



Planning Division
Community Development Department

**GUIDE TO THE
CONDITIONAL USE PERMIT (CUP) APPLICATION
(AND JOINT CUP/ARCHITECTURAL REVIEW PROCESS)**

An application for a Conditional Use Permit (CUP) is required for any new development in the City that will be constructed on property of an average slope of ten (10) percent or greater. Conditional Use Permit applications are also required for certain commercial and industrial uses, as designated in the Agoura Hills Municipal Code (AHMC) Commercial Use Table Section 9312.2.

Due to the unusual or special characteristics of the use or land, conditional use permits require additional consideration so that the use or development may be located properly with respect to the objectives of the zoning regulations and with respect to their effects on surrounding properties. In order to achieve these purposes, the Planning Commission serves as the reviewing authority to grant or deny applications for CUPs, and to impose reasonable conditions upon the granting of the permits.

In addition to a CUP, an Architectural Review may be required for a development project, but not a conditionally allowed use, pursuant to Section 9677.6 through 9677.8 of the AHMC. Architectural Review is required for any new construction or sign on property located within the City.

Applicants are strongly encouraged to consult the Zoning Ordinance (Article IX of the AHMC), the City's Architectural Design Standards & Guidelines (ADS&G). For sites within the Ladyface Mountain Specific Plan area, consult the Ladyface Mountain Specific Plan (LMSP). For sites within the Agoura Village Specific Plan area, consult the Agoura Village Specific Plan (AVSP). (See also "Guide to the Agoura Village Development Permit Application" handout for an application checklist pertaining to the AVSP). The Zoning Ordinance is available on the City's website at www.ci.agoura-hills.ca.us/department/city-clerk/municipal-code. The ADS&G is available on the City's website at www.ci.agoura-hills.ca.us/department/planning-community-development/architectural-design-standards-guidelines, and the LMSP at www.ci.agoura-hills.ca.us/department/planning-community-development/ladyface-

mountain-specific-plan. Applicants are also strongly urged to consult with City staff early in the Project consideration stage to confirm application requirements and other issues in developing land in the City.

Consider the following other permits and approvals that may be required for the Project, along with a CUP or CUP/Architectural Review, for which there are separate handouts at www.ci.agoura-hills.ca.us/department/planning-community-development/applications-forms-guidelines.

- Oak Tree Permit (if trimming, removing, or encroaching in the protected zone of a protected oak tree)
- Sign Permit (if constructing a sign(s) on structures or on the property)
- Tract Map, Parcel Map, or Lot Line Adjustment

SECTION A: FINDINGS

As required by the AHMC Section 9673.2.E, the Planning Commission must be able to make all of the following findings in order to approve a CUP:

1. That the proposed use is consistent with the objectives of the Zoning Ordinance and the purposes of the district in which the use is located;
2. That the proposed use is compatible with the surrounding properties;
3. That the proposed use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety or welfare;
4. That the proposed use will comply with each of the applicable provisions of this article, except for approved variances or modifications;
5. That the distance from other similar and like uses is sufficient to maintain the diversity of the community; and
6. That the proposed use is consistent with the goals, objectives and policies of the general plan.

As required by AHMC Section 9677.7.G, the Planning Commission must be able to make all of the following findings in order to approve an Architectural Review application.

1. That the proposed development is consistent with the general plan, any specific plans, and any design standards adopted by the city council;

2. That the design and location of the proposed development and its relationship to existing or 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;
 3. 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 this ordinance and the general plan of the city;
 4. That 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;
 5. That the proposed use complies with all applicable requirements of the district in which it is located and all other applicable requirements; and
 6. That the overall development of the subject property is designed to ensure the protection of the public health, safety, and general welfare.
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SECTION B: PROCESS

1. CUP/Architectural Review Application (for development projects)

a. First Development Project Public Forum

Certain development projects may be required to conduct a Development Project Public Forum. These include any commercial, office, industrial, or mixed-use project over 10,000 square feet in size; any multi-family residential project consisting of more than six (6) units; and any development project requiring a zone change, general plan amendment, or specific plan amendment. Prior to submitting a formal application for a development under the CUP/Architectural Review, the applicant must hold the first Development Project Public Forum to obtain feedback from the community at large (see separate handout, "Guidelines for Development Project Public Forums," www.ci.agoura-hills.ca.us/departments/planning-community-development/application-form-and-guidelines), and submit the required items to the Planning Division as part of the application.

b. Application Submittal and Review

Upon submittal of the application materials identified below in SECTION C: SUBMITTAL REQUIREMENTS, the City Planning Division will assign a Case Planner to your project. The Case Planner reviews your project on behalf of the Planning Division, and coordinates its review with the City Public Works/Engineering Department, and the City Building Division. The Case Planner is the key liaison between you and the City. The Case Planner has thirty (30) days from application submittal to review your application and determine if it is complete. If it is not complete, the Case Planner will inform you in writing of the items needed to make your project complete within this thirty (30) day period. Upon your subsequent submittal of application items, the Case Planner will again review the submittal and inform you within thirty (30) days if the application is complete. This process may continue until the City deems your application complete.

The Case Planner will schedule a **Development Review Committee (DRC)** meeting to discuss City comments with you prior to deeming your application complete. The DRC includes the Case Planner and potentially other Planning Division staff, along with a representative from the City Building Division and City Public Works/Engineering Department.

