



“Gateway to the Santa Monica Mountains National Recreation Area”

**Planning and Community Development Department
Affordable Housing Overlay District Application Packet**

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SECTION I: INTRODUCTION

PURPOSE

This form serves as the complete Planning Division application for multi-family and mixed-use housing projects seeking approval under the Affordable Housing Overlay District (AHO) standards.

APPLICABILITY

As defined by the AHO standards (Agoura Hills Municipal Code (AHMC) Section 9523), the AHO shall apply to the following:

- a) Multi-family residential projects on properties that are: zoned Residential Medium Density – maximum 15 dwelling units per acre (RM-15); identified in the housing element of the general plan as being eligible for the AH overlay district; and identified with the “AH” notation on the zoning map;
- b) Multi-family residential projects on properties that are: zoned Planned Development (PD) in the Ladyface Mountain Specific Plan as identified in that specific plan and identified in the housing element of the general plan as being eligible for the AH overlay district; and
- c) New mixed-use residential projects, or new multi-family residential projects that will be added to a site with existing commercial developments that will remain on the site, on properties that are: zoned Commercial Shopping Center – Mixed Use (CS-MU); identified in the housing element of the general plan as being eligible for the AH overlay district; and identified with the “AH” notation on the zoning map;
- d) Mixed-use development projects, or new multi-family residential projects that will be added to a site with existing commercial developments that will remain on the site, on properties that are: zoned Planned Development (PD) in the Agoura Village Specific Plan as identified in that specific plan and identified in the housing element of the general plan as being eligible for the AH overlay district.

The AH overlay district shall not be used to develop a mixed-use development on a site in the RM-15 zoning district or the Ladyface Mountain Specific Plan.

The AH overlay district shall not be used to develop a solely multi-family development on a site in the CS-MU zoning district or the Agoura Village Specific Plan.

A property designated within the AH overlay district may be developed either in the manner provided in the AHO standards or in the manner provided in the underlying zoning district or applicable specific plan.

GENERAL INFORMATION

All development projects seeking approval under the AHO must meet the objective

standards listed in Chapter 6, Part 2, Division 13 (Objective Design Standards) and all provisions of Chapter 5, Part 3 (AHO) of Article IX (Zoning) of the AHMC. The AHO standards supplement and are in addition to the development standards for the applicable zoning district in which a proposed project is located. Where a conflict exists between other provisions of Article IX or applicable specific plans, the AHO and ODS shall govern.

Some of the questions and informational requests in this application packet may not apply to a given project. Applicants must carefully review these documents in their entirety to ensure a complete application package is submitted. All required information must be submitted as part of a single submission; incomplete submissions will not be accepted by city staff. It is strongly recommended that applicants schedule a pre-application meeting with city staff to ensure a complete application is submitted.

Additionally, a preliminary application may be submitted under SB 330, as amended by SB 8, which may assist in determining whether certain project details are incomplete prior to submitting a full application. Submittal of a preliminary application also freezes development standards as of the date of submittal. The applicant has 180 calendar days to submit a development application following the submittal of a preliminary application.

The applicant for a housing development project shall receive a completeness determination within 30 days of submittal of the completed application questionnaire, required checklist items and plans (as stipulated herein), and payment of the application processing fees.

Following a completeness determination, the City will mail the applicant a notice of decision, or provide the applicant written documentation of which objective standards the development conflicts with, and an explanation for the reasons the development conflicts with those standards, as follows:

- Within 30 days of the completeness determination if the development contains 150 or fewer housing units.
- Within 60 days of the completeness determination if the development contains more than 150 housing units.

In addition to this application packet, a density bonus application may be filed concurrently in accordance with the density bonus provisions of the AHMC (Section 9674.2) and California Government Code Section 65915. City staff will process the application for a density bonus in the same manner as, and concurrently with, the application for this administrative review.

In the event the administrative review is approved, the applicant must obtain permits required for implementation of the project from all other reviewing agencies/departments, including, but not limited to, the Building and Safety Division and the Public Works/Engineering Department.

If commencement of construction has not occurred within three (3) years of the approval date the approval shall expire and become null and void. Upon written request by the applicant before the expiration of the administrative approval, a one-year extension may be approved by the Planning and Community Development Director.

SECTION II: APPLICATION CHECKLIST

The following checklist outlines the submittal requirements for projects subject to the AHO standards.

Materials Provided		Required Application Materials and Additional Information
Yes	No	Description of Materials and Information to Be Provided
Does this application include:		
<input type="checkbox"/>	<input type="checkbox"/>	A Water Availability Letter from the water purveyor indicating that existing/future domestic water service is available for the proposed project? ¹
<input type="checkbox"/>	<input type="checkbox"/>	A Sewer Availability Letter from the sanitation district, city, or other sewer agency, indicating that existing/future sewer service is available for the proposed project?
<input type="checkbox"/>	<input type="checkbox"/>	A Preliminary Title Report not older than 30 days?
<input type="checkbox"/>	<input type="checkbox"/>	A Phase 1 Cultural Resource Report prepared by a professional archaeologist which identifies all significant cultural resources on site?
<input type="checkbox"/>	<input type="checkbox"/>	A Hydrology Report prepared by a registered engineer using methodology from the LA County hydrology manual?
<input type="checkbox"/>	<input type="checkbox"/>	A Noise Study specifying the measures that will be used to reduce noise below the allowable levels shown in General Plan Table N-2, and to reduce the effects of noise from surrounding uses on the project?
<input type="checkbox"/>	<input type="checkbox"/>	A Housing Plan setting forth in detail the manner in which the provisions of AHMC Section 9532 (Affordable Housing and Regulatory Agreement) will be implemented?
<input type="checkbox"/>	<input type="checkbox"/>	Written authorization from California Department of Fish and Wildlife (CDFW) and U.S. Fish and Wildlife Service (USFWS) stating that the proposed project is in compliance with all CDFW and USFWS regulations, or a Biological Resources Report ?
<input type="checkbox"/>	<input type="checkbox"/>	A Site-Specific Fire Protection Plan which complies with all applicable requirements set forth in General Plan policy S-3.21, and the City's duly adopted standards?
<input type="checkbox"/>	<input type="checkbox"/>	A project Geotechnical Report prepared by a licensed engineering geologist or geotechnical engineer pursuant to the County Public Works Department manual for the preparation of geotechnical reports?
<input type="checkbox"/>	<input type="checkbox"/>	A Low Impact Development Plan, Standard Urban Storm Water Management Plan (SUSMP), and Storm Water Pollution Prevention Plan (SWPPP) prepared per City Ordinance and L.A. County standards with sufficient analysis to indicate compliance with water quality requirements?

¹ The water availability letter must show the water purveyor has additional groundwater to serve the total annual water supply that is required for the project.

Materials Provided		Required Application Materials and Additional Information
Yes	No	Description of Materials and Information to Be Provided
<input type="checkbox"/>	<input type="checkbox"/>	A Vehicle Miles Traveled (VMT) Analysis prepared for the project according to the city transportation assessment guidelines, or a demonstration that the project meets the VMT screening criteria?
<input type="checkbox"/>	<input type="checkbox"/>	A Level of Service (LOS) Analysis prepared for the project, or demonstration that the project is exempt in accordance with City's standards for transportation assessments?
<input type="checkbox"/>	<input type="checkbox"/>	Site Plans which meet the requirements set forth in Section III of this application?
<input type="checkbox"/>	<input type="checkbox"/>	Grading Plans which meet the requirements set forth in Section III of this application?
<input type="checkbox"/>	<input type="checkbox"/>	A completed City-Provided Engineer's Estimate of Public Right-of-Way Improvements Form ?
<input type="checkbox"/>	<input type="checkbox"/>	Drainage Plans which meet the requirements set forth in Section III of this application?
<input type="checkbox"/>	<input type="checkbox"/>	Vehicle and Pedestrian Circulation Plans which meet the requirements set forth in Section III of this application?
<input type="checkbox"/>	<input type="checkbox"/>	Street Front Improvement Plans for Public Right-of-Way which meets the requirements set forth in Section III of this application?
<input type="checkbox"/>	<input type="checkbox"/>	Elevations meeting the requirements set forth in Section III of this application?
<input type="checkbox"/>	<input type="checkbox"/>	Floor Plans meeting the requirements set forth in Section III of this application?
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Landscape Plans meeting the requirements set forth in Section III of this application?
<input type="checkbox"/>	<input type="checkbox"/>	A completed Application Questionnaire ? (Section IV of this application)
Does the project meet the objective standards listed in the following sections of the Agoura Hills Municipal Code?		
<input type="checkbox"/>	<input type="checkbox"/>	Section 9524. – Uses Established.
<input type="checkbox"/>	<input type="checkbox"/>	Section 9525. – Development Standards.
<input type="checkbox"/>	<input type="checkbox"/>	Section 9526. – Special Development Standards. (As applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Section 9528. – Other Standards.
<input type="checkbox"/>	<input type="checkbox"/>	Section 9529. – Compliance with State and Federal Laws.
<input type="checkbox"/>	<input type="checkbox"/>	Section 9663.4. – Environmental Considerations.

