meeting
 - Copy of preliminary drawings scaled no smaller than one inch equals sixteen feet. Please include site plan, civil survey, floor plans, elevations, vicinity map, & cross-sections.
 - Copy of the Single-Family Residential Development Guidelines.
2. At least 4 weeks prior to the Planning Commission hearing, the applicant must host the neighborhood meeting:
 - On a non-holiday weekend
 - Before 9am or after 5pm if held on a weekday
 - During daylight hours
 - After the silhouette has been constructed
 - On the subject property, or an alternative location if physical conditions at the subject property make it unsafe or infeasible to provide a table and chairs at the subject property
3. Submit the "Requirements for Neighborhood Meeting" form to the Planning Department, certifying that the meeting was held in accordance with PVEMC 18.46.043.

Conditions of Approval

All projects reviewed by Planning Commission are *conditionally* approved, meaning that certain broad requirements apply to the development entitlement. The "standard conditions of approval" are as follows. **If you wish to not have any condition of approval required for your project, you must include that in your request.** It is important to remember that Planning Commission may add, delete, or modify any conditions associated with your project.

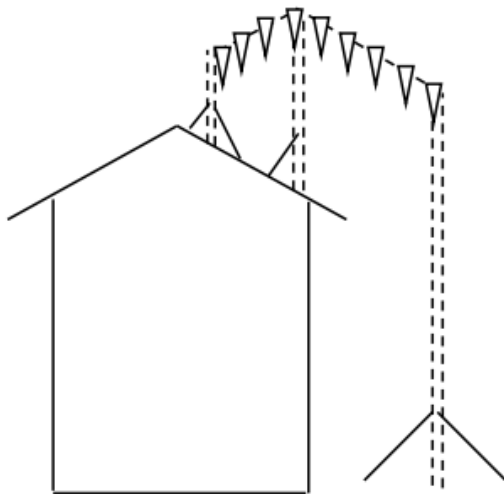
1. This approval is granted for the land or land use as described in the application, within this resolution, and any attachments thereto, and as shown on the plot plan submitted.
2. All buildings, fences, signs, roadways, parking areas, and other facilities or features shall be located and maintained as shown on the approved plans.
3. All buildings and structures shall be of the design as shown on the approved plans.
4. 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.
5. 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 property owners, and their successors in interest, 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 owners to waive said fees or any part thereof. The foregoing shall not apply if the property owner prevails in the enforcement proceeding.

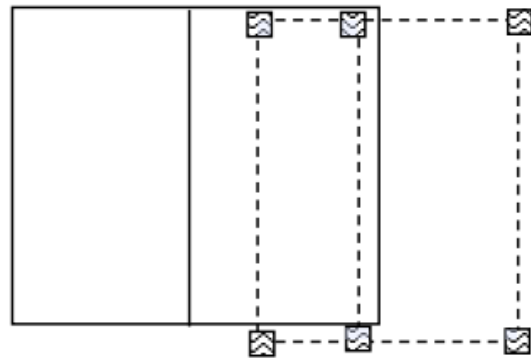
6. All requirements of any law, ordinance, or regulation of the State of California, City of Palos Verdes Estates, and any other governmental entity shall be complied with.
7. This approval is subject to the applicant paying all fees and assessments to the City of Palos Verdes Estates, as required by Ordinance.
8. 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.
9. Expiration of any Miscellaneous Application approval shall be governed by the provisions of the City of Palos Verdes Estates Municipal Code that are applicable to the expiration of the Neighborhood Compatibility approval.
10. The property owners, and their successors in interest, shall indemnify and defend the City of Palos Verdes Estates and its officers, employees and agents from and against all liability and costs relating to the City's actions concerning this project, including (without limitation) any award of litigation expenses in favor of any person or entity who seeks to challenge the validity of any of the City's actions or decisions in connection with this project. The City shall have the sole right to choose its counsel and property owners shall reimburse the City's expenses incurred in its defense of any lawsuit challenging the City's actions concerning this project.
11. A landscape plan and certification are required for compliance with the State Model Water Efficiency Landscape Ordinance.
12. The owner shall provide for the planting of street trees adjacent to the site of the building in accordance with the recommendation of the Public Works Director or authorized designee. Any property owner requesting to deviate from this condition shall file an application to be reviewed by the Parklands Committee, including requests to plant a different tree or a request to not plant a tree as required by this condition.
13. The owner shall provide for the improvement of streets, alleys, walks, and drainage facilities adjacent to the site of the building in conformance with Public Works Standards and specifications of the City and plans approved by the City Engineer. This includes the removal of any nonstandard encroachments.
14. All nonstandard encroachments shall be removed from any Parkland adjacent to the subject property.
15. All nonstandard encroachments approved by the Planning Commission by way of a Miscellaneous Application require the property owners to execute a license agreement allowing the nonstandard encroachment(s), which shall be notarized, submitted for recordation at the Los Angeles County Registrar-Recorder office, and required insurance certificates submitted to the City prior to finalizing permits.
16. If an existing sewer easement is found on or adjacent to the subject property, the developer shall determine the actual location, alignment, and condition of the sewer mainline, confirmed by video surveillance and report, and the easement shall be shown on the plan. No object, whether a permanent structure, temporary structure, or any object which is difficult to remove are allowed within sewer easements. Any grading within the sewer easement shall be reviewed and approved by the City Engineer prior to issuance of any building permits.
17. The owner shall provide a "Knox box" universal gate lock, if applicable, accessible to the police and fire departments. Applicants are advised to contact 1-800-552-5669 with any questions.
18. The height of all new fireplace chimneys shall be the minimum allowable per the Building Code and the height of the chimney cap shall not exceed 30".

