



*City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

NO. 2 PORTUGUESE BEND ROAD  
ROLLING HILLS, CA 90274  
(310) 377-1521  
FAX (310) 377-7288

## **CONDITIONAL USE PERMIT APPLICATION**

***NOTE:** According to Section 17.24.020 of the Rolling Hills Municipal Code, illegal uses or structures are required to be made conforming or shall be removed. Therefore, you may be required to modify or remove any unauthorized or unlawful use or structure on your property prior to or in conjunction with this application. In addition, pursuant to Resolution No. 900 of the City Council, any use or structure which would require a discretionary permit but which is conducted without the acquisition of said permit, shall be subject to retroactive discretionary permit process, and is subject to higher application fee.*

\_\_\_\_\_  
Property owner (s) signature

### **CONDITIONAL USE PERMIT**

Certain uses of property are permitted in the City only upon approval of a Conditional Use Permit. Such uses are set forth in Sections 17.16.040 and 17.20.040 of the Municipal Code. Conditional Use Permits are decided upon by the Planning Commission following a public hearing.

### **APPLICATION AND REQUEST FOR HEARING**

In order to obtain a Conditional Use Permit, a property owner or his or her agent must submit an application and request a hearing before the Planning Commission. To do so, the applicant should complete the requirements enumerated herein, assemble the necessary application documents and call to make an appointment with Planning staff at (310) 377-1521. Making an appointment will assure that someone is available to explain the necessary procedures and review the case material for completeness and accuracy.

### **PLAN SUBMITTAL INFORMATION**

Complete and submit with each application:

1. Request for Hearing application.

Seven copies of the plan **MUST** accompany the initial application. Plans must be **FOLDED** to approximately 8 1/2" x 11" with title block visible. Additional plans will be required prior to City Council meeting.

2. Owner's Declaration.
3. Plan submittal using the "**Checklist**" as guide. Each plan must have a vicinity map, computation of lot coverage, building and pad sizes, cut and fill totals, and the percentage of lot disturbance **printed** on the plot plan **and be stamped by a licensed civil engineer or land surveyor**.
4. Property owner's radius map and property owner's labels. A map is required showing the existing properties, within or partially within a 1,000 foot radius of the exterior boundaries of the property under consideration, including the subject property. Prepare three complete lists of property owners of each parcel with mailing address on mailing labels. Assign a number to each name on the list to correspond with the map numbers.
5. Certified Property Owners List Affidavit.
6. Filing fee made payable to **City of Rolling Hills**.

### **PLAN SUBMITTAL PROCESS**

Applications must be submitted to the Planning Department as shown on the "Planning Application Filing Deadline Schedule". Applications shall be deemed complete only after all required information is submitted and the application fees are paid. The Planning staff will meet with the applicant to discuss the proposal.

Once an application has been accepted as complete by the City, a hearing will be set before the Planning Commission. Applications are considered at the regular meetings of the Planning Commission, which are held the third Tuesday of each month. Provide sufficient time in your schedule to attend at least four meetings to allow the Planning Commission to study the facts presented and to make a field trip to review the physical conditions. Prior to the field trip a silhouette of the project will have to be erected. The applicant or a representative must appear at all meetings. The City's review process takes a minimum of 3-4 months from submittal. City Council reviews the project following Planning Commission action.

### **AUTHORITY AND RESPONSIBILITY**

In reviewing a request, the Planning Commission must consider the following:

1. The Planning Commission shall consider all matters presented to it fairly and impartially, recognizing the rights of the applicant as well as its obligation to enforce all zoning ordinances and resolutions adopted by the City Council of the City of Rolling Hills. The Conditional Use Permit Review Process is intended to assist in the orderly development of property, in conformance with objectives of the General Plan and other ordinances and codes.
2. The development and use of all land within the City of Rolling Hills should be directed to the continuation of the existing rural open areas surrounding the existing residences in the City, and each new improvement or use of land should be carefully examined to determine what effect the proposed improvement or use of land will have on the terrain, trees and natural flora in the City.
3. The granting of Conditional Use Permits shall be carefully scrutinized utilizing the criteria set forth in Section 17.42.050.

**DECISION OF PLANNING COMMISSION**

The decision of the Planning Commission will be final unless, within thirty (30) days following the adoption of the resolution, a written appeal is filed with the City Clerk by:

1. The applicant.
2. Any person who protested, either orally or in writing, as a matter of record prior to the final vote of the Planning Commission on the matter and who, in addition, received or was entitled to receive the written notice specified in Subdivision 2 of Subsection A of Section 17.34.030 of the Zoning Ordinance.
3. The City Council, upon the affirmative vote of three members of the City Council.

**AFFIDAVIT OF ACCEPTANCE AND BUILDING PERMITS**

In order to obtain building permits, it will be necessary for the applicant to record an affidavit with a resolution of the findings and the conditions of approval. Building and/or grading permit shall not be issued unless the resolution and affidavit are recorded.