Materials Provided		Required Application Materials and Additional Information
Yes	No	Description of Materials and Information to Be Provided
<input type="checkbox"/>	<input type="checkbox"/>	Section 9663.5. – Connectivity and Pedestrian Accommodation
<input type="checkbox"/>	<input type="checkbox"/>	Section 9663.6. – Site Design
<input type="checkbox"/>	<input type="checkbox"/>	Section 9663.7. – Building Design
<input type="checkbox"/>	<input type="checkbox"/>	Section 9663.8. – Sustainable Design
<input type="checkbox"/>	<input type="checkbox"/>	Section 9663.9. – Other Requirements
<input type="checkbox"/>	<input type="checkbox"/>	Has a box been checked “No” above? If yes, please answer the supplemental question below.
Supplemental Question		
<input type="checkbox"/>	<input type="checkbox"/>	Deviation from any of the objective standards listed in the above code sections is only allowable following the approval of concessions, incentives, waivers or reductions pursuant to the density bonus provisions of the AHMC and California Government Code Section 65915. Has a density bonus application been submitted concurrently with this application?
Please list the development standards you are requesting an incentive, concession, waiver or reduction for as part of the density bonus application (e.g., AHMC Section 9528.A, AHMC Section 9663.7.B.1, etc.):		
Additional Materials		
<input type="checkbox"/>	<input type="checkbox"/>	Have you submitted any Additional Materials (such as Property Owner consent letters, cultural resources treatment agreement, etc.)?
Please list additional materials being submitted:		

SECTION III: PLAN REQUIREMENTS

The following tables outline the general requirements for engineered site plans, preliminary landscape plans, elevations, grading plans, drainage plans, vehicle and pedestrian circulation plans, street front improvement plans, and floor plans for projects subject to the AHO standards. Special development standards (setback requirements, landscaping requirements, etc.) that apply to AHO projects developed in specific underlying zoning districts and specific plan areas can be found in AHMC Section 9526.

Table I – Requirements for Site Plans

Requirements for Site Plans
Submittal Requirements
<i>Submit a 24" x 36" scalable digital pdf copy of the site plans via Dropbox or on a USB flash drive.</i>
Dimension/Orientation Requirements
<i>Site Plans must comply with the following dimensional and orientation requirements</i>
1. Site Plans must be oriented such that the northerly side of the project site is at the top of the site plan.
2. Site Plans must be drawn so they are legible and must be drawn using an engineer's scale within the range of 1 inch = 10 feet to 1 inch = 200 feet.
3. Architectural site plans are not permissible. All site plans must be engineered and tied to the dimension and control plan.
Title Block Requirements
<i>Site Plans shall include title blocks in the lower right-hand corner which meet the following requirements:</i>
1. All text within the title block must be large enough to be legible.
2. Include name and mailing address of the: <ul style="list-style-type: none"> a. Property Owner. b. Engineer. c. Architect. d. Land Surveyor e. Other consultants or representatives, if applicable.
3. Identify the primary contact person for the project.
4. Include all Assessor's Information Number(s) on which the project site is located.
5. State the project address, if applicable.
6. State the date of preparation.

Requirements for Site Plans
7. Include sheet numbers (1 of 5, etc.).
8. Include the Engineer's stamp and license expiration date.
9. Include the Land Surveyor's stamp and license expiration date.
Vicinity Map Requirements
<i>Site Plans must include a vicinity map identifying the location of the subject property within the community. The map shall include:</i>
1. A north arrow and a graphic and numeric scale.
2. Existing street pattern with names (from the property to the first public road) and the nearest cross-street.
3. The project site must be clearly identified.
Project Information
<i>Site Plans must be final engineered plans (as opposed to architectural plans) include the following project-specific information in a list or table:</i>
1. Zoning <i>designations</i> of the project site and adjacent properties, including overlay zones.
2. Gross and net lot area. ² <ol style="list-style-type: none"> a. If the project site constitutes only a portion of the lot on which it is located, provide the size of the project site.
3. List or table of all buildings and structures that includes the following information: <ol style="list-style-type: none"> a. Label each structure as existing or proposed. b. Identify which <i>existing</i> structures will be modified, and the extent of the modification (e.g., partially or fully demolished, remodeled, or enlarged). c. The existing or proposed use of each structure, including the occupancy of each unit. d. The gross floor area of each structure in square feet. e. The building site coverage of each structure in square feet.
4. The total gross floor area and building site coverage ³ for all structures. Building Site Coverage % = (Total area of structure coverage) / (Lot size)
5. The total floor area ratio for non-residential uses on the lot. Floor area ratio = (Gross floor area of all non-residential structures located on a lot) / (Total area of lot)
6. The total required square footage of common open space areas and public space

² Gross lot area is inclusive of all proposed streets and rights-of-way. Net lot area excludes proposed streets and rights-of-way.

³ See AHMC section 9120.2.B. for definitions of "Building Site" and "Building Site Coverage".

Requirements for Site Plans

areas, and the total square footage dedicated to common open space⁴ and public space.

7. Off-street parking statistics that include the following:
 - a. Number of required parking spaces.
 - b. Number of proposed parking spaces.
 - c. Number of required accessible parking spaces pursuant to CCR Title 24 standards.
 - d. Number of proposed accessible parking spaces pursuant to CCR Title 24 standards.
 - e. Number of covered parking spaces (if applicable), and which individual dwelling units they are assigned to.⁵
 - f. The percent of landscaping included in the total parking area, including driveway areas. Include percent required vs. percent proposed.
 - g. The percent of the total parking area, including drive aisles, which will be covered by shade tree canopies established within 15 years of building permit issuance. Include percent required vs. percent proposed.
 - h. Statistics on the amount of impervious and pervious surfaces, including:
 - I. Permanent and temporary structures.
 - II. Paved surfaces.
 - III. Pervious surfaces (e.g., landscaped areas, grasscrete, or bioswales).

8. Average slope on the project site.

9. Type and amount of vegetation removal (total surface area in square feet), including what is required for fire clearance zones. If there are protected oak trees on site, the site plan shall contain the following information:
 - a. The total number of protected oak trees on site.
 - b. The total square footage of tree canopy and root structure of protected oak trees that are being removed.
 - c. Location of all "landmark" oak trees within the project site.⁶

10. Information regarding total affordable or age restricted units.

11. The regulatory requirements and/or development standards that are the subject of a concession or waiver under density bonus law, and the requested waiver/reduction or new standard that is being requested (if applicable).

Graphic Illustration Requirements

The following must be graphically depicted on the site plan and drawn to scale:

⁴ Open space requirements can be found in Agoura Hills Municipal Code section 9525.5. Projects within the Agoura Village Specific Plan are subject to additional public space requirements pursuant to section 9526.2.I.

⁵ An applicant may substitute covered parking spaces for uncovered parking spaces, however, the total number of required parking spaces assigned to each unit shall not be reduced.

⁶ A landmark oak tree is defined as a tree with a diameter exceeding forty-eight inches. The removal of or encroachment greater than 25% into the root zone or canopy zone of a landmark oak tree is prohibited.

Requirements for Site Plans
1. North arrow.
2. The scale used in drawing the site plan.
3. All lot lines with dimensions in feet.
4. The building coverage of each existing and proposed structure, and a clear cross-reference to the respective structure in the list or table of project-related information.
5. Property lines and setbacks, including: <ul style="list-style-type: none"> a. Property lines and their dimensions. b. Required setback lines around the property. c. For each structure, the distance to property lines and between adjacent structures shall be delineated. It is recommended that buildings and structures are separated by at least 10 feet in Very High Fire Hazard Severity Zones. d. For ground-floor residential uses in a mixed-use project, depict the setback distance from public sidewalks if less than 10 feet.
6. The required common open space areas, and public space (if applicable), and depict the square footage of each common open space area and/or public space. ⁷
7. Construction equipment maintenance and staging areas.
8. Areas used to store and/or handle hazardous materials.
9. Physical features of the site, including: <ul style="list-style-type: none"> a. Protected trees on site. Include the following information for each protected tree: <ul style="list-style-type: none"> I. Location. II. Species. III. Girth of trunk measured at 3.5 feet above natural grade. IV. Approximate delineation of the tree's canopy area. V. Approximate delineation of the tree's root zone. VI. Label if the tree is going to be altered or removed, and the extent of alteration (canopy and root zone removal in square feet). VII. Grade changes or trenching proposed within the tree's protected zone. VIII. Number the trees for cross-reference to the project related information. b. Approximate delineation of native vegetation on site. c. Areas of vegetation removal including what is required for the following: <ul style="list-style-type: none"> I. Fire protection purposes. Delineate the 100-foot brush clearance limit line around all structures if there is natural brush within 100 feet of any structure. Delineate the limit line on adjacent lots if the 100-foot zone crosses a lot line. II. Buildings and structures. III. Landscaping. d. Existing and proposed utilities (e.g., electrical, water, on-site septic, and sewer

⁷ Open space requirements can be found in Agoura Hills Municipal Code section 9525.5. Projects within the Agoura Village Specific Plan are subject to additional public space requirements pursuant to section 9526.2.I.

Requirements for Site Plans

- lines and/or poles), including the point of connection to the facilities that will serve the project.
- e. Existing and proposed topographic contours.
 - I. Structures exceeding 35 feet in height must be stepped into the hillside for any portion of the building constructed on a slope of greater than 15 percent. After every 15 feet of vertical height, the building shall be stepped back at least 10 feet horizontally. The site plan shall indicate which buildings are constructed on slopes greater than 15 percent.
 - II. No development shall occur on slopes greater than 35 percent. Slopes greater than 35 percent shall be depicted.
 - III. A minimum 75% of all native trees on a slope steeper than 50 percent shall be retained. If the project is proposing removal of native trees on slopes greater than 50 percent, the site plan must demonstrate that no more than 25% of the native trees will be removed on the slope.
 - f. The edges of any wetland, riparian, or other sensitive natural community, and the required 50-foot buffer surrounding the wetland, riparian, or sensitive natural community.⁸
 - g. Significant cultural resources as determined by a Phase 1 Cultural Resources Report.
 - h. Engineered slopes, walls and grades. Indicate top and bottom of all significant slopes (10% or greater).
 - I. Structures shall be located with a minimum building setback of 30 feet from the top of a slope on sites with an average slope of 10 percent or steeper. Required setbacks from the top of slopes shall be depicted on the site plans.
 - II. The site plan must demonstrate that graded slopes are no less than a 2:1 ratio.
 - III. Grading shall create rounded, non-planar surfaces, and rounded, non-angular intersections between surfaces.
 - i. Geological and Seismic Hazard Areas⁹, including:
 - I. Landslide areas.
 - II. Liquefaction zones.
 - III. Earthquake fault hazard zones.

