



**City of Sierra Madre  
Hillside Development Permit  
Application Form**

232 W. Sierra Madre Blvd. Sierra Madre, CA 91024  
626-355-7135 Fax: 626-355-2251

**Date Received**

**Project No.**

**Project Address** \_\_\_\_\_

**APN #** \_\_\_\_\_ **General Plan & Zoning** \_\_\_\_\_

**Applicant Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_



H: \_\_\_\_\_

Cell: \_\_\_\_\_

W: \_\_\_\_\_

Fax: \_\_\_\_\_

**Property Owner Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_



H: \_\_\_\_\_

Cell: \_\_\_\_\_

W: \_\_\_\_\_

Fax: \_\_\_\_\_

**Exact Legal Description:** \_\_\_\_\_

**Applicant Requests:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Registered Engineer Information

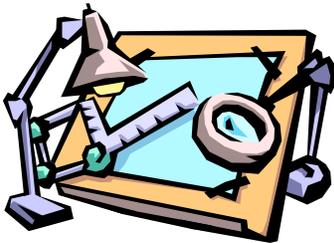
Company:	_____	Contact:	_____
Address:	_____	Phone:	_____
	_____	Fax:	_____

Licensed Surveyor Information

Company:	_____	Contact:	_____
Address:	_____	Phone:	_____
	_____	Fax:	_____

Architect Information

Name:	_____	Contact:	_____
Address:	_____	Phone:	_____
	_____	Fax:	_____



**Please list (if any):**  
COVENANTS, CONDITIONS AND/OR RESTRICTIONS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Application Completeness:** Only applications that include all of the required documents described on the following page will be deemed “complete.” The Department of Development Services retains the right to review documents and determine that they are adequate in their ability to convey the applicant’s request to the decision making body. Applicants will be notified if the application is not complete, within 30 days of filling the application and paying all required fees.

**Refund:** Applicants will be entitled to refunds of relevant fees only if an application has been submitted and received in error by City Staff. Fees will not be refunded to an applicant who decides not to pursue a project which has been submitted.

The City will work with one individual, or firm, who is the “applicant.” It is expected that the applicant will convey all project related information to the individuals involved in the project.



**Certification**

**I certify that I am presently the duly authorized applicant for the proposed project. Further, I acknowledge the filling of this application and certify that all of the above information is true and correct. (If the undersigned is different from the legal property owner, a letter of authorization must accompany this form.)**

**I have read and agree to comply with the above stated conditions:**

\_\_\_\_\_

**Name of Applicant**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Name of 2nd Applicant**

\_\_\_\_\_

**Signature**

**PLEASE NOTE: THE SIGNATURE(S) ABOVE MUST BE NOTARIZED.**



**Application Requirements**

- HILLSIDE DEVELOPMENT PERMIT APPLICATION
- ENVIRONMENTAL INFORMATION FORM
- PROJECT DESCRIPTION & ANALYSIS: Attach a separate sheet describing the proposal including current use of the property, demolition (if any), proposed construction, proposed use and any other relevant information to the applicant request. Submit all information listed on the analysis form.
- SITE PLAN: Attach a dimensioned site plan of the subject property drawn to scale prescribed by the planning department, but not less than a scale of one inch to one hundred feet reflecting the proposed project and including all property lines indicating existing and proposed structures and the current and proposed use of all structures. Indicate the location of any structures within 5 feet of the abutting site(s). The site plan must indicate a north direction, the architect's name, the owner's name, existing trees & plant materials, internal & external right-of-ways, yard dimensions, and a scale.
- TOPOGRAPHICAL MAP: Of subject property and as much of the neighboring terrain as necessary to evaluate the application, but not to exceed 150 feet from the subject boundaries in any direction and with a maximum contour interval of 5 feet. The map shall delineate slope bands in the range of zero to less than 15 %, 15% to less than 20%, 20% to less than 25%, and 25% or greater. Also included shall be a tabulation of the land in each slope category specified in square feet and an average slope calculation for the entire property.
- GRADING PLAN: A complete proposed grading plan for the subject property drawn to the same scale as required for the site plan.
- FLOOD PLAN: A flood plan including all measures, such as elevated building pads or floor plates, necessary to ensure adequate protection of persons and property.
- CONCEPTUAL PLANS: Including a conceptual fencing and landscaping plan, sufficient to establish that the proposed project is consistent with the construction and grading standards set forth in section 17.52.150, the architectural and site design standards set forth in section 17.52.160 and the fire prevention and landscaping standards set forth in section 17.52.170.
- DIAGRAMS & PHOTOS: Include pictures of all four (4) directions (N, S, E & W) of existing site and abutting properties looking in and out. If requested by the Director, installation of three-dimensional story poles (e.g., frameworks of boards, PVC pipe, guy wire with pennants, etc.) that outline walls, roofs, and other features that will determine the location mass, and bulk of the proposed structure(s).
- DIMENSIONED FLOOR PLANS: Must indicate North direction, architect's name, owner's name, and a scale.
- ELEVATIONS: Dimensioned elevations must be included for each side of the property. Elevations must identify the relevant property lines, natural & finished grade, and missing of structures on adjacent properties.