Silhouetting Requirements

According to PVEMC 18.36.043, “[a] silhouette of the proposed project shall be erected on the subject property before the [neighborhood] meeting.” It is strongly advised that the applicant arrange for the silhouette to be constructed as early as possible to meet this requirement. Silhouettes involve the construction of a model of a proposed structure, usually consisting of a wooden frame with plastic flags delineating ridges, chimneys, etc. Silhouettes provide a clear, accurate representation of the proposed structure envelope and location to greatly assist in the review of a proposed project. Silhouettes provide benefits to all parties involved in the review of a proposed project. Silhouettes are especially helpful for those who are confused by the plans, as silhouettes can eliminate concerns that are based on a misunderstanding of the project.



ELEVATION



ROOF PLAN

Silhouettes shall consist of a three-dimensional model, showing all proposed ridges, peaks, and chimneys. The following construction guidelines shall apply:

- Silhouettes shall be constructed with 2” x 4” lumber, or other material if approved by the Planning Director. For instance, PVC may be appropriate to use on tile roofs to avoid damage.
- Staking shall delineate all ridges, corners of proposed construction, and chimneys.
- Bracing shall be provided when possible.
- Wire, twine, or other suitable material shall be used to delineate roof ridges, eaves, and chimneys.
- Flags shall be attached to the wire or twine to aid in the visualization of the proposed construction. Flags shall be large enough to be visible at least 300 feet from the property.

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. **The silhouette certification form shall be submitted at least 2 weeks prior to the Planning Commission hearing.**

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. **Silhouettes shall remain standing throughout the 15-day appeal period, and shall remain standing throughout the appeal process, should an appeal be filed.** If no appeals are filed, silhouettes shall be removed immediately.

All costs related to silhouette construction and verification shall be borne by the applicant.

Neighborhood Compatibility Questionnaire

This questionnaire will be used in determining the compatibility of your project with the neighborhood in which it is located. It is important that all available information regarding the project be included and that all information is accurate. Incomplete or inaccurate applications are not acceptable and will be returned. Please be thoughtful and consider every element, impact, and perspective of your request. Your answers will be considered as part of the staff report. You may submit your answers on a separate sheet of paper if desired.

FINDING #1: TOPOGRAPHY. Explain how the proposal is designed and will be developed to preserve to the greatest extent practicable the natural features of the land, including the existing topography and landscaping. (Include information regarding: Grading amounts, cut/fill locations; landscaping, existing and proposed; sitting of the structure on the lot; and other items relating to natural amenities.)