10. Existing and proposed paved areas, including the type of surfacing, whether it is pervious or impervious, and widths of all walkways.¹⁰

- a. Decorative paving materials shall be used on all interior pathways, with such paving materials consisting of stamped or scored concrete, interlocking unit

⁸ The project shall provide a 50-foot buffer from the edge of any wetland, riparian, or other sensitive natural community identified in a local or regional plan, policy or regulation, or by the California Department of Fish and Wildlife (CDFW) or United States Fish and Wildlife Service (USFWS), to be maintained as natural open space.

⁹ For maps identifying the location of Geologic Hazard Areas, see the City of Agoura Hills Safety Element, located in the General Plan.

¹⁰ Pathways 100 feet in length or longer that connect public sidewalks or parking areas to primary building entrances must provide shading in the form of native canopy trees. See AHMC Section 9663.5.D.

Requirements for Site Plans

pavers, tiles, stoneware, or grasscrete. Any such material used shall be slip resistant.

- b. All pedestrian pathways within parking lots shall be different from the color and texture of paved vehicular areas.

11. Location, width, and recorded use of existing and proposed easements.

12. Existing and proposed fire hydrants, including the following:

- a. Location.
- b. Type of hydrant.
- c. Number and size of outlets.

13. Photometric readings along the property lines demonstrating compliance with the lighting standards located in AHMC Section 9528.¹¹

14. Location and height¹² of:

- a. Existing and proposed outdoor and freestanding light fixtures¹³, with labels indicating the following:
 - I. Proposed type and intensity of the lighting.¹⁴
 - II. Distance between lighting fixtures along pedestrian pathways.¹⁵
- b. Walls, including retaining walls.
- c. Fences with a label of the proposed type of fencing.¹⁶

15. Location and size of existing and proposed signs.

16. Roadway and parking features, including:

- a. Adjacent and on-site public and private streets with the following information shown for both the existing streets and proposed roadway improvements:
 - I. Delineation of the right-of-way for public streets, and easement line for private streets.
 - II. Street names.
 - III. Cross section of the existing road and proposed road improvements, and distance from center line to property line.
 - IV. Edge of pavement and/or concrete.
 - V. Street frontage features (e.g., curbs, gutters, and sidewalks), and the proposed materials for each.
 - VI. Lane configurations.
 - VII. Signage, including on-site and adjacent roadway traffic signs.

¹¹ Light trespass shall not exceed one foot-candle at the property lines, measured at ground level.

¹² All light poles, standards and fixtures shall not exceed a height of 16 feet measured from finished grade. The maximum 16 feet in height shall include all elements of the light, such as pole and light fixture combined.

¹³ Lighting shall be provided within all parking lots, along pathways, at entrances, and within common open space areas so that they are visible to on-site residents at night.

¹⁴ All exterior lighting shall be designed and shielded to face downward. Roof mounted lights are prohibited.

¹⁵ Pedestrian pathways shall be lit by lighted bollards or similar low, ground-mounted lighting fixtures at intervals of a minimum of 200 feet.

¹⁶ No fencing or other barriers shall prevent public access to trailheads.

Requirements for Site Plans

- VIII. Traffic signals.
- IX. Street lights.
- X. Utility poles.
- XI. Bicycle lanes.
- XII. Pedestrian crossings.
- XIII. Islands and medians.
- XIV. Existing and proposed curb cuts for driveway and private roadway entrances.
- b. Access roads and driveway features including:
 - I. Location.
 - II. Width.
 - III. Surface type.
 - IV. Proposed grades.
 - V. Los Angeles County Fire Department turnarounds.
 - VI. Access road gate locations.
 - VII. If the project involves the use of off-site access roads or driveways, show the public right-of-way or recorded ingress/egress easement locations and dimensions.
 - VIII. Sight triangle and sight distance.¹⁷
- c. Layout and dimensions of the parking area, including: motor vehicle, motorcycle, carpool, and bicycle parking spaces; drive aisles and direction of travel; stacking areas; loading areas¹⁸; and, required landscaping.¹⁹ Surface parking lots shall not be located between a building and a public street.
- d. Number the parking spaces and provide the total number of parking spaces.²⁰
- e. Identify parking spaces for:
 - I. Accessible parking spaces, pursuant to CCR Title 24 requirements.
 - II. Compact vehicles.
 - III. Bicycles.
 - IV. Guest parking.
 - V. Shared parking.
 - VI. Electric vehicle charging stations (including accessible parking spaces for electric vehicle charging stations, pursuant to CCR Title 24 Requirements).
- f. Arrows to show the direction of traffic flows.
- g. Off-street loading spaces and facilities.
- h. Concrete curbing.

17. Existing and proposed accessible paths of travel from public ways to all buildings,

¹⁷ Vehicle circulation must meet the minimum site distance standards in the most current version of American Association of State Highway and Transportation Officials' A Policy on Geometric design of Highways and Streets, Chapter 9.

¹⁸ Loading areas for the commercial components of mixed-use developments shall be located out of view of any public right-of-way and shall be shielded or enclosed.

¹⁹ A minimum 8-foot wide landscaped finger planter shall be located every 10 parking spaces in surface parking lots.

²⁰ Parking areas containing more than 75 spaces shall be divided into a series of connected small lots.

Requirements for Site Plans

pursuant to CCR Title 24 requirements.

18. If parking structure(s) are provided, the following information must be shown on the site plans:
- a. Pedestrian accessways shall be located a minimum of 10 feet distance from vehicular driveways and aisles.
 - b. Percent of parking structure frontage onto a primary or secondary arterial street in relation to the length of the project site.²¹
 - c. Setbacks for mechanically or person-controlled entrances to structures parking, which shall be located a minimum of 20 feet from the back of the sidewalk.
 - d. Space provided at controlled residential entrances to parking structures allowing vehicles to turn around without backing into the street.
 - e. Access to residential guest and delivery parking spaces, which shall be located in an area outside of any controlled entrance point.

19. Building entrances and their visibility from parking lots and sidewalks.

20. Location and screening of trash and recycling areas.²²

21. Ground-mounted mechanical, electrical, and utility equipment, including associated screening, and their distance from pedestrian paths and/or driveways.²³

22. If a proposed structure is located within 40 feet of a residential use on an adjacent property, depict how windows will be compliant with AHMC Section 9663.7.E.2 (see exhibit).²⁴

23. Mailboxes placed either at an on-site location adjacent to or incorporated into a common area for all residents or at individual units. For mixed-use developments, separate mailbox and package delivery/pick-up areas shall be provided for the residential and commercial components of the project.

24. For properties that abut a primary or secondary ridgeline, or an open space resource as defined in the General Plan (Figure NR-1), the site plans must demonstrate that the project will not obstruct the view of the ridgeline or open space resource from passersby on the site's adjacent rights-of-way by more than 75% of the length of the project site. Where a site is located along two or more public streets, an average of the overall frontage length shall be used.

- a. To preserve the view of primary or secondary ridgelines and open space resources, the location and design of developments which abut the resource shall incorporate and list a minimum of two of the following approaches used:

²¹ Parking structures shall not occupy more than 40 percent of project site frontage onto a primary or secondary arterial street.

²² Trash enclosures must comply with Agoura Hills Municipal Code Section 9663.9.C.

²³ Ground-mounted mechanical, electrical, and utility equipment, and associated screening, shall be placed a minimum of 10 feet away from any pedestrian path and/or driveway.

²⁴ Windows within 40 feet and facing a residential use on an adjacent property, shall be placed to avoid direct lines of site to windows on the adjacent property.

Requirements for Site Plans

- I. Clustering on-site development.
 - II. Locating buildings lower on hillside slopes.
 - III. Lowering roof pitches.
 - IV. Increased setbacks or increased building step-backs.
 - V. Providing view corridors between proposed buildings, with any one corridor being not less than 20 feet wide.
 - VI. Providing views over the tops of proposed buildings.
- b. For projects that abut a primary or secondary ridgeline, the site plan must depict a 300 foot setback from the top of the ridgeline.
 - c. For projects that abut an open space resource, a setback of 100 feet shall be maintained between the open space resource and any proposed dwelling unit.

