



City of Sierra Madre Planning Application Form

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

Date Received

P.C. Hearing Date

Project No.

Project Location _____

APN # _____ **General Plan & Zoning** _____

Applicant Requests: _____

Type of Discretionary Review/Fee

Variance
\$ _____

Minor Variance
\$ _____

Conditional Use Permit
\$ _____

Minor Conditional Use Permit
\$ _____

Zone Change
\$ _____

General Plan Amendment
\$ _____

Public Facilities Fee
\$ _____

Environmental Fee
\$ _____

Noticing Fee

Director _____
PC \$ _____
CC \$ _____

TOTAL \$ _____

Applicant Information

Name: _____

Address: _____

- Owner
- Escrow
- Lessee
- Other



H/G: _____
W: _____



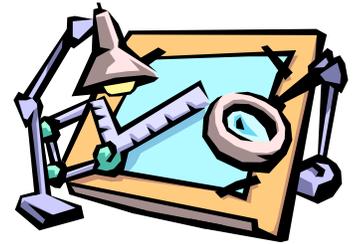
If required:

COVENANTS, CONDITIONS AND/OR RESTRICTIONS:

SIERRA MADRE MUNICIPAL CODE (Sections) (For Office Use Only)

Owner Information (if different from Applicant)

Firm: _____ Contact: _____
 Address: _____ Phone: _____
 _____ E-mail: _____



Architect Information

Company: _____ Contact: _____
 Address: _____ Phone: _____
 _____ E-mail: _____

Engineer Information

Company: _____ Contact: _____
 Address: _____ Phone: _____
 _____ E-mail: _____

Appeal

If any person is aggrieved by a decision, an appeal may be filed to a higher decision-making body. For further information please contact the Department of Development Services for the procedure and time constraints.

For Office Use Only

Planning Commission

Date: _____
 Action: _____

City Council Appeal

Date: _____
 Action: _____

Tree Advisory Commission

Date: _____
 Action: _____

Application Completeness: Only applications that include all of the required documents described on the following page will be deemed “complete.” The Department of Planning and Community Preservation 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 the duly authorized applicant for this project. Further, I 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 ABOVE SIGNATURE(S) MUST BE NOTARIZED.

**Variance and
Conditional Use
Permit applications
must include:**

Descriptions and/or analysis to the required attached findings, in order to be deemed complete.



Required Submittal Materials:

- Completed Planning Application Form
- PROJECT DESCRIPTION & ANALYSIS: On **page 13**, describe 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 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. *To be included in two (2) blue print size (24"x36") sets of plans, due at the time of application submittal.*
- DIMENSIONED FLOOR PLANS: Must indicate North direction, architect's name, owner's name, and a scale. *To be included in the set of plans, due at the time of application submittal.*
- ELEVATIONS: Dimensioned elevations must be included for each side of the property. Elevations must identify the relevant property lines, natural & finished grade, and massing of structures on adjacent properties. *To be included in the set of plans, due at the time of application submittal.*
- COLORED PHOTOGRAPHS: Include pictures of all four (4) directions (N, S, E & W) of existing site and abutting properties looking in and out. *One (1) set of photos due at the time of application submittal.*
- Fourteen (14) copies/sets of the following: 1) 3-hole punched 11"x17" reductions of site plan, floor plans, and elevations; 2) Colored photographs (3-hole punched). *These items to be submitted a minimum 10 days prior to Planning Commission hearing date.*
- ELECTRONIC COPY OF PLANS: PDF format. *To be submitted a minimum 10 days prior to Planning Commission hearing date.*
- Colored rendering of front elevation
- Owner's Affidavit
- NOTIFICATION:
A **300-foot-radius** map and the names of the property owners within a 300 foot radius is required.
Submit a master list and 2 (two) sets of typed labels listing all property owners and their addresses for purposes of mailing public hearing notices. *Note: A 150-foot-radius is required for Minor Variances or consent of abutting owners and owner directly across the street from the project site.
- Environmental Information Form
- SITE SURVEY: The survey must be completed by a licensed surveyor and show existing grades, structures, and other relevant information. (If required by the Planning Department)
- Tree removal plan (if necessary) for review by the Tree Advisory Commission
- Entry onto Private Land. 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.

