



Planning Department

GUIDE TO THE SITE PLAN/ARCHITECTURAL REVIEW APPLICATION

A Site Plan/Architectural Review (SPAR) is required for all new developments which do not require any other discretionary approvals. Most SPAR permits are heard by the Planning Commission. However, the Director of Planning and Community Development may approve certain minor projects through the Administrative SPAR process. Please inquire with the Planning Department for projects that may qualify for the Administrative SPAR.

In approving a Site Plan/Architectural Review Application, the reviewing authority may impose any reasonable conditions that are deemed appropriate including, but not limited to, requiring the payment of fees to mitigate or avoid adverse impacts on the community, requiring special yards, open space, buffers, fences and walls, requiring installation and maintenance of landscaping, requiring street dedications and improvements, regulating traffic circulation, regulating signs, regulating hours and methods of operation, controlling public nuisances, and prescribing development schedules and development standards. The reviewing authority must find in favor of all of the following findings before approving a Site Plan/Architectural Review Application, as required in Sections 9677.5 and 9677.7 of the City Zoning Ordinance:

1. That the proposed use is consistent with the objectives and provisions of the Zoning Ordinance and the purposes of the land use district in which the use is located;
2. That the proposed use and the manner in which it will be operated or maintained will not be detrimental to the public health, safety, or welfare;
3. That the proposed use shall not conflict with the character and design of the buildings and open space in the surrounding area;
4. That the proposed use will comply with each of the applicable provisions of the Zoning Ordinance, except for approved Variances or Modifications;
5. That the proposed use preserves and enhances the particular character and assets of the surrounding area and its harmonious development;
6. That the proposed development is consistent with the General Plan, any Specific Plans and any design standards adopted by the City Council;

7. That the design and location of the proposed development and its relationship to existing and proposed developments and traffic in the vicinity thereof is such that it will not impair the desirability of investment or occupation in the neighborhood; and that it will not unreasonably interfere with the use and enjoyment of existing or proposed developments in the vicinity thereof, and that it will not create traffic hazards or congestion;
8. That the design of the proposed development is in keeping with the character of the surrounding neighborhood and is not detrimental to the harmonious, orderly, and attractive development contemplated by the Zoning Ordinance and the City's General Plan; and
9. The design of the proposed development would provide a desirable environment for its occupants, as well as for its neighbors, and that it is aesthetically of good composition, materials, textures, and colors.

SUBMITTAL REQUIREMENTS

- Completed Planning Application Form.
- Written description of the proposed use(s).
- Legal description of the subject property.
- Two (2) copies of the property title report (no older than one year).
- Completed Environmental Questionnaire (Initial Study).
- Photographs of the subject property and abutting properties.
- Applicable Fees (a formal application will not be accepted unless fees are provided).
- One (1) signed copy of the City Consultant Fee Acknowledgement Statement.
- All documents shall be submitted in hard copy, and in an electronic format (CD, or website link to download).

Please consult the *Guidelines for Development Project Public Forums* (City Council Resolution No. 18-1866) and *Story Pole Procedures* (City Council Resolution No. 18-1862) to determine project applicability. The *Guidelines for Development Project Public Forums* identify additional items that must be included in the project application.

ALL THE PLANS SHOULD BE ASSEMBLED BY TYPE, I.E. ARCHITECTURAL, LANDSCAPE AND GRADING STAPLED AND FOLDED TOGETHER WHEN SUBMITTED.

- SITE PLAN (Folded accordion style to no larger than 8.5"x14") [10 sets]
Administrative SPR [5 sets]

All plans must include the following:

- Vicinity Map locating the proposed development or use;
- Scale: 1" = 20 feet and North Arrow (an alternate scale may be used if allowed by the Planning Department)
- Property boundaries, dimensions and area (square feet and acres);
- Location, dimensions and total square footage of existing and proposed structures;
- Building setback dimensions from all property lines and adjacent structures;
- Type and use of each structure, both proposed and existing;
- Location and dimensions of walls and fences;
- Location and identification of existing on-site trees and on/off-site oak trees;
- Dimensions of proposed landscape planters and total square footage of each planter;
- Number of parking spaces required and number of parking spaces provided by type;
- Proposed parking areas, including location, dimensions, and specifications for parking spaces, aisles, and driveway throats. The specifications for parking space size and striping must be shown on the Site Plan;
- Location and identification of any amenities to be included in any outdoor private or common recreation area;
- Location and size of monument signs;
- Identification and dimension of loading areas and refuse enclosures;
- Location of street light poles and on-site lighting standards;
- Location and dimension of existing and proposed curb cuts on the site, within fifty (50) of the project boundaries, and across the street from the site;
- Location, identification, and dimensions of easements on, adjacent to, or otherwise affecting the property;
- Dimension from property line to center of adjacent streets;
- Identification and dimensions of existing and proposed sidewalks, curbs and streets;
- Width and configuration of streets, including striping, left turn pockets and median identification from which the proposed development has access;
- Type of paving materials proposed, including scored concrete and other enhanced pavement;
- Location of above ground utility lines, vaults, transformers and other facilities;
- Name and street address and Assessor's Parcel No. of the project;
- A complete legal description of the property;
- Name, address, telephone number, and wet stamp of the architect or other licensed professional who prepared the plans and the date of plan; and
- Name, address and telephone number of the applicant.