Table II – Requirements for Preliminary Landscape Plans²⁵

Requirements for Preliminary Landscape Plans
Format
<i>Preliminary landscape plans must comply with the following formatting requirements:</i>
1. Submit a 24" x 36" scalable digital pdf copy of the landscape plans via dropbox or on a USB flash drive.
2. Include north arrow on each sheet.
3. Plans must be at a scale of 1 inch = 40 feet or larger, and all symbols must be legible. Provide a bar scale on the plans.
4. All lettering must be legible.
5. Sheets must be numbered consecutively (e.g., sheet 1 of 5).
6. Symbols, illustrations, or simulations representing new plants should convey plant size at approximately 5 years of growth, with the exception of trees providing shading for parking areas, which must convey approximate tree size and shade cover at 15 years growth.
7. A title block must be included in the lower right-hand corner of each page which lists the following: <ol style="list-style-type: none"> a. Plan title. b. Project title/name. c. Assessor's information numbers (AINs) of all parcels on which the project is located. d. Project address. e. Landscape architect's name, license or seal expiration, signature and date signed. f. Date of plan.
Title Sheet
<i>The first sheet of the preliminary landscape plan must be a title sheet and include the following information:</i>
1. Name, address, email address, and phone number of: landscape architect; other professionals who worked on the plans such as engineers, arborists or surveyors; and the owner/developer.
2. Lists or tables of the following project-related information: ²⁶ <ol style="list-style-type: none"> a. Total square footage of: project site, parking area, total landscaped area, parking area landscaping, and approximate shade cover provided by parking lot

²⁵ Final landscape and irrigation plans must be compliant with the California State Model Water Efficient Landscape Ordinance (MWELO), and MWELO standards should be considered in the design of conceptual landscape plans.

²⁶ See preferred table/list format following Table II.

Requirements for Preliminary Landscape Plans

- landscaping trees (see preferred table format following Table II).
- b. Total square footage of common open space areas and public space areas.
- c. Percentage of the project site that will be landscaped and the parking area that will be landscaped. Indicate the percentage required and the percentage that will be provided.
- d. Number, type and approximate size of existing trees to be removed or retained in the landscape. Indicate those that have protected tree status.
- e. Number, type and container size of proposed trees (including trees required for mitigation).
- f. Estimates of monthly water use for the project.
- g. Number of motor vehicle and motorcycle parking spaces.

Project Notes

It will expedite plan review if brief notes are included which point out features in the proposed landscape plan which achieve the following functions:

1. Screening.
2. Visual relief/integration.
3. Community compatibility.
4. Shade and improved aesthetic of paved areas.
5. Retention and treatment of stormwater.
6. Slope stabilization.
7. Restoration (including replacement of protected trees).

Graphic Illustrations

The following existing or proposed features must be graphically depicted:

1. Lot lines (with dimensions in feet), adjacent street names, use and zoning of adjacent properties.
2. Buildings and structures, driveways, parking areas, pedestrian pathways and other hardscape or nonplantable features.
3. Common open space areas, and public space (if applicable), and depict the square footage of each common open space area and/or public space.
4. Light poles.
5. Walls, retaining walls, and fences. Provide a concept detail of fences, gates, walls, retaining walls and plantable walls showing the materials used, as well as layout and height.²⁷

²⁷ Walls, retaining walls, and fences must conform to Agoura Hills Municipal Code Sections 9663.7.1 and 9606.2.

Requirements for Preliminary Landscape Plans

6. Easements and overhead lines.
7. Engineered slopes, walls and grades. Indicate top and bottom of all significant slopes (10% or greater).
8. Important natural features such as drainages and rock outcroppings.
9. Fuel modification zones. ²⁸
10. All existing protected-status trees, as well as the total square footage of their root zones and canopy area if any protected trees will be impacted or removed. The plan must depict the type and number of protected trees proposed to be impacted or removed, and the total square footage of canopy area and root zone proposed to be removed.
11. Landscape planters/areas ²⁹ , including the proposed plant palette type and size ³⁰ . The plan should demonstrate compliance with parking area landscape requirements. ³¹
12. New trees, including proposed type and size. ³²
13. Water harvesting or stormwater management landscape features. Include planter dimensions.
14. Stormwater capture systems and capture volume, including at least two of the following: <ul style="list-style-type: none"> a. Rain barrels. b. Cisterns. c. Downspouts that drain into landscaped areas. d. Permeable paving materials.
15. Landscape design elements, such as fountains, sculptures, or mounds.
16. Sight distance triangles at street intersections.
17. The plant palette used for green roofs, which is required to meet AHMC Section 9663.8.C., if applicable. Green roofs shall also be designed to permit solar installation where needed to support the energy strategy.
18. Passive and active open space areas, which shall be designed to allow for a minimum four hours of natural sunlight during the winter solstice for the City of

²⁸ Fuel modification shall be provided as required by the Los Angeles County Fire Department Fuel Modification Unit.

²⁹ Landscaping shall be provide in all outdoor areas that are not specifically used for parking, driveways, walkways, patios, or required amenities. Existing native plants can be used to satisfy this standard.

³⁰ At least 5 different species of shrubs and groundcovers shall be used. Plantings under an oak tree canopy shall consist of native, drought-tolerant species selected from those listed by the California Native Plant Society in the Calscape website specific to Agoura Hills.

³¹ See Agoura Hills Municipal Code Section 9525.6.

³² Where not otherwise stated in Article IX, trees within landscaped areas shall be provided at a minimum 24-inch box. Trees shall consist of both evergreen and deciduous varieties.

Requirements for Preliminary Landscape Plans
Agoura Hills latitude of 34.1533 degrees north.
Irrigation Design Plan
<i>The preliminary landscape plans must include an irrigation design plan which includes the following components:</i>
1. Irrigation legend.
2. Irrigation notes.
3. Hydrozone table.
4. Specifications.
5. Details.
6. Location, type and size of landscape meters (private submeter or dedicated customer service meter).
7. Location, type and size of all irrigation components.
8. Static pressure at point of connection.
9. Flow rate (gallons per minute), application rate (inches per hour) and design operating pressure (pounds per square inch) for each zone/station.
10. Location of recycled water systems.
11. Notation: "I have complied with the criteria of the Model Water Efficient Landscape Ordinance and applied them accordingly for the efficient use of water in the irrigation design plan."
12. Signature of a licensed landscape architect, certified irrigation designer, licensed landscape contractor, or any other authorized person to design the irrigation system.

Preferred table format for providing landscape title sheet information.

Total project site (square feet)		
Total landscaped area (square feet)		
Total parking area ³³ (square feet)		
Total oak trees impacted ³⁴ (#)		
Total scrub oak removal (square feet)		
	Required	Provided
Motor vehicle parking stalls (#)		
Number of accessible parking spaces (#)		
Parking area landscaping (square feet)		
Parking area landscaping (%)		
Parking area covered by shade trees (%)		
Total landscaped area (%)		
Oak tree replacements (#)		
Scrub oak replacements (square feet)		

³³ Total parking area includes driveways and aisles.

³⁴ This number should include all protected oak trees that are being removed or being encroached upon by greater than 25 percent of the root zone or canopy zone.

Table III – Requirements for Building Elevations

Requirements for Building Elevations
Submittal Requirements
<i>Submit a 24" x 36" scalable digital pdf copy of the building elevations via dropbox or on a USB flash drive.</i>
Dimensional Requirements
Building elevations must be drawn so they are legible, and must be drawn using an architectural scale within the range of 1/8 inch = 1 foot to 1/4 inch = 1 foot, unless an alternative scale is required in order to make the plans legible.
Informational Requirements
<i>Building elevations must include the following:</i>
1. The title block information required on the site plan/preliminary grading plan. ³⁵
2. Graphic and numeric scale used in drawing the building elevations.
3. Buildings and structures must be labeled to indicate which building or structure is shown on the elevations.
4. Width and height for each elevation in terms of the direction the elevation faces (north, east, south, and west) must be depicted. Each elevation must also state whether the facade being shown is considered the front, side, or rear of the building based on the location of the nearest public right-of-way or private street. ³⁶ The heights of buildings and structures must be measured according to AHMC Section 9525.2, and heights of each floor shall also be depicted. ³⁷
5. If signs are proposed, show the signage on each building elevation, as well as all freestanding signs, with size dimensions, colors, and lighting details. ³⁸
6. For buildings or structures located within a FEMA-designated floodplain, show the base flood elevation plus one-foot freeboard above the base flood elevation on elevation drawings.
7. Depict existing and proposed grades.
Design Requirements
<i>The following design features shall be depicted on all elevations:</i>
1. Articulation features of each facade plane, including the following:

³⁵ See Table I: Title Block Requirements

³⁶ See AHMC Section 9663.6.A. (Building Layout and Orientation)

³⁷ Maximum height for any building or structure shall be 25 feet for a one-story building, 35 feet for a two-story building, and 40 feet for a three-story building. Height shall be measured from the finished grade to the highest point on the roof.

³⁸ See Chapter 6, Part 2, Division 5 of Article IX (Zoning) in the Agoura Hills Municipal Code for sign regulations.

Requirements for Building Elevations

- a. Total surface area of each facade plane.³⁹
- b. Architectural features which protrude into step-back planes.
- c. Total square footage of articulation for each facade plane.
- d. Architectural detailing used for breaking up the massing of facades, as described in AHMC Section 9663.7.B.4. and 9663.7.B.5.
- e. Approaches used to minimize the vertical emphasis of architectural design elements as described in AHMC Section 9663.7.B.8.
- f. Identify an architectural design style and include at least five features consistent with the architectural design style, as outlined in AHMC Section 9663.7.B.9.⁴⁰
- g. Design features and landscaping for parking structures which comply with AHMC Section 9663.6.D.

2. The depth of balconies, which must have a minimum depth of four feet.

3. The dimensions of windows. Horizontal window bands shall not be greater than 40 feet.

4. The protrusion of bay windows used for architectural detailing shall be shown in feet. Bay windows shall project at least two feet but no more than three feet.