The Case Planner will schedule a meeting with the City's **Architectural Review Panel (ARP)** prior to deeming your application complete. The ARP is advisory to Planning Division staff, and neither approves nor denies the design of a project. The ARP provides non-binding site design and architectural feedback on your project, while the Planning Commission determines whether a project is consistent with the design requirements and standards.

c. Second Development Project Public Forum

Prior to the City deeming an application complete, and within thirty (30) days after the first DRC meeting with the applicant, the applicant must hold the second Development Project Public Forum and submit the necessary items to the Planning Division, if applicable.

d. Environmental Review

Once any necessary revisions to the plans or application materials are made and the application is complete (i.e., all items in the application checklist have been provided in adequate detail to the satisfaction of the City), the Project will be analyzed pursuant to the **California Environmental Quality Act (CEQA)**. California Environmental Quality Act review and documentation is managed by

City staff. The City may contract with a consulting firm to prepare the CEQA document, with the costs paid for by the applicant.

The Project and CEQA document are then scheduled for the City Planning Commission review and decision.

e. Story Poles

For some projects consisting of multi-family residences and commercial or industrial uses, as well as for any single-family residence requesting a height or yard setback variance, the applicant is required to install story poles on site depicting the development prior to the City scheduling the project for Planning Commission public hearing (see Story Pole Procedures – separate handout, www.ci.agoura-hills.ca.us/departments/planning-community-development/application-form-and-guidelines).

2. CUP Application (for approval of conditionally allowed uses)

Upon submittal of the application materials identified below in SECTION C: SUBMITTAL REQUIREMENTS, the City Planning Division will assign a Case Planner to your project. The Case Planner reviews your project on behalf of the Planning Division, and coordinates its review with the City Public Works/Engineering Department, and the City Building Division, if necessary. The Case Planner is the key liaison between you and the City. The Case Planner has thirty (30) days to review your application to determine if it is complete. If it is not complete, the Case Planner will inform you in writing of the items needed to make your project complete within this thirty (30) days period. Upon your subsequent submittal of application items, the Case Planner will again review the submittal and inform you within thirty (30) days if the application is complete. This process may continue until the City deems your application complete.

SECTION C: SUBMITTAL REQUIREMENTS

The forms and handouts referenced below are available on the City’s website at www.ci.agoura-hills.ca.us/departments/planning-community-development/application-form-and-guidelines.

1. CUP/Architectural Review Application (for development projects)

Each of the following items is required to be submitted for a CUP/Architectural Review Application. Partial submittals will not be accepted. The Project application will not be deemed complete until all items have been provided to, and found acceptable by, the

City. Where “as applicable” is noted, the Case Planner shall determine the necessity of the information.

- Completed Master Planning Application Form (separate form)
- Applicable fees and/or deposits
- One (1) signed copy of the City Consultant Fee Acknowledgement Statement (separate form)
- Written project description on a separate sheet, explaining the project in detail (address all key items of the project, particularly those that are not readily understood by viewing the project plans, including but not limited to, types of dwelling units, parking, recreational amenities, as applicable)
- Two (2) copies of the property title report (current within the last 1 month)
- Two (2) copies of the legal description of the subject property, stamped and signed by a licensed surveyor
- Completed Environmental Questionnaire (separate form)
- Completed Conditional Use Permit Burden of Proof (separate form)
- Completed Supplemental Questionnaire/Burden of Proof for Hillside Areas, if applicable (>10% slope) (separate form)
- Labeled color photographs of the subject property and abutting properties
- Information from the applicant’s Development Project Public Forum required to be submitted per the Guidelines for Development Project Public Forums (separate handout), if applicable
- Existing Conditions Map**, dimensioned and scaled (1”=20’ or 1”=30’), showing for the property and fifty (50) feet beyond:
 - ✓ Existing structures and improvements on site and adjacent to the site
 - ✓ Trees (with species identified) on site and adjacent to the site (note: must match the Oak Tree Location Map and Landscape Plan, listed further below)
 - ✓ Topographical contours
 - ✓ North arrow
 - ✓ Signed and stamped by a Registered Civil Engineer

Ten (10) black and white copies of 24"x36" size, folded accordion style to no larger than 8.5"x14", plus one (1) 8 ½"x 11" reduced version and a digital PDF copy (via website link or USB drive)

□ **Cover Sheet to Site Plan**, showing:

- √ Vicinity map locating the Project site
- √ Street address and Assessor's Identification/Parcel Number(s)
- √ Name, address, and telephone number of the professional preparing the plan
- √ Name, address and telephone number of the applicant and owner
- √ Zoning and General Plan land use designations
- √ Project data table listing:
 - Total lot area and portion of the lot to be developed (by acres, square feet, and %)
 - Lot coverage with buildings, other structures-specify, landscape, pavement/hardscape, and open space/undisturbed area to total 100% (include % and square footage for each)
 - Total building square footage and by type of land use (square feet)
 - Number of dwelling units by type, size (square feet), and number of bedrooms
 - Floor Area Ratio (not including residential or parking square feet), as required per the zoning district
 - Total public space and recreation/amenity space, and listing by type (square feet) - required and proposed for all projects except those involving single-family residences
 - Total parking lot area in square feet and amount of landscaping in parking lot area (square feet and %) for all projects except those involving single-family residences
 - Total parking spaces, parking spaces by land use type – required and proposed, and parking spaces by location (underground, surface, on-street) for all projects except those involving single-family residences
 - Other items as required by City, depending on Project type

(Note: data can be provided on Site Plan rather than a separate Cover Sheet, if sufficient room to accommodate required scale)