(Continued on next page)



Required Submittal Materials:

(Continued from previous page)

- Conceptual Landscape Plan
- Three-dimensional perspectives of the proposed project in relation to all adjacent properties.
- Public Facilities Fee: Please check with Planning and Community Preservation staff if this fee applies to your project (Title 15; Chapter 15.52)

**All signatures must be notarized*



CONDITIONAL USE PERMIT FINDINGS

Before any conditional use permit is granted, the applicant shall show, to the reasonable satisfaction of the body hearing such matter, the existence of the following facts:

(Attach additional sheets as necessary)

A. That the site for the proposed use is adequate in size, shape, and topography, and location;

B. That the site has sufficient access to street which are adequate, in width and pavement type, to carry the quantity and quality of traffic generated by the proposed use;

C. That the proposed use is neither detrimental to the public health, safety and general welfare, nor will unreasonably interfere with the use, possession and enjoyment of surrounding and adjacent properties;

D. That here is a demonstrated need for the use requested;

E. That the proposed use is consistent with the general plan, zoning and any applicable design standards;

F. That the use at the location requested would benefit the public interest and convenience;

CONDITIONAL USE PERMIT FINDINGS

For projects described in Sections 17.20.025, 17.30.040, or others referencing this section, before any permit is granted, the application shall show, to the reasonable satisfactions of the reviewing authority, the existence of the following facts:

(Attach additional sheets as necessary)

- A. That the height, bulk, scale, mass and siting of the proposed project be compatible with the existing neighborhood, landforms and surroundings;

- B. That the proposed project reflects the scale of the neighborhood in which it is proposed and that it does not visually overpower or dominate the neighborhood and is not ill-proportioned so as to produce either architecture or design that detracts from the foothill village setting;

- C. That the proposed project neither unreasonably interferes with public views or the views and privacy of neighbors, produces unreasonable noise levels, nor causes material adverse impacts;

- D. The proposed project exhibits a coherent project-wide design, and each structure or portion thereof (especially additions) on the site is compatible with other portions of the project, regardless of whether the same are publically visible.

- E. For proposed projects seeking relief from development standards, where allowed, to accommodate characteristics of an identifiable architectural style (such as additional height pursuant to Section 17.20.020(A)), that the proposed project adheres to the norms of such identifiable architectural style and that such style is consistently carried through on all elevations of the building, regardless of whether that same are publically visible.

CONDITIONAL USE PERMIT FINDINGS

(Continued from previous page)

F. For proposed projects that require discretionary review due to exceeding size thresholds (pursuant to Sections 17.20.025(C), 17.30.040(B), or similar), that the proposed is a superior project that would enhance its neighborhood and exhibit exceptional design through a combination of most, if not all, of the following:

1. innovative, thoughtful and/or noteworthy architecture that is responsive to the specific site, rather than standard, generic, or “cookie-cutter” plans;
2. Where applicable, adaptive reuse or other preservation and restoration of historic structures;
3. preservation of the natural landscape to the extent possible by such means as minimizing grade changes and retaining protected and specimen trees;
4. siting of structure in keeping with landforms and so as to maximize open space, public views, and neighbor views and privacy;
5. high quality architectural details and building materials compatible with the overall project design; and
6. sustainable building and landscaping practices, especially water-saving features.

(See information regarding Conditional Use Permit Findings on next page)

CONDITIONAL USE PERMIT FINDINGS

(Continued from previous page)

As used in this section, compatibility is not interpreted to mean simple repetition of existing form, mass, scale and bulk. Nor is compatibility interpreted to mean repetition of building style or detailing. Compatibility is based on consideration of a constellation of associated characteristics including building type, the property site plan, building mass and scale, and architectural material and expression. Compatibility comes from an identification of character-defining features of an area, and an applicant's thoughtful response to them within the design.