5. Each building floor and its step-back distance from the previous floor shall be delineated, as applicable.⁴¹

6. Integration of at least two different roof forms shall be depicted along a building facade (orientation, pitch, height).⁴²

7. Delineate the square footage of flat roof areas compared to the total roof area, if applicable.⁴³

8. For building facades facing a street frontage, note where the roof lines are vertically articulated using the architectural elements outlined in AHMC Section 9663.7.C.5.⁴⁴

9. Depict any roof-mounted equipment. Roof-mounted equipment shall be fully screened with materials that match the materials, colors, and style of the building architecture.

10. Gutters and other means to collect rainwater from roof runoff must be depicted on the elevations and shall be integrated into roofing design in colors and styles

³⁹ See Figure 9663.7C in the Agoura Hills Municipal Code depicting a façade plan and intrusion into a step back plane.

⁴⁰ For the purpose of defining architectural styles, the reference guide shall be the most currently published version of *A Field Guide to American Houses: the definitive guide to identifying and understanding America's domestic architecture* by Virginia Savage McAlester.

⁴¹ Each building floor on the front and sides of a building shall be stepped back from the previous floor a minimum of six feet per Agoura Hills Municipal Code Section 9663.7.B.

⁴² Mansard roofs and barrel-shaped red tile roof materials are prohibited.

⁴³ With the exception of green roofs, flat roof areas shall not comprise more than 25% of the total roof area.

⁴⁴ Architectural elements used to vertically articulate roof lines include varying cornices, clerestory windows, varying roof height, and varying roof form.

Requirements for Building Elevations
consistent with the roofing materials.
11. Weather protection provided at individual residential unit entries and primary entrances to commercial uses by providing at least one of the following treatments: <ol style="list-style-type: none"> a. Overhangs. b. Awnings. c. Porch roofs. d. Trellis. e. Canopy.
12. Detail treatments for garage doors, including at least one of the following: <ol style="list-style-type: none"> a. Windows. b. Paneled surface. c. Use of a minimum of two colors. d. Use of a minimum of two textured surfaces.
13. Facade material treatments, including changes in material, texture, or color, which demonstrate compliance with AHMC Section 9663.7.F. and 9663.7.G. ⁴⁵
Design Requirements for Mixed-Use Projects
<i>The following design features shall be depicted on all elevations for mixed-use projects:</i>
1. Label floor-to-ceiling heights of ground-floor commercial spaces. Floor to ceiling height shall be a minimum of 12 feet for ground-floor commercial uses.
2. Grade of the nearest adjacent sidewalk to ground-floor commercial uses. ⁴⁶
3. Note how entries to stores and ground-floor commercial uses are distinct from the rest of the building facade using two of the following methods: <ol style="list-style-type: none"> a. Change in scale. b. Contrasting materials, glazing and color. c. Projecting or recessed forms and awnings.
4. On facades where street level retail, recreational, or civic uses are planned, the facade must depict at least 60 percent window area. ⁴⁷
5. Show the depth of ground-floor porches, which shall be at least 3 feet.

⁴⁵ See permitted materials table in section 9663.7.F.4.

⁴⁶ Ground-floor entrances for commercial uses shall be designed to be level with the elevation of the adjacent public sidewalk or at least not more than two feet above or below the immediately adjacent sidewalk grade.

⁴⁷ Tint lower than 70 percent visible light transmission (VLT), mirrored, or reflective glass shall be prohibited.

Table IV – Requirements for Grading Plans

Requirements for Grading Plans
Submittal Requirements
<i>Submit a 24" x 36" scalable digital pdf copy of the site plans and preliminary grading plans via dropbox or on a USB flash drive.</i>
Dimension/Orientation Requirements
<i>Grading plans must comply with the following dimensional and orientation requirements</i>
<ol style="list-style-type: none"> 1. Plans must be oriented such that the northerly side of the project site is at the top of the site plan.
<ol style="list-style-type: none"> 2. Plans must be drawn so they are legible, and must be drawn using an engineer's scale within the range of 1 inch = 20 feet or 1 inch = 30 feet.
Title Block Requirements
<i>Grading Plans shall include title blocks which meet the following requirements:</i>
<ol style="list-style-type: none"> 1. All text within the title block must be large enough to be legible
<ol style="list-style-type: none"> 2. Include name and mailing address of the: <ol style="list-style-type: none"> a. Property Owner. b. Engineer. c. Other consultants or representatives, if applicable.
<ol style="list-style-type: none"> 3. Identify the primary contact person for the project.
<ol style="list-style-type: none"> 4. Include the stamp and expiration date of the Engineer of Record.
<ol style="list-style-type: none"> 5. Include all Assessor's Information Number(s) on which the project site is located.
<ol style="list-style-type: none"> 6. State the project address, if applicable.
<ol style="list-style-type: none"> 7. State the date of preparation.
<ol style="list-style-type: none"> 8. Include sheet numbers (1 of 5, etc.).
Project Information
<i>Grading Plans must include the following project-specific information:</i>
<ol style="list-style-type: none"> 1. Grading statistics⁴⁸ (in cubic yards), including: <ol style="list-style-type: none"> a. Cut. b. Fill. c. Import. d. Export.

⁴⁸ Cut or fill of a slope bank shall not exceed 15 feet where visible to the public from a parking area, access drive or public right-of-way, and shall not exceed 25 feet in areas not visible to the public.

Requirements for Grading Plans
2. Average slope on the project site.
Graphic Illustration Requirements
<i>The following must be graphically depicted on the grading and drainage plans and drawn to scale:</i>
1. North arrow.
2. The scale used in drawing the plans.
3. All lot lines with dimensions in feet.
4. Physical features of the site, including: <ul style="list-style-type: none"> a. Approximate delineation of native vegetation on-site and adjacent to the site, including oak trees. b. Areas of vegetation removal. c. Existing and proposed topographic contours. <ul style="list-style-type: none"> I. No development shall occur on slopes greater than 35 percent. Slopes greater than 35 percent shall be depicted. II. Slopes greater than 50 percent shall be depicted. d. Existing grades. e. Engineered slopes, walls and grades. Indicate top and bottom of all significant slopes (10% or greater). <ul style="list-style-type: none"> I. The plans must demonstrate that graded slopes are no less than a 2:1 ratio. II. Grading shall create rounded, non-planar surfaces, and rounded, non-angular intersections between surfaces.
5. Existing geotechnical information and any and all improvements identified in the geotechnical reports as signed and stamped by a registered Geotechnical Engineer.
6. Existing and proposed paved areas, including the type of surfacing, whether it is pervious or impervious, and widths of all walkways. <ul style="list-style-type: none"> a. Decorative paving materials shall be used on all interior pathways, with such paving materials consisting of stamped or scored concrete, interlocking unit pavers, tiles, stoneware, or grasscrete. Any such material used shall be slip resistant. b. All pedestrian pathways shall be different from the color and texture of paved vehicular areas.
7. Cross sections through the site.
8. Fences and walls with height called out as it changes along the alignment.
9. Wall and fence sections and details, dimensioned and to scale. Include top of wall and finished grade elevations.

Table V – Requirements for Drainage Plans

Requirements for Drainage Plans
Submittal Requirements
<i>Submit a 24" x 36" scalable digital pdf copy of the site plans and preliminary grading plans via dropbox or on a USB flash drive.</i>
Dimension/Orientation Requirements
<i>Drainage plans must comply with the following dimensional and orientation requirements</i>
1. Plans must be oriented such that the northerly side of the project site is at the top of the site plan.
2. Plans must be drawn so they are legible, and must be drawn using an engineer's scale within the range of 1 inch = 20 feet or 1 inch = 30 feet.
Title Block Requirements
<i>Drainage Plans shall include title blocks which meet the following requirements:</i>
1. All text within the title block must be large enough to be legible
2. Include name and mailing address of the: <ul style="list-style-type: none"> a. Property Owner. b. Engineer. c. Other consultants or representatives, if applicable.
3. Identify the primary contact person for the project.
4. Include all Assessor's Information Number(s) on which the project site is located.
5. State the project address, if applicable.
6. State the date of preparation.
7. Include sheet numbers (1 of 5, etc.).
Graphic Illustration Requirements
<i>The following must be graphically depicted on the drainage plans and drawn to scale:</i>
1. North arrow.
2. The scale used in drawing the plans.
3. All lot lines with dimensions in feet.
4. Existing and proposed hydrological conditions/drainage patterns and infrastructure, including outlets, on-site and within 50 feet of property line.
5. Existing grades.
6. Ultimate disposition of on-site and off-site runoff.

Requirements for Drainage Plans
7. Properly sized on-site drains.
8. Erosion control measures.
9. Signed and stamped by a registered civil engineer.

Table VI – Requirements for Vehicle and Pedestrian Circulation Plans

Requirements for Vehicle and Pedestrian Circulation Plans
Submittal Requirements
<i>Submit a 24" x 36" scalable digital pdf copy of the site plans and preliminary grading plans via dropbox or on a USB flash drive.</i>
Dimension/Orientation Requirements
<i>Vehicle and Pedestrian Circulation Plans must comply with the following dimensional and orientation requirements</i>
1. Plans must be oriented such that the northerly side of the project site is at the top of the site plan.
2. Plans must be drawn so they are legible and must be drawn using an engineer's scale within the range of 1 inch = 20 feet or 1 inch = 30 feet.
Title Block Requirements
<i>Vehicle and Pedestrian Circulation Plans shall include title blocks which meet the following requirements:</i>
1. All text within the title block must be large enough to be legible
2. Include name and mailing address of the: <ol style="list-style-type: none"> a. Property Owner. b. Other consultants or representatives, if applicable.
3. Identify the primary contact person for the project.
4. Include all Assessor's Information Number(s) on which the project site is located.
5. State the project address, if applicable.
6. State the date of preparation.
7. Include sheet numbers (1 of 5, etc.).
Graphic Illustration Requirements
<i>The following must be graphically depicted on the Vehicle and Pedestrian Circulation plans and drawn to scale:</i>
1. North arrow.
2. The scale used in drawing the plans.
3. All lot lines with dimensions in feet.
4. Existing and proposed right-of-way lines.
5. Existing utilities within the construction area.