Ten (10) black and white copies of 24"x36" size, folded accordion style to no larger than 8.5"x14", plus one (1) 8 ½"x 11" reduced version and a digital PDF copy via website link

- **Site Plan**, dimensioned and scaled (1"=20' or 1"=30'), showing:
 - √ Property boundaries, dimensions and area (square feet and acres)
 - √ North arrow
 - √ The immediate vicinity, showing the adjoining parcels and land use
 - √ Location, dimensions and total square footage of existing and proposed structures, clearly labeled
 - √ Building setback dimensions from all property lines and adjacent structures (show partial outline of structures on adjoining parcels)
 - √ Type and use of each structure, both proposed and existing
 - √ Total square feet per use and number of dwelling units for each building
 - √ Location and dimensions of walls and fences both existing (to remain or to be removed) and proposed
 - √ Location and identification of existing on-site and off-site oak trees
 - √ Dimensions and total square footage of each landscape planter
 - √ Location of pedestrian pathways and other trails, with dimensions and type and color of materials for all projects except those involving single-family residences
 - √ Number of parking spaces required and number of parking spaces provided (include required Americans with Disabilities (ADA), and electric vehicle (EV) charging station parking spaces)
 - √ Proposed parking areas, including location, dimensions, and specifications for parking spaces (including ADA and EV) and showing striping and wheel stops, considering City Municipal Code and California Building Code requirements for all projects except those involving single-family residences
 - √ Proposed drive aisles and driveway throats with dimensions per the City Municipal Code and County Fire Department standards
 - √ Location and identification of amenities to be included in private or common public space or recreation areas
 - √ Location and identification of any monument signs, for all projects except those involving single-family residences
 - √ Identification and dimensions of truck loading areas for all projects except those involving single-family residences
 - √ Identification and dimensions of transformers, vaults and refuse enclosures for all projects except those involving single-family residences
 - √ Location of street light poles (existing and proposed) and on-site lighting standards
 - √ Location and dimension of existing and proposed curb cuts on the site, within fifty (50) feet of the site boundaries, and across the street from the site

- √ Location, identification and dimensions of easements on, adjacent to, or otherwise affecting the property
- √ Dimensions from property line to center of adjacent streets
- √ Identification and dimensions of existing and proposed setbacks, curbs and streets
- √ Width and configuration of streets, including striping, left turn pockets and median identification from which the proposed development has access
- √ Type and color of paving materials proposed, including scored concrete and other enhanced pavement for driveways, parking lots, and pedestrian pathways
- √ Location and type (manufacturer, style, color, material) of bicycle parking facilities, benches and other site furniture, planter pots and trash receptacles for all projects except those involving single-family residences
- √ Location of above ground utility lines
- √ Date of plan and wet stamp of Registered Architect or other licensed professional

Ten (10) black and white copies of 24"x36" size, folded accordion style to no larger than 8.5"x14", plus one (1) 8 ½"x 11" reduced version and a digital PDF version via website link

- **Elevation Plans**, dimensioned and scaled (1/4"=1'), without landscaping, including:

- √ All elevations of each structure (buildings, accessory structures, trellises, carports, refuse enclosures, transformer enclosures, etc.), indicating colors, style and materials on the same sheet
- √ "Flat" elevations, without use of shading or rendering
- √ Height and width of structures called out
- √ Proposed wall sign locations, if applicable
- √ Stamp and signature of Registered Architect or other licensed professional

Ten (10) sets, including one (1) with color, 24"x36" in size, collated (i.e., North, West, South, East elevations of Structure A; North, West, South, East elevations of Structure B; etc. combined into one set) and folded accordion style to no larger than 8.5"x14", plus one (1) 8 ½"x 11" reduced color version and a color digital PDF version of each sheet separately via website link

- **Detailed Cross Sections**, dimensioned and scaled (3/4"=1'), including:
 - √ Each building
 - √ Other structure details
 - √ Wall and fence details
 - √ Include exterior transitions between construction materials, roof overhangs, wall depths, most important penetration points, architectural features, and structural members of patio covers, trellises and porches

Ten (10) black and white sets, 24"x36" size, collated (i.e., Cross Section A, Cross Section B, etc. combined into one set) and folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version of each sheet separately via website link

- **Site Cross Sections**, dimensioned and scaled (1"=20' or 30'), showing:
 - √ At least two (2) different sections (N-S and E-W directions)
 - √ Show the entire lot, including buildings, parking areas, recreational/amenity areas (for all projects except those involving single-family residences), and streets

Five (5) black and white or color sets, sized 24"x36", collated (i.e., Site Cross Section A, Site Cross Section B, etc. combined into one set), and folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version of each sheet separately via website link

- **Roof Plans**, dimensioned and scaled (1/4"=1'), for each building and structure, including:
 - √ Roof pitch
 - √ Roof-mounted equipment and other features (e.g., elevator roof)
 - √ Cross section of parapet wall and roof mounted equipment clearly indicating full screening of equipment
 - √ Stamp and signature of Registered Architect or other licensed professional

Ten (10) sets, of which one (1) is color, sized 24"x36", collated (i.e., Roof Plan for Structure A, Roof Plan for Structure B, etc. as one set) folded accordion style to no larger than 8.5"x14", plus one reduced 8.5"x11" color version and a color digital PDF version of each sheet separately via website link

- **Floor Plans**, dimensioned and scaled (1/4"=1' min.) for each building or structure, including:

- √ Room identification
- √ Room and building dimensions with fixed and movable fixtures indicated
- √ Stamp and signature of Registered Architect or other licensed professional
- √ Underground parking level plans, if applicable

Five (5) black and white sets, sized 24"x36" collated (i.e., Floor Plans for Structure A, Floor Plans for Structure B, etc. as one set) folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version of each sheet separately via website link

- **Landscape Plans**, dimensioned and scaled (1"=20' or 30'), showing:

A Landscape Plan is required for projects adding landscaping or rehabilitating existing landscaping, and, for smaller landscaping projects of a size that do not trigger compliance with the City and State Model Water Efficient Landscape Ordinance (Section 490.1 of Chapter 2.7 of Division 2 of Title 23 of the California Code of Regulations), may be waived by the Planning Division.

