



## **DEVELOPMENT REVIEW PROCESS**

The Development Process is used to review all project proposals (i.e., residential, commercial, industrial, and conditionally permitted uses). The process enables various City Departments and Divisions (i.e., Planning, Building, Public Works, Police, and Fire) to thoroughly analyze each proposal for conformity with the provisions established in the City's Municipal Code.

Additionally, the review process is to ensure consistency with applicable development standards, design guidelines, and building code requirements, as well as that each development proposal is designed to be compatible with any existing structures and uses on-site and/or the neighboring properties. In this way, the quality and economic health of the City's residential, commercial, and industrial districts are maintained.

### **Pre-Submittal Review (Informal)**

- Step 1*      Applicant discusses project proposal with Planning Division.
- Step 2*      Planning Division directs applicant to appropriate City Departments and Divisions for preliminary discussion requirements.
- Step 3*      Planning Division advises applicant on steps necessary to receive final project approval (i.e., Staff level approval, Planning Commission, Redevelopment Agency).

#### What a Pre-submittal Review Can Do:

- Identify potential development issues or adverse environmental impacts with the proposed development.
- Provide possible alternatives or potential mitigation measures for identified issues with the proposed development.
- Provide general interpretation of the code and methods of compliance utilized on previous developments.

#### What a Pre-submittal Review Cannot Do:

- Predict the outcome of the actual Site Plan Review.
- Reveal all potential issues which may arise for a proposed development.
- Identify all mitigation measures at this step of the review process.

### **Site Plan Review Process**

- Step 4*      Applicant submits **two (2)** sets of site plan, conceptual landscape plan, floor plan, roof plan, and elevation drawings along with a **CD containing these documents as an electronic file (Adobe PDF file format)** to the Planning Division accompanied by a complete Site Plan Review application and required filing fees. Submitted set of drawings must be stapled and pre-folded to approximately 8½ x 11 inches.

- Step 5* FILING FEE: **\$1,939.30** for a Site Plan Review, plus **\$250** for Redevelopment Agency Review. An **\$882** filing fee would apply to a single family detached dwelling on one lot with residing owner occupant. Staff will inform the applicant of the exact fee before the application is submitted.
- Step 6* Planning Division routes the project plans to various City Departments and Divisions for review and comment. A meeting is held with various Departments and Divisions to review and discuss the project proposal. **(Approximately 4 weeks)**.
- Step 7* Planning Division transmits comments and informs applicant of next process for final project approval. If any corrections and/or additional information are required, staff will provide a written summary to the applicant. The plans must then be corrected and resubmitted to the Planning Division for further review.

### **Final Review Process**

- Step 8* Planning Division determines required process for final project approval.
- Step 9* If the project does not require any other review or approvals, the project may be submitted to the Building Division for Plan Checking (skip to step 11). However, if the project requires Planning Commission (i.e., Conditional Use Permit, Variance, General Plan Amendment, Zone Change, and Subdivision) or Redevelopment Agency approval, proceed to next step.
- Step 10* Submit **seventeen (17)** sets of site plan, conceptual landscape plan, floor plan, roof plan, and elevation drawings to the Planning Division accompanied by the City-provided application and required filling fee (to include environmental fee).
- Step 11* Planning Division schedules the project to be reviewed by the appropriate hearing body. If approved, the plans, with any required revisions, may be submitted to the Building Division for Plan Checking. **(Approximately 3 weeks)**.

### **Plan Checking and Permit Issuance**

- Step 12* Applicant submits **two (2)** sets of complete construction plans and documentation to the Building Division with the required Plan Check fee. Prior to acceptance by the Building Division, the Planning Division shall review the plans to ensure that they include any and all requested revisions. Building Division routes plans to other Departments and/or Divisions for review and approval. **(Approximately 3 weeks)**.
- Step 13* The plans are reviewed for compliance with applicable City and State Uniform Building and Fire Codes. If any deficiencies are noted, the plans must be corrected and resubmitted to the Building Division for further review. However, if the plans are approved or approved with conditions, building permits may be obtained.