FINDING #2: NEIGHBORHOOD CHARACTER. Explain how the proposal is compatible with the existing neighborhood character in terms of the scale of development of surrounding residences, particularly those within 300' of the proposed development. (Include information regarding: floor area in relation to area homes; total lot coverage in relation to area homes; height in relation to area homes.)

FINDING #3: PRIVACY. Explain how the proposal respects the existing privacy of adjacent properties. (Include information regarding: separation between the proposed structure and adjacent properties; the design of balconies, decks and windows in relation to adjacent properties.)

FINDING #4: VIEWS. Explain how the proposal considers to the extent reasonably practicable neighbors' existing views.



LOT CALCULATIONS WORKSHEET

City of Palos Verdes Estates
 Community Development Department | Permitting Division
 340 Palos Verdes Drive West, Palos Verdes Estates, CA 90274
appointments@pvestates.org | (310) 378-0383

THIS WORKSHEET IS MANDATORY AND SHALL BE SUBMITTED WITH ALL APPLICATIONS. THE CALCULATIONS UNDER "PROPOSED" MUST MATCH THE SCOPE OF WORK EXACTLY AS SHOWN ON THE PLANS AND IN THE APPLICATION.

Owner: _____ **Applicant:** _____

Project Address: _____ **Date:** _____

LOT SIZE:
 _____ sq. ft.

ALLOWABLE FLOOR AREA:
 _____ sq. ft. Equals the lesser of 30% (lot size) + 1,750 **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
_____ sq. ft.	_____ %	HARDSCAPE (pool, patio, deck, driveway, etc.)
_____ sq. ft.	_____ %	TOTAL

EXISTING FLOOR AREA:

_____ sq. ft. FIRST FLOOR	_____ sq. ft. BASEMENT
_____ sq. ft. SECOND FLOOR	_____ sq. ft. GARAGE
_____ sq. ft. OTHER: _____	_____ sq. ft. TOTAL

PROPOSED FLOOR AREA: (Include only added floor area)

_____ sq. ft. FIRST FLOOR	_____ sq. ft. BASEMENT
_____ sq. ft. SECOND FLOOR	_____ sq. ft. GARAGE
_____ sq. ft. OTHER: _____	_____ sq. ft. TOTAL

TOTAL FLOOR AREA: (Sum of existing and proposed)

_____ sq. ft. FIRST FLOOR	_____ sq. ft. BASEMENT
_____ sq. ft. SECOND FLOOR	_____ sq. ft. GARAGE
_____ sq. ft. OTHER: _____	_____ sq. ft. TOTAL FLOOR AREA

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

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

REQUIREMENTS FOR THE NEIGHBORHOOD MEETING

Ordinance 08-684, adopted by the City Council on July 22, 2008, requires the owner of the property for which Neighborhood Compatibility review is sought to take the following actions:

(1) Send notice to the owner(s) of real property, as shown on the latest equalized assessment roll, within three hundred (300) feet of the subject property of the pendency of the filing of such an application, including with such notice copies of preliminary drawings of the proposed project at a scale no smaller than one inch (1") equals sixteen feet (16'), and a copy of the Single Family Residential Development Guidelines. No application for neighborhood compatibility review will be accepted as complete unless it contains evidence acceptable to the Director that such notice has been sent.

(2) Hold a meeting, at least four (4) weeks prior to the date of the Planning Commission meeting at which the application will be heard, and invite the persons entitled to notice pursuant to paragraph (1) above to attend such meeting to discuss the proposed application. The meeting shall be held on a non-holiday weekend during daylight hours or on a weekday during daylight hours before 9:00 a.m. or after 5:00 p.m. The meeting shall be held at the subject property; provided, however, that if the occupancy of the subject property by a tenant or physical conditions at the subject property make it unsafe or infeasible to provide a table and chairs at the subject property, the meeting may be held at another location within the city. The silhouette of the proposed project shall be erected on the subject property before the meeting. Notice of the date, time and place of such meeting shall be sent to neighbors at least seven days before the meeting and shall be filed with the planning department. During the meeting, special emphasis shall be placed on identifying proposed additions that are not silhouetted, including pool equipment, air conditioning units, outdoor BBQs, balconies and terraces.