- √ Property address and Assessor's Identification/Parcel Number
- √ Property lines
- √ General contour lines
- √ Grading areas, including top and toe of slopes and slope direction
- √ Natural features, such as watercourses and rock outcroppings
- √ Buildings and structures
- √ Streets, rights-of-way, driveways, walkways, bike paths, and any other paved areas
- √ Parking areas, including striping and wheel stops
- √ Location, number, size and species of trees, ground cover, shrubs, and annual/perennial planting areas – proposed and existing to be retained – indicated as to the size at 75 percent maturity
- √ Compliance with the California State Model Water Efficient Landscape Ordinance (MWELO) incorporated by reference in AHMC Section 9658.6, particularly in selection of species
- √ Planting symbols to be clearly depicted and labeled or abbreviated on each sheet by botanic name

- √ Container size and/or spacing and quantities shall be clearly indicated for each group of plants
- √ Height of any bermed landscaping (planted berms and slopes shall be no steeper than 2:1, 3:1 is preferable)
- √ Location and identification of hardscape and other landscape features, such as walkways, fountains, plazas, boulders, etc., identifying manufacturer, make, style, color and material, and with photos of the items for all projects except those involving single-family residences
- √ Location and type of recreational amenities and landscape/streetscape furniture and other related amenities identifying manufacturer, make, style, color and material, and with photos of the items for all projects involving single-family residences
- √ Location of planter pots, including manufacturer, type, style, color, and material, and photos of the items for all projects except those involving single-family residences
- √ Tree shade canopy coverage for parking lots after 15 years (see separate handout, www.ci.agoura-hills.ca.us/department/planning-community-development/application-form-and-guidelines) for all projects except those involving single-family residences
- √ Name, address and telephone number of the landscape architect who drew the plans
- √ Landscape architect's wet signature and license stamp

Ten (10) color sets, sized 24"x36", collated (i.e., Planting Plan, Hardscape Plan, Shade Canopy, etc. as one set) folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version of each sheet separately via website link

Note: Three (3) sets of detailed, stamped landscape and irrigation plans meeting State of California and City Model Water Efficient Landscape Ordinance (MWELO) standards will be required for review and approval prior to issuance of building and grading permits.

- **Lighting Plans**, dimensioned and scaled (1"=20' or 30'), showing:
 - √ All existing and proposed lighting on-site and in the right-of-way, including poles, bollards, landscape lights, building lights, etc., using clearly legible symbols that correspond to each type of light
 - √ Photometric plan to show foot candles at property line and at edge of development area, if not contiguous with property line, for all lighting on-site, including light poles, bollards, landscape lights, building lights, etc. The City Architectural Design Standards & Guidelines call for no more than one (1) candle-foot at property line

- √ Lighting fixtures, poles and bases specifications (manufacturer, style, color, materials, dimensions of each component), and include photos of each type
- √ Proposed lighting intensity
- √ Color temperature
- √ Indicate methods to reduce light spillover and glare

Five (5) sets, sized 24"x36", including one (1) color, collated (i.e., Lighting Plan, Photometric Plan, etc.. as one set) folded accordion style to no larger than 8.5"x14", plus one reduced 8.5"x11" color version and a color digital PDF version of each sheet separately via website link

Renderings in color, showing:

- √ Drawings of the proposed development from different vantage points, locations pre-approved by the Planning Division
- √ For a new single-family residence, or addition to an existing single-family residence, a minimum of one (1) drawing
- √ For all other projects, a minimum of two (2) drawings, and possibly more depending on the size and complexity of the Project, at the discretion of the Planning Division

Four (4) color sets of 11"x17" or 24"x36" size, collated (i.e., View 1, View 2, etc. as a complete set), and a digital PDF color version (via website link or USB drive)

Preliminary Fuel Modification Plan, if a Landscape Plan is required, as follows:

- √ Prepared according to standards of the Los Angeles County Fire Department, Fuel Modification Unit
- √ We strongly recommend you obtain and address City comments on the Project landscape plan prior to submitting your Fuel Modification Plan for preliminary approval by the Fuel Modification Unit, in order to minimize the number of Fuel Modification Unit reviews

Five (5) color sheets, 24"x36" and folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version via website link

- **Wall and Fence Plan**, dimensioned and scaled (1"=20' or 30'), including:
 - √ Location and type of walls and fences to be located on-site, with height called out throughout the alignment
 - √ Design details, including elevations and sections, showing dimensions and calling out type of material, color, style and manufacturer
 - √ Photos or drawings of the types of wall and fence

Ten (10) black and white or color sets sized 24"x36", collated, folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version of each sheet separately via website link