Requirements for Vehicle and Pedestrian Circulation Plans

6. Construction centerline.
7. Curb return data and curb profiles.
8. Grade lines and profiles.
9. Flow line elevations on plan view.
10. Details for each catch basin (if applicable).
11. Existing and proposed vehicle travel lanes, curbs, and traffic control measures on-site and off-site.
12. Striping and signage plan.
13. Sidewalks and other pedestrian paths.
14. Pedestrian crossing areas.
15. Parking spaces.
16. Areas of ingress and egress on- and off-site, in parking lots and for any parking garages.
17. Turning movement, vehicle sweep path, and other similar analyses, including for the safe movement of emergency vehicles.
18. Existing and proposed paved areas, including the type of surfacing, whether it is pervious or impervious, and widths of all walkways.
 - a. Decorative paving materials shall be used on all interior pathways, with such paving materials consisting of stamped or scored concrete, interlocking unit pavers, tiles, stoneware, or grasscrete. Any such material used shall be slip resistant.
 - b. All pedestrian pathways shall be different from the color and texture of paved vehicular areas.

Table VII – Requirements for Street Front Improvement Plan

Requirements for Street Front Improvement Plan
Submittal Requirements
<i>Submit a 24" x 36" scalable digital pdf copy of the site plans and preliminary grading plans via dropbox or on a USB flash drive.</i>
Dimension/Orientation Requirements
<i>Street Front Improvement Plans must comply with the following dimensional and orientation requirements</i>
1. Plans must be oriented such that the northerly side of the project site is at the top of the site plan.
2. Plans must be drawn so they are legible and must be drawn using an engineer's scale within the range of 1 inch = 20 feet or 1 inch = 30 feet.
Title Block Requirements
<i>Street Front Improvement Plans shall include title blocks which meet the following requirements:</i>
1. All text within the title block must be large enough to be legible
2. Include name and mailing address of the: <ul style="list-style-type: none"> a. Property Owner. b. Civil Engineer. c. Other consultants or representatives, if applicable.
3. Identify the primary contact person for the project.
4. Include all Assessor's Information Number(s) on which the project site is located.
5. State the project address, if applicable.
6. State the date of preparation.
7. Include sheet numbers (1 of 5, etc.).
Graphic Illustration Requirements
<i>The following must be graphically depicted on the Street Front Improvement Plans and drawn to scale:</i>
1. North arrow.
2. The scale used in drawing the plans.
3. All lot lines with dimensions in feet.
4. Existing and proposed street light poles and pedestrian site lighting standards, bollards, etc.

Requirements for Street Front Improvement Plan
5. Sidewalks and other pedestrian paths.
6. Type of sidewalk and special driveway entry materials proposed, including pavers, scored concrete and other enhanced pavement (identify manufacturer, color and style).
7. 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.
8. Landscaping and street trees.
9. Signed and stamped by a registered civil engineer.

Table VIII – Requirements for Floor Plans

Requirements for Floor Plans
Submittal Requirements
Submit a 24" x 36" scalable digital pdf copy of the plans via dropbox or on a USB flash drive.
Dimensional Requirements
Floor plans must be drawn so they are legible, and must be drawn using an architectural scale within the range of 1/8 inch = 1 foot to 1/4 inch = 1 foot, unless an alternative scale is required in order to make the plans legible.
Graphic Illustration Requirements
<i>Building elevations must include the following:</i>
<ol style="list-style-type: none"> 1. Identify floors, levels, attics, lofts, and basements of the buildings or structures, with labels indicating the building or structure and the proposed use, square footage, occupant load factor and occupant load of each room.
<ol style="list-style-type: none"> 2. Identify cooking facilities, plumbing fixtures (including sizes of sinks), and other built-in fixtures.

SECTION IV: APPLICATION QUESTIONNAIRE

A. SITE INFORMATION

1. Project Location

Street Address: _____

Assessor's Information Number(s): _____

Primary Contact Information

Name: _____ Phone Number: _____

Mailing Address: _____

Email Address: _____

2. Applicant, Property Owner, and Consultant Information

Please provide the following information about the applicant, property owner, and all consultants (e.g., architects, civil engineers, geotechnical engineers, surveyors, and permit expeditors) who prepared the application materials (e.g., plans, reports, and studies). For the person designated as the primary contact, (Item #2 above), please state: "Same as Primary Contact." If the item does not apply to your project, please check the "N/A" box and proceed to the following item.

a) Applicant

The applicant is: (Please check the appropriate box)

Owner Lessee Has Power of Attorney Authorized by Owner Other

If the applicant is not the property owner(s), please submit a lease agreement, power of attorney document, or provide owner authorization below with your application.

Name: _____ Phone Number: _____

Mailing Address: _____

Email Address: _____

I hereby submit an application for the Affordable Housing Overlay District project identified in this application questionnaire, and certify that the information and exhibits submitted are true and correct to the best of my knowledge.

I certify that I have read and understand all of the instructions and submittal requirements for my application package and have made a good faith effort to comply with these instructions and to provide all of the materials and information that are required for a complete application.

I certify that I am aware that the information provided in my application package may be subject to public inspection that occurs as a result of any request made in accordance with the requirements of the California Government Code [§6253(a) et seq].

Applicant's Signature

Date

b) Property Owner

If the property owner is the same as the applicant, write "same". If there is more than one property owner, **please submit a consent letter for each additional property owner.**

I hereby certify that I am the owner of record of the herein previously described property located in the City of Agoura Hills that is involved in this application, or have been empowered to sign as the owner on behalf of a partnership, corporation, LLC, or trust as evidenced by documents attached hereto.

I hereby authorize the person identified above (applicant) to act as my agent to apply for, sign, and file the documents necessary to obtain the permits required for my project. The applicant should receive copies of all notices and communications related to my project unless I have otherwise notified the City.

I understand that the requested approvals sought through this application are for my benefit (or that of my principal). Therefore, if the City grants the approval(s), with or without conditions, and that action is challenged by a third party, I will be responsible for defending against this challenge. I agree to accept this responsibility for defense at the request of the City and also agree to defend and indemnify (with counsel of the City's choosing), and hold the City harmless from any costs, claims, demand, financial loss, penalties, fines, judgments, or liabilities arising from the approvals, with or without conditions, including without limitation, any award or attorney's fees that might result from the third party challenge, excepting only liability arising from the sole negligence, gross negligence, or intentional misconduct of City. For the purpose of this indemnity, the term "City" shall include the City of Agoura Hills, its officers, officials, employees, agents, and representatives. For the purpose of this indemnity, the term "challenge" means any legal or administrative action to dispute, contest, attack, set aside, limit, or modify the approval, project conditions, or any act upon which the approval is based, including, but not limited to, any action alleging a failure to comply with the California Environmental Quality Act or other laws.

Name: _____ Phone Number: _____

Mailing Address: _____

Email Address: _____

Property Owner Signature

Date

c) Consultants

Architect:

Name: _____ Phone Number: _____

Mailing Address: _____

Email Address: _____

Civil Engineer:

Name: _____ Phone Number: _____

Mailing Address: _____

Email Address: _____

Licensed Land Surveyor:

Name: _____ Phone Number: _____

Mailing Address: _____

Email Address: _____

Land Use Consultant:

Name: _____ Phone Number: _____

Mailing Address: _____

Email Address: _____

3. Legal Lot Status

All development projects must meet the requirements of the Subdivision Map Act and Article X (Subdivisions) of the AHMC. Any project proposing a division of land which requires a tract map or parcel map is subject to the provisions of the California Environmental Quality Act (CEQA) and is not eligible for ministerial processing under the AHO standards.

The project site must be located entirely within a single legal lot which: met all local subdivision ordinance and Subdivision Map Act requirements when it was created, still exists, and can be lawfully conveyed in fee as a discrete unit separate from any contiguous lot. Lot line adjustments and/or lot mergers must be completed prior to formal submittal of an AHO application.

Is the project site located entirely within a single legal lot? Yes No

If "No", the application will not be accepted by city staff.

4. Existing Physical Features and Development

Please describe the physical features of the project site, and physical features immediately adjacent to the project site. Physical features that should be described include, but are not limited to:

- Describe the existing condition of, and uses on, the project site, including any major physical improvements/alterations:
- Creeks, streams, drainage facilities, drainage patterns, and all other types of wetlands.
- Topographical and/or scenic features, such as primary and secondary ridgelines, and open space resources as defined in the General Plan (Figure NR-1), and Geologic Hazards Areas.
- Local access to the project site, including City and private roadways.

B. PROPOSED PROJECT

1. Scope of Project

Describe in detail the characteristics, scope and/or operation of the proposed project. Please also identify all agencies you are requesting permits, actions, and approvals from in order to implement the proposed project (including state and federal agencies, if applicable):

2. Affordable Housing and Regulatory Agreement

A project seeking approval under the AH overlay district shall include at least 20 dwelling units per acre, and no more than 25 dwelling units per acre.

Density shall be calculated on the basis of the entire acreage of the lot, including any portion of the site used, dedicated or required to be used or dedicated as a buffer or easement and any portion of the site that is not developable due to the slope. Please fill out the information below.