- ELEVATION PLANS (Folded accordion style to no larger than 8.5"x14") [10 sets]
Administrative SPR [5 sets]

The plans must include the following:

- Scale: 1/4"=1' min.;
- Elevations should show all sides of the proposed buildings;
- Height and width of buildings;
- Signature of Registered Architect;
- Proposed and existing colors and materials must be identified; and
- Please provide (1) full size set and (1) reduced to 8.5"x11" set of color elevations.

- CROSS-SECTIONS (Folded accordion style to no larger than 8.5"x14")
[as many as the Elevation Plans]

The cross-sections apply to building details as well as retaining walls details. They should include but are not limited to exterior transitions between construction materials, roof overhangs, walls depths, most interesting penetration points, architectural features, structural members of patio covers and porches.

- Scale: 3/4"=1' min.;
- Provide dimensions

- ROOF PLANS (Folded accordion style to no larger than 8.5"x14") [10 sets]
Administrative SPR [5 sets]

- Scale: 1/4" =1' min.;
- Roof Pitch;
- Cross-section of proposed parapet wall and roof-mounted equipment; and
- Signature of Registered Architect.

- FLOOR PLANS (Folded accordion style to no larger than 8.5"x14") [10 sets]
Administrative SPR [5 sets]

- Room and/or use identification;
- Room and building dimensions; and
- Signature of Registered Architect.

- LANDSCAPE PLANS (Folded accordion style to no larger than 8.5"x14") [10 sets]
Administrative SPR [5 sets]

- Location, number, size and species identification of trees, ground-cover/shrubs;
- Height of bermed landscaping;
- Location and identification of hardscape and other landscape features such as walkways, fountains, etc.;
- Location of recreational amenities;
- Name, address and telephone number of the landscape architect who drew the plans;
- Property address and Assessor's Panel Number; and
- Landscape Architect's signature and license stamp.

Note: Three sets of detailed stamped landscape and irrigation plans will be required for review and approval prior to issuance of building permits.

OAK TREE REPORT [3 sets]

- Must be prepared by a city-approved oak tree consultant; and
- Must be prepared according to the Oak Tree Preservation Guidelines and Appendix A of the Zoning Ordinance.

Note: Any oak tree within 250 feet of the project or construction area must be included in the study.

LIGHTING PLAN (Folded accordion style to no larger than 8.5"x14") [10 sets]

The plans must include the following:

- A detailed, comprehensive exterior lighting plan prepared by a licensed lighting professional;
- A photometric plan with a maximum of one foot candle at property lines;
- Lighting fixture specifications and locations (use of energy efficient fixtures and technology is required);
- Proposed lighting intensity;
- Color temperature; and
- Existing and required street lamps located in the immediate vicinity of site.

Note: Parking lot light fixtures shall not exceed the height of sixteen (16) feet from finished grade.

SIGN PROGRAM (Folded accordion style to no larger than 8.5"x14") [10 sets]

- Location, dimensions, area, color, letter style, type and materials for all signs;
- Building signs shall be accurately dimensioned on elevation plans; and
- Elevation view of proposed monument signs.

LINE-OF-SIGHT PLANS [3 sets]

- L-O-S Plans must be drawn to scale; and
- L-O-S Plans must be taken from all public streets and abutting properties.

COLOR AND MATERIAL BOARD (no larger than 8.5"x11"x 0.5" thickness) [1]

- Exterior color and product specifications with description of location on proposed building.

GRADING PLANS (Folded accordion style to no larger than 8.5"x14") [10 sets]

- Including a completed cover sheet downloaded from the City's Website
- Drainage Plan

- Best Management Practices (NPDES) Plans. The plans must include:
 - ✓ Permanent: Urban Storm Water Management Plan
 - ✓ Construction: Storm Water Pollution Prevention Plan
 - ✓ Construction during November-April: Wet Weather Erosion Control Plan; and
- Signed and stamped by a Registered Civil Engineer.

HYDROLOGY REPORTS [2 sets]

- Report to be prepared by a Registered Engineer using methodology from the Los Angeles County Hydrology Manual.

LOW IMPACT DEVELOPMENT/SUSMP/SWPPP [3 sets]

The reports or plans must include:

- Low Impact Development Plan (per City Ordinance and L.A. County standards);
- Standard Urban Storm Water Management Plan
- Construction: Storm Water Pollution Prevention Plan; and
- Construction during November-April: Wet Weather Erosion Control Plan.

GEOLOGICAL/GEOTECHNICAL REPORTS [4 sets]

- Reports to be prepared by a registered engineer.

One (1) reduced 8.5"x11" copy of each required plan.

Please contact the Planning Department before submitting an application to inquire about what exhibits are required for your particular project. Note that additional information and/or plans may be required if deemed necessary to complete the Conditional Use Permit application. **Applicants are strongly encouraged to review the City's Architectural Design Standards and Guidelines prior to submittal of a development application.**