*Initial* \_\_\_\_\_  
*Property Owner*

*Date:* \_\_\_\_\_

## CHECKLIST FOR PLAN SUBMITTAL

The following information must be included on any plan submitted for checking to the Rolling Hills Planning Commission for:

1. **Conditional Use Permit (including grading requirements).**
2. **Variance (including grading requirements).**
3. **Site Plan Review (including grading requirements).**
4. **Subdivisions and Lot Line Adjustments**

Provide seven (7) sets of plans (folded) that show the following:  
(Additional sets will be required before the City Council meeting)

- Name, address and telephone number of applicant, and name, address and telephone number of architect and civil engineer.
- Currently surveyed plot plan showing the entire property. (More than one plan may be submitted).
- Plot plans must be stamped by a licensed civil engineer or land surveyor. License number and expiration date must be clearly shown.
- Architectural elevation plans showing the height of proposed structures from finished grade and basement wells – all sides must be shown.
- Vicinity map drawn to scale with requested improvements dimensioned to property line and to residences of all contiguous properties.
- North arrow and scale of plans.
- Existing contours of the entire lot, in maximum 5' intervals.
- Proposed contours, in maximum 5' intervals.
- Setbacks, easements, fences and horse trails on the entire lot.
- Note distances from the center line of all existing and proposed streets adjacent to the subject property.
- Outline and show square footage of building pads not in setbacks (existing and proposed) in accordance with Municipal Code Title 17. [Buildable area is that portion of a lot **NOT IN SETBACKS** that constitutes the existing building pad and any contiguous portion of the lot **NOT IN SETBACKS** that has an average slope of ten percent (10%) or less]. If there is not an existing building pad, the buildable area shall mean that portion of a lot not in setbacks which will be created through grading and which will have an average slope of ten percent (10%) or less. A lot may have more than one buildable area.
- Outline and show distance from building footprint to any projections and architectural features including porches, entryways, porte cocheres, trellises, chimneys, eaves, and bay windows.
- Computation of structural and total lot coverage, disturbed area and building pad coverage in accordance with Municipal Code Title 17 (form attached).

- All slopes shall not be steeper in slope than two horizontal to one vertical, or exceed a vertical height of thirty feet (30') below or above the natural grade. Shallower slopes are strongly encouraged. All slopes shall be marked with grade. (Municipal Code Title 15). Cut and fill must be balanced on site. Export of dirt is allowed from excavation activities, incl. basements.
- Show cut and fill slopes by separate shadings or patterns. Show shaded area square footage, cut and fill totals in cubic yards, and the percentage of lot to be disturbed. (Title 15).
- Show all existing and proposed retaining walls and sections through walls, including height and elevations. Show stairs, walkways and height of decks.
- Show proposed drainage pattern and design and indicate whether the drainage design is above or below ground.
- Designate the area(s) for which the Variance, Conditional Use Permit or Site Plan Review is requested.
- Show outline of residence, any additional structures, and any basement areas. Indicate depth of basement. All structures must be physically measured and square footage of each structure must be shown on the drawing. **PLEASE NOTE:** "Floor area" means the total horizontal area of all floors of a structure, measured in square feet from the exterior surface of the outside walls, including basements, storage areas, and the like, but excluding unenclosed areas.
- Show all other existing and proposed structures on the lot, including pool, spa, pool equipment, porches, shelters, entryways, trellises, barbecues, fire places, fire pits, sheds, gazebos, children play houses/forts and others.
- Show width and length of basement wells and location of stairs. Show windows and doors in basement.
- Show an area of not less than 450 square feet for the construction of a stable, 550 square feet for a corral (35' from any residence and 25' from rear property line, and not in front yard or side setback), and access road of not more than 25% grade for vehicular access to the stable site on each lot. If grading would be required indicate the quantity.
- Show cross sections of slopes before and after grading. Show the variance of the existing slope and proposed slope. Sections should be through the highest cut and fill and through other areas where ground is steep, and as many additional sections as necessary to clearly delineate the proposed change in land contours from the existing terrain. Whenever possible, align the cross sections along the proposed development on the plot plan.
- Soils, geology, hydrology/drainage reports, showing all structures on the property, with their distance from property lines delineated, may be required in applications where the requested project is close to easements, close to other properties, and/or where there is to be significant grading on the property.
- Show location of utility pole(s) serving the property and indicate the direction of the utility lines.
- Show the slope (in %) and square footage of the driveway and separately of any uncovered parking area or motor court. Calculate the coverage (in %) of the driveway and motor court of the yard area in which they are located. Motor court may not be closer than 30' to roadway easement. (Yard – Section 17.12.250).
- Show any other driveways/roads/easements and paved areas on the property that are existing, currently proposed, or planned for the future.
- Show trails within the property and adjacent thereto.

