



“Gateway to the Santa Monica Mountains National Recreation Area”

**Planning and Community Development Department
Senate Bill 9 Application Packet**

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SECTION I: INTRODUCTION

PURPOSE

This form serves as the complete Planning Division application for Senate Bill 9 (SB 9) housing development projects. Urban lot splits shall be submitted as a separate parcel map application.

APPLICABILITY

Senate Bill 9 applies to proposed housing developments containing no more than two residential units which meet the following requirements:

- A. The project is located on a parcel with a zoning designation of RS, RL, or RV.
- B. The parcel satisfies the requirements specified in subparagraphs (B) to (K), inclusive, of paragraph (6) of subdivision (a) of Section 65913.4 of the California Government Code.
- C. The proposed housing development would not require demolition or alteration of any of the following types of housing:
 - a. Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.
 - b. Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power.
 - c. Housing that has been occupied by a tenant in the last three years.
- D. The parcel subject to the proposed housing development is not a parcel on which an owner of residential real property has exercised the owner's rights under Chapter 12.75 (commencing with Section 7060) of Division 7 of Title 1 to withdraw accommodations from rent or lease within 15 years before the date that the development proponent submits an application.
- E. The proposed housing development does not allow the demolition of more than 25 percent of the existing exterior structural walls unless the site has not been occupied by a tenant in the last three years.
- F. The development is not located within a historic district or property included on the State Historic Resources Inventory, as defined in Section 5020.1 of the Public Resources Code, or any local City of Agoura Hills historic resources registry that may be established.

GENERAL INFORMATION

All SB 9 development projects must meet the objective standards listed in Section 9293 of the Agoura Hills Municipal Code (AHMC). The objective standards in Section 9293 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, Section 9293 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.

The applicant for a housing development project will 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, within 30 days of the completeness determination.

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 within three years from the date of approval. If the owner has not obtained a certificate of occupancy within three years of the approval date for the administrative review application, the approval shall expire and become null and void. Prior to the expiration of the administrative approval, the applicant may request an extension for a period of time not exceeding 12 months. An extension shall be granted by the Community Development Director if the applicant is diligently working toward obtaining all necessary approvals from other agencies.

SECTION II: APPLICATION CHECKLIST

The following checklist outlines the submittal requirements for SB 9 projects.

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; or for units connected to an onsite wastewater treatment system, a Percolation Test ? ²
<input type="checkbox"/>	<input type="checkbox"/>	A Preliminary Title Report not older than 30 days?
<input type="checkbox"/>	<input type="checkbox"/>	Legal Description of the subject property, stamped and signed by a licensed surveyor?
<input type="checkbox"/>	<input type="checkbox"/>	A signed copy of the City Consultant Fee Acknowledgement Statement ?
<input type="checkbox"/>	<input type="checkbox"/>	A Biological Resources Report ? ³
<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"/>	Site Plans which meet 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?

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.

² For residential units connected to an onsite wastewater treatment system, a percolation test must have been completed within the last 5 years, or, if the percolation test has been recertified, within the last 10 years. Please consult with the Planning Division prior to submittal if the project is within the Indian Hills Overlay and proposes a new septic system.

³ The purpose of the biological resources report is to determine whether there is habitat for protected species by state or federal agencies on site. Some sites may have no possibility of containing habitat for protected species; please consult with the Planning Division to determine whether a biological resources report will be required.

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 completed Application Questionnaire ? (Section IV of this application)
Additional Materials		
<input type="checkbox"/>	<input type="checkbox"/>	Have you submitted any Additional Materials (such as Property Owner consent letters, etc.)?
Please list additional materials being submitted:		

SECTION III: PLAN REQUIREMENTS

The following tables outline the general requirements for site plans, preliminary landscape plans, elevations, and floor plans for SB 9 development projects.

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 = 50 feet.
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: <ol style="list-style-type: none"> a. Property Owner. b. Architect. 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.).
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

Requirements for Site Plans
nearest cross-street.
3. The project site must be clearly identified.
Project Information
<i>Site Plans must include the following project-specific information in a list or table:</i>
1. Zoning designations of the project site and adjacent properties, including overlay zones.
2. Lot area in square feet.
3. List or table of all buildings and structures that includes the following information: <ul 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. d. The gross floor area of each structure in square feet. e. The building coverage of each structure in square feet.
4. Number of off-street parking spaces
5. Statistics on the amount of impervious and pervious surfaces, including: <ul style="list-style-type: none"> a. Permanent and temporary structures. b. Paved surfaces. c. Pervious surfaces (e.g., landscaped areas, grasscrete, or bioswales).
6. Average slope on the project site.
7. 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: <ul style="list-style-type: none"> 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.⁴
Graphic Illustration Requirements
<i>The following must be graphically depicted on the site plan and drawn to scale:</i>
1. North arrow.
2. The scale used in drawing the site plan.
3. All lot lines with dimensions in feet.