- **Line-of-Sight (L-O-S) Plans** (section drawing of the site with proposed development, using sight lines showing the view for people off-site), if determined applicable by the Planning Division based on the location and project characteristics, according to the following:
 - √ L-O-S must be drawn to scale
 - √ L-O-S studies to be taken from all public streets and abutting properties

Five (5) black and white sets, sized 24"x36", collated and folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version of each sheet separately via website link

- **Street Front Improvement Plan for Public Right-of-Way**, dimensioned and scaled (1"=20' or 30'), showing:
 - √ Location of street light poles and pedestrian site lighting standards, bollards, etc. - existing and proposed
 - √ Sidewalks and other pedestrian paths
 - √ Type of sidewalk and special driveway entry materials proposed, including pavers, scored concrete and other enhanced pavement (identify manufacturer, color and style)
 - √ Location and type (manufacturer, style, color, material) of bicycle parking facilities, benches and other site furniture, planter pots and trash receptacles within the public right-of-way for all projects except those involving single-family residences
 - √ Landscaping
 - √ Street trees
 - √ Signed and stamped by a Registered Civil Engineer

Five (5) black and white or color sets, 24"x36" in size, collated (i.e., Street Front Improvement Plan Sheet 1 of 2, Sheet 2 of 2, etc. combined in one set), folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version of each sheet separately via website link

□ **Grading Plan**, dimensioned and scaled (1"=20' or 1"=30'), showing:

- √ Completed cover sheet downloaded from the City's website (www.ci.agoura-hills.ca.us/departments/public-works-engineering/border-sheets)
- √ Average slope
- √ Contour lines
- √ Drainage plan
- √ Identification of hardscape materials
- √ Cross sections through the site
- √ Fences and walls with height called out as it changes along the alignment
- √ Wall and fence sections and details, dimensioned and to scale
- √ Oak trees on-site and adjacent to the site
- √ Signed and stamped by a Registered Civil Engineer

Ten (10) black and white sets, sized 24"x36", collated (i.e., Civil Set Sheet 1 of 3, Sheet 2 of 3, Sheet 3 of 3, etc. combined in one set), folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version of each sheet separately via website link

□ **Drainage Plans**, to scale and showing:

- √ Existing grades
- √ All drainage facilities, including outlets, on-site and within fifty (50) feet of property line
- √ Ultimate disposition of on-site and off-site runoff
- √ Properly sized on-site drains
- √ Erosion control measures
- √ Signed and stamped by a Registered Civil Engineer

Five (5) black and white sets, 24"x36", collated folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version of each sheet separately via website link

- **Vehicle and Pedestrian Circulation Plan**, for all projects except those involving single-family residences and as determined applicable by the Planning Division based on the project size and characteristics, dimensioned and scaled (1"=20' or 30'), showing:
 - √ Vehicle travel lanes, turn lanes, curbs, and traffic stop and control measures on-site and off-site
 - √ Striping and signage plan
 - √ Sidewalks and other pedestrian paths
 - √ Pedestrian crossing areas
 - √ Parking spaces
 - √ Areas of ingress/egress on- and off-site, in parking lots and for any parking garages
 - √ Turning movement and other similar analyses
 - √ Pavement materials identified
 - √ Other items as requested by the City Traffic Engineer, based on the type of Project and scope

Five (5) black and white or color sets, 24"x36", folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version of each sheet separately via website link

- If the application includes a request for a **Parcel Map, Tentative Tract Map, or Lot Merger**, please provide:
 - √ Evidence of compliance with AHMC Article X
 - √ Map number obtained from the Los Angeles County Land Development Division
 - √ Name, address and telephone number of subdivider
 - √ Name, address and telephone number of record owner of property
 - √ Name, address and telephone number of licensed surveyor preparing the map
 - √ Sufficient legal description of the property as to define the boundaries of the proposed land division
 - √ Amount of acreage within the proposed parcel
 - √ Date, north point and scale
 - √ Names, location and width of proposed streets with approved access to parcel
 - √ Location and width of proposed streets with approved access to the parcel
 - √ Location and width of proposed easements and rights-of-ways
 - √ Location and width of existing recorded easements and public rights-of-way

- √ The name, if any, location, width and approximate grade of existing streets, alleys, highways, and easements that are within or adjacent to the proposed division of land
- √ Vicinity map
- √ Contour lines, including the location and width of water courses and FEMA floodplain
- √ Proposed zoning and land use designation of parcel
- √ Location of existing utilities, water wells, septic tanks and leach lines
- √ Number of each lot
- √ Radius and length of curves
- √ Location of underground irrigation and drainage lines
- √ If the map is a condominium, label map, "FOR CONDOMINIUM PURPOSES"
- √ Location, species name, and size of existing oak trees and other significant trees on-site
- √ Residential subdivision submittals shall include one copy of the latest tax bill for purpose of computing the parkland dedication or in-lieu fee
- √ Signed and stamped by a Registered Civil Engineer

Ten (10) black and white sets, sized 24"x36", drawn to scale so as to clearly show the details of the plan, folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version via website link

- If the application includes a request for a **Lot Line Adjustment**, please provide:

- √ All items required in "Certificate of Compliance/Lot Line Adjustment" (separate handout) and AHMC Title X

Five (5) black and white sets, sized 24"x36", drawn to scale so as to clearly show the details of the plan, folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version via website link

- Reduced Plan Set**, to include:

For all items listed above, provide one (1) set of reduced plans, 11"x17" in size, stapled altogether

- Sign Program**, for all projects proposing three (3) or more signs, dimensioned and scaled, including:

- √ Location, dimensions, colors, letter style, type and materials for all signs
- √ Building signs shall be accurately dimensioned on elevation drawings
- √ Elevation and section views of proposed monument signs shall be shown

Five (5) sets, collated and folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" color version and a color digital PDF version of each sheet separately via website link

- **Oak Tree Report**, if determined applicable by the Planning Division, including:

- √ Prepared according to the Oak Tree Preservation Guidelines (AHMC Section 9657, *et seq.* and Appendix A of the City Zoning Ordinance)
- √ Prepared by a certified arborist with expertise in oak trees
- √ Clearly legible Oak Tree Location Map to scale (1"=20' or 30') sized 24"x36", folded and included in the report, identifying the existing oak trees to be removed, existing oak trees to remain, and proposed new oak trees. Show species, outline of canopy and five (5)-foot protected zone
- √ Any oak tree within 250 feet of the project or construction area must be included in the report and on the map
- √ Identifying the amount of oak tree canopy coverage within the subject property and the amount of coverage that is proposed to be removed, if any (per AHMC Section 9657.5.C.3), as well as a map clearly showing the locations of tree canopy in both of these categories (legible, 24"x36", to scale (1"=20' or 30'), folded and included in the report)
- √ Locations of oak trees, including mitigation trees, to be planted, showing species, outline of canopy and five (5)-foot protective zone, and container size on a plan 24"x36", to scale (1"=20' or 30'), folded and included in the report

Four (4) color reports, including one (1) unbound, and a color digital PDF version via website link

- **Color and Material Board**, showing:

- √ Actual physical samples of exterior colors and materials, labelled with specifications (manufacturer, style, color)
- √ Location of each color and material on the proposed building(s)

One (1) board no larger than 18"x24", and preferably smaller, one (1) 8.5"x11" photocopy of the board in color, and a digital PDF version in color via website link

☐ **Slope Analysis**, as follows:

- √ Exhibit showing site slope and identifying the percent of average slope, according to AHMC Section 9652.12

Three (3) color sheets, sized 24"x36", folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version via website link

☐ **Hydrology Report**, as follows:

- √ Prepared by a Registered Engineer
- √ Using methodology from the Los Angeles County Hydrology Manual

Four (4) color reports, including one (1) unbound, and a color digital PDF version. Plan sheets to be no larger than 24"x36" and incorporated into report via website link

☐ **Low Impact Development Plan, SUSMP, SWPPP**, to include:

- √ Low Impact Development Plan (per City Ordinance and L.A. County standards)
- √ Standard Urban Storm Water Management Plan (per City Ordinance and County standards)
- √ Construction: Storm Water Pollution Prevention Plan
- √ Construction during November-April: Wet Weather Erosion Control Plan
- √ Sufficient analysis to indicate compliance with water quality requirements, including, but not limited to, volume, sizing, and treatment calculations
- √ Identify specific Best Management Practices (BMP) to be employed for the Project

Four color (4) reports of each, including one (1) unbound, and a color digital PDF version. Plan sheets to be no larger than 24"x36" and incorporated into report via website link

□ **Geological/Geotechnical Report**, including:

- √ Prepared according to the County of Los Angeles Public Works Department Manual for Preparation of Geotechnical Reports
- √ Prepared by a Registered Engineering Geologist if hillside
- √ Prepared by a Registered Civil Engineer practicing in the area of geotechnical engineer, if not hillside

Four (4) color reports, including one (1) unbound, and a color digital PDF version via website link. Plan sheets to be no larger than 24"x36" and incorporated into report

□ **Parking Study**, for all projects except those involving single-family residences that propose a reduction in parking per AHMC Section 9654.2.E, or shared parking per Section 9654.2.K.5, to include:

- √ Projected parking demand and design and location of proposed parking lots and/or structures, as well as any proposed parking management strategies
- √ Assessment of projected demand and potential for parking reductions in light of mixed uses, non-conflicting peak hour parking demands, and shared parking
- √ Prepared by a professional parking consulting firm acceptable to the City and utilizing the City's preferred methodology (please consult with Planning Division staff)

Three (3) reports, including one (1) unbound, and a digital PDF version via website link

□ **Photosimulations**, show:

- √ For a new single-family residence, a minimum of one (1) view of the Project site in the surrounding community context. The specific view locations shall be approved beforehand with Planning Division staff
- √ For commercial and multi-family residential Projects, a minimum of five (5) views of the Project site in the surrounding community context, including views from U.S. Highway 101 and adjacent public rights-of-way, as applicable. Specific view locations shall be approved beforehand with Planning Division staff

Four (4) color sets of 11"x17" size, collated (i.e., View 1, View 2, etc. as a complete set), and a digital PDF color version via website link

- **Inclusionary Housing Ordinance Housing Plan**, if ten (10) or more residential units are proposed, per AHMC Section 9133, which shall include:

- √ Setting forth in detail the manner in which the inclusionary housing will be provided in accordance with the Ordinance

Two (2) plans, 24"x36" scaled 1"=20' or 30' and folded accordion style to 8.5"x14" size, two (2) written summaries, and a digital PDF version via website link

- **Parkland Dedication and Fees Plan**, if subdivision of land for residential use is proposed, per AHMC Section 10800 et seq., which shall include:

- √ Provide a copy of the latest property tax bill for the purpose of computing the parkland dedication or fee in-lieu
- √ For subdivisions containing fifty (50) parcels or less, setting forth in detail the manner in which the parkland will be provided, including location and size
- √ For subdivisions of less than fifty (50) parcels, setting forth the calculation of the in-lieu fee

