



Planning Division  
Community Development Department

## **GUIDE TO THE AGOURA VILLAGE DEVELOPMENT PERMIT APPLICATION**

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Any new development, redevelopment, or renovation of existing property within the Agoura Village Specific Plan (AVSP) boundaries shall require an Agoura Village Development Permit (AVDP), in addition to other applicable permits and approvals (e.g., Parcel Map or Tentative Tract Map). The Planning Commission, or, in some cases, the City Council, serves as the reviewing authority to grant or deny an application for an AVDP, and to impose reasonable conditions upon the granting of permits.

The AVDP is intended to provide for the orderly development of land in conformance with the vision of the AVSP. An AVDP allows for innovations and flexibility in site development, including the location of structures, while conserving natural land features and open space. Through the AVDP process, project design review will be conducted to ensure that the project meets the development standards and design guidelines contained in the AVSP.

Applicants are strongly encouraged to consult the AVSP for development and design standards and guidelines, in addition to the Final Program Environmental Impact Report (EIR) for the AVSP (2008), prior to designing a Project and submitting an application for an AVDP. Both the AVSP and EIR documents are available on the City's website at [www.ci.agoura-hills.ca.us/departments/planning-community-development/agoura-village-specific-plan](http://www.ci.agoura-hills.ca.us/departments/planning-community-development/agoura-village-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 AVSP area.

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### **SECTION A: REVIEW PROCESS**

The following two-step AVDP review process is required. The process includes close coordination with City staff and City consultants, as well as with members of the Land

Use/Economic Development Committee (LUEDC) of the City Council, all with the intent to facilitate the review process and avoid unnecessary delays in the processing of applications.

### **1. Concept Plan Review**

Concept plan review is undertaken very early in the AVDP process, while the site layout is in the preliminary stage, with the primary objective to ensure that projects are designed consistent with the AVSP from the outset. The concept plan review is an informal process that is required prior to the formal application that focuses on general design and site planning principles, including creation of streets and blocks, placement of buildings, location of parking, building types, design of the public realm, and pedestrian and vehicular linkages within the site and between other projects existing or planned in the area. On a very basic level, building design and architecture are explored.

Upon submittal of the Project concept review materials, the contents of which are described in Section B.1. below, the City Staff Review Team considers the materials and provides comments to the applicant. The Team consists of representatives of the City Planning Division, City Building and Safety Division, the Public Works/Engineering Department, and, as applicable, the City Oak Tree Consultant, City Landscape Consultant, City Traffic Engineer, and City Geologic/Geotechnical Consultant. City staff also routes the concept application to the County Fire Department for access and land development comments. The Project is reviewed by the City's Architectural Review Panel, an advisory panel to staff, and then brought to the LUEDC for comments, after which this phase concludes.

### **2. First Development Project Public Forum**

Prior to submitting a formal application, 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](http://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.

### **3. Formal Application Review**

The formal application process is similar to that of the concept plan review, but with more detailed analysis of the Project. This process prepares the application for environmental review pursuant to the California Environmental Quality Act

(CEQA) and for decision-making by the Planning Commission or City Council, depending on the Project proposal.

Upon submittal of the application materials identified below in Section B.2., the City Staff Review Team reviews the materials and later meets with the applicant to discuss comments. The Project is also reviewed by the Architectural Review Panel (ARP) and brought before the LUEDC for comments. 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 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 forwarded to the City Planning Commission and/or City Council for decision. Requested amendments to the AVSP, exceptions to the height standards, and other items, as identified in the AVSP, must be approved by the City Council. Prior to scheduling the Project for public hearing, the applicant must install story poles on-site depicting the development (see “Story Pole Procedures” handout, [www.ci.agoura-hills.ca.us/departments/planning-and-community-development/application-forms-and-guidelines](http://www.ci.agoura-hills.ca.us/departments/planning-and-community-development/application-forms-and-guidelines)) and provide necessary documentation to the Planning Division.

