



# CITY OF SIERRA MADRE

Planning & Community Preservation Department  
232 W. Sierra Madre Blvd. Sierra Madre, CA 91024

Date Received:

Project No.

## HILLSIDE DEVELOPMENT PERMIT APPLICATION FORM

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

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

**Project site is within the following potential hazards zone(s) (to be completed by staff):**

Landslide Zone     Liquefaction Zone     Fault Zone     High Fire Hazard Severity Zone     None

**Applicant Requests:**

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.

Applicant: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**If required:**

COVENANTS, CONDITIONS, AND/OR RESTRICTIONS

\_\_\_\_\_

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

**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.

Office Use Only

HDP \$		Director \$		Public Facility Fee \$	
AHDP \$		PC \$		Environmental Fee \$	
Noticing \$		CC \$		<b>TOTAL \$</b>	

**Owner Information**

Firm: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Architect Information**

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Engineer Information**

Firm: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

***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 Planning & Community Preservation for the procedure and time constraints.

**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 2<sup>nd</sup> Applicant

\_\_\_\_\_  
Signature

Please note: the above signature(s) must be notarized.

HILLSIDE DEVELOPMENT PERMIT APPLICATION

Required Submittal Materials:

Due at the time of application submittal:

- Completed Hillside Development Permit Application Form
- PROJECT NARRATIVE: 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.
- SET OF PLANS:

TO BE INCLUDED IN ONE (1) BLUEPRINT SIZE (36" X 24") AND ONE (1) LEDGER (17" X 11") SET OF PLANS:

- COLORED RENDERING OF FRONT ELEVATION
- SITE PLAN: Attach a dimensioned site plan including all property lines indicating existing and proposed structures and the current and proposed use of the structures. Indicate the location of any structures within five (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 and plant materials, internal and external rights-of-way, setback dimensions, and a scale.
- DIMENSIONED FLOOR PLANS: Must include existing and proposed floor plans for all structures on the property as well as indicate the north direction, architect's name, owner's name, and a scale.
- PROJECT DATA: A tabulation summarizing existing, proposed, and required data points including, but not limited to lot size, gross floor area, floor area ratio. If necessary, a tabulation of square footage by structure may be used.
- ELEVATIONS: Dimensioned elevations must be included for each side of the property. Elevations must identify the relevant property lines, natural and finished grade, massing of structures on adjacent properties, and existing and proposed building materials. Existing (if appropriate) and proposed elevations must be included.
- SECTIONS: Dimensioned sections demonstrating the interior of the proposed addition and the relationship to the attached structures if applicable. Sections must also identify natural and finished grade.
- THREE-DIMENSIONAL PERSPECTIVES of the project in relation to all adjacent properties.
- TOPOGRAPHIC 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 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 17.52.160 and the fire prevention and landscaping standards set forth in section 17.52.170.
- CONCEPTUAL LANDSCAPE PLAN: If required by the Department of Public Works
- CONCEPTUAL LOW IMPACT DEVELOPMENT PLAN: For new construction proposing 500 square feet or more of impervious area.