*Step 14* Once the plans have received Building Division approval and all other Division and Department (i.e., Planning, Public Works, Fire, etc.) approvals, building permits may be issued. The building permit fee is based on the valuation of the proposed development. This is determined by the type of construction and cost per square foot as adopted in the City's fee schedule. Also, any Public Works fees must be paid at this time. Additionally, the applicant is required to pay a school fee (\$x.xx/sq. ft. of building area) to the Los Angeles Unified School District. Upon completion of construction a Certificate of Occupancy will be granted.

Decisions of City Staff may be appealed to the Planning Commission. Additionally, decisions of the Planning Commission are appealed to the City Council. Appeals must be filed with the City Clerk within ten (10) days of the decision. The fee to appeal a decision is ½ the application fee. The City's Planning Division will coordinate the entire development review process.

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### **PROPOSED DEVELOPMENT REVIEW CHECKLIST**

The following checklist will aid the Planning Division in determining the level of review required for the proposed development submittal.

	<b>YES</b>	<b>NO</b>
Does the project propose new, altered, or the replacement of any of the following:		
Electrical, mechanical, and/or plumbing fixtures and systems	_____	_____
Roofing material (no structural changes to roof design)	_____	_____
Change of window(s) (not materially altering the appearance or character of the structure)	_____	_____
Does the project propose <u>any</u> interior alterations (does not increase square footage or building height)?	_____	_____
Does the project propose new landscaping and/or hardscaping (including plant materials, driveways, walkways, and planters)?	_____	_____
Does the project propose the removal of any mature trees?	_____	_____
Does the project propose any new and/or additional business identification signage?	_____	_____
Does the project propose any new wall or fence construction?	_____	_____
Does the project proposal require any building demolition?	_____	_____

	<b>YES</b>	<b>NO</b>
Does the project propose the construction of any carport or garage?	_____	_____
Does the project propose to enclose a porch or staircase?	_____	_____
Does the project propose a new and/or additional deck, patio cover, or trellis?	_____	_____
Is the project proposed on a vacant parcel of land?	_____	_____
Is an accessory dwelling unit proposed?	_____	_____
Does the project propose new residential, commercial, industrial, or institutional buildings?	_____	_____
Is any proposed accessory structure greater than 400 square feet?	_____	_____
Does the project propose an additional residential unit in an existing residential development?	_____	_____
Does the project propose a primary residential building that will be larger than the average of structures in the immediate vicinity in the same zone?	_____	_____
Is <u>any</u> change in use proposed (i.e.: residential to commercial, single-family to multi-family, etc)?	_____	_____
Will the proposal expand or intensify a current land use?	_____	_____
Does the proposal include a façade improvement that would compromise or significantly alter the original character of the structure?	_____	_____
Does the project propose an addition greater than 50% of the existing square footage of the structure?	_____	_____
Will the proposal increase vehicular traffic resulting in a change of traffic volume or patterns in the area, parking, noise, lighting, etc.?	_____	_____
Does the proposal include <u>any</u> addition in square footage to a commercial, industrial, or institutional building?	_____	_____