#### **4. Second Development Project Public Forum**

Prior to the City deeming an application complete, and within 30 days after the first City Development Review Committee (City Staff Review Team, noted above) meeting with the applicant, the applicant must hold the second Development Project Public Forum and submit the necessary items to the Planning Division.

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### **SECTION B: SUBMITTAL REQUIREMENTS**

The forms and handouts referenced below can be accessed on the City’s website at [www.ci.agoura-hills.ca.us/departments/planning-community-development/application-form-and-guidelines](http://www.ci.agoura-hills.ca.us/departments/planning-community-development/application-form-and-guidelines).

#### **1. Concept Plan Review**

- 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
- Completed Environmental Questionnaire (separate form)
- Site Plan**, dimensioned and scaled (1"=20' or 1"=30'), 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 designation
  - √ Total lot area and portion of the lot to be developed (by acres, square feet, and %)
  - √ Property boundaries, dimensions and area (square feet and acres)
  - √ Total square feet of all buildings and each individual building
  - √ Building square feet by land use type (e.g., retail, residential)
  - √ Number of dwelling units per type and per building
  - √ Building heights and number of stories
  - √ Building footprint, planted and paved areas, and setbacks all accurately dimensioned
  - √ Existing topographic contours
  - √ Parking space locations and quantities
  - √ Pedestrian and vehicular circulation within the site and connections to adjacent developments
  - √ Location and identification of amenities to be included in private or common public space or recreation area
  - √ Existing on-site trees (including oak trees) and fences/walls
- Building elevations**, showing all four sides of all buildings to scale (1/4" = 1"), with dimensions noted, without any landscaping, and "flat" (not shaded or rendered)
- Cross-sections**, to scale of the entire lot, including buildings, parking areas, recreational/amenity areas, and streets
- Conceptual landscape plans**, (1"=20' or 1"=30' scale) showing planter area locations and dimensions, types of groundcover, shrubs and trees

*Ten (10) black and white sets of plans sized 24"x36" collated as a complete set (i.e., one each of Site Plan, Building Elevations, Cross Sections, Conceptual Landscape Plan in the complete set), 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*

## **2. Formal Application Review**

Each of the following items is required to be submitted for a formal application for an AVDP. 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.

- 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)
- Written description and quantification of specific sustainability practices and measures, provided by the U.S. Green Building Council or other relevant organization, to be incorporated into the Project, and their location (locations can be depicted on a separate plan, or be incorporated into the required plans noted below)
- Two (2) copies of the property title report ( current within last 3 months)
- Two (2) copies of the legal description of the subject property, stamped and signed by a licensed surveyor
- 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)

- **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)
    - Total public space and recreation/amenity space, and listing by type (square feet) - required and proposed
    - 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 proposed, 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 or USB drive)*

- **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
  - √ For sites along Chesebro, Medea and Lindero Canyon Creeks, identify a public trail along the creeks, with dimensions and type and color of materials, along with any fencing
  - √ Location of pedestrian pathways and other trails, with dimensions and type and color of materials
  - √ 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
  - √ 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
  - √ Identification and dimensions of truck loading areas
  - √ Identification and dimensions of transformers, vaults and refuse enclosures

- √ 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
- √ Dimension 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 – both on-site and along public right-of-way (see AVSP standards)
- √ Location of above ground utility lines
- √ For sites abutting Medea, Chesebro or Lindero Canyon Creeks, location of edge of riparian habitat, and edge of buffer from riparian area, in relation to development (see AVSP p. 4-47), mapped by a professional plant biologist
- √ 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, 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 or USB drive)*

□ **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

*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:

- √ 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
- √ 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
- √ Location of planter pots, including manufacturer, type, style, color, and material, and photos of the items
- √ Tree shade canopy coverage for parking lots after 15 years (see separate handout, [www.ci.agoura-hills.ca.us/departments/planning-community-development/application-form-and-guidelines](http://www.ci.agoura-hills.ca.us/departments/planning-community-development/application-form-and-guidelines))
- √ 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 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:

- √ A minimum of three (3) drawings of the proposed development from different vantage points, locations pre-approved by 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**, 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), 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 (existing and proposed) and pedestrian site lighting standards, bollards, etc.
  - √ 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 (see AVSP standards for such items)
  - √ On-street parking spaces abutting the site with angle degree and any wheel stops
  - √ 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/departement/public-works-engineering/border-sheets](http://www.ci.agoura-hills.ca.us/departement/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
- √ For sites abutting Medea, Lindero Canyon, and Chesebro Creeks, location of edge of riparian habitat and edge of buffer from riparian area, in relation to development (AVSP p. 4-47), mapped by a professional plant biologist
- √ 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**, 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 off-street and on-street

- √ Areas of ingress/egress on- and off-site, in parking lots and for underground 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*

**□ Parcel Map, Tentative Tract Map, Lot Merger, as applicable, to include:**

- √ 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*

**Lot Line Adjustment, as applicable**, to include:

- √ 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**, 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**, 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**, a follows:

- √ Exhibit showing site slope and identifying the percent of average slope, according to Zoning Ordinance 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**, to include:

- √ Projected parking demand and design and location of proposed parking lots and/or structures, as well as 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, if a shared parking approach is desired and/or the applicant is seeking a reduction in parking requirements for a mixed-use building (see AVSP page 9-118)

- √ Prepared by a professional parking consulting firm acceptable to the City (please consult with Planning Division staff)

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

**Photosimulations, showing:**

- √ 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. 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 Zoning Ordinance 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*

**Requirements of the AVSP Program EIR:**

The following items shall be submitted as part of the application pursuant to the mitigation measures of the Final Program Environmental Impact Report (EIR) for the AVSP. Consult the specific mitigation measures listed for further details. The Planning Division will determine if items noted as, "if applicable" are required.

›	<b>Description of methods to minimize glare from buildings and other Project features (MM AES-4)</b>	›	<b>Report Summarizing Spring Sensitive Plant Survey and Protection Plan (MM BIO-1(a))</b>
›	<b>Wetland Restoration Plan, if applicable (MM Bio-4(b))</b>	›	<b>Cultural resources studies (MM HA-1(a))</b>
›	<b>Oak Tree Report and Preservation</b>	›	<b>Riparian Habitat and Creek</b>

	Program, if applicable (MM BIO-3(a))		Protection Plan, if applicable (MM BIO-(c))
›	Native Grassland Protection Plan, if applicable (MM BIO-2(b))	›	Acoustical study for residential component of the Project (MM N-3(a))
›	Hydrology study for alteration of open channel, if applicable (MM HYD-3(a))	›	Identification of disposal site for soil located within 12.5 miles of AVSP (MM GEO-6(b))
›	Test Blast/Vibration Study and Blasting Plan, if blasting proposed (MM GEO-4(a))	›	Phase I Environmental Site Assessment (MM HAZ-3)
›	Report and map identifying plant communities, including but not limited to, native grassland, oak woodlands, wetlands and waters of the U.S., southern willow scrub/southern Arroyo willow riparian, and coastal sage scrub, and assessing Project's impacts (MM BIO-2(c), BIO-2(b), BIO-3(a))		

*For reports, provide four (4) color copies, including one (1) unbound, and a digital PDF version. For maps, provide four (4) color copies no smaller than 11"x17", and one (1) 8.5"x11" copy, along with a digital PDF copy via website link*

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

√ **Noise Analysis**, 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**, 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 (CNDDDB)
- 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

*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 (separate handout).

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## **SECTION C: PERMIT COSTS**

The AVDP costs are funded by the applicant. Funds received by the City from the applicant are placed in a trust account, and are considered deposits, not flat fees. The applicant will be billed for the actual expenses incurred by City staff and consultants. Actual costs could exceed the deposit amount, and so the applicant may be requested to put additional funds in the trust account to cover such costs before the City will process the application further. Any unused portions of the deposit will be refunded.

### **1. Concept Plan Review**

\$4,000          Deposit          Due at submittal

### **2. Formal Application Review**

\$8,000          Deposit          Due at submittal

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