This section is not meant to be a perfunctory review of projects which comply with other development standards. Rather it is meant to impose significant, separate, and additional burdens on proposed projects with the understanding that in many cases satisfying such burdens may call for significantly reduced development intensity than is allowed otherwise under this title. By way of illustration and not limitation, (i) so as not to unreasonably interfere with views and privacy, a project proposed on a narrow or irregularly shaped parcel may accommodate significantly less second story floor area than would otherwise be allowed; (ii) so as not to unreasonably interfere with views and privacy, a proposed project with significant second story floor area may need to be set back farther from lot lines than otherwise allowed; (iii) to ensure compatibility with and not to visually overpower or dominate the neighborhood, the floor area of a proposed project in a neighborhood predominated by smaller homes may need to be much lower than allowed by objective criteria; (iv) to ensure compatibility with landforms, a project proposed on a parcel with steep slopes or irregular topography may have much more limited siting options than set back standards would allow and may need reduced height and/or floor area; and (v) to exhibit exceptional design through noteworthy architecture, the floor area of a proposed project may need to be much lower than allowed by objective criteria in order to allow space for articulation, variation in massing, covered porches, and other enhancing architectural features.

Additionally, as standard two-dimensional building elevations and other similar graphic materials typically do a poor job of depicting projects in context, it is recommended that applicants provide materials in addition to those otherwise required in order to demonstrate that their proposed projects satisfy the foregoing burdens. Such materials may include, but are not limited to, three-dimensional perspective renderings from multiple angles; photo simulations showing the sited project in relation to neighboring structures and landforms; comparisons of proposed building size, height, setbacks, etc. to surrounding structures; story poles; material and color boards; information on energy and water saving systems; and colored landscape plans showing protected and specimen trees and illustrating drought-tolerant landscaping, permeable paving and other water-saving features.



MINOR CONDITIONAL USE PERMIT FINDINGS

Upon consideration of any comments received, the Director of Planning and Community Preservation may approve, conditionally approve, or deny the proposed minor conditional use permit pursuant to the following findings:

A. That the proposed request will not be detrimental, or otherwise be inconsistent with the residential character of the neighborhood;

B. That the site of the proposed request is adequate in size, shape and topography to accommodate the request;

C. That the proposed request will not unreasonably interfere with the use, possession and enjoyment of surrounding and adjacent property owners;

D. That here is a demonstrated need for the use requested;

E. That the proposed request will be arranged, designed, constructed, operated and/or maintained so as to be compatible with intended character of the surrounding area and shall not change the essential character of the surrounding area from that intended in the general plan.



VARIANCE FINDINGS

Before any zone variance is granted, the applicant shall show, to the reasonable satisfaction of the body hearing such matter, the existence of the following facts:

- A. The conditions of the variance will assure that the adjustment thereby authorized will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated.

- B. The variance will not authorize a use or activity which is not otherwise expressly authorized by the zone regulation governing the parcel of property.

- C. The applicant has shown that there are special circumstances applicable to the property involved, such as size, shape, topography, location or surroundings, which do not generally apply to other adjacent properties included in the same zone as the subject property.

- D. The special circumstances make the granting of the zone variance necessary in order to facilitate a reasonable use of the property involved.

- E. The variance will be consistent with the objectives of the general plan and the zoning ordinance.



MINOR VARIANCE FINDINGS

Burden of Proof and Conditions of Approval. The director must find or conditions must be imposed to insure that:

A. The project does not adversely impact the public health, safety, and welfare;

B. The design of the home is improved with the granting of the minor variance.

Front Yard Setback

Required _____

Existing _____

Proposed _____

Side Yard Setbacks

Required. _____

Existing _____

Proposed _____

Rear yard Setback

Required _____

Existing _____

Proposed _____

Height

Existing _____

Proposed _____

Parking

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

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 members of the Planning Commission and 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 _____

PLEASE NOTE: THE ABOVE SIGNATURE 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 three hundred (300) feet from the exterior boundaries of the property described as:

Legal Description:

Assessor's Pin: _____

Signature _____

PLEASE NOTE: THE ABOVE SIGNATURE MUST BE NOTARIZED.

*Ownership information from other sources is not acceptable. Ownership roles may only be used for six months.

