

### **EXTREME SLOPE PERMIT**

The Development Code allows no construction on slopes equal to or exceeding 35%. However, an Extreme Slope Permit may be granted by the Director to allow the following:

1. Decks, which extend or cantilever a maximum of 6 feet into the extreme slope area, as measured on a horizontal plane from the top or toe of the slope;
2. Solar Panels or Tanks which extend a maximum of 12 feet into the extreme slope area, as measured on a horizontal plane from the top or toe of the slope;
3. Flag poles up to 16 feet in height, as measured from the grade adjacent to the flag pole base to the top of the flag pole, upon a finding by the Director that no significant impact on views from surrounding properties would result.

The City's primary concern in reviewing an Extreme Slope Permit Application is to ensure that the proposed project is consistent with the intent of the City's Development Code. If you are unsure of any of the City's requirements in these areas, it is suggested that you contact Planning Staff before you have plans drawn. Preliminary discussions with the Planning Staff may reveal potential conflicts with the Development Code, or may indicate that different application forms are required.

When you are ready to file the application, please make sure that the entire form is completed and that you have all the required materials. This will allow us to process your application without unnecessary delay, as **typical processing time for this application ranges from 2 to 3 months.**

The Director shall use but not be limited to the following criteria in assessing an application for an Extreme Slope Permit:

- That the site cannot reasonably accommodate the structure in another location not involving an extreme slope.
- That the permit will result in no significant adverse effect on neighboring properties. Factors to be considered in making this finding shall include: view impairment, visual impact, slope instability, increased run-off, and any other impact as perceived by the Director.
- That there will be insignificant disturbance to the slope.
- That the structure will not result in an unreasonable infringement of the privacy of the occupants of abutting residences.
- That the permit approval is not contrary to the General Plan, Coastal Specific Plan, or any applicable plan.

More detailed information on this process is contained in Section 17.76.060 of the City's Development Code.

### These are the materials you must submit:

- Completed Residential Planning Application, signed by the property owner.
- Three (3) copies of a plot plan of the subject property, at a reasonable scale, identifying all property lines, easements, existing and proposed structures, and accurate contours of existing topographic conditions. If determined by the Director, said plan shall be signed by a registered professional engineer, architect, or landscape architect. Although one (1) foot contour intervals are preferred, five (5) foot contour intervals may be accepted, if deemed appropriate by the Director.
- Three (3) copies of all visible elevations of the structure.
- Any additional plans, drawings, or calculations deemed necessary by the Director of Planning, in order to illustrate conformance of the proposed project with the provisions of the Development Code.
- Soils or Geology report, if determined necessary by the Director.
- Landscaping plan, if determined necessary by the Director.

**NOTE:** All plans must be assembled in complete sets and folded no larger than 9 1/2" X 14". If so desired by the applicant, only one copy of the site plan, elevation drawing and floor plan may be submitted as part of the initial application package. Once it is determined by the Director that the submitted plans contain all the necessary information described in this application, then the appropriate number of plans (3 copies) will be requested from the applicant.

- Two (2) copies of a "vicinity map", prepared to scale, which shows all properties adjacent to the subject property (applicant). The "Vicinity Map" must be prepared exactly as described in the attached instruction sheet.
- Two (2) sets of self-adhesive mailing labels and one (1) photocopy of the labels which list the property owner of every parcel which is adjacent to the subject property (applicant). The name and address of every property owner (including applicant) must be typed on 8 1/2" X 11" sheets of self-adhesive labels. The mailing labels must be keyed to the corresponding lots, as shown on the vicinity map described above. The property owners mailing list must be prepared exactly as described in the attached instruction sheet. If the property owners mailing list is not prepared by a Title Company or other professional mailing list preparation service, the applicant must sign and submit the attached "Certification of Property Owners Mailing List" form.
- FEES: \$1,797.00 + \$4.00 Data Processing Fee = **\$1,801.00**

In addition to the above Filing Fee, the following fee may be assessed if applicable:

- \$18.00 Historic Data Entry Fee (one time fee per property),
- Trust Deposit (for City Engineer review)

- Once the application has been accepted, Staff will review your application to determine if it is complete. If Staff determines that further information is necessary, you will receive a letter listing the additional information needed within 30 days of submittal. It is your responsibility to provide the additional information and submit for a complete application.