Note: Staff has prepared the attached Sample Agenda to assist applicants in the meeting process. This agenda must be included in the materials distributed to the neighbors.

AS THE OWNER/ APPLICANT OF THE SUBJECT PROPERTY, I HEREBY CERTIFY THAT THE FOLLOWING ACTIONS HAVE OCCURRED.

(a) Documents described in paragraph (1) were mailed to every property owner within 300 feet on the following date: _____

(b) The following meeting, as described in paragraph (2), has been scheduled:

DATE: _____

TIME: _____

PLACE: _____

All property owners within 300 feet have been invited to the above meeting.

SIGNATURE: _____

PRINT NAME: _____

SUBJECT PROPERTY: _____

*Please note: If more than one meeting is held, please attach an explanation specifying the date, time and place of each meeting, and a description of those invited. Each owner within 300 feet must be invited to at least one meeting.

NEIGHBORHOOD MEETING SAMPLE AGENDA

I. INTRODUCTION

- A. Introduce the applicant/designer and the homeowner, if present.
- B. Give a brief description of the property owner's goals for the project as a whole.

II. SCOPE OF WORK

- A. Provide a description of the scope of work.
 - 1. Give an overview of the square footage for each level proposed, the building height, the gross floor area, other site improvements included in the project (i.e. driveways, walkways, patios, outdoor fireplaces), and grading quantities, if applicable.
 - 2. Be sure to be as comprehensive as possible so that neighbors can properly assess the project.

III. PROJECT STATUS

- A. Discuss if the project has been processed with the Palos Verdes Homes Association.
 - 1. If the project has been reviewed, discuss any concerns raised within each review. Suggestions or concerns provided by the Palos Verdes Homes Association can modify the design of your project.
 - 2. Be sure the neighbors know if any changes to the plans will take place.

IV. MITIGATION FACTORS

- A. Often times, designers orient a project based on mitigating possible impacts. If certain impacts such as view and/or privacy were taken into consideration in the current design, be sure to state this. Neighbors want to know that you are conscious of the possible impacts and that you care how their properties might be affected.

V. OPEN DISCUSSION

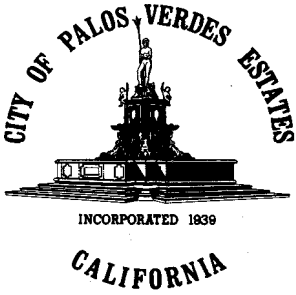
- A. Now that the neighbors have heard your comprehensive review of the project, open the forum for their comments. Keep in mind that this is meant to be an opportunity for the neighbors to share their concerns or ask for clarification.
- B. You are not required to address all the concerns tonight, nor do you have to provide a formal response during the meeting. It is acceptable to say that you will take their concerns under advisement and possibly incorporate some mitigation factors into the plans.
- C. On the other hand, if you have suggestions that may mitigate the impacts discussed, this is certainly a great opportunity to share your ideas.
- D. Remember, the purpose of this meeting is to open discussion with the neighbors and possibly modify the design to mitigate impacts.

**Planning Information for New Development/Redevelopment LID Projects
(In Accordance with Chapter 13.08 of City of Palos Verdes Estates Municipal Code)**

