

Community Development Department Planning Division

100 Civic Center Way Calabasas, CA 91302 T: 818.224.1600 F: 818.225.7329

www.city of calabas as.com

DEVELOPMENT

Supplemental Application

For Administrative Plan Reviews, Development Plan Reviews, Pre-application Reviews, Site Plan Reviews, and Variances

RESIDENTIAL PROJECT SUMMARY

Building Area:					
Existing Structures:	sq. ft.	New Struct	ures:		sq. ft
Existing Floor Area Ratio (FAR):		Proposed F	loor Area Ratio (FAR):		
Existing Site Coverage:	%	Proposed S	iite Coverage:		%
Existing Pervious Surface:	%	Proposed F	Pervious Surface:		%
No. of Stories:		No. of Phases:			
Dwelling Units / Density					
Type of Unit	No. of Units				
		<u>-</u> _			
		_			
		_			
		_			
Totals:					
Front Setback/Buffer Landscaping Coverage:			%		
Common Open Space:	sq. ft			elopment Only	
Private Open Space: (Total)	sq. ft		. For Multi-Family Deve	elopment Only	
Private Open Space: (per Unit)	sq. ft		. % For Multi-Family Deve		
Parking: (attach additional sheets if necessary)					
			Parking Ratio	Number	of Spaces
Type of Use			(1 space / sq. ft.)	Provided	Required
Totals:					<u> </u>

Page 1 of 6

Revised: 5/2017

COMMERCIAL / BUSINESS PROJECT SUMMARY

Building Area:					
Existing Structures:	sq. ft.	New Struct	tures:		sq. ft.
Existing Floor Area Ratio (FAR):	=	Proposed F	Floor Area Ratio (FAR):		
Existing Site Coverage:	%	Proposed S	Site Coverage:		%
Existing Pervious Surface:	%	Proposed F	Pervious Surface:		%
No. of Stories:	-	No. of Phases:			
Building Occupancy Classification					
Occupancy Code:	_	Type of Co	nstruction:		
Roof Material:	-				
Floor Area Distribution:					
Type of Use		Square Footag	e		
Total:					
Parking: (attach additional sheets if necessary)					
. armig. (arabi additional successivities			Parking Ratio	Number	of Spaces
Type of Use			(1 space / sq. ft.)	Provided	Required
Totals:					

Page 2 of 6 Revised: 5/2017

Supplemental Application – Development

List the development standard(s) requesting Variance for:			

Page 3 of 6 Revised: 5/2017



Community Development Department Planning Division

100 Civic Center Way Calabasas, CA 91302 T: 818.224.1600 F: 818.225.7329

www.city of calabas as.com

Application Filing Requirements SUBMITTAL CHECKLIST

MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application contains the appropriate materials and documents to begin the application process. All items listed below must be included. If any items are not included the project will not be accepted for submittal. This checklist is not used to determine whether a project application is complete for purposes of the Permit Streamlining Act.