- If a stable is being constructed, delineate the loft area, if any. Show the size of the stable, the size of porch and separately the size of the loft. Show paddock area and corral area.
- If known, show the location of septic tank.
- If a new driveway approach is proposed it must be reviewed by the Traffic Commission.
- Pictures of the entire property.
- Submit one copy of the plan delineating in different color markers the following:
  - Residential Building Pad (not in setbacks)
  - Additional Building Pads (not in setbacks)
  - Disturbed Areas
  - Net Lot boundary
  - Setback lines
  - Cut and fill areas for grading (shaded)

# **INSTRUCTIONS FOR COMPLETING THE LOT COVERAGE FORMS**

## **TOTAL STRUCTURES AND TOTAL FLATWORK**

In the TOTAL STRUCTURES column, in addition to those structures listed on the form, include all structures that exist on the lot and those that are proposed, including: cabana, recreation room, hobby shop, guest-house, covered porches, covered entryways, trellis/latticework, gazebo, sheds, pool equipment, service yard, playground equipment, forts, barbecue, fire pits, decks, (for deck-see definition in Section 17.12.040 "D" words, terms and phrases of the Zoning Code), and similar structures.

In the TOTAL FLATWORK column include all of the "impervious" surfaces existing and proposed, including all walkways around the residence and accessory uses, walkways from house to other structures, uncovered patios, uncovered parking areas, walkways/decks around the pool, paved access to a stable and all other "impervious" surfaces. When designing a house or addition, check with the Fire Department on the required width of the walkways and driveways. Show any future potential flatwork.

**NOTE:** As required by the Los Angeles County Building Code, when designing a basement with "livable area(s)" you have to provide for natural light. Window wells may be acceptable. Check with the County Building and Safety Department for requirements.

## **COMPUTATION OF LOT COVERAGE**

### **LOT COVERAGE (TITLE 17)**

Main buildings, accessory buildings, structures including, but not limited to gazebos, porches, entryways, porte cochere, trellises and similar structures, tennis courts, swimming pools, spa, pool equipment, outdoor bar, barbecue, sheds, shelters, service yards (enclosed or unenclosed), stables, or an area of not less than 450 square feet for the construction of a stable shall not cover more than twenty percent (20%) of the net lot area, provided further that in addition to the above described improvements, the areas included within driveways, paved access to stables, parking spaces, walks, patios, decks and asphalt or concrete paving of any kind excepting roads maintained by the Rolling Hills Community Association, shall not cover more than thirty-five percent (35%) of the net lot area (see Section 17.16.200 "J" for exceptions).

For the purposes of this Section "net area" shall exclude: a) the entire area within a recorded roadway easement plus the area within ten (10) feet measured perpendicular to the edge of the roadway easement; (b) the ten (10) foot perimeter of the lot perpendicular to the property lines; (c) any private drive or driveway that provides access to any other lot or parcel; and (d) the access strip portion of a flag lot.

## **COMPUTATION OF BUILDABLE AREA AND COVERAGE THEREON**

A policy of the City is to address coverage of an identified "EXISTING AND/OR PROPOSED BUILDABLE AREA". Coverage thereon is based upon the calculation of the footprint square footage of the residence, garage, stable (barn), other accessory structures proposed and/or developed on said "buildable area," and all projecting structures such as entryways, porte cochere, covered porches and breezeways. (Covered porches that are 10% or less in size of the footprint of the residence or accessory structure and attached trellises are not counted).

For the purpose of this calculation, "buildable area" shall be defined as stated in Section 17.12.020 of the Rolling Hills Municipal Code which declares "buildable area" as the portion of a lot that constitutes the existing

or proposed building pad and any other contiguous portion of the lot **NOT IN THE SETBACKS THAT HAS AN AVERAGE SLOPE OF TEN PERCENT (10%) OR LESS**. If there is no existing building pad, it shall mean that portion of a lot not in the setbacks that will be created through grading and that will have an average slope of ten percent (10%) or less. A lot may have more than one “buildable area.”

### **SUMMARY OF ACCESSORY STRUCTURES COUNTED/NOT COUNTED TOWARDS LOT COVERAGE:**

**BUILDING PAD COVERAGE:** (guideline – 30% maximum pad coverage).

All structures, including porte cochere, breezeway and entryway, shall be counted towards building pad coverage, **except** for the following:

#### **ATTACHED STRUCTURES:**

- Attached covered porch having an area of 10% or less of the size of the structure that it is attached to, (primary or accessory)
- Attached trellises (open roof)

**DETACHED STRUCTURES:** (not to exceed a total of 5 such structure on a lot that are legal and conforming, not to exceed 12 feet in height, not to exceed 120 sq.ft. each, (see exceptions below), and not to exceed a combined total of 800 sq.ft.)

- Storage sheds; max. 2 on a lot,
- Trellis and freestanding covered patio w/solid roof, (may exceed 120 sq.ft.),
- Outdoor bar, barbecue, fire place, gazebo,
- Roofed playground fort, (may be max. 15 ft.),
- fountain, pond and similar structures.

These structures may not be located in the front yard area or any setback, except for a fountain, decorative pond or low water feature.

