



RESIDENTIAL DEVELOPMENT SUBMITTAL CHECKLIST

REQUIRED Application Items:

(Please Note: Application packages will not be accepted for processing unless all the required information listed below has been provided. For more information contact the Planning Division at 310-544-5228 or planning@rpvca.gov)

_____ 1 copy of the Residential Planning Application (signed by the Landowner).

_____ **Development Plans must be in an electronic format (PDF Preferred)** and include the following:

- Cover sheet with a detailed project description, including an existing & proposed square footage calculation (for main structure, garage, and any accessory structures), lot coverage calculation, linear wall demolition calculation, grading quantities (cut/fill depth & cubic yardage), etc.
- Site plan that accurately depicts lot dimensions, property lines, the street right-of-way, septic tank and leach field locations (if applicable), driveway location, impervious surfaces, parking areas, and easements on the lot to scale. The plans must indicate the location and dimensions of all existing and proposed structures and the distance structures are from property lines.
- Land survey stamped and signed by a licensed land surveyor or a licensed civil engineer legally authorized to survey or a civil engineer licensed prior to January 1, 1982, with a license number below C 33966 (BPC Code §§ 6731, 3731.1, 6731.2, 8725, 8726, 8730, 8731). The survey must identify elevation datum call-outs on the property.
- Topography of the lot with either elevation datum call-outs or topographic contours. Identify all slopes that are 0%-5%, 5%-34.99%, 35% grade or steeper, and any slope that is equal to or steeper than 50% grade. The topography plan must be stamped by a licensed land surveyor or licensed engineer. Existing and proposed floor plan.
- Existing and proposed roof plan.
- Elevation drawings illustrating the maximum height of the proposed structure as measured from the highest point of the existing grade covered by the structure to the ridge as well as the maximum height of the proposed structure measured from the finished grade adjacent to the lowest foundation to the roof ridge.
- Site Plan and elevation drawings illustrating the lowest finished grade elevation adjacent to the structure, the highest existing grade elevation adjacent to the structure, and the elevation of the highest roof ridgeline.

_____ **Neighborhood Compatibility Analysis** *(If Applicable)*.

- Silhouette Certification Form accompanied by a silhouette plan (see attached guidelines). (To be submitted when requested by the project planner).
- 2 sets of Mailing Labels, 500' Radius Map, and a signed Certification Form (see attached guidelines).

_____ **Height Variation Permit**

- Early Neighbor Consultation Form(s).
- Silhouette Certification Form accompanied by a silhouette plan (see attached guidelines (to be submitted when requested by the project planner)).
- 2 sets of Mailing Labels, 500' Radius Map, and a signed Certification Form (see attached guidelines).

_____ **Grading Permit**

- Grading plans that accurately (and to scale) identify contours (1 foot contour lines are preferred) of existing topographic conditions as well as finished contours of all proposed grading. The Grading plan shall be prepared and wet-stamped with a signature by a registered/licensed professional engineer.
- Highest/greatest point cross sections of retaining walls, as well as cut/fill slopes. Please provide top of wall and bottom of wall call-outs as applicable.
- Drainage plans prepared by a licensed engineer (Applies to Major Grading Permit only).
- 2 sets of Mailing Labels, 500' Radius Map, and a signed Certification Form (see attached guidelines).

_____ **Extreme Slope Permit**

- 2 sets of Mailing Labels, 500' Radius Map, and a signed Certification Form (see attached guidelines).

_____ **Fence and Wall Permit**

- Elevation displaying side view of fence, wall or hedge, with all heights and construction materials clearly labeled. Please provide top of wall and bottom of wall call-outs as applicable.
- 2 sets of Mailing Labels, 500' Radius Map, and a signed Certification Form (see attached guidelines).

_____ **Minor Exception Permit**

- A written explanation detailing the basis for granting a Minor Exception Permit (see RPVMC 17.66.050.A).
- 2 sets of Mailing Labels, Radius Map and signed Certification Form for adjacent properties only (see attached guidelines).

_____ **Variance Permit**

- Burden of Proof Statements, explaining the basis for granting a Variance (see RPVMC 17.64.050).
- 2 sets of Mailing Labels, 500' Radius Map, and a signed Certification Form (see attached guidelines).

_____ **Coastal Permit**

- A completed copy of the "Storm Water Planning Program Priority Project Checklist" form.
- 2 sets of Mailing Labels, 100' Radius Map (500' Radius Map for Planning commission review), and a signed Certification Form (see attached guidelines).

- Site plan illustrating the location of the Coastal Setback Line and Coastal Structure Setback Line. The location of the Coastal Setback Line on properties shall be based on the City's official Zoning Map, by overlaying an enlarged portion of the City's Zoning Map onto a property and identifying the centerline of the Coastal Setback Line.

_____ Applicable fees.

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.

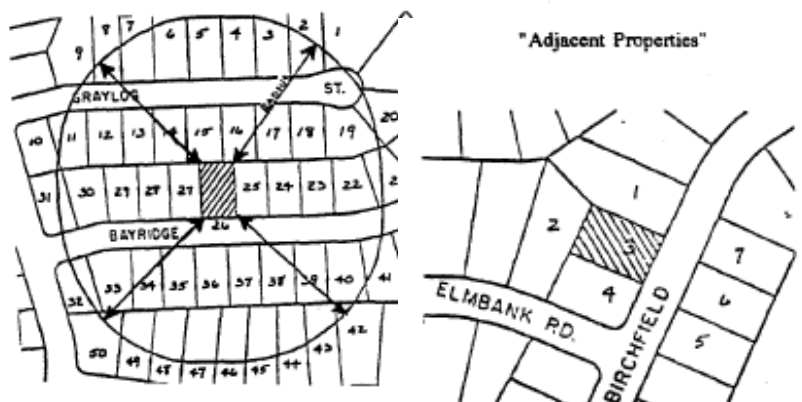
SAMPLE MAILING LABELS

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
668 N Coast Hwy #401
Laguna Beach, CA, 92651
(866) 752-6266
www.notificationmaps.com

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
Attn: Maria Islas