⁴ 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

4. The building coverage and floor area 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:
 - 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.
6. Physical features of the site, including:
 - a. Protected trees. Include the following information for each existing protected tree:
 - 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:
 - 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 lines and/or poles), including the point of connection to the facilities that will serve the project.
 - e. Existing and proposed topographic contours.
 - I. Please note: No development shall occur on slopes greater than 35 percent except required access roads. Slopes greater than 35 percent shall be depicted and excluded from the average slope calculation.
 - II. For lots with an average slope of 10 percent or greater, depict the average elevation of the front and rear lot lines. Note: Structures shall not exceed a height of 15 feet above the front or rear lot line, whichever is highest⁵.
 - f. Engineered slopes, walls and grades. Indicate top and bottom of all significant

⁵ Convex lots are exempt from this requirement.

Requirements for Site Plans

slopes (10% or greater).

- I. Please note: Structures shall be located with a minimum building setback of 20 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.

g. Exact location of drainage courses.

- I. Please note: No structures or parts of structures shall overhang, project, or protrude into any known drainage course.

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

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

9. Type, materials, location and height of walls and fences, including retaining walls.

10. Adjacent 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 (if applicable):

- I. Delineation of the right-of-way for public streets, and easement line for private streets.
- II. Street names.
- III. Edge of pavement and/or concrete.
- IV. Lane configurations.

b. Access roads and driveway features including:

- I. Location.
- II. Width.
- III. Surface type.
- IV. Proposed grades.
- V. Los Angeles County Fire Department turnarounds (if applicable).
- VI. Access road gate locations (if applicable).

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.⁶

c. Number, location and dimensions of the parking spaces.

d. Arrows to show the direction of traffic flows.

11. Building entrances.

12. Location and screening of trash and recycling areas.

13. Ground-mounted mechanical, electrical, and utility equipment, including associated

⁶ 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.

Requirements for Site Plans
screening.
14. Location and type of new outdoor lighting fixtures. Note: All outdoor lighting shall be shielded and downward facing.
15. Required horse keeping areas if the project is within the equestrian overlay district ⁷ .
16. If a proposed two-story residence is located within 40 feet of a residential use on an adjacent property, depict how windows will be compliant with AHMC Section 9293.12.H.4 (see exhibit).
17. If the dwelling proposes a second story balcony, demonstrate compliance with AHMC Section 9293.12.H.3. (e.g., 40 ft. distance to property line, or landscape screening)
18. Location of mailboxes.

⁷ Lots under 10,890 square feet are exempt from the horse keeping requirement.

Table II – Requirements for Preliminary Landscape Plans⁸

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 = 10 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.
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: <ol style="list-style-type: none"> a. Total square footage of project site, impervious vs. pervious surface areas, total landscaped area. b. Number, type and approximate size of existing trees to be removed or retained in the landscape. Indicate those that have protected tree status.

⁸ 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.

Requirements for Preliminary Landscape Plans
<ul style="list-style-type: none"> c. Number, type and container size of proposed trees (including trees required for mitigation). d. Estimates of monthly water use for the project.
Project Notes
<i>It will expedite plan review if brief notes are included which point out features in the proposed landscape plan which achieve the following functions:</i>
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
<i>The following existing or proposed features must be graphically depicted:</i>
1. Lot lines (with dimensions in feet), adjacent street names, use and zoning of adjacent properties.
2. Buildings and structures, driveways, parking areas, walkways and other hardscape or non-plantable features.
3. 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. ⁹
4. Easements and overhead lines.
5. Engineered slopes, walls and grades. Indicate top and bottom of all significant slopes (10% or greater). <ul style="list-style-type: none"> a. Please note: Planted berms and slopes shall be no steeper than 2:1, and 3:1 is preferred to provide greater planting opportunities.
6. Important natural features such as drainages and rock outcroppings.
7. Fuel modification zones. ¹⁰
8. All existing protected-status oak 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

⁹ Walls, retaining walls, and fences must conform to Agoura Hills Municipal Code Section 9606.2.

¹⁰ Fuel modification shall be provided as required by the Los Angeles County Fire Department Fuel Modification Unit.

Requirements for Preliminary Landscape Plans

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. The protected oak tree information should be on a separate sheet titled "Oak Tree Report."