Adn	ninistrative Plan Review:		2. Is the proposed project compatible in design,
	Completed General Land Use and Development Application and filing fees.		appearance and scale with the existing improvements in the surrounding area?
	Completed Supplemental Application – Development.		3. Is the proposed project designed to respect and integrate with the existing natural environment?
	Completed Environmental Assessment Information.		Public hearing information prepared in accordance with the <i>Public Notice Requirements</i> .
	Completed Environmental Plan Mitigation Checklist. Three (3) complete set of plans prepared in accordance with the Minimum Plan Preparation & Plan Contents Checklist. Each set shall be stapled together as a single package and		Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.
	folded to 8½"X11". Plans shall include the following: Site Plan (Existing and Proposed) with Site coverage and		Community Development Public Forum requirements (if applicable).
	Pervious Surface Calculations Floor Plan(s) (Existing and Proposed) Roof Plans (Existing and Proposed) Elevations (All Sides, Existing and Proposed) Landscape Plan (if applicable) Demolition Plan (if applicable)		APPLICATION REVIEW AND APPROVAL BODIES: Development Review Committee Community Development Director
	Photometric Plan (if applicable)		
	Eleven (11) complete sets of required plans reduced to 11"X17".	Dev	elopment Plan Review: Completed General Land Use and Development
	Eleven (11) complete sets of required plans reduced to	Dev	Completed General Land Use and Development Application and filing fees. Completed Supplemental Application – Development.
	Eleven (11) complete sets of required plans reduced to 11"X17". One (1) set of colored plans, to include illustrative site plan and building elevations, and any necessary cross-sections reduced to 11"X17". (if applicable) One (1) color and materials samples mounted on an 8½"X11"	Dev	Completed General Land Use and Development Application and filing fees.
	Eleven (11) complete sets of required plans reduced to 11"X17". One (1) set of colored plans, to include illustrative site plan and building elevations, and any necessary cross-sections reduced to 11"X17". (if applicable) One (1) color and materials samples mounted on an 8½"X11" board. (if applicable) Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for	Dev	Completed General Land Use and Development Application and filing fees. Completed Supplemental Application – Development. Completed Environmental Assessment Information. Completed Environmental Plan Mitigation Checklist. Three (3) complete set of plans prepared in accordance with the Minimum Plan Preparation & Plan Contents Checklist. Each set shall be stapled together as a single package and folded to 8½"X11". Plans shall include the following: Site Plan (Existing and Proposed) with Site coverage and
	Eleven (11) complete sets of required plans reduced to 11"X17". One (1) set of colored plans, to include illustrative site plan and building elevations, and any necessary cross-sections reduced to 11"X17". (if applicable) One (1) color and materials samples mounted on an 8½"X11" board. (if applicable) Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description,	Dev	Completed General Land Use and Development Application and filing fees. Completed Supplemental Application – Development. Completed Environmental Assessment Information. Completed Environmental Plan Mitigation Checklist. Three (3) complete set of plans prepared in accordance with the Minimum Plan Preparation & Plan Contents Checklist. Each set shall be stapled together as a single package and folded to 8½"X11". Plans shall include the following:

Page 4 of 6 Revised: 5/2017

Supplemental Application – Development

Eleven (11) complete sets of required plans reduced to 11"X17".		Each set shall be stapled together as a single package and folded to 8½"X11". Plans shall include the following:
One (1) set of colored plans, to include illustrative site plan and building elevations, and any necessary cross-sections reduced to 11"X17". (if applicable)		 Site Plan (Existing and Proposed) with Site coverage and Pervious Surface Calculations Floor Plan(s) (Existing and Proposed)
One (1) color and materials samples mounted on an 8½"X11" board. (if applicable)		 Roof Plans (Existing and Proposed) Elevations (All Sides, Existing and Proposed) Landscape Plan (if applicable)
Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or		Demolition Plan (if applicable)Photometric Plan (if applicable)
TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for		Eleven (11) complete sets of required plans reduced to $11^{\prime\prime}$ X17".
each photograph taken. A complete description of the proposed Development Plan,		One (1) set of colored plans, to include illustrative site plan and building elevations, and any necessary cross-sections reduced to 11"X17". (if applicable)
including, but not limited to, the improvements proposed for the property, the Code requirements being modified, and		One (1) color and materials samples mounted on an 8½"X11"
answers to the following questions:		board. (if applicable)
 Is the proposed use conditionally permitted within the subject zoning district and does it comply with all of the applicable provisions of this development code? 	Ш	Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date
2. Is the proposed use consistent with the General Plan and any applicable specific plan or master plan?		the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.
 Is the approval of the development plan for the proposed use in compliance with the California Environmental Quality Act (CEQA)? 		Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.
4. Are the location, design, scale and operating characteristics of the proposed use compatible with the existing and anticipated future land uses in the vicinity?		APPLICATION REVIEW AND APPROVAL BODIES: Development Review Committee
Public hearing information prepared in accordance with the		
Public Notice Requirements.		
Public Notice Requirements. Any other plans or information that the Community	Site	Plan Review:
Public Notice Requirements. Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.	Site	Completed General Land Use and Development
Public Notice Requirements. Any other plans or information that the Community Development Director deems necessary to facilitate	Site	Completed <i>General Land Use and Development Application</i> and filing fees.
Public Notice Requirements. Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application. Community Development Public Forum requirements (if	Site	Completed <i>General Land Use and Development Application</i> and filing fees. Completed <i>Supplemental Application – Development</i> .
Public Notice Requirements. Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application. Community Development Public Forum requirements (if applicable). APPLICATION REVIEW AND APPROVAL BODIES:	Site	Completed <i>General Land Use and Development Application</i> and filing fees.
Public Notice Requirements. Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application. Community Development Public Forum requirements (if applicable). APPLICATION REVIEW AND APPROVAL BODIES: Development Review Committee Architectural Review Panel	Site	Completed General Land Use and Development Application and filing fees. Completed Supplemental Application – Development. Completed Environmental Assessment Information. Completed Environmental Plan Mitigation Checklist.
Public Notice Requirements. Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application. Community Development Public Forum requirements (if applicable). APPLICATION REVIEW AND APPROVAL BODIES: Development Review Committee	Site	Completed General Land Use and Development Application and filing fees. Completed Supplemental Application – Development. Completed Environmental Assessment Information.
Public Notice Requirements. Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application. Community Development Public Forum requirements (if applicable). APPLICATION REVIEW AND APPROVAL BODIES: Development Review Committee Architectural Review Panel Planning Commission	Site	Completed General Land Use and Development Application and filing fees. Completed Supplemental Application – Development. Completed Environmental Assessment Information. Completed Environmental Plan Mitigation Checklist. Three (3) complete set of plans prepared in accordance with the Minimum Plan Preparation & Plan Contents Checklist. Each set shall be stapled together as a single package and folded to 8½"X11". Plans shall include the following: Site Plan (Existing and Proposed) with Site coverage and
Public Notice Requirements. Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application. Community Development Public Forum requirements (if applicable). APPLICATION REVIEW AND APPROVAL BODIES: Development Review Committee Architectural Review Panel Planning Commission	Site	Completed General Land Use and Development Application and filing fees. Completed Supplemental Application – Development. Completed Environmental Assessment Information. Completed Environmental Plan Mitigation Checklist. Three (3) complete set of plans prepared in accordance with the Minimum Plan Preparation & Plan Contents Checklist. Each set shall be stapled together as a single package and folded to 8½"X11". Plans shall include the following: Site Plan (Existing and Proposed) with Site coverage and Pervious Surface Calculations
Public Notice Requirements. Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application. Community Development Public Forum requirements (if applicable). APPLICATION REVIEW AND APPROVAL BODIES: Development Review Committee Architectural Review Panel Planning Commission City Council	Site	Completed General Land Use and Development Application and filing fees. Completed Supplemental Application – Development. Completed Environmental Assessment Information. Completed Environmental Plan Mitigation Checklist. Three (3) complete set of plans prepared in accordance with the Minimum Plan Preparation & Plan Contents Checklist. Each set shall be stapled together as a single package and folded to 8½"X11". Plans shall include the following: Site Plan (Existing and Proposed) with Site coverage and Pervious Surface Calculations Floor Plan(s) (Existing and Proposed) Roof Plans (Existing and Proposed) Elevations (All Sides, Existing and Proposed)
Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application. Community Development Public Forum requirements (if applicable). APPLICATION REVIEW AND APPROVAL BODIES: Development Review Committee Architectural Review Panel Planning Commission City Council application Review: Completed General Land Use and Development	Site	Completed General Land Use and Development Application and filing fees. Completed Supplemental Application – Development. Completed Environmental Assessment Information. Completed Environmental Plan Mitigation Checklist. Three (3) complete set of plans prepared in accordance with the Minimum Plan Preparation & Plan Contents Checklist. Each set shall be stapled together as a single package and folded to 8½"X11". Plans shall include the following: Site Plan (Existing and Proposed) with Site coverage and Pervious Surface Calculations Floor Plan(s) (Existing and Proposed) Roof Plans (Existing and Proposed)
Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application. Community Development Public Forum requirements (if applicable). APPLICATION REVIEW AND APPROVAL BODIES: Development Review Committee Architectural Review Panel Planning Commission City Council application Review: Completed General Land Use and Development Application and filing fees.	Site	Completed General Land Use and Development Application and filing fees. Completed Supplemental Application – Development. Completed Environmental Assessment Information. Completed Environmental Plan Mitigation Checklist. Three (3) complete set of plans prepared in accordance with the Minimum Plan Preparation & Plan Contents Checklist. Each set shall be stapled together as a single package and folded to 8½"X11". Plans shall include the following: Site Plan (Existing and Proposed) with Site coverage and Pervious Surface Calculations Floor Plan(s) (Existing and Proposed) Roof Plans (Existing and Proposed) Elevations (All Sides, Existing and Proposed) Landscape Plan (if applicable)