General Project Information		
Project Address		
Parcel ID		
Zoning/Use Code		
Project Developer		
Project Owner		
Owner Phone		
Owner address		
Owner email		
Site acreage		
Project acreage/disturbed area (may be less than site acreage for redevelopment projects)		
Existing hydrologically connected ¹ impervious area (ft ²)		
Planned impervious surface area for the project (ft ²) (includes building footprint as well as impervious driveways, patios, sport courts, etc.)		
Planned hydrologically connected ¹ impervious surface area for the project (ft ²)		
Planned pervious surface area for the project (ft ²)		
State WQID No. (if subject to Construction General Permit)		
Runoff Calculations for Project Site		
85th percentile, 24-hour storm (inches)		
Project design storm (inches) (Greater of 85th percentile, 24-hour storm and 0.75)		
Storm Water Quality Design volume (ft ³)		
Percent of design storm to be retained on site		
Biofiltration BMPs being used ? (Yes/No)		
Biofiltration BMP Treatment Volume (1.5 times the SWQDv not reliably retained on site)		
If offsite mitigation measures will be used, the following information must be provided		
Design volume for water quality mitigation treatment BMPs (ft ³)		
If flow-through water quality treatment BMPs are approved, provide the 1-year, 1-hour storm intensity (inches per hour)		
Percent of design storm volume to be infiltrated at off-site mitigation site		
Percent of design storm to be treated with biofiltration at off-site retrofit		
Name/address of off-site mitigation or retrofit sites		
GIS coordinates for off-site mitigation project		
BMP Specifications		
Permanent Structural BMP ID [provide additional columns for BMPs as necessary]	BMP A	BMP B (if necessary)
Structural BMP Type and Description		
BMP Location on Site (Coordinates)		
BMP Location Description (or attach map)		
BMP Design Capture Volume (ft ³)		

*Attach BMP design plans/specs

¹ To be hydrologically connected, an impervious surface area must be connected offsite via a hardened conveyance (e.g., pipe, drain, other impervious surface, etc.). As an example, if a roof downspout discharges to the street (whether directly or indirectly via an impervious driveway, for example), the roof area draining to the downspout is considered a hydrologically connected impervious area. On the other hand, if the same downspout discharges to a pervious area (e.g., a lawn or garden), the roof area draining to the downspout is not be considered a hydrologically connected impervious area.



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: _____

For Staff Use Only

Mailing matrix prepared

Date: _____ Staff initials: _____

Applicant contacted/ package mailed

Date: _____ Staff initials: _____

Application Certification

This certification must be completed for all Grading Applications and Neighborhood Compatibility Applications. It must be completed, signed, and stamped by the engineer or architect responsible for the application. If significant erroneous information is found to be contained in the application, the City may contact the State Department of Consumer Affairs with this certification and a report of the errors for the Department's information.

The Director of Planning may waive the requirement for this Certification if the services of a licensed engineer or architect are not needed for construction documents for the project.

Project Address: _____

Grading Application/
Neighborhood Compatibility Case#: _____

Architect/Engineer's Name: _____

Architect/Engineer's Address _____

Architect/Engineer's License # _____

Architect/Engineer's License Expiration Date _____

I am the architect/engineer for the subject project. I hereby certify that the information contained in this application is true and is accurate as defined by the licensing boards for architects/engineers.

Signature

Stamp



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

DATE

ADDRESS

PHONE

LICENSE NO. / EXPIRATION DATE

NAME - PLEASE PRINT

DATE

ADDRESS

PHONE

LICENSE NO. / EXPIRATION DATE

OWNER'S AFFIDAVIT

State of California
County of Los Angeles

I, (We,) _____ hereby declare under the penalty of perjury, that _____ 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

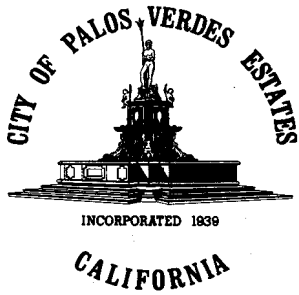
Employees of the City of Palos Verdes Estates will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to make the showing necessary before any of the described permits can be granted. Also,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



Neighborhood Compatibility Plan Check

Thank you for submitting a Neighborhood Compatibility application to the Planning Department. Please review the checklist carefully prior to submitting your application. The more complete your initial plan set is, the faster your project can be processed. Staff will utilize this worksheet to provide feedback.