**HILLSIDE DEVELOPMENT PERMIT APPLICATION**

**Required Submittal Materials:** (continued)

*Due at the time of application submittal:*

- DIAGRAMS & PHOTOGRAPHS:** 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).
- 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.
- FINDINGS\*:** Complete and adequate description of findings as applicable (pages 11 through 13).
- MATERIAL SAMPLE BOARD:** One (1) material board size 8.5" x 11" to include all proposed materials.
- NEIGHBORHOOD ANALYSIS:** A tabulated list of properties within a 500-foot radius of the project site comparing lot size and building size data as provided by the Los Angeles County Assessor. Only properties of similar use should be included in the analysis (for example, if the project site is Single Family Residential use, then only properties within a 500-foot radius which are Single Family Residential need to be compared while properties of different uses should be identified as such). The analysis should calculate the median and average values for lot size and building size and identify where the proposed project falls within the properties.
- ENVIRONMENTAL INFORMATION FORM**
- ARBORIST REPORT:** If required by the Department of Public Works
- TREE REMOVAL PLAN:** If required by the Department of Public Works
- HISTORIC RESOURCE EVALUATION REPORT:** If required by the Planning Department for modifications to existing structures which are 75 years of age or older.
- ENTRY ONTO PRIVATE LAND (Page 16).** 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.
- OWNER'S AFFIDAVIT (Page 17).** Signed form must be notarized.
- OWNERSHIP LIST (Page 18).** Signed and completed form must be notarized.
- NOTIFICATION:** A 1,000-foot radius map and the names of the property owners within a 1,000-foot radius required. Submit a master list and two (2) sets of typed labels listing all property owners and their addresses for purposes of mailing public hearing notices. Please also include two (2) self-addressed sets of labels for purposes of mailing meeting notices.

**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 judgement, 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 a 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 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.

**HILLSIDE DEVELOPMENT PERMIT APPLICATION**

**Required Submittal Materials:** *To be completed after the application has been deemed “complete”:*

- NOTIFICATION:  
A signboard must be posted on the property in a conspicuous place no more than 10 feet from the front property line to remain a minimum of 14 days prior to Planning Commission hearing. Posted signage shall be placed on the property describing the proposed project in accordance with Sierra Madre Municipal Code Section 17.60.100.B. A template will be provided once staff has deemed the application “complete”.
- ELECTRONIC COPIES OF PLANS: PDF format. To be submitted a minimum 10 days prior to Planning Commission hearing date.
- REQUIRED PRINTS:  
Twelve (12) 3-hole punched copies/sets of the following:
  - 1) PROJECT NARRATIVE;
  - 2) SET OF PLANS - 11”x17” reductions of the full plan set;
  - 3) DIAGRAMS AND PHOTOGRAPHS;
  - 4) MATERIAL BOARD - 8.5”x11” paper copy of the material board with catalog cut-sheets;
  - 5) SUITABILITY ANALYSIS;
  - 6) NEIGHBORHOOD ANALYSIS;
  - 7) ARBORIST REPORT;
  - 8) TREE REMOVAL PLAN; and
  - 9) Any additional materials which have been requested by the Director

These items to be submitted a minimum 10 days prior to Planning Commission hearing date.

**Application Completeness:** Only applications that include all of the required documents described above 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.

\*Findings required for Hillside Development Permit Applications require a concise description and/or analysis in order to be deemed complete. Additional information may be needed to support any of the findings.

**ADMINISTRATIVE HILLSIDE DEVELOPMENT PERMIT APPLICATION**

**Required Submittal Materials:**

*Due at the time of application submittal:*

- Completed Administrative Hillside Development Permit Application Form
- PROJECT NARRATIVE: 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.
- SET OF PLANS:

TO BE INCLUDED IN ONE (1) BLUEPRINT SIZE (36" X 24") AND ONE (1) LEDGER (17" X 11") SET OF PLANS:	<ul style="list-style-type: none"> <li><input type="checkbox"/> COLORED RENDERING OF FRONT ELEVATION</li> <li><input type="checkbox"/> SITE PLAN: Attach a dimensioned site plan including all property lines indicating existing and proposed structures and the current and proposed use of the structures. Indicate the location of any structures within five (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 and plant materials, internal and external rights-of-way, setback dimensions, and a scale.</li> <li><input type="checkbox"/> DIMENSIONED FLOOR PLANS: Must include existing and proposed floor plans for all structures on the property as well as indicate the north direction, architect's name, owner's name, and a scale.</li> <li><input type="checkbox"/> PROJECT DATA: A tabulation summarizing existing, proposed, and required data points including, but not limited to lot size, gross floor area, floor area ratio. If necessary, a tabulation of square footage by structure may be used.</li> <li><input type="checkbox"/> ELEVATIONS: Dimensioned elevations must be included for each side of the property. Elevations must identify the relevant property lines, natural and finished grade, massing of structures on adjacent properties, and existing and proposed building materials. Existing (if appropriate) and proposed elevations must be included.</li> <li><input type="checkbox"/> SECTIONS: Dimensioned sections demonstrating the interior of the proposed addition and the relationship to the attached structures if applicable. Sections must also identify natural and finished grade.</li> <li><input type="checkbox"/> SITE SURVEY: The survey must be completed by a licensed surveyor and show existing grades, structures, and any other relevant information (if required by the Planning Department).</li> <li><input type="checkbox"/> GRADING PLAN: (if necessary) A complete proposed grading plan for the subject property drawn to the same scale as required for the site plan.</li> <li><input type="checkbox"/> FLOOD PLAN: (if necessary) A flood plan including all measures, such as elevated building pads or floor plates, necessary to ensure adequate protection of persons and property.</li> <li><input type="checkbox"/> CONCEPTUAL PLANS: (if necessary) 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 17.52.160 and the fire prevention and landscaping standards set forth in section 17.52.170.</li> <li><input type="checkbox"/> CONCEPTUAL LANDSCAPE PLAN: If required by the Department of Public Works</li> <li><input type="checkbox"/> CONCEPTUAL LOW IMPACT DEVELOPMENT PLAN: For new construction proposing 500 square feet or more of impervious area.</li> </ul>
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**ADMINISTRATIVE HILLSIDE DEVELOPMENT PERMIT APPLICATION****Required Submittal Materials:** (continued)***Due at the time of application submittal:***

- DIAGRAMS & PHOTOGRAPHS:** 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).
- FINDINGS\*:** Complete and adequate description of findings as applicable (pages 11 through 13).
- MATERIAL SAMPLE BOARD:** (if necessary) One (1) material board size 8.5" x 11" to include all proposed materials.
- NEIGHBORHOOD ANALYSIS:** (if necessary) A tabulated list of properties within a 500-foot radius of the project site comparing lot size and building size data as provided by the Los Angeles County Assessor. Only properties of similar use should be included in the analysis (for example, if the project site is Single Family Residential use, then only properties within a 500-foot radius which are Single Family Residential need to be compared while properties of different uses should be identified as such). The analysis should calculate the median and average values for lot size and building size and identify where the proposed project falls within the properties.
- ENVIRONMENTAL INFORMATION FORM**
- ARBORIST REPORT:** If required by the Department of Public Works
- TREE REMOVAL PLAN:** If required by the Department of Public Works
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- ENTRY ONTO PRIVATE LAND (Page 16).** 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.
- OWNER'S AFFIDAVIT (Page 17).** Signed form must be notarized.
- OWNERSHIP LIST (Page 18).** Signed and completed form must be notarized.
- NOTIFICATION:** A 300-foot radius map and the names of the property owners within a 300-foot radius required. Submit a master list and two (2) sets of typed labels listing all property owners and their addresses for purposes of mailing public hearing notices. Please also include two (2) self-addressed sets of labels for purposes of mailing meeting notices.

**ADMINISTRATIVE HILLSIDE DEVELOPMENT PERMIT APPLICATION**

**Required Submittal Materials:**

*To be completed after the application has been deemed "complete":*

NOTIFICATION:

A signboard must be posted on the property in a conspicuous place no more than 10 feet from the front property line to remain a minimum of 14 days prior to Planning Commission hearing. Posted signage shall be placed on the property describing the proposed project in accordance with Sierra Madre Municipal Code Section 17.60.100.B. A template will be provided once staff has deemed the application "complete".

ELECTRONIC COPIES OF PLANS: PDF format.

**Application Completeness:** Only applications that include all of the required documents described above 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.

\*Findings required for Hillside Development Permit Applications require a concise description and/or analysis in order to be deemed complete. Additional information may be needed to support any of the findings.



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

Appendix G

# ENVIRONMENTAL INFORMATION FORM

(To be completed by the applicant if required)

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 and other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:  
\_\_\_\_\_  
\_\_\_\_\_
6. Existing 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.