## **IMPORTANT**

- When filing your application, make certain the entire application is completed and that all the required submittal materials are included, **OTHERWISE THE APPLICATION MAY NOT BE ACCEPTED FOR FILING**.
- Pursuant to Section 17.86.050 of the RPVMC, **THE CITY WILL NOT ACCEPT ANY DEVELOPMENT APPLICATION(S) FOR A LOT OR PARCEL THAT IS IN VIOLATION OF THE CITY'S MUNICIPAL CODE, UNLESS AN APPLICATION IS SUBMITTED TO CORRECT A VIOLATION.**
- Projects involving new construction and additions or tear-down / rebuilds will require approvals from the Los Angeles County Fire Department. Prior to planning application submittal, it is highly recommended that you take your plans to the Fire Department's Hawthorne Office to obtain their requirements, which may include costly upgrades. The LA County Fire Department Fire Prevention Division is located at 4475 W. El Segundo Blvd. Hawthorne, CA. 90250 (phone 310-263-2732.).
- Projects such as new structures, foundation underpinning and basements require City approval of a soils/geology report. Other projects may require a \$255 *Category 1* site visit by the City Geologist to determine if a soils/geology report will be required. Prior to planning application submittal, it is highly recommended that you contact the Building & Safety Division to address the geological review of your project. Approval of any required soils/geology report may be pursued during the planning application review process.
- Notice: CC&R's are private restrictions or agreements. Therefore the City is not responsible for a property owner's compliance with any CC&R's that may govern their property and the City does not enforce private CC&R's. The City recommends that property owners review their title report to see if any CC&R's govern their property, and if so, consult such CC&R's prior to submittal of their application. Additionally, property owners should review their title report for any other private property restrictions (Deed Restriction, Private Easement, etc.) that may govern their property.

**CITY OF RANCHO PALOS VERDES  
INSTRUCTIONS FOR PREPARING A VICINITY MAP AND PROPERTY OWNERS LIST**

In order to satisfy public noticing requirements, certain planning applications require the submittal of a vicinity map and accompanying property owners list. The size of the vicinity map varies by application and may involve either adjacent properties, a 100' radius, or a 500' radius. Please check on the application form you are submitting for the vicinity map size you must submit.

With the exception of "Adjacent Properties" maps, a vicinity map and property owners list must be prepared by a Title Company or other professional mailing list preparation service. The mailing labels must be certified as accurate by the agent preparing the mailing list. Attached is a list of firms that provide services in preparation of vicinity maps and certified mailing labels. This is not intended to be an exhaustive list and the cost of the services provided will vary.

If you have any questions regarding properties of the vicinity map or property owners list, as described below, please contact a planner at (310) 544-5228.

**VICINITY MAP**

The purpose of the vicinity map is to clearly show all properties within the required radius of the subject lot (applicant). The vicinity map must clearly show the required radius line, dimensioned and drawn from the exterior boundaries of the subject lot, as shown below. All neighboring properties (including lots outside R.P.V. city limits) which fall completely within, partially within or are just touched by the radius line, must be consecutively numbered and the names and the addresses of the owners provided to the City as described below. Please devise your own consecutive numbering system on the map and ignore the lot number, Assessors number, or any other number already found on the lots on the vicinity maps. An "adjacent properties" vicinity map does not involve a set radius but rather needs to identify all properties behind, beside, and in front of the proposed project site, as shown below. The city's planning staff can provide the base map for preparing the vicinity map for a nominal charge. Applicants may also prepare their own maps, at a clearly marked scale of not less than 1" = 200'.

**PROPERTY OWNERS MAILING LIST**

The property owner of every parcel (even if vacant, rented or government owned), which falls completely or partially within the required radius on the vicinity map must be identified, placed on a mailing list and submitted to the City. The name and address of every property owner along with the assigned lot identification number, which corresponds to the vicinity map, must be neatly typed on 8 1/2" x 11 sheets of Xerox or Avery self-adhesive labels, as shown below. Two (2) sets of self-adhesive labels and a Xerox copy of the list must be provided to the City with your subject application. These labels will be used by the City to mail notice of your subject application to neighboring property owners. The property owners list must be obtained from the most current L.A. County Tax Assessor's roll. The City does not provide this service. The Assessor's office located at 500 W. Temple Street, Room 205, Los Angeles, CA 90012. Office hours are 8:00 am to 4:30 pm Monday-Friday. The telephone number is (213) 974-3441.