Application #(s):	
Review Date:	Review #:

Cover Sheet	Corrections
Applicant's contact information Name, address, phone number	
Site legal description & address	
Scope of work identifying all proposed changes	
Print/Version date	

Site Plan	Corrections
Address & legal description for subject property & adjacent lots	
Property line dimensions & bearings	
Contours provided must be at 1' intervals and extend at least 30' beyond the property lines; Must show through the footprint of the house	
Names of adjacent streets	
Minimum required setbacks clearly labeled & dimensioned; Consult PVHA for setback numbers	
Existing vegetation & whether it will remain or be removed	
Required street trees	
Hardscape & landscape clearly delineated	
Required Plan Check Information sheet copied onto plans	
Outline all existing structures within 30' of property line	
Remodels: Additions clearly shown with shading or hatching New construction: Outline existing house to be removed	
Roof overhangs delineated	
Balconies delineated with dimensions clearly shown	

Finished pad elevations beneath structures, entry courts, stair landings, patios, planters, flat yard areas, bottom of pools, etc.	
Top-of-wall elevations for walls, fences, guardrails, pilasters, cook centers, fireplaces, curbs, etc.	
Retaining walls minimum 3' from property line	
Street right-of-way dimension including property line to curb & curb to centerline of street	
Driveway dimensions Includes width of driveway & aprons as well as slope (minimum 2%)	
Minimum 2-car garage	
Height of every ridge called out	
Lowest point of grade called out below the highest point of the ridge; The difference in these elevations constitutes the building's height (PVEMC 17.08.070)	
Location of proposed mechanical equipment	
Location of trash yard	
Location of existing & proposed utility tie-ins	
Drainage concept shown	

Floor Plans	Corrections
Dimensions of all rooms, balconies, etc.	
Clearly delineate areas to be removed	
Clearly mark any areas "open to below"	

Elevations	Corrections
Architectural elevations from all sides from which new construction can be seen from adjacent properties, both public & private	
Plate heights dimensioned	
Roof ridge elevations	
Height of finials, cupolas, chimney caps, and chimneys to the closest adjacent roof within a horizontal 10'	

Vicinity Map & Cross-Sections	Corrections
Scaled so that all adjacent lots are shown	
All property lines denoted	
Address & legal description for subject property & adjacent lots	
Roof ridge & lowest main floor elevations for all structures	
Elevation of adjacent streets & curb line or edge of pavement relative to structure	
Elevations of all walls, curbs, sports courts, etc.	
Ridge heights of adjacent structures have been certified by a licensed surveyor	
Natural & finished grade shown on cross-sections	
Outline existing structure & show addition(s) where applicable on vicinity map	
Cross-section views identified on vicinity map	

Civil Survey	Corrections
Existing residence called out with eaves delineated	
Adjacent residences shown	
Performed by licensed surveyor	

Concurrent Applications		Comments
Grading Application required if:	Geology or soils engineering report required	
	Cut or fill to exceed 10'	
	More than 250 yd ³ of grading	
	More than 100 yd ³ of grading outside of foundation/driveway	
Miscellaneous Application required if:	Mechanical equipment proposed within a minimum required setback	
	Walls, fences, or structures exceeding 6.5'	
	Walls, fences, or structures exceeding 3.5' in a setback adjacent to a street	
	Nonstandard encroachments within right-of-way or public lands	
Other Application(s)		

Departmental Review	Comments
Public Works Review Any outstanding public works corrections may become additional conditions of approval for your project	
Urban Forestry Review Any outstanding urban forestry corrections may become additional conditions of approval for your project.	
Planning Review Any outstanding planning corrections may become additional conditions of approval for your project.	
Art Jury Status please provide in a written manner	

Address every correction in a new, full set of plans at 11x17” size by:

In order to be on the Planning Commission agenda for the meeting of:

Failure to do so will push your project’s public hearing to the next Planning Commission meeting.

Please reference the Planning Application Cover Sheet for deadlines for the neighborhood meeting, silhouette, silhouette certification, & cross-section certification.

If you have questions about your corrections, please contact the staff either by email or during counter hours to discuss your project:

City Hall Counter Hours 8:00 AM – 10:00 AM Monday – Friday (310) 378-0383	Brianna Rindge, AICP Planning Manager brindge@pvestates.org extension 811	Maddie Bright City Planner mbright@pvestates.org extension 814
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