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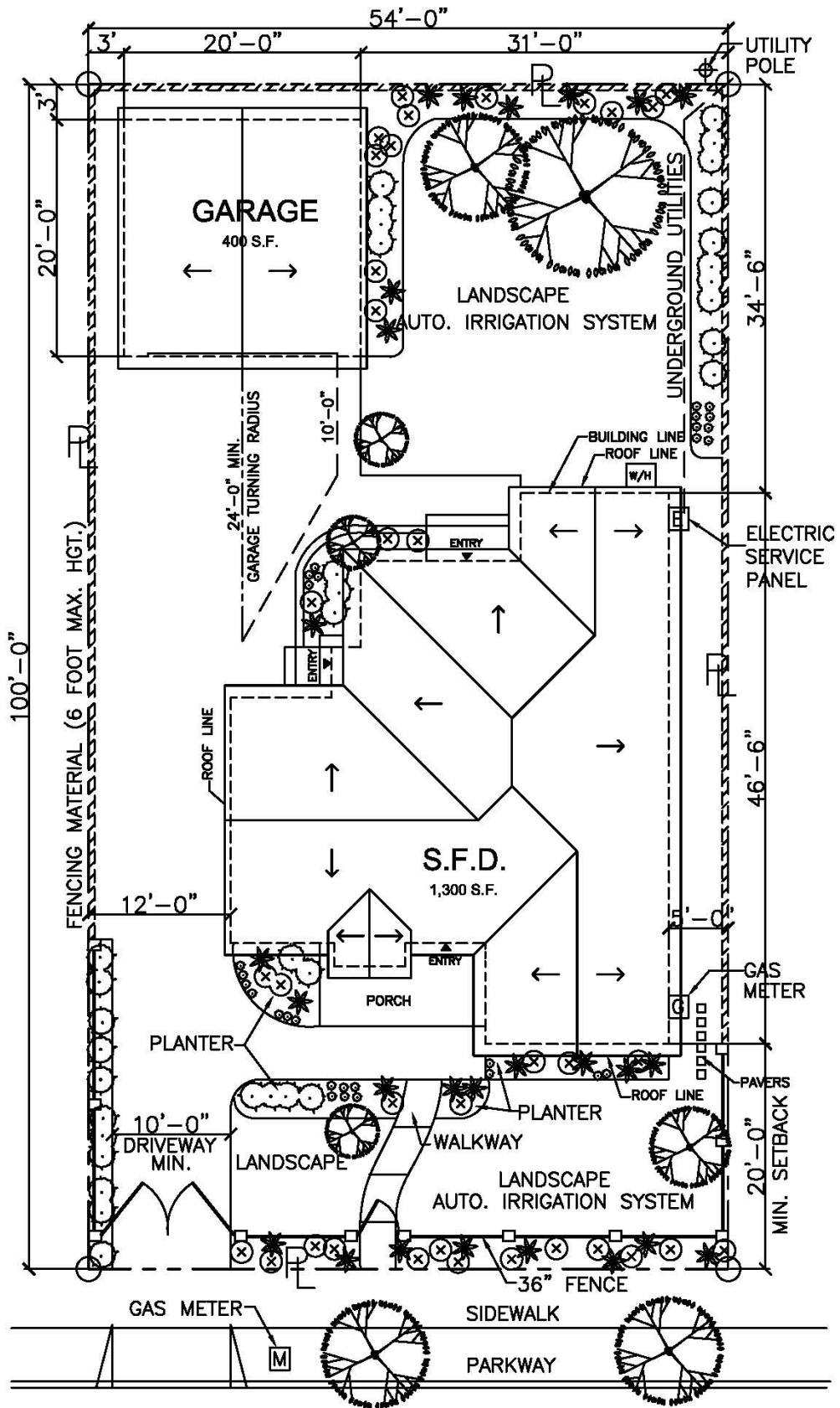
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## **SITE PLAN SUBMITTAL REQUIREMENTS**

### **Content of site plan.**

The site plan shall indicate clearly and with full dimensions the following information:

- (1) Lot dimensions, setbacks, yards, and open space.
- (2) Existing and proposed buildings and structures, including location, size, height, number of stories, proposed use, and location of doors.
- (3) Distance between proposed structure and any off-site structure located within 10 feet of the property line on adjacent lots.
- (4) Walls, fences, and landscaping: location, height, and materials.
- (5) Off-street parking: location, dimensions of parking area, number of spaces, arrangement of spaces, and internal circulation pattern.
- (6) Access: pedestrian, vehicular, service; and definitions of all points of ingress and egress.
- (7) North arrow, scale, and site address.
- (8) Loading areas: location, dimensions, number of spaces, internal circulation, and access from public streets.
- (9) Lighting: including general nature, location, and hooding devices.
- (10) Existing and proposed off-site improvements: including location of utility poles, fire hydrant, street lights, street trees, parkway landscape, and water meter.
- (11) Landscaping: including existing mature trees and proposed trees and plant materials.
- (12) Outdoor storage and activities if permitted in the zone: including type, location, and height of screening devices.
- (13) Drainage and grading plan.
- (14) Such other data as may be required to assist the planning director to act on the plan.