**Application Requirements Continued**

- SUITABILITY ANALYSIS:** A suitability analysis that clearly delineates the following on site constraints: category 4 slopes, riparian areas, drainage areas, flood plains, vegetation types (including sensitive or critical habitat, protected trees, and other vegetation to be affected by the project in a manner which might have a significant biological or aesthetic impact on the environment or implicate the concerns of section 17.52.180) prominent ridgelines and, if requested by the Director, archaeological, historic, and paleontological resources.
- COLORED RENDERING OF FRONT ELEVATION**
- OWNER'S AFFIDAVIT**
- NOTIFICATION:** A **1,000-foot-radius** map (see attached example) and the names of the property owners within a 1,000-foot-radius. Submit a master list and 2 (two) sets of typed labels of property owners. **Please also include 2 (two) self-addressed sets of labels for purposes of mailing meeting notices.**
- TREE REMOVAL PLAN:** (if necessary) for review by the Tree Advisory Commission.
- ENTRY ONTO PRIVATE LAND FORM:** By submitting said form a property owner grants permission to staff and the Planning Commissioners the right to enter private property to evaluate the request.
- REQUIRED PRINTS:**
- **Three (3) Blue Print size (24 x 36")**
  - **(14) computer size 11x17" prints to scale (to be provided prior to Planning Commission Meeting)**

**The following requirements can be requested by the Director of Development Services:**

- A three-dimensional, scale model of the subject property and the area 150 feet outside the boundaries of the subject property, including cross sections, a detailed slope analysis based on a Triangulated Irregular Network ("TIN") model, and such other graphic information as, In the Director's judgment, would aid in the City's review of the project (e.g. rendered perspectives, computer generated simulations, etc.); all graphic information shall be drawn to such scale as prescribed by the Director.
- A site-specific archaeological, historic, and paleontological report identifying all such resources on a project site, analyzing potential adverse impacts to such resources, and identifying effective mitigation measures to reduce potential adverse impacts to a level of insignificance if it is feasible to do so and to the maximum extent feasible if it is not.
- If requested by the Director, all or any portion of the materials required for a subdivision pursuant to subsection 17.52.100 C (Contents of Application for Land Divisions), may be required as necessary to evaluate the Hillside Development Permit Application.

CEQA: California Environmental Quality Act \_\_\_\_\_

*Appendix G*  
**ENVIRONMENTAL INFORMATION FORM**

*(To be Completed by Applicant)*

Date Filed \_\_\_\_\_

**General Information**

1. Name and address of developer or project sponsor: \_\_\_\_\_
2. Address of project: \_\_\_\_\_  
Assessor's Block and Lot Number: \_\_\_\_\_
3. Name, address, and telephone number of person to be contacted concerning this project:  
\_\_\_\_\_  
\_\_\_\_\_
4. Indicate number of the permit application for the project to which this form pertains: \_\_\_\_\_
5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:  
\_\_\_\_\_  
\_\_\_\_\_
6. Existing zoning district: \_\_\_\_\_
7. Proposed use of site (Project for which this form is filed): \_\_\_\_\_  
\_\_\_\_\_

**Project Description**

8. Site size.
9. Square footage.
10. Number of floors of construction.
11. Amount of off-street parking provided.
12. Attach plans.
13. Proposed scheduling.
14. Associated projects.
15. Anticipated incremental development.
16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
18. If industrial, indicate type, estimated employment per shift, and loading facilities.

**APPENDICES**

19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

*Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).*

	Yes	No
21. Change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
22. Change in scenic views or vistas from existing residential areas or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>
23. Change in pattern, scale or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
24. Significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
25. Change in dust, ash, smoke, fumes or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>
27. Substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
28. Site on filled land or on slope of 10 percent or more.	<input type="checkbox"/>	<input type="checkbox"/>
29. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
32. Relationship to a larger project or series of projects.	<input type="checkbox"/>	<input type="checkbox"/>

### Environmental Setting

33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or polaroid photos will be accepted.
34. Describe the surrounding properties, including information on plant and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or polaroid photos will be accepted.

### Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date \_\_\_\_\_

Signature \_\_\_\_\_

For \_\_\_\_\_



**NOTICE AND REVIEW PROCEDURE**

A Hillside Development Permit shall be processed in compliance with the requirements established for a conditional use permit set forth in Chapter 17.60 of the municipal code. In addition to all other hearing notices related to an application for a conditional use permit, at least. Ten days notice by first class mail shall be given to the record owners of all property located 1,000 feet of the boundaries of the property for which a hillside development permit is sought.