Two (2) plans, 24"x36" scaled 1"=20' or 30' and folded accordion style to 8.5"x14" size (for parkland dedication only), two (2) written summaries, and a digital PDF version via website link

- **Additional technical studies for CEQA consideration and document preparation:**

- √ **Noise Analysis**, for projects except those involving one single-family residence, at the Planning Division's discretion depending on location and project characteristics, including:

- Referencing the City General Plan and Municipal Code standards
- Assess and quantify interior and exterior noise impacts to residents and sensitive receptors on-site from long-term operational noise from the Project and ambient noise
- Assess and quantify interior and exterior noise impacts from the Project to surrounding residents and sensitive receptors off-site, both construction-related and long-term operational, and including ambient noise
- Recommend specific measures to reduce interior and exterior noise to acceptable levels, if necessary

Three (3) color copies of the report, including maps no larger than 11"x17", including one (1) unbound, and a digital PDF version via website link

√ **Transportation Analysis (Trip Generation Study/Local Transportation Impact Analysis (TIA)/CEQA Transportation Analysis (VMT))**, for most projects, and at the Planning Division's and Public Works/Engineering Division's discretion depending on the project size, location, and characteristics (would not be required for most projects involving a single-family residence, except those not exempt by CEQA), including:

- Consult with the Planning Division and City Traffic Engineer prior to preparation to discuss assumptions, and whether each of the above noted studies/analyses are required.
- Prepare according to City's Transportation Analysis Guidelines (separate handout)

Three (3) color copies of report, with maps no larger than 11"x17", including one (1) unbound, and a digital PDF version via website link

√ **Biological Resources Report**, at the discretion of the Planning Division depending on location and project characteristics, including:

- Inventory of wildlife and plant species on-site and expected to be on-site via a site survey and literature search, including a five (5)-mile radius on the California Natural Diversity Database (CNDDB)
- Inventory of plant communities and type of vegetation on-site, including a color map identifying the areas of plant communities
- Identification of sensitive and protected species, and their classification
- Assessment of potential impacts of the project on the resources
- Identification of protective and compensatory measures to be employed to avoid, or, if not feasible, minimize impacts to the resources
- Consult with the Planning Division regarding the manner in which the surveys will be conducted

Three (3) color copies of report, with maps no larger than 11"x17", including one (1) unbound, and a digital PDF version via website link

All of the preceding items must be submitted as part of an application. Incomplete applications will not be accepted for processing. Resubmittals must also be complete, and individual items will not be accepted separately.

Additional information, plans and studies may be required to complete the application, at the discretion of the City, depending on the type and scope of the Project and the

application items provided. Additional items may be requested in order to prepare the CEQA document.

Other Items Needed for the City to Deem a Complete Application:

These items will need to be provided to the City after initial application submittal.

- ❖ A Project application will not be deemed complete until the City has received evidence of preliminary approval/“cleared for hearing” notice of the Project plans by the County of Los Angeles Fire Department (Land Division, Fire Access), and by the Fuel Modification Unit for a Preliminary Fuel Modification Plan. Evidence shall include a written letter or form from the agency indicating approval and a “preliminary approval” stamp on the plans. We recommend you consult with the Fire Department prior to submitting an application to the City. Final approval by the Fire Department (Land Division, Access) and Fuel Modification Unit are required prior to issuance of a building permit.
- ❖ For Projects in areas without a sanitary sewer system and for which the City does not require connection with such a system, written evidence of the septic system approval by the County of Los Angeles, Environmental Health Department, is required prior to the City deeming the application complete.
- ❖ Second Development Project Public Forum required items according to the Guidelines for Development Project Public Forums, if applicable (separate handout).

2. CUP Application (for approval of conditionally allowed uses)

Each of the following items is required to be submitted for a CUP application. Partial submittals will not be accepted. The Project application will not be deemed complete until all items have been provided to, and found acceptable by, the City. Where “as applicable” is noted, the Planning Division shall determine the necessity of the information.

- Completed Master Planning Application Form (separate form)
- Applicable fees and/or deposits
- One (1) signed copy of the City Consultant Fee Acknowledgement Statement (separate form)
- Written project description on a separate sheet, explaining the project in detail (address all key items of the project, particularly those that are not

readily understood by viewing the project plans, including but not limited to, types of dwelling units, parking, recreational amenities, as applicable)

- Two (2) copies of the property title report (current within last 1 month)
- Two (2) copies of the legal description of the subject property, stamped and signed by a licensed surveyor
- Completed Environmental Questionnaire (separate handout)
- Completed Conditional Use Permit Burden of Proof (separate handout)
- Completed Supplemental Questionnaire/Burden of Proof for Hillside Areas, if applicable (>10% slope) (separate handout)
- Labeled color photographs of the subject property and abutting properties
- Cover Sheet to Site Plan**, showing:
 - √ Vicinity map locating the Project site
 - √ Street address and Assessor's Identification/Parcel Number(s)
 - √ Name, address, and telephone number of the professional preparing the plan
 - √ Name, address and telephone number of the applicant and owner
 - √ Zoning and General Plan land use designations
 - √ Project data table listing:
 - Total lot area and portion of the lot developed (by acres, square feet, and %)
 - Lot coverage with buildings, other structures-specify, landscape, pavement/hardscape, and open space/undisturbed area to total 100% (include % and square footage for each)
 - Total building square footage and by type of land use (square feet)
 - Number of dwelling units by type, size (square feet), and number of bedrooms
 - Floor Area Ratio (not including residential or parking square feet), as required per the zoning district
 - Total public space and recreation/amenity space, and listing by type (square feet), as applicable
 - Total parking lot area in square feet and amount of landscaping in parking lot area (square feet and %)
 - Total parking spaces, parking spaces by land use type – required and provided, and parking spaces by location (underground, surface, on-street)