# HILLSIDE DEVELOPMENT PERMIT APPLICATION FORM

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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 or 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 plants and animals and any cultural, historic 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 properties located within 1,000 feet of the boundaries of the property for which a hillside development permit is sought.

An Administrative Hillside Development Permit shall be processed in compliance with the requirements for a minor conditional use permit set forth in Chapter 17.60 of the municipal code. The director may refer any application for an administrative hillside development permit to the Planning Commission if the director determines at the director's sole discretion that the proposed development has the potential to result in significant environmental impacts or alteration of the natural terrain. In the event the director refers an application to the Planning Commission, the Planning Commission shall follow the requirements for a conditional use permit set forth in chapter 17.60 of the municipal code.

**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

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

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

- 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.

- 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).

**MODIFICATION OF STANDARDS UPON CERTAIN ADDITIONAL FINDINGS**

*(Continued from previous page)*

- 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

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

- 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;

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

Fill in the following information:

**Square Footage of Structures**

(see Assessor's Record)

\_\_\_\_\_

Existing Dwelling \_\_\_\_\_

Existing Garage \_\_\_\_\_

Other Structure(s) \_\_\_\_\_

Proposed Structure \_\_\_\_\_

**Floor Area**

(see chapter 17.52.120)

\_\_\_\_\_

Lot Size (see Assessor's Record) \_\_\_\_\_

Maximum Allowable Floor Area \_\_\_\_\_

Existing Floor Area \_\_\_\_\_

Proposed Floor Area \_\_\_\_\_

**Permissible Lot Coverage**

(see SMMC Section 17.52.120)

\_\_\_\_\_

Permitted Lot Coverage \_\_\_\_\_

Existing Lot Coverage \_\_\_\_\_

Proposed Lot Coverage \_\_\_\_\_

**Height**

(see SMMC Section 17.52.160)

\_\_\_\_\_

Existing \_\_\_\_\_

Proposed \_\_\_\_\_

**Front Yard Setback**

(see SMMC Sections 17.20.50 thru 17.20.70)

\_\_\_\_\_

Required \_\_\_\_\_

Existing \_\_\_\_\_

Proposed \_\_\_\_\_

**Side Yard Setback**

(see SMMC Sections 17.20.50 thru 17.20.70)

\_\_\_\_\_

Required \_\_\_\_\_

Existing \_\_\_\_\_

Proposed \_\_\_\_\_

**Rear Yard Setback**

(see SMMC Sections 17.20.50 thru 17.20.70)

\_\_\_\_\_

Required \_\_\_\_\_

Existing \_\_\_\_\_

Proposed \_\_\_\_\_

**Parking**

(see SMMC Section 17.52.120)

\_\_\_\_\_

Existing \_\_\_\_\_

Proposed \_\_\_\_\_

# HILLSIDE DEVELOPMENT PERMIT APPLICATION FORM

Any trees, shrubs, or vegetation to be removed?	<b>NO</b>	<b>YES</b>	If YES, please describe type and total numbers
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Proposed Landscaping includes:

Any existing structure(s) to be demolished?	<b>NO</b>	<b>YES</b>	If YES, please describe structure.
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Is the site on the Register of Historic Cultural Landmarks? **NO** **YES**

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

If YES:

Cubic Yards: \_\_\_\_\_ Cut \_\_\_\_\_ Fill \_\_\_\_\_ Import \_\_\_\_\_ Export \_\_\_\_\_

Will a retaining wall/property line wall be constructed? **NO** **YES**

If YES:

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

**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

\_\_\_\_\_

Project address

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 Landowner

\_\_\_\_\_

Date



**OWNER'S AFFIDAVIT**

I am the owner of the property located at

\_\_\_\_\_

Project address

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 permit.

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

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Please Print:            Name \_\_\_\_\_

                                 Address \_\_\_\_\_

                                 Telephone \_\_\_\_\_

***Please note: the above signature must be notarized.***

**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 (1,000) feet from the exterior boundaries of the property described as:

Legal Description:

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

\_\_\_\_\_  
Signature

***Please note: the above signature must be notarized.***