**FINDINGS REQUIRED (RESPONSES TO BE COMPLETED BY APPLICANT)**

In approving a hillside development permit the reviewing authority shall make all of the following findings:  
(Attach separate sheets if necessary)

A. The proposed development is consistent with and serves to implement the general plan and specifically, those general plan goals and policies that pertain to hillside development; and

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B. The proposed development is consistent with the purposes of this chapter; and

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**FINDINGS REQUIRED**

C. The design of the development minimizes exposure of persons to natural hazards and maximizes access to public open space areas.

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D. The design and location of structures or uses avoids, eliminates, or adequately mitigates each of the environmental constraints described in Chapter 17.52 and other significant environmental impacts identified upon environmental review of the application.

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E. The proposed development complies with the standards set forth in Chapter 17.52, including section 17.52.120 (Design and Development Standards for Uses requiring Hillside Development Permits) and section 17.52.160 (Architectural and Site Design Standards).

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**MODIFICATION OF STANDARDS UPON CERTAIN ADDITIONAL FINDINGS**

A. For remodels of, or additions to, existing, legal, primary structures, which result in an increase in gross floor area of **25 percent (25%) or less** of the original structure, the reviewing authority may modify the requirements of section 17.52.120.A.4 and A.6 through A.11 (Design and Development Standards) where: (Attach separate sheets if necessary)

1. Requiring strict compliance would be contrary to the purposes of chapter 17.52; and

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2. Allowing the modification would substantially advance the purposes of chapter 17.52.

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B. For **new construction or remodels beyond the scope of subsection A above**, the reviewing Authority may modify the requirements of Section 17.52.120.A.4, 6, 7 or 9 through A.11 (Design and Development Standards) where:

1. Requiring strict compliance would run contrary to the purposes of chapter 17.52 and;

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2. Allowing the modification would substantially advance the purposes of chapter 17.52.

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Fill in the following information:

**Rear yard Setback** (see SMMC Sections 17.20.50 thru 17.20.70)

Required.	.	.	.	.	.	.	.	.	_____
Existing .	.	.	.	.	.	.	.	.	_____
Proposed .	.	.	.	.	.	.	.	.	_____

**Height** (see SMMC Section 17.52.160)

Existing	.	.	.	.	.	.	.	.	_____
Proposed	.	.	.	.	.	.	.	.	_____

**Parking** (see SMMC Section 17.52.120)

Existing .	.	.	.	.	.	.	.	.	_____
Proposed	.	.	.	.	.	.	.	.	_____

Any trees, shrubs, or vegetation to be removed? \_\_\_\_\_ NO \_\_\_\_\_ YES If YES, please describe type and total numbers.

Proposed Landscaping includes:



Any existing structure(s) to be demolished? \_\_\_\_\_ NO \_\_\_\_\_ YES \_\_\_\_\_ If YES, please describe structure.

**Is the site on the Register of Historic Cultural Landmarks?** NO \_\_\_\_\_ YES \_\_\_\_\_

**Is the site in the Community Redevelopment Area?** NO \_\_\_\_\_ YES \_\_\_\_\_

**Will the site be graded?** NO \_\_\_\_\_ YES \_\_\_\_\_

Cubic Yards \_\_\_\_\_ Cut \_\_\_\_\_ Fill \_\_\_\_\_

Import \_\_\_\_\_ Export \_\_\_\_\_

**Will a wall be constructed?** NO \_\_\_\_\_ YES \_\_\_\_\_

Height \_\_\_\_\_ Length \_\_\_\_\_ Material \_\_\_\_\_

**City of Sierra Madre**

**ENTRY ONTO PRIVATE LAND**

In the performance of their functions, the staff of the City of Sierra Madre may enter upon my land located at

\_\_\_\_\_

and make examinations provided that the entries and examinations do not interfere with the use of the land by

those persons lawfully entitled to the possession thereof.

\_\_\_\_\_  
Signature of Land Owner

\_\_\_\_\_  
Date





City of Sierra Madre

**OWNER'S AFFIDAVIT**

I am the owner of the property located at \_\_\_\_\_.

I have read the foregoing application for the planning permits and know the contents thereof and give the City of Sierra Madre permission to process such permits.

I certify under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Signature

Please print: Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**PLEASE NOTE: THE SIGNATURE ABOVE MUST BE NOTARIZED.**



City of Sierra Madre

**OWNERSHIP LIST**

I, \_\_\_\_\_, hereby certify that the attached list contains the Names, Complete Addresses, and Zip Codes of all persons to whom all property is assessed as they appear on the LATEST AVAILABLE ASSESSMENT ROLL OF THE LOS ANGELES COUNTY ASSESSOR\*, within the area described and for a distance of one thousand (1000) feet from the exterior boundaries of the property described as:

Legal Description:

Assessor's Pin (APN #): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

**PLEASE NOTE: THE SIGNATURE ABOVE MUST BE NOTARIZED.**

\*Ownership information from other sources is not acceptable. Ownership roles may only be used for six (6)