Page 5 of 6 Revised: 5/2017

Supplemental Application – Development

	One (1) set of colored plans, to include illustrative site plan and building elevations, and any necessary cross-sections reduced to 11"X17". (if applicable)	 Landscape Plan (if applicable) Demolition Plan (if applicable) Photometric Plan (if applicable)
	One (1) color and materials samples mounted on an 8½"X11" board. (if applicable)	Eleven (11) complete sets of required plans reduced to 11"X17".
	Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diggraph or site plan showing the point and direction for	 One (1) set of colored plans, to include illustrative site plan and building elevations, and any necessary cross-sections reduced to 11"X17". (if applicable) One (1) color and materials samples mounted on an 8½"X11"
	and diagram or site plan showing the point and direction for each photograph taken.	board. (if applicable)
	A complete description of the proposed Site Plan, including, but not limited to, the improvements proposed for the property and answers to the following questions:	Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description,
	 Does the proposed project comply with all of the applicable provisions of this development code? 	and diagram or site plan showing the point and direction for each photograph taken.
	Is the proposed project compatible in design, appearance and scale with the existing improvements in the surrounding area?	A complete description of the proposed variance, including, but not limited to, the improvements proposed for the property, the Code requirement not being met, and answers
	3. Is the proposed project designed to respect and integrate with the existing natural environment?	to the following questions: 1. How will the strict, literal interpretation of the
	Public hearing information prepared in accordance with the <i>Public Notice Requirements</i> .	Development Code result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of the Development Code?
	Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.	 How will the strict interpretation of the Development Code deprive you of privileges enjoyed by owners of other properties in the same zoning district?
	Community Development Public Forum requirements (if applicable).	3. Will approval of the variance request grant special privileges to the property that are not enjoyed by other properties in the same zoning district?
	APPLICATION REVIEW AND APPROVAL BODIES: Development Review Committee Architectural Review Panel Planning Commission	4. Are their exceptional circumstances or conditions applicable to the property involved which do not apply generally to other properties in the same zoning district?
Vari	iance:	5. What are the impacts of this variance on the public health, safety or welfare? Will the use be materially injurious to properties or persons?
	Completed General Land Use and Development Application and filing fees.	Public hearing information prepared in accordance with the Public Notice Requirements.
	Completed Supplemental Application – Development.	Any other plans or information that the Community
	Completed Environmental Assessment Information.	Development Director deems necessary to facilitate processing of the application.
	Completed Environmental Plan Mitigation Checklist.	Community Development Public Forum requirements (if
	Three (3) complete set of plans prepared in accordance with the <i>Minimum Plan Preparation & Plan Contents Checklist</i> . Each set shall be stapled together as a single package and folded to 8½"X11". Plans shall include the following:	applicable). APPLICATION REVIEW AND APPROVAL BODIES: Development Review Committee
	 Site Plan (Existing and Proposed) with Site coverage and Pervious Surface Calculations 	Architectural Review Panel Planning Commission

Page 6 of 6 Revised: 5/2017

Floor Plan(s) (Existing and Proposed) Roof Plans (Existing and Proposed)

Elevations (All Sides, Existing and Proposed)