



CITY of CALABASAS

Community Development Department  
Planning Division  
26135 Mureau Road  
Calabasas, CA 91302-3172  
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www.cityofcalabasas.com

# Designated Smoking Area Permit Application

## GENERAL INFORMATION (print or type)

Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Cell / Other Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Property Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Cell / Other Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Note:** Attach additional lists for multiple property owners. If the property owner or applicant is a trust, partnership, corporation or LLC, on a separate sheet, provide a listing of all persons that make-up the trust, partnership, corporation or LLC

## APPLICANT/PROPERTY OWNER CERTIFICATION

If applicant is other than property owner, owner must also sign consenting to filing and the certification listed below. Original signatures only. Fax copies of owner's signature will not be accepted.

I/We, the owner(s) of the subject property, consent to the filing of this application. I have read and understand the "Guidelines for Designated Smoking Areas" (Section 8.12 of the Calabasas Municipal Code) as shown in the material attached to this application and agree to the criteria as written. I also understand that failure to maintain my designated smoking area in accordance with the required standards will be cause for enforcement action by the City and possible revocation of this permit.

I further certify that the plans and information provided present all of the data and information required by this Checklist, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief. Furthermore, I understand that failure to provide the plans and information required by this checklist may result in this application not being accepted as complete for filing and/or processing.

I further agree that City, its employees, agents and officials shall, to the fullest extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, expense, attorneys' fees, litigation expenses, court costs or any other costs arising out of or in any way related to the issuance of this permit, or the activities conducted pursuant to this permit. Accordingly, to the fullest extent permitted by law, the applicant and/or property owner shall defend, indemnify and hold harmless City, its employees, agents and officials, from and against any liability, claims, suits, actions, arbitration proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including, but not limited to, actual attorneys' fees, litigation expenses and court costs of any kind without restriction or limitation, incurred in relation to, as a consequence of, arising out of or in any way attributable to, actually, allegedly or impliedly, in whole or in part, the issuance of this (permit), or the activities conducted pursuant to this (permit). Applicant shall pay such obligations as they are incurred by City, its employees, agents and officials.

\_\_\_\_\_  
Signature (Applicant) Date

\_\_\_\_\_  
Signature (Property Owner) Date

## TO BE COMPLETED BY PLANNING DIVISION STAFF

Action		Application Processing	
Approved: _____	Denied: _____	File No(s): _____	Date: _____
By: _____	Date: _____	Staff Initials: _____	
Comments / Conditions: _____			



## Guidelines and Standards for Designated Smoking Areas

These guidelines and standards have been developed to implement the Second Hand Smoke Control Ordinance which is contained in Chapter 8.12 of the Calabasas Municipal Code. Staff will review all applications for compliance with these guidelines. Designated Smoking Areas will not be approved for an area that does not meet these guidelines.

Designated Smoking Area Permits (a.k.a. Smoking Outposts) are subject to monitoring by City staff for compliance with these conditions. Failure to comply with these conditions or a determination that the Designated Smoking Area location does not adequately protect the public from second hand smoke may result in the revocation of this permit.

### LOCATION AND SIZE REQUIREMENTS FOR DESIGNATED SMOKING AREAS:

1. A maximum of 1 square foot for every 20,000 square feet of rentable area, provided a property may have at least one designated area that is 40 square feet or less;
2. Maximum of one per property, except for large commercial centers and multi-building office complexes when it is determined that more than one Designated Smoking Area is necessary to accommodate the number of smokers in the area and that the additional Designated Smoking Area(s) will not be detrimental to the public health, safety, or welfare;
3. Must be 20 feet from any public sidewalk, park, playground, etc.; and at least 5 feet from any building entrance;
4. Must be 10 feet from any protected plant or tree, including oak trees;
5. Must be 20 feet from any designated open space area, as shown on the City's General Plan Land Use Map;
6. Must be 20 feet from any property or facility that dispenses or stores gasoline, propane, other petroleum based products, other flammable or combustible products, or any site listed with the Los Angeles County Fire Department as containing hazardous materials.

The Community Development Director may impose restrictions in excess of the above listed minimum requirements if it is determined that the Designated Smoking Area location does not adequately protect the public from second hand smoke.