9. Landscape planters/areas¹¹, including the proposed plant palette type and size¹². Please note:
 - a. At least five different shrubs and groundcovers are required to provide foliage, texture, and color.
 - b. No invasive species or palm trees may be used in new landscape areas.
 - c. All landscaping must be 50% native, drought tolerant species selected from those listed by the California Native Plant Society in the Calscape website specific to Agoura Hills.

10. New trees, including proposed type and size.

11. Water harvesting or stormwater management landscape features.

12. Stormwater capture systems and capture volume.

13. Landscape design elements, such as fountains, sculptures, or mounds.

14. Sight distance triangles at street intersections (where applicable).

Irrigation Design Plan

The preliminary landscape plans must include an irrigation design plan which includes the following components:

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.

¹¹ Landscaping shall be provided in all front yard areas visible from the right-of-way that are not specifically used for parking, driveways, walkways, patios, gardens or other recreational uses. Existing native plants can be used to satisfy this standard.

¹² At least 5 different species of shrubs and groundcovers shall be used. Plantings under an oak tree canopy shall occur within six feet or 25 percent of the total canopy width from the trunk in any direction, whichever is greater. For newly planted oak trees, no planting shall occur within four feet of the trunk.

Requirements for Preliminary Landscape Plans

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.

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. ¹³
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.
5. Depict existing and proposed grades.
6. State the architectural style of the dwelling unit(s). Refer to the building design reference document identified in AHMC section 9293.12.
Design Requirements
<i>The following design features shall be depicted on all elevations:</i>
1. Entry features. Dwellings visible from a right-of-way shall have front entry features oriented toward the street.
2. Using the building design reference document identified in AHMC section 9293.12, identify five of the following features consistent with the descriptions of the following elements of a single specific style, with roof type and characteristic pitch required to be at least one of the five features: <ul style="list-style-type: none"> a. Roof type and characteristic pitch; b. Roof rake, eave overhang and cornice detail; c. Wall façade symmetry or asymmetry and detail; d. Wall material and arrangement relative to the roof;

¹³ See Table I: Title Block Requirements

Requirements for Building Elevations
<ul style="list-style-type: none"> e. Window type, relative proportion, shape, and detail; f. Door type, relative proportion, shape, and detail; g. Porch type, relative proportion, shape, and detail.
3. Roof treatments. Describe compliance with Section 9293.12.C.
4. Colors and materials. Describe compliance with Section 92913.12.F.
5. Depth of balconies.
6. The dimensions of windows.
7. Each building floor and its step-back distance from the previous floor shall be delineated, as applicable. ¹⁴
8. For building facades facing a public right-of-way, describe how the massing of the dwelling is broken up using two of the approaches in Section 9293.12.H.2.
9. 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 consistent with the roofing materials. ¹⁵
10. Weather protection provided at dwelling entries using treatments such as overhangs, awnings, porch roofs, trellises, or canopies. ¹⁶
11. Detail treatments for garage doors, including at least one of the following ¹⁷ : <ul 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.

¹⁴ Building facades facing the public right-of-way shall provide second floor offsets or step backs from the first floor to avoid an unrelieved two-story wall.

¹⁵ Required pursuant to AHMC section 9293.12.C.3.

¹⁶ Weather protection is required pursuant to AHMC section 9293.12.D.

¹⁷ Detail treatments are required on garage doors pursuant to AHMC section 9293.12.E.

Table IV – 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.
<ol style="list-style-type: none"> 3. Stamp and signature of architect or other professional.

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 Senate Bill 9 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 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 that requires a tract map or parcel map (excluding urban lot splits) is subject to the provisions of the California Environmental Quality Act (CEQA) and is not eligible for ministerial processing.

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.

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:
- 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:

2. 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**

3. 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

4. Site Grading

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

Area to be graded: _____ sq. ft.

Slope ratio of steepest finished slope: _____

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

5. 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**

6. 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)? _____

Do existing lines have to be increased in number or size? 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: _____

7. 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:

8. Biological Resources

Senate Bill 9 is not applicable to projects containing wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW2, or habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973, the California Endangered Species Act, or the Native Plant Protection Act.

The purpose of the biological resources report is to confirm that wetlands or habitat for protected species, as described above, do not exist on the site. For sites that are currently developed and surrounded by development, please consult with the Planning Division to determine whether a biological resources report is required.

I confirm that I have submitted a biological resources report or have consulted with the Planning Division and obtained confirmation that a biological resources report is not required.

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

9. 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 read and understand the requirements listed above.

I have read and understand the requirements listed above.