Total Site Acreage: _____ Total Dwelling Units Proposed: _____

Total Dwelling Units/Total Site Acreage = _____ Dwelling Units Per Acre

At least 10 percent of the dwelling units of a development site shall be reserved for very low-income households, and at least 10 percent of the dwelling units shall be reserved for low-income households. In calculating the total number of units for each affordability level, fractional units of 0.5 or above shall be rounded up to a whole unit.

Please indicate the total number of dwelling units proposed and levels of affordability by each category:

Type of Unit	No. of Units	% of Project
Market Rate:		
Manager's Unit(s) – Market Rate:		
Extremely Low Income:		
Very Low Income:		
Low Income:		
Moderate Income:		
Total Number of Affordable Units:		
Total Number of Units (Excluding Density Bonus):		100%
Total Density Bonus Units:		

A housing plan is required to be submitted with this application to demonstrate compliance with AHMC Section 9532. Has a housing plan been submitted? **Yes** **No**

3. Dedications/Easements

Describe in detail the type, size, and purpose of all proposed dedications (e.g., road, utility, or habitat conservation easements). If there are no proposed dedications or easements, please check the box. **N/A**

4. Sewage Disposal

What is the proposed source of sewage disposal? Please provide the following information:

Public Sewer Provider: _____

Address: _____

Phone Number: _____ Contact Name: _____

Has a sewer availability letter been included with the application materials?

Yes No

5. Site Grading

Please provide the following statistics on the proposed site grading activities:

Area to be graded: _____ sq. ft.

Slope ratio of steepest finished slope⁴⁹: _____

Height of highest finished slope (from top to bottom): _____ ft.

6. Landscaping

Landscape and irrigation plans subject to the California State Model Water Efficient Landscape Ordinance (MWELo) shall conform to the requirements of MWELo to achieve water efficient landscaping. Preliminary landscape plans submitted with this application should be designed to be drought tolerant and with MWELo requirements in mind. If the type, amount, or location of proposed vegetation or vegetation removal in the final landscape plan differs from that of the preliminary landscape plan, the final landscape plan will need to be reviewed and approved by the Planning and Community Development Department for consistency with the AH overlay district standards and the objective design standards.

Please check the box to verify that you have reviewed MWELo requirements and will consult with the Planning and Community Development Department prior to modifying the type, amount, or location of proposed vegetation or vegetation removal. I agree

7. Utilities

Please identify all of the utilities that would provide service to the project site, by completing the following:

Electricity:

Name of Utility: _____ Phone Number: _____

Mailing Address: _____

Email Address: _____

What is the projected amount of electrical usage (peak KW/Hours/Day)? _____

⁴⁹ Graded slopes shall be no less than a 2:1 ratio.

Do existing lines have to be increased in number or size? Yes No

If yes, please describe:

Do overhead electrical facilities require relocation or under grounding? Yes No

If yes, please describe:

Please indicate the length of new offsite electrical transmission and distribution facilities that are required to serve the project. If the project does not involve the installation of new offsite electrical transmission and distribution facilities, please check the "N/A" box.

N/A

Phone:

Name of Utility: _____ Phone Number: _____

Mailing Address: _____

Email Address: _____

Cable:

Name of Utility: _____ Phone Number: _____

Mailing Address: _____

Email Address: _____

Water:

Name of Utility: _____ Phone Number: _____

Mailing Address: _____

Email Address: _____

8. Geotechnical Report

All recommendations/requirements of the project geotechnical report prepared by a licensed engineering geologist or geotechnical engineer pursuant to the Los Angeles County Public Works Department Manual for the Preparation of Geotechnical Reports

Standards are incorporated into the project design and reflected in the project plans submitted as part of the application for an administrative permit and for a building permit.

Please confirm that all recommendations/requirements of the project geotechnical report are incorporated into the project design and provide a brief summary of recommendations and/or requirements outlined in the geotechnical report.

I confirm that all recommendations and requirements of the project geotechnical report are incorporated into the project design.

Explain:

9. Density Bonus:

If the project includes a request for density bonus incentives, concessions, waivers, or reductions, please provide the following information. For projects that are not submitting a density bonus application, please check N/A and proceed to item 10. **N/A**

How many density bonus units are being requested (i.e., how many additional units above what would otherwise be allowed)? _____ Dwelling Units

What is the proposed percentage of the density bonus increase over the otherwise applicable maximum allowable gross residential density as of the date of application?⁵⁰
_____ %

⁵⁰ The density bonus increase shall not be greater than the amount allowable pursuant to Government Code Section 65915.

How many incentive(s) or concession(s) are being requested? ____

Please state/describe the specific incentive(s) or concession(s) you are requesting:

How many waiver(s) and/or reduction(s) are being requested? ____

Please state/describe the specific development standards you are requesting a waiver or reduction for:

Are you requesting a reduction in vehicular parking ratios? **Yes** **No**

Please list your requested parking ratios:

10. Air Quality

Projects bordering any freeway, Kanan Road, Agoura Road and Thousand Oaks Boulevard shall incorporate air quality filter systems and site design requirements to disperse pollution according to general plan policies NR-7.5 and NR-7.6. For projects bordering these roadways, please describe how the project incorporates some or all of the following components in site design in order to assist in pollutant dispersion. If this is not applicable to your project, check "N/A". **N/A**

- High efficiency filtration systems to achieve good indoor air quality.
- Buildings of varying heights, shapes, articulation and other design features to break up massing.

- Site design with open spaces between buildings to encourage air flow (e.g., outdoor landscaped or recreation spaces).
- Vegetation, including trees and shrubs, selected and arranged for their ability to alter pollutant transport and dispersion.
- The use of decoratively treated solid barriers and walls in conjunction with screening landscaping, where appropriate along freeway proximate properties, to increase the vertical dispersion of pollutants.



Pursuant to AHMC Section 9529.A, the project shall comply with the objective standards of the South Coast Air Quality Management District (SCAQMD) Rule 403 for fugitive dust control, rule 1113 for architectural coatings, rule 1403 for asbestos containing materials, and regulation XIII for new on-site nitrogen oxide emissions. The project shall comply with Tier 4 construction equipment measures of the SCAQMD unless an air quality analysis is completed by the project applicant demonstrating that the level of emissions does not trigger the need for Tier 4 construction equipment measures.

Please check the box to verify that you have consulted SCAQMD and agree to abide by these rules. **I agree**

11. Biological Resources

Unless otherwise authorized by CDFW and/or USFWS, the project shall provide a 50-foot buffer from the edge of any wetland, riparian, or other sensitive natural community identified in a local or regional plan, policy or regulation, or by the California Department of Fish and Wildlife (CDFW) or United States Fish and Wildlife Service (USFWS), to be maintained as natural open space. Only planting of native species and unpaved walking trails shall be allowed within the buffer. As permitted by applicable state and federal regulatory agencies, storm drain outlets into creeks and other riparian drainages are allowed that meet best management practices (BMPs) for storm water and erosion control.

Additionally, the project shall provide and maintain a minimum 100-foot buffer on-site from any on-site or off-site special status plant species, including those identified as candidate, sensitive or special status by the CDFW or USFWS, and a minimum 50-foot buffer from those special status plant species identified in local or regional plans, policies or regulations. No soil disturbance, landscaping (except that related to restoration of such plant species) or placement of structures, including buildings, driveways, pedestrian paths, or infrastructure are permitted in the buffer.

Compliance with the above regulations can be achieved by obtaining written authorization from CDFW and USFWS stating that the proposed project is in compliance with all CDFW and USFWS regulations, or by submitting a biological report demonstrating that the above buffers will be maintained.

Have you submitted written authorization from CDFW and USFWS stating that the project is in compliance with all CDFW and USFWS regulations? **Yes** **No**

If “no”, confirm that you have submitted a biological resources report demonstrating that the above buffers will be maintained and the project is in compliance with state and federal law. Otherwise, select N/A.

- I confirm that I have submitted a biological resources report.**
- N/A**

Please confirm that you have read and agree to the following:

The project shall not result in the taking of any migratory bird species protected by the Federal Migratory Bird Treaty Act (including killing, capturing, selling, trading and transporting) without prior authorization by the USFWS. Nesting bird surveys shall be conducted by a qualified professional biologist no more than seven (7) days prior to the beginning of any project-related physical activity, such as vegetation clearance, use and transport of equipment, mobilization and construction, likely to impact migratory songbirds or raptors that occurs between January 1 and September 15, the bird nesting season. If such project activity ceases for longer than 7 days, additional surveys shall be conducted prior to re-commencing the activity. If such species are identified, a no-disturbance buffer of 300 feet around active perching birds and songbirds shall be implemented. A no-disturbance buffer of 500 feet around active non-listed as threatened

or endangered raptor nests, and 0.5 mile around active listed birds shall be implemented. The buffers shall be maintained until the breeding season has ended or until a qualified professional biologist has determined that the birds have fledged and are no longer reliant upon the nest or parental care for survival.