#### **STRUCTURAL AND TOTAL LOT COVERAGE AND DISTURBANCE:**

(Zoning Code requirement: max. - 20% structural coverage; max. - 35% total lot coverage; max. – 40 % lot disturbance).

All attached structures, including porches, trellises, porte cochere, breezeway, and entryway shall be counted towards coverage.

All detached structures shall be counted towards coverage, **except** for the following:

**DETACHED STRUCTURES:** (not to exceed a total of 5 such structure on a lot that are legal and conforming, not to exceed 12 feet in height, not to exceed 120 sq.ft. each, (see exceptions below), and not to exceed a combined total of 800 sq.ft.)

- Storage sheds; max. 2 on a lot,
- Trellis and freestanding covered patio w/solid roof, (may exceed 120 sq.ft.),
- Outdoor bar, barbecue, fire place, gazebo,
- Roofed playground fort, (may be max. 15 ft.),
- fountain, pond and similar structures.

These structures may not be located in the front yard area or any setback, except for a fountain, decorative pond or low water feature.



## **WATER EFFICIENT LANDSCAPE REQUIREMENTS (Chapter 13.18 of the RH Municipal Code)**

Effective February 24, 2010, in addition to other City submittal requirements, a Conceptual Landscape Plan is required for all **Site Plan Review, Conditional Use Permit, or Variance** applications if the proposed construction project includes any new or altered existing landscaped area(s).

All applicants please note the following:

1. The Conceptual Landscape Plan must provide general summary information including square footage calculations for new landscaped areas and existing landscaped areas to be altered or re-landscaped (see separate worksheet for requirements).
2. The Conceptual Landscape Plan shall be incorporated into the project Site Plan submitted with the planning application.
3. For more information regarding final (detailed) landscape plan requirements See Chapter 13.18 of the Rolling Hills Municipal Code.