- Other items as required by City, depending on Project type

(Note: data can be provided on Site Plan rather than a separate Cover Sheet, if sufficient room to accommodate required scale)

Ten (10) black and white copies of 24"x36" size, folded accordion style to no larger than 8.5"x14", plus one (1) 8 ½"x 11" reduced version and a digital PDF copy via website link

□ **Site Plan**, dimensioned and scaled (1"=20' or 1"=30'), showing:

- √ Property boundaries, dimensions and area (square feet and acres)
- √ North arrow
- √ The immediate vicinity, showing the adjoining parcels and land use
- √ Location, dimensions and total square footage of existing structures, clearly labeled
- √ Building setback dimensions from all property lines and adjacent structures (show partial outline of structures on adjoining parcels)
- √ Type and use of each structure
- √ Total square feet per use and number of dwelling units for each building
- √ Location and dimensions of walls and fences (to remain or to be removed)
- √ Location and identification of existing on-site and off-site oak trees
- √ Dimensions and total square footage of each landscape planter
- √ Location of pedestrian pathways and other trails, with dimensions
- √ Number of parking spaces required and number of parking spaces provided (include required Americans with Disabilities (ADA), and electric vehicle (EV) charging station parking spaces)
- √ Proposed parking areas, including location, dimensions, and specifications for parking spaces (including ADA and EV) and showing striping and wheel stops, considering City Municipal Code and California Building Code requirements
- √ Drive aisles and driveway throats with dimensions per the City Municipal Code and County Fire Department standards
- √ Location and identification of any amenities in private or common public space or recreation areas
- √ Location and identification of any monument signs for all projects except those involving single-family residences
- √ Identification and dimensions of truck loading areas
- √ Identification and dimensions of transformers, vaults and refuse enclosures
- √ Location of street light poles and on site light poles

- √ Location and dimension of existing curb cuts on the site, within fifty (50) feet of the site boundaries, and across the street from the site
- √ Location, identification and dimensions of easements on, adjacent to, or otherwise affecting the property
- √ Dimensions from property line to center of adjacent streets
- √ Identification and dimensions of setbacks, curbs and streets
- √ Width and configuration of streets, including striping, left turn pockets and median identification from which the Project site has access
- √ Location of above ground utility lines
- √ Date of plan and wet stamp of Registered Architect or other licensed professional

Ten (10) black and white copies of 24"x36" size, folded accordion style to no larger than 8.5"x14", plus one (1) 8 ½"x 11" reduced version and a digital PDF version via website link

- **Floor Plans**, dimensioned and scaled (1/4"=1' min.) for each building or structure, including:

- √ Room identification
- √ Room and building dimensions with fixed and movable fixtures indicated
- √ Stamp and signature of Registered Architect or other licensed professional
- √ Underground parking level plans, if applicable

Five (5) black and white sets, sized 24"x36" collated (i.e., Floor Plans for Structure A, Floor Plans for Structure B, etc. as one set) folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version of each sheet separately via website link

- **Reduced Plan Set**, to include:

For all items listed above, provide one (1) set of reduced plans, 11"x17" in size, stapled altogether

- **Parking Study**, for all projects that propose a reduction in parking per Zoning Ordinance Section 9654.2.E, or shared parking per Section 9654.2.K.5, to include:

- √ Projected parking demand and design and location of parking spaces, as well as any proposed parking management strategies

- √ Assessment of projected demand and potential for parking reductions in light of mixed uses, non-conflicting peak hour parking demands, and shared parking
- √ Prepared by a professional parking consulting firm acceptable to the City and utilizing the City's preferred methodology (please consult with Planning Division staff)

Three (3) reports, including one (1) unbound, and a digital PDF version via website link

- **Transportation Analysis (Trip Generation Study/Local Transportation Impact Analysis (TIA)/CEQA Transportation Analysis (VMT))**, for projects except those involving a single-family residence and at the Planning Division's and Public Works/Engineering Division's discretion depending on the project size and characteristics, including:

- √ Consult with the Planning Division and City Traffic Engineer prior to preparation to discuss assumptions, and whether each of the above noted studies/analyses are required.
- √ Prepare according to City's Transportation Analysis Guidelines (separate handout)

Three (3) color copies of report, with maps no larger than 11"x17", including one (1) unbound, and a digital PDF version via website link

All of the preceding items must be submitted as part of an application. Incomplete applications will not be accepted for processing. Resubmittals must also be complete, and individual items will not be accepted separately.

Additional information, plans and studies may be required to complete the application, at the discretion of the City, depending on the type and scope of the Project and the application items provided. Additional items may be requested in order to prepare any required document per the California Environmental Quality Act (CEQA).

SECTION D: PERMIT COSTS

Please consult the Planning Division Fee Schedule and discuss your proposal with Planning Division staff to determine the exact costs to be paid to the City of Agoura Hills. An application will not be accepted without payment.

For questions regarding any of these items or the CUP process, please contact the City Planning Division at (818) 597-7300, or at 30001 Ladyface Court, Agoura Hills, CA 91301.