I Agree

12. Transportation

Pursuant to AHMC Section 9528, any project seeking approval under the AHO standards shall comply with the following transportation requirements:

- a) The project shall be designed and constructed with full public right-of-way improvements along the project frontages in accordance with the Committee of Public Works Standards, Inc.'s standard plans for public works construction and any applicable specific plans. "Greenbook" Standard Plans for Public Works construction and "Greenbook" Standard Specifications for Public Works Construction. The limits / terminus of these improvements shall be shown clearly in the approved plans, and accommodate for the connection to existing facilities and/or terminate with a curb return at lot lines that have yet to be developed.
- b) Unless exempt from the preparation of a level of service analysis according to the city's standards for transportation assessments, the project shall meet the level of service standards in General Plan Policy M-1.3 and in the city's transportation assessment guidelines.
- c) The project's vehicle circulation shall meet the minimum site distance standards in the most current version of American Association of State Highway and Transportation Official's A Policy on Geometric Design of Highways and Streets, Chapter 9 and meet Los Angeles County Fire Department access requirements.
- d) Unless the project meets any of the screening criteria of the city's guidelines for transportation assessments, a vehicle miles travelled (VMT) analysis shall be prepared for the project according to the city transportation assessment guidelines. Transportation demand management measures (TDMs) identified in the guidelines shall be included, as necessary, in the project to reduce the VMT generated by the project to below the significance thresholds based on the VMT reduction percentage assigned to each TDM in the city transportation assessment guidelines and VMT calculator.

Please check the box to verify that you have consulted the City of Agoura Hills Public Works/Engineering Department regarding these requirements, all requested roadway improvements are shown on the submitted plans, and a VMT analysis was prepared for the project if it does not meet the screening criteria.

I have consulted with the Public Works/Engineering Department.

13. Natural Drainage Ways and Water Quality Protection

Any necessary upgrades or construction of new storm water drainage facilities shall be designed in compliance with Los Angeles County Flood Control District (County Public Works Department) objective standards, and in compliance with state and federal law.

All projects shall comply with Las Virgenes Municipal Water District requirements.

The project shall comply with the State Water Resources Control Board (SWRCB)/Regional Water Quality Control Board (RWQCB) National Pollution Discharge Elimination System (NPDES) construction general permit/MS4 permit, and for which a Storm Water Pollution Prevention Plan (SWPPP) and Standard Urban Stormwater Mitigation Plan (SUSMP) have been prepared, if required per the MS4 permit.

The project shall adhere to the SWPPP and SUSMP, if applicable, and to best management practices (BMPs) and low impact development standards (LIDs) in chapter 5 of title V and in accordance with the county LID standards.

All projects shall comply with AHMC Section 5507 (Low Impact Development Requirements for New Development and Redevelopment). Low-impact development (LID) infrastructure, designed and maintained to the satisfaction of the City Engineer, shall be used in parking areas, accessways, and landscaped areas to promote groundwater recharge and water quality protection.

The project site shall not be located within a flood hazard zone or special flood hazard area unless the project is consistent with the standards of Title III Chapter 7, and without prior approval of a Conditional Letter of Map Revision (CLOMAR) or Letter of Map Revision (LOMAR) from Federal Emergency Management Agency (FEMA), as applicable.

Please check the box to verify that you have consulted the Los Angeles County Flood Control District, Los Angeles County Waterworks District, and the City of Agoura Hills Public Works/Engineering Department regarding these requirements and that all requested drainage facilities are shown on the submitted plans.

I have consulted with the Los Angeles County Flood Control District and Waterworks District, as well as the City of Agoura Hills Public Works/Engineering Department. All drainage facilities are shown on the submitted plans.

14. Noise

The project shall comply with all exterior and interior noise standards in the general plan⁵¹ and AHMC section 9656 et seq. Please submit a noise study that demonstrates compliance with Table N-2, found in the general plan and shown below for reference. The noise study should also include recommendations to reduce the effects of noise in

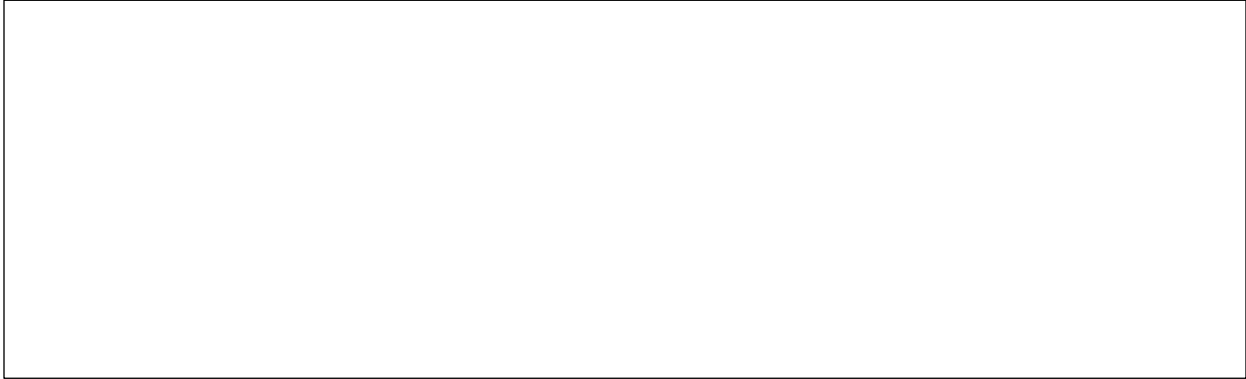
⁵¹ Noise standards within the general plan are found in the Community Safety Element, under Topic Area I.

residential and other noise sensitive land use projects adjacent to the freeway corridor and major thoroughfares. **Submitted?** Yes No

Table N-2 Interior and Exterior Noise Standards			
Categories	Land Use Categories Uses	CNEL	
		Interior^a	Exterior^b
Residential	Single Family, Duplex, Multiple Family	45 ^c	55
	Mobile Home	45	55
Commercial	Hotel, Motel, Transient Lodging	45	—
	Commercial Retail, Bank, Restaurant	55	—
	Office Building, Research and Development, Professional Offices, City Office Building	50	—
	Amphitheater, Concert Hall, Auditorium, Meeting Hall	45	—
	Gymnasium (Multipurpose)	50	—
	Sports Club, Movie Theatres	55	—
Industrial	Manufacturing, Warehousing, Wholesale, Utilities	65	—
Institutional	Hospital, Schools' classroom	45	55
	Church, Library	45	55
Open Space	Parks	—	65
<p>a. Includes bathrooms, toilets, closets, corridors</p> <p>b. Limited to the following:</p> <ul style="list-style-type: none"> ■ Private yard of single family ■ Multi-family private patio or balcony which is served by a means of exit from inside the dwelling ■ Balconies 6 feet deep or less are exempt ■ Mobile home park ■ Park's picnic area ■ School's playground <p>c. Noise level requirement with closed windows. Mechanical ventilating system or other means of natural ventilation shall be provided as of Chapter 12, Section 1205 of UBC.</p>			

Did the noise study recommend any measures to reduce noise below the allowable levels shown in Table N-2, or to reduce the effects of noise from surrounding uses on the project? Yes No

If “yes”, please describe how the recommendations of the noise study were incorporated into the project design:



15. Cultural and Paleontological Resources

Based on the results of a Phase I Cultural Resource Report, all significant cultural resources on a site shall be either preserved in situ, or shall be recovered in a data recovery plan as recommended by a professional archaeologist (Society For California Archaeology’s professional qualifications for principal investigator).

If Native American or tribal cultural resources exist on the site, the applicant shall enter into a cultural resources treatment agreement with a local Native American tribe traditionally and culturally affiliated with Agoura Hills that is acknowledged by the Native American Heritage Commission, which shall address the following: (1) treatment and disposition of cultural resources; (2) designation, responsibilities, and participation of professional tribal monitors during grading, excavation and ground disturbing activities; (3) project grading and development scheduling; (4) terms of compensation for the tribal monitors; (5) treatment and final disposition of any cultural resources, sacred sites, and human remains discovered on site; (6) tribal monitor’s authority to stop and redirect grading in order to evaluate the significance of any potential resources discovered on the property, and to make recommendations as to treatment; and (7) the applicant’s agreement to relinquish ownership of all cultural resources, including all archaeological artifacts that are found on the project area, to the tribe for proper treatment and disposition; and the applicant’s agreement that all tribal sacred sites are to be avoided and preserved. In compliance with state law, if human remains are unearthed, the project developer, pursuant to State Health And Safety Code section 7050.5, will contact the county coroner and ensure no further disturbance occurs until the county coroner has made the necessary findings as to origin and disposition pursuant to Public Resources Code section 5097.98. If the remains are determined to be of Native American descent, the coroner within 24 hours will notify the Native American Heritage Commission (NAHC). The NAHC shall then identify the person(s) thought to be the most likely descendent (MLD) of the deceased Native American, who will then help determine what course of action should be taken in dealing with the remains.

Did the Phase 1 Cultural Resource Report submitted with the project identify any significant cultural resources on the site? **Yes** **No**

If “yes”, please explain how all significant cultural resources will be preserved or recovered as recommended by a professional archaeologist.

Did the phase 1 cultural resource report submitted with the project identify any Native American or tribal cultural resources on the site? **Yes** **No**

If “yes”, you are required to submit a cultural resources treatment agreement with a local Native American tribe traditionally and culturally affiliated with Agoura Hills that is acknowledged by the Native American Heritage Commission.

Submitted? **Yes** **N/A**

Pursuant to AHMC Section 9528.J., if during excavation, paleontological resources are discovered, a qualified professional paleontologist shall evaluate the find and provide recommendations for the treatment of the resource.

Pursuant to AHMC Section 9529.F., no historic resource eligible for the state register of historical resources or the national register of historic places shall be removed, or its integrity affected to the extent that it is no longer eligible for listing, unless the resource has been adequately documented and treated pursuant to the requirements of the state register of historical resources or the national register of historic places and the secretary of the interior standards for the treatment of historic properties.

Please confirm that you understand and will comply with these regulations.

I will comply with the above regulations.