123 BRAND BOULEVARD

**SAMPLE  
SITE PLAN**



NORTH

SCALE 1/8"=1'-0"



Community Development Department  
Planning Division

117 Macneil Street San Fernando, CA 91340 · (818) 898-1227 · Fax: (818) 898-7329

**SITE PLAN REVIEW APPLICATION**

**Applicant** \_\_\_\_\_

*(Please type or print)*

**Site Address** \_\_\_\_\_

**Request (What is being applied for):** \_\_\_\_\_

**Assessor's Parcel Number (APN)** \_\_\_\_\_

**Property Size (In square feet)** \_\_\_\_\_

**Building Size** \_\_\_\_\_

**Building Addition (If any)** \_\_\_\_\_

**Parking Available (Number)** \_\_\_\_\_

**Landscaping Provided (In square feet)** \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_

**Property Owner's Signature** \_\_\_\_\_

**Applicant Telephone Number** \_\_\_\_\_

**Property Owner's Name** *(type or print)* \_\_\_\_\_

**Applicant Mailing Address:** \_\_\_\_\_

**Property Owner's Telephone No.** \_\_\_\_\_

\_\_\_\_\_

**Owner Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**OFFICE USE ONLY**

Date filed: \_\_\_\_\_

Accepted by: \_\_\_\_\_

Case Number: \_\_\_\_\_

Zoning: \_\_\_\_\_ GPA: \_\_\_\_\_

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**ENVIRONMENTAL INFORMATION FORM**  
(Applicant)

**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. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, and federal agencies.  
\_\_\_\_\_  
\_\_\_\_\_
5. Existing zoning district: \_\_\_\_\_
6. Proposed use of site (project for which this form is filled): \_\_\_\_\_  
\_\_\_\_\_

**PROJECT DESCRIPTION**

7. Site size: \_\_\_\_\_
8. Square footage: \_\_\_\_\_
9. Number of floors of construction: \_\_\_\_\_
10. Amount of off-street parking provided: \_\_\_\_\_
11. Proposed scheduling: \_\_\_\_\_

12. Associated projects: \_\_\_\_\_
13. Anticipated incremental development: \_\_\_\_\_  
\_\_\_\_\_
14. If residential, indicate the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected: \_\_\_\_\_  
\_\_\_\_\_
15. If commercial, indicate the type, whether neighborhood, city, or regionally oriented, square footage of sales area, and loading facilities: \_\_\_\_\_  
\_\_\_\_\_
16. If industrial, indicate type, estimated employment per shift, and loading facilities: \_\_\_\_\_  
\_\_\_\_\_
17. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the projects: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
18. If the project involves a variance, conditional use, or rezoning application, state this and indicate clearly why the application is required: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ENVIRONMENTAL SETTING**

(Required for Application to be Deemed Complete)

19. On a separate page, describe the project site as it exists before the project proposal, 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.
20. On a separate page, describe the surrounding properties, including information on plants and animals and any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use, and scale of development (height, frontage, set-back, rear yard, etc). Attach photographs of the vicinity.

**(APPLICANT: FOR QUESTIONS 19 & 20, please attach a detailed description of the property involved (19) and the surrounding area (20). This can be very short and simple, a paragraph for each item.)**

**ENVIRONMENTAL IMPACTS**

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

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

**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: \_\_\_\_\_ Applicant’s Signature \_\_\_\_\_