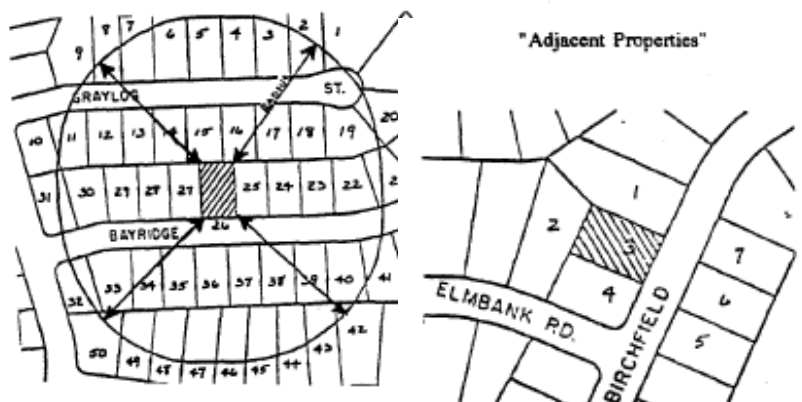
**SAMPLE MAILING LABELS**

Assigned Lot I.D. Number  
Property Owner Name  
Address  
City, State, Zip Code

1  
Harold Jackson  
773 Graylog  
RPV, CA 90275

2  
Malcolm Hill  
4117 Greenwood Meadow  
Torrance, CA 90503

**SAMPLE VICINITY MAPS**



**CERTIFICATION OF PROPERTY OWNERS' MAILING LIST**

**Application(s)** \_\_\_\_\_

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

**Subject Property Address** \_\_\_\_\_

**Notice Radius Required** \_\_\_\_\_

**Number of property owners to be notified** \_\_\_\_\_

*I certify that the property owners' mailing list submitted with the application(s) listed above includes all of the persons listed on the latest adopted LA County Tax Roll as the legal owners (and if applicable occupants) of all parcels of land within \_\_\_\_\_ feet of the subject property noted above. I certify that the property owners' mailing list has been prepared in accordance with the City of Rancho Palos Verdes Development Code and "Vicinity Map Instructions Sheet." I also understand that if more than 20% of the notices are returned by the post office after mailing due to incorrect address information, or if the address information is not complete, that I will have to submit a new property owners' list that has been prepared and certified as accurate by a Title Company or other professional mailing list preparation service, and the project notice will have to be re-mailed.*

\_\_\_\_\_  
Property Owner (Applicant) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)

***Map Makers and Ownership Listing Services  
that may prepare radius maps and mailing lists***

G.C. Mapping  
711 Mission St., Suite D  
So. Pasadena, CA 91030  
(626) 441-1080  
Attn: Gilbert Castro

JPL Zoning Services, Inc.  
6263 Van Nuys Blvd.  
Van Nuys, CA 91401-2711  
(818) 781-0016  
(818) 781-0929 (FAX)  
Attn: Maria Falasca

Kimberly Wendell  
P.O. Box 264  
Los Alamitos, CA 90720  
(562) 431-9634  
(562) 431-9634 (FAX)

Nieves & Associates  
115 So. Juanita Ave.  
Redondo Beach, CA 90277  
(310) 543-3090

NotificationMaps.com  
23412 Moulton Parkway, Ste. 140  
Laguna Hills, CA 92653  
(866) 752-6266  
[www.notificationmaps.com](http://www.notificationmaps.com)  
Attn: Martin Parker

Srouer & Associates, LLC  
1001 Sixth Street, Suite 110  
Manhattan Beach, CA 90266  
(310) 372-8433  
Attn: Elizabeth Srouer

Susan W. Case  
917 Glenneyre St., Ste. 7  
Laguna Beach, CA 92651  
(949) 494-6105  
(949) 494-7418

T-Square Mapping Service  
969 So. Raymond Ave., Floor 2  
Pasadena, CA 91105  
(626) 403-1803  
(626) 403-2972 (FAX)  
Attn: Darla Hammond

Robert Vargo  
5147 W. Rosecrans  
Hawthorne, CA 90250  
(310) 973-4619

City Radius Maps  
300 E. Bonita #3641  
San Dimas, CA 91773  
(818) 850-3382  
Attn: Robert Simpson

DENN Engineers  
3914 Del Amo Blvd., Suite 921  
Torrance, CA 90503  
(310) 542-9433  
[maria@denn.com](mailto:maria@denn.com)  
Attn: Maria Islas