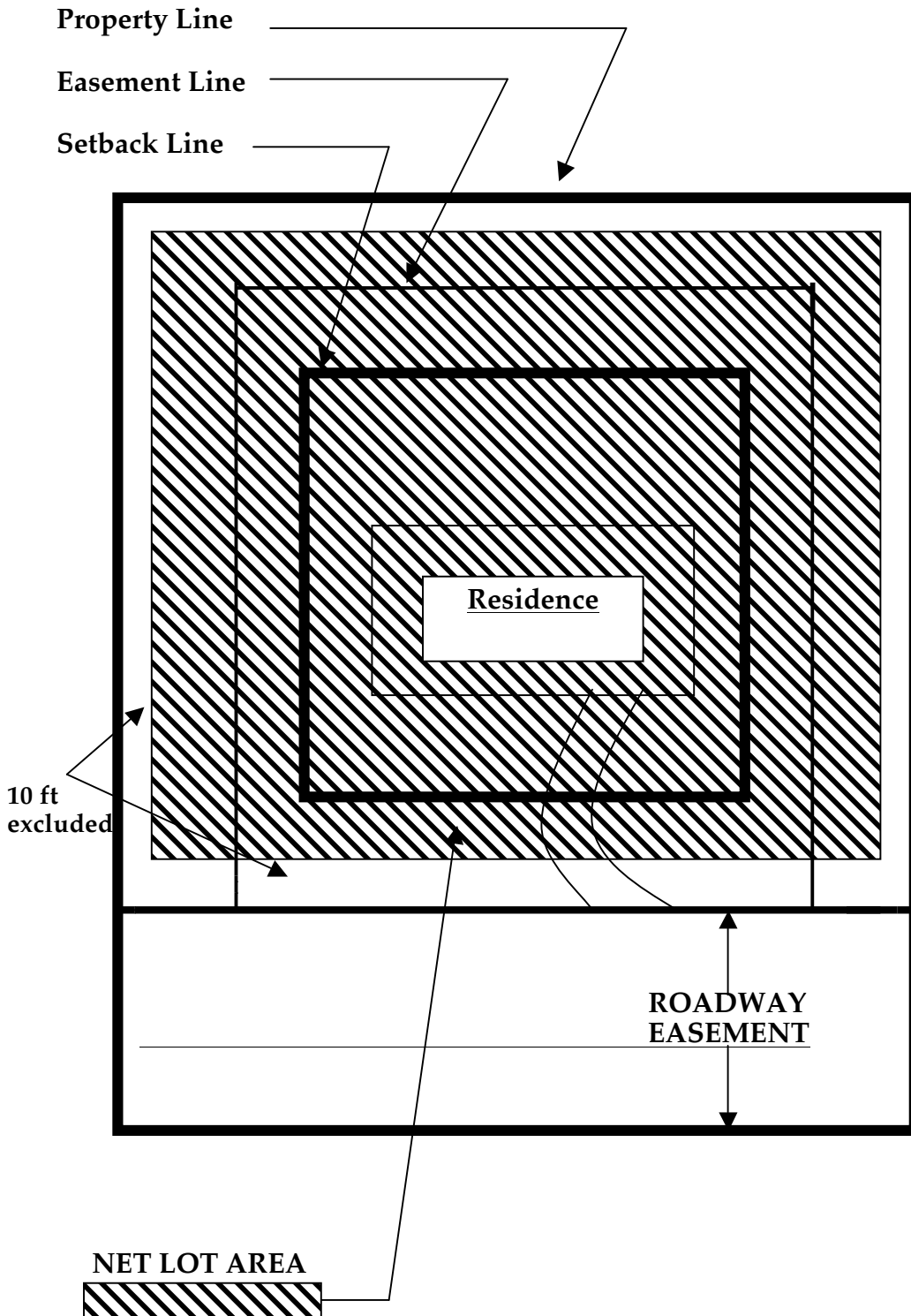
### **DRIVEWAY(S) AND MOTOR COURT(S)**

Information regarding driveways, parking pads and motor courts is required for all new developments, garage addition, modification or relocation and for any modification to existing driveway(s) and motor court(s). If no changes are proposed to the existing driveway or motor court, except for reconstruction/repaving, within existing footprint, provide information for the total pervious and impervious surfaces.

Pursuant to Sections 17.16.160 and 17.16.150 of the Rolling Hills Zoning Code, only one driveway is allowed (except with a conditional use permit under certain conditions); driveways may not cover more than 20% of the setback area in which they are located and uncovered parking areas/motor courts may not cover more than 10% of the front or side yard setback. Uncovered parking areas shall be located no closer than 30-feet from any roadway easement line. For properties that qualify for reduced setbacks (Sec. 17.17 and 17.24.045) min. of 40% of the front yard area shall be landscaped & only one driveway is allowed.

A not to exceed 3-foot high wall may be permitted along a driveway or stairway in any setback. If any of these improvements are in easements, RHCA approval is required prior to City's review.

# NET LOT AREA CALCULATIONS



**EXCLUDE  
ROADWAY EASEMENTS PLUS  
10 FEET AT PERIMETER OF THE  
ENTIRE PARCEL**

**REQUEST FOR HEARING**  
**CONDITIONAL USE PERMIT**

*NOTE: According to Section 17.24.020 of the Rolling Hills Municipal Code, illegal uses or structures are required to be made conforming or shall be removed. Therefore, you may be required to modify or remove any unauthorized or unlawful use or structure on your property prior to or in conjunction with this application. In addition, pursuant to Resolution No. 900 of the City Council, any use or structure which would require a discretionary permit but which is conducted without the acquisition of said permit, shall be subject to retroactive discretionary permit process, and is subject to higher application fee.*

**PROPERTY OWNER:** \_\_\_\_\_

**OWNER'S ADDRESS:** \_\_\_\_\_

**TELEPHONE NO:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**PROPERTY'S ADDRESS:** \_\_\_\_\_

**LEGAL DESCRIPTION:** **LOT NO.** \_\_\_\_\_

**ASSESSORS BOOK NO.** \_\_\_\_ **PAGE** \_\_\_\_ **PARCEL** \_\_\_\_

*AGENT'S NAME:* \_\_\_\_\_

**AGENT'S ADDRESS:** \_\_\_\_\_

**TELEPHONE NO:** \_\_\_\_\_

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**NATURE OF PROPOSED PROJECT**

Describe in detail the nature of the proposed use and under what Section of the Zoning Ordinance the conditional use is permitted in the zone.

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\_\_\_\_\_

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\_\_\_\_\_

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Describe and delineate on plans any new basement area square footage \_\_\_\_\_

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**CONDITIONAL USE PERMIT REVIEW CRITERIA**

Site Plan Review criteria upon which the Planning Commission must make an affirmative finding. Describe in detail the project's conformance with the criteria below:

A. *Is the proposed conditional use consistent with the General Plan?* Explain how.

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B. *That the nature, condition and development of adjacent uses, buildings and structures have been considered, and that the use will not adversely affect or be materially detrimental to these adjacent uses, building or structures.* Explain how.

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C. *That the site for the proposed conditional use is of adequate size and shape to accommodate the use and buildings proposed.* Explain how

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D. *That the proposed conditional use complies with all applicable development standards of the zone district. Explain how.*

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E. *That the proposed use is consistent with the portions of the Los Angeles County Hazardous Waste Management Plan relating to siting and siting criteria for hazardous waste facilities. Explain how.*

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I hereby certify that the statements furnished above, and in attached exhibits, presents the data and information required for the site plan review criteria evaluation to the best of my ability; and, that the facts, statements and other information presented are true and correct to the best of my knowledge and belief.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

For: \_\_\_\_\_  
Applicant

**FILING FEE**

A filing fee must accompany the application. Make check payable to: **CITY OF ROLLING HILLS**

DATE \_\_\_\_\_ ZONING CASE NO. \_\_\_\_\_ ADDRESS \_\_\_\_\_

**ALL MEASUREMENTS TO BE TAKEN FROM THE OUTSIDE WALLS OF STRUCTURES  
ALL STRUCTURES MUST BE SHOWN ON THE PLAN AND LISTED HERE**

