



CITY of CALABASAS

Public Works Department
26135 Mureau Road
Calabasas, CA 91302 - 3172
T: 818.878.4225
F: 818.878.4205
www.cityofcalabasas.com

Public Works Policy Number 203
Original Date: December 1999
Revision Date: July 2007

Approved By:

Robert Yalda - Public Works Director

LAND DEVELOPMENT PROJECT REVIEW SUBMITTAL

In order for the city to begin the review process for any project's grading plans, the following information must be submitted to the Public Works Department with the first check package also identified in the Project Initial Submittal Checklist (Form B):

INITIAL SUBMITTAL INFORMATION:

1. Complete the "Initial Submittal Information" Form C.
2. All retaining walls require a separate review, approval, and permit. Submit plans and structural details to the Community Development Department for review, approval and permit by Building and Safety Divisions. For all unconventional retaining walls or walls over 4', submit 3 sets of Retaining Wall Plans and calculations.
3. Provide three sets of the Grading Plans.
4. Provide three sets of the Geologic and Soils Reports and any referenced reports.
5. Provide one copy of approved project site plan.
6. Provide one copy of the project "Conditions of Approval."
7. Provide one copy of the subject property/parcel Title Report and any additional titles may be requested if the proposed project appears to inconvenience to an adjacent property. Preliminary Title Report prepared or dated no more than 90 days prior to application submittal date for each parcel.
8. Provide three sets of the Project Drainage Report, with hydrology and hydraulics calculations. (Always required for commercial / industrial and large tract/condos)
9. Provide one copy of the Storm Water Pollution Prevention Plan (SWPPP) or Storm Water Pollution Control Plan (SWPCP) with one set of Erosion Control / Dust Control plans.
10. Provide one copy of the Notice of Intent (NOI).

The Public Works Department can be contacted at 818.878.4225 if there are any questions.



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PROJECT INITIAL SUBMITTAL CHECKLIST FORM B

The following establishes the minimum submittal requirements for each phase of the development process prior to the issuance of building permits. Refer to the attached Process Flow Chart and Submittal Procedures for additional information.

All Plan Check Review turnaround times are up to FOUR (4) weeks.

SOILS REVIEWS: (SOILS REVIEW MUST BE SUBMITTED CONCURRENT TO GRADING PLAN SUBMITTAL)

- 3 sets of Geologic and Soils Reports.
- 1 copy of referenced reports
- "Initial Submittal Information" form (Form C)
- Execute "Reimbursement Agreement for Recoverable Costs Associated with Obtaining Permits and Entitlements". Obtain \$3000 Fee Deposit for Soils Review

GRADING REVIEWS: (SOILS REVIEW MUST BE SUBMITTED CONCURRENT TO GRADING PLAN SUBMITTAL)

- 3 sets of Grading Plans
- 3 sets of the Project Drainage Report, with Hydrology and/or Hydraulics Calculations (Always required for commercial / industrial and large tract / condos)
- Copy of Approved Project Site Plan
- Copy of Approved Project "Conditions of Approval"
- Copy of the Preliminary Title Report for the subject property / parcel(s).
- Check Approved Project Site Plan / Preliminary Grading Plan to determine if retaining walls are required (These should be submitted at the same time as the Grading Plan)
- "Acknowledgement Concerning the Employment of a Registered Civil Engineer and Technical Consultants" (Form K)
- "Initial Submittal Information" form (Form C)
- Execute "Reimbursement Agreement for Recoverable Costs Associated with Obtaining Permits and Entitlements". Obtain \$3000 Fee Deposit for Grading Review

RETAINING WALLS: (OUTSIDE OF POOL FOOTPRINT / UNCONVENTIONAL / ANY RETAINING WALL OVER 4FT.) (REVIEW OF ALL RETAINING WALLS SHALL BE MAINTAINED THROUGH BUILDING AND SAFETY AND ARE ISSUED UNDER A SEPARATE PERMIT)

- 2 sets Retaining Wall Plans, and details. This should include a Site Plan to verify any guardrail or fence conditions
- 1 set Grading Plan to verify elevations and surcharge and slope set-back conditions
- 1 Soils Report to justify design parameters and recommendations

- “Initial Submittal Information” form (Form C)

BUILDING PLANS:

- See Building and Safety

POOLS AND SPAS:

- See Building and Safety “Procedural Handout Regarding Issuance of Pool and Spa Permits”

ENVIRONMENTAL REVIEW:

- 1 set of SWPPP (Storm Water Pollution Prevention Plan) or SWPCP (Storm Water Pollution Control Plan with Erosion Control / Dust Control Plans
- Copy of the NOI (Notice of Intent).



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INITIAL SUBMITTAL INFORMATION
FORM C

To be completed by Applicant and submitted with first plan check.

PROJECT INFORMATION:

Project Address: _____

Assessor's Parcel Number(s): _____

Project Description: _____

OWNER / DEVELOPER INFORMATION:

PROPERTY TAX OWNER(S) AS RECORDED ON THE LOS ANGELES COUNTY ASSESSORS OFFICE

Owner / Developer Name: _____

Contact Person: _____ Phone: _____

Address: _____

E-Mail: _____

ENGINEERING FIRM INFORMATION AND/OR ARCHITECTURAL FIRM INFORMATION:

Consulting Engineer Firm or Plan Preparer: _____

Contact Person: _____ Phone: _____

Address: _____

E-Mail: _____

GEOTECHNICAL & SOILS ENGINEER INFORMATION:

Soils / Geotechnical Engineer: _____

Contact Person: _____ Phone: _____

Address: _____

E-Mail: _____

Geotechnical Report Date: _____

Referenced Soils / Geotechnical Reviews (list chronologically by company and date): _____

The owner(s) of the above described property hereby acknowledge by signature(s) that if the aforementioned engineers are changed during the course of any work, the owner(s) will notify the City of Calabasas in writing within forty-eight (48) hours of the change.

Owner / Developer Signature

Date