### OTHER REQUIREMENTS:

Designated Smoking Areas are also subject to these additional requirements:

1. Must be conspicuously identified using an approved City sign and with clearly defined limits;
2. Must be maintained in a clean and attractive manner, and shall be kept free of cigarette butts and litter;
3. Must contain at least one ash tray receptacle (meeting Fire Department standards and specifications) shall be provided and maintained by the property owner;
4. No Designated Smoking Area may be designed and located such that any land development condition (including, but not limited to, lot coverage, pervious surfaces, landscaping, required parking, setbacks, and retaining walls) will be made non-conforming relative to the minimum standards established by the zoning of the property.



# Minimum Application Filing Requirements Checklist & Plan Preparation Guidelines & Minimum Plan Contents for Designated Smoking Areas

## Designated Smoking Area:

The minimum requirements for filing a Site Plan Review application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed Designated *Smoking Area Permit Application*.
- Two (2) complete sets of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Each set shall be stapled together as a single package.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

## PLAN PREPARATION GUIDELINES

All of the plans, except where noted, contained in these guidelines are required to be submitted to be considered a complete set.

Plans not conforming to the following guidelines will not be accepted for processing:

- All plans shall be drawn on uniform sheets, no smaller than 8 ½"X11" and no larger than 24"X36".
- All plans/maps shall be clearly labeled with sheet title, project name and project location.
- A one-sheet master plan shall be provided where the detailed plan/map cannot contain the entire project on a single sheet.
- All plans shall be clear and legible.

## MINIMUM PLAN CONTENTS

### Site Plan:

The site plan shall be drawn to an engineering scale no smaller than 1"=40' for large projects, 1/8"=1' for smaller projects, with the scale clearly labeled, and shall include the following minimum information:

- Name and address of developer, owner of record, and person who prepared the plan.
- Date of preparation and/or revisions.
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.

- Property lines and dimensions.
- A vicinity map showing the precise location of the subject property.
- Nearest cross streets on all sides of the project site, with approximate distances from the site.
- Location of proposed Designated Smoking Area(s) and existing buildings and structures.
- Improvements on adjacent properties within 20 feet, of proposed Designated Smoking Area.
- Parking layout (if DSA displaces parking, handicap parking or loading areas), including stall size and location, handicap parking spaces, loading areas, back-up areas and drives, driveway approaches, curb cuts, pedestrian access, utility vehicle access and secondary access points (if deemed necessary).
- Location of all existing Oak trees are located on site or within twenty (20) feet of the site.
- Any entrances to buildings within 20 feet of the Designated Smoking Area.
- Streets and rights of way, including existing and proposed cross sections, improvements, etc.
- A tabular summary, including the following information:
  1. Designated Smoking Area square footage;
  2. Total rentable area per building and total rentable area for all buildings (if applicable);

## ADDITIONAL SUBMITTAL REQUIREMENTS

**Additional Plans and Information:** Any of the following items may be requested in order to evaluate the Designated Smoking Area:

- A **Parking Analysis** will be required for those projects proposing to reduce the amount of parking and that do not meet current City of Calabasas parking requirements.
- Other Plans and Information.** Any Other Plans or Information that the Planning Director deems necessary to facilitate processing of the application.



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## Signs for Designated Smoking Areas

Signs are required for all approved Designated Smoking Areas. Signs can be ordered through the City of Calabasas. Contact the Traffic and Transportation Department for further information.



Designated Smoking Area signs are only available in conjunction with a Designated Smoking Area Permit approved by the City of Calabasas. The prices listed are the cost to the City from the manufacturer and subject to change without notice.

Size: 12"X18"  
Price: \$33.00 each

You can also purchase signs for no smoking areas.



Size: 12"X18"  
Price: \$33.00 each



Size: 12"X12"  
Price: \$28.50 each

# Designated Smoking Area Example



## Unacceptable Locations of Proposed Designated Smoking Area

- Within 5 feet of building entrance and/or opening;
- In pedestrian high traffic area;
- Within 20 feet of common area;
- Located in area where a smoker could reasonably expect to be within 20 feet of non-smokers.

## Acceptable Location of Proposed Designated Smoking Area

- Not within 5 feet of building entrance and/or opening;
- Not in pedestrian high traffic area;
- Not within 20 feet of common area;
- Not located in area where a smoker could reasonably expect to be within 20 feet of non-smokers.