**CALCULATION OF LOT COVERAGE**

<b><u>AREA AND STRUCTURES</u></b>	<b><u>EXISTING</u></b>	<b><u>PROPOSED</u></b>	<b><u>TOTAL</u></b>
NET LOT AREA	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
RESIDENCE	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
GARAGE	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
SWIMMING POOL/SPA	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
POOL EQUIPMENT	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
GUEST HOUSE	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
CABANA	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
STABLE (dirt volume to be included in grading quantities)	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
RECREATION COURT	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
ATTACHED COVERED PORCHES	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
ENTRYWAY/ PORTE COCHERE, BREEZEWAYS	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
ATTACHED TRELLISES	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
*DETACHED STRUCTURES: (circle all that applies)			
SHEDS, TRELLISES, GAZEBO,	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
BARBECUE, OUTDOOR KITCHEN,	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
ROOFED PLAY EQUIP.- over 15 ft. high and over 120 sq. ft. in area,	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
WATER FEATURES, ETC.	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
SERVICE YARD	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
OTHER _____	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
BASEMENT AREA (volume to be included in grading quantities)	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
DEPTH OF BASEMENT	_____	_____	_____
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TOTAL STRUCTURES	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
% STRUCTURAL COVERAGE	_____ %	_____ %	_____ %
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TOTAL STRUCTURES <u>EXCLUDING</u> up to 5 (legal) & up to 800 sq. ft. detached structures that are not higher than 12 ft. (no more _____ sq.ft. than 120 sq.ft. per structure per deduction, except for trellis).	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
% STRUCTURAL COVERAGE	_____ %	_____ %	_____ %

DATE \_\_\_\_\_ ZONING CASE NO. \_\_\_\_\_ ADDRESS \_\_\_\_\_

**ALL FLATWORK MUST BE SHOWN ON THE PLAN**

<u>AREA AND STRUCTURES</u>	<u>EXISTING</u>	<u>PROPOSED</u>	<u>TOTAL</u>
PRIMARY DRIVEWAY(S)	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
PAVED WALKS, PATIO AREAS, COURTYARDS	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
POOL DECKING	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
OTHER PAVED DRIVEWAYS, ROAD EASEMENTS, PARKING PADS	_____ sq.ft.	_____ sq.ft.	_____ sq. ft.
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TOTAL FLATWORK	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
% TOTAL FLATWORK COVERAGE	_____ %	_____ %	_____ %
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TOTAL STRUCTURAL & FLATWORK COVERAGE	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
% TOTAL COVERAGE	_____ %	_____ %	_____ %
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TOTAL STRUCTURAL & <b>structural</b>	_____ sq.ft	_____ sq.ft	_____ sq.ft.
FLATWORK COVERAGE <b>flat work</b>	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
Excl. the allowance of up to 5 – 800 sq. ft. structures from previous page.			
% TOTAL COVERAGE	_____ %	_____ %	_____ %
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TOTAL DISTURBED AREA	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
% DISTURBED AREA	_____ %	_____ %	_____ %
GRADING QUANTITY (include future stable, corral and access way; basement and all other areas to be graded)			_____ cubic yards

**All structures (attached and detached) must be listed.**

\* Free standing legal, conforming accessory structures such as sheds, trellises, covered patios, gazebo, fountains, barbecue, outdoor fire place, etc., are not counted towards coverages and disturbed area, unless their combined area exceeds 800 sq. ft., are over 120 sq.ft. in size (except for trellis) or if there are more than 5 such structures on the property.

DATE \_\_\_\_\_ Z.C. NO. \_\_\_\_\_ ADDRESS \_\_\_\_\_

**CALCULATION OF BUILDING PAD COVERAGE**

**PAD NO. 1**

<u>BUILDABLE PAD AREA AND STRUCTURES</u>	<u>EXISTING</u>	<u>PROPOSED</u>	<u>TOTAL</u>
BUILDING PAD	_____sq.ft.	_____sq.ft.	_____sq.ft.
RESIDENCE	_____sq.ft.	_____sq.ft.	_____sq.ft.
GARAGE	_____sq.ft.	_____sq.ft.	_____sq.ft.
POOL/SPA	_____sq.ft.	_____sq.ft.	_____sq.ft.
POOL EQUIPMENT	_____sq.ft.	_____sq.ft.	_____sq.ft.
CABANA/REC.RM	_____sq.ft.	_____sq.ft.	_____sq.ft.
GUEST HOUSE	_____sq.ft.	_____sq.ft.	_____sq.ft.
STABLE	_____sq.ft.	_____sq.ft.	_____sq.ft.
SPORTS COURT	_____sq.ft.	_____sq.ft.	_____sq.ft.
SERVICE YARD	_____sq.ft.	_____sq.ft.	_____sq.ft.
ATTACHED COVERED PORCHES			
Primary residence	_____sq.ft.	_____sq.ft.	_____sq.ft.
Accessory structures	_____sq.ft.	_____sq.ft.	_____sq.ft.
AREA OF ATTACHED COVERED PORCHES THAT EXCEED 10% OF THE SIZE OF RESIDENCE/ACCS. STRUCTURE	_____sq.ft.	_____sq.ft.	_____sq.ft.
ENTRYWAY/PORTE COCHERE/ BREEZEWAY	_____sq.ft.	_____sq.ft.	_____sq.ft.
ATTACHED TRELLISES	_____sq.ft.	_____sq.ft.	_____sq.ft.
ALL DETACHED STRUCTURES <i>(from previous pages)</i>	_____sq.ft.	_____sq.ft.	_____sq.ft.
ALL DETACHED STRUCTURES <i>(from previous pages after excluding allowed deductions)</i>	_____sq.ft.	_____sq.ft.	_____sq.ft.
OTHER	_____sq.ft.	_____sq.ft.	_____sq.ft.
<hr/>			
TOTAL STRUCTURES ON PAD NO. 1	_____sq.ft.	_____sq.ft.	_____sq.ft.
% BUILDING PAD COVERAGE	_____%	_____%	_____%
TOTAL STRUCTURES ON PAD NO. 1 <i>Excluding attached trellises, excluding allowed deductions, and including the area of covered porches that exceed 10% of the size of the residence/accs. structures.</i>	_____sq.ft.	_____sq.ft.	_____sq.ft.
% BUILDING PAD COVERAGE	_____%	_____%	_____%



DATE \_\_\_\_\_ Z.C. NO. \_\_\_\_\_ ADDRESS \_\_\_\_\_

**CALCULATION OF BUILDING PAD COVERAGE**

**PAD NO. 2**

<b><u>BUILDABLE PAD AREA AND STRUCTURES</u></b>	<b><u>EXISTING</u></b>	<b><u>PROPOSED</u></b>	<b><u>TOTAL</u></b>
BUILDING PAD	_____sq.ft.	_____sq.ft.	_____sq.ft.
RESIDENCE	_____sq.ft.	_____sq.ft.	_____sq.ft.
GARAGE	_____sq.ft.	_____sq.ft.	_____sq.ft.
POOL/SPA	_____sq.ft.	_____sq.ft.	_____sq.ft.
POOL EQUIPMENT	_____sq.ft.	_____sq.ft.	_____sq.ft.
CABANA/REC.RM	_____sq.ft.	_____sq.ft.	_____sq.ft.
GUEST HOUSE	_____sq.ft.	_____sq.ft.	_____sq.ft.
STABLE	_____sq.ft.	_____sq.ft.	_____sq.ft.
SPORTS COURT	_____sq.ft.	_____sq.ft.	_____sq.ft.
SERVICE YARD	_____sq.ft.	_____sq.ft.	_____sq.ft.
ATTACHED COVERED PORCHES			
Primary residence	_____sq.ft.	_____sq.ft.	_____sq.ft.
Accessory structures	_____sq.ft.	_____sq.ft.	_____sq.ft.
AREA OF ATTACHED COVERED	_____sq.ft.	_____sq.ft.	_____sq.ft.
PORCHES THAT EXCEED 10% OF THE SIZE OF RESIDENCE/ACCS. STRUCTURE			
ENTRYWAY/PORTE COCHERE/ BREEZEWAY	_____sq.ft.	_____sq.ft.	_____sq.ft.
ATTACHED TRELLISES	_____sq.ft.	_____sq.ft.	_____sq.ft.
ALL DETACHED STRUCTURES <i>(from previous pages)</i>	_____sq.ft.	_____sq.ft.	_____sq.ft.
ALL DETACHED STRUCTURES <i>(from previous pages after excluding allowed deductions)</i>	_____sq.ft.	_____sq.ft.	_____sq.ft.
OTHER	_____sq.ft.	_____sq.ft.	_____sq.ft.
<hr/>			
TOTAL STRUCTURES ON PAD NO. 2	_____sq.ft.	_____sq.ft.	_____sq.ft.
% BUILDING PAD COVERAGE	_____%	_____%	_____%
TOTAL STRUCTURES ON PAD NO. 2	_____sq.ft.	_____sq.ft.	_____sq.ft.
<i>Excluding attached trellises, excluding allowed deductions, and including the area of covered porches that exceed 10% of the size of the residence/accessory structures.</i>			
% BUILDING PAD COVERAGE	_____%	_____%	_____%

DATE \_\_\_\_\_ Z.C. NO. \_\_\_\_\_ ADDRESS \_\_\_\_\_

**GRADING AND EXCAVATION INFORMATION**

<u>Grading Quantities:</u>	<u>Cubic Yds.</u>	<u>Max. Depth</u>	<u>Max. Depth Location</u>
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**CUT/EXCAVATION**

For house / addition	_____	_____	_____
For other structures (i.e. walls)	_____	_____	_____
List _____	_____	_____	_____
_____	_____	_____	_____
For driveway(s)	_____	_____	_____
For yard areas	_____	_____	_____
For basement excavation	_____	_____	_____
For pool / spa excavation	_____	_____	_____
Overexcavation	_____	_____	_____

TOTAL CUT \_\_\_\_\_

TOTAL EXPORT \_\_\_\_\_

**FILL**

For house / addition	_____	_____	_____
For other structures (i.e. walls)	_____	_____	_____
List _____	_____	_____	_____
_____	_____	_____	_____
For driveway(s)	_____	_____	_____
For yard areas	_____	_____	_____
For basements	_____	_____	_____
For basement wells	_____	_____	_____
For pool / spa	_____	_____	_____

Recompaction \_\_\_\_\_

TOTAL FILL \_\_\_\_\_

TOTAL GRADING (Sum of total cut and total fill) \_\_\_\_\_

**PAD/FLOOR ELEVATIONS**

<u>Existing pad elevations</u>	Residential pad	Other pad _____
Finished floor	_____	_____
Finished grade	_____	_____

<u>Proposed pad elevations</u>		
Finished floor	_____	_____
Finished grade	_____	_____
Basement-finished floor	_____	_____
Basement-finished well wall	_____	_____

DATE \_\_\_\_\_ ZONING CASE NO. \_\_\_\_\_ ADDRESS \_\_\_\_\_

### **CONCEPTUAL LANDSCAPE PLAN REQUIREMENTS**

**THE FOLLOWING PROPOSED ELEMENTS MUST BE SHOWN ON THE SITE PLAN SUBMITTED WITH PLANNING APPLICATION**

#### **PLANTING AREA**

1. NEW AREA(S) TO BE LANDSCAPED \_\_\_\_\_ sq. ft
  
  2. EXISTING LANDSCAPING TO BE ALTERED (RE-LANDSCAPED) \_\_\_\_\_ sq. ft
  
  3. TOTAL LANDSCAPING: NEW AND ALTERED AREAS \_\_\_\_\_ sq. ft.
- 

#### **OTHER LANDSCAPE ELEMENTS**

4. CHECK OFF ANY OF THE FOLLOWING ELEMENTS THAT MAY BE PROPOSED, AND SHOW LOCATIONS ON PROJECT SITE PLAN:

- |                                      |                          |
|--------------------------------------|--------------------------|
| WATER FEATURE:                       | <input type="checkbox"/> |
| GARDEN WALL (less than 3-Ft tall)    | <input type="checkbox"/> |
| SITTING WALL / BENCH                 | <input type="checkbox"/> |
| WALKWAY OR PATIO                     | <input type="checkbox"/> |
| TRELLIS, CANOPY OR SIMILAR STRUCTURE | <input type="checkbox"/> |

**OWNER'S DECLARATION**

I (We) declare under penalty of perjury that the foregoing is true and correct.

Executed at \_\_\_\_\_, California,

this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

***NOTE:** The Owner's Declaration can only be used if this application is signed in California. If this application is signed outside of California, the applicant should acknowledge before a Notary Public of the State where the signature is fixed, or before another officer of that State authorized by its laws to take acknowledgements, that he (it) owns the property described herein, and that the information accompanying this application is true to the best of his (its) knowledge and belief. Attach appropriate acknowledgment here.*

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APPLICANT: \_\_\_\_\_

DATE FILED \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

FEE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

RECEIPT NO: \_\_\_\_\_

COMPANY ADDRESS:  
\_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_

ZONING CASE NO \_\_\_\_\_

TENTATIVE HEARING DATE:  
\_\_\_\_\_

COMPANY PHONE NO. (\_\_\_\_\_) \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

**OWNER'S ACKNOWLEDGEMENT**  
**(PLEASE READ)**

Property development in Rolling Hills is governed by ordinances of the CITY OF ROLLING HILLS ("City") and by private deed restrictions enforced by the ROLLING HILLS COMMUNITY ASSOCIATION ("RHCA").

The land development permit process of the City and the RHCA are completely independent and separate. Both must be satisfied and approval given by both the City and the RHCA to develop property in Rolling Hills. An approval by either the City or the RHCA does not mean, imply or ensure approval by the other. Separate building permit(s) from the City's contracted Building and Safety Department shall be required prior to commencement of any work.

The suggested sequence of property development is to obtain City approvals first.

I, (We), the undersigned, acknowledge that the above statement has been fully read and its admonition is completely understood.

Executed at \_\_\_\_\_, California this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

**CITY OF ROLLING HILLS**

**ZONING CASE**

**CERTIFIED PROPERTY OWNER'S LIST**

**AFFIDAVIT**

STATE OF CALIFORNIA                    )  
COUNTY OF LOS ANGELES            ) §§  
CITY OF ROLLING HILLS                )

I, \_\_\_\_\_, declare under penalty of perjury that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County within the area described and for a distance of one thousand (1,000) feet from the exterior boundaries of property legally described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Executed at \_\_\_\_\_, California, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Signature \_\_\_\_\_