



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

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

SITE PLAN REVIEW

***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, (regardless of when or by whom they were constructed). 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

SITE PLAN REVIEW PURPOSE

The site plan review process is established to provide discretionary review of certain development projects in the City for the purposes of ensuring that the proposed project is consistent with the City's General Plan and Municipal Codes. A site plan review is a form of permit which is required of any property owner who plans any grading or who seeks to construct, with certain exceptions, a new building, structure, swimming pool, above grade deck, or expand, add to, alter or repair an existing residence, which involves changes to grading or an increase in the size of the residence by more than 999 square feet.

In order to obtain a site plan review permit, the applicant must be able to demonstrate the proposed site development can comply with the criteria set forth in Section 17.46.050 of the Rolling Hills Municipal Code.

Site plan review permits are considered and decided upon by the Planning Commission following the submittal of appropriate application, reports and studies; and public hearings and site investigation are held.

APPLICATION AND REQUEST FOR HEARING

In order to obtain a site plan review, 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 **currently surveyed** plan **MUST** accompany the final 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 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 a number of the lot on the map.
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" (attached). 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 site plan 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 natural slopes, terrain, trees and natural flora in the City.
3. The granting of site plan review permits shall be carefully scrutinized utilizing the criteria set forth in Section 17.46.050.

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, (within 45 days) 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, if any, on the entire lot.
- Note distances from the centerline 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 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, trash yard 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)

Public:PLANNING MASTERS:City of Rolling Hills Site Plan Review Application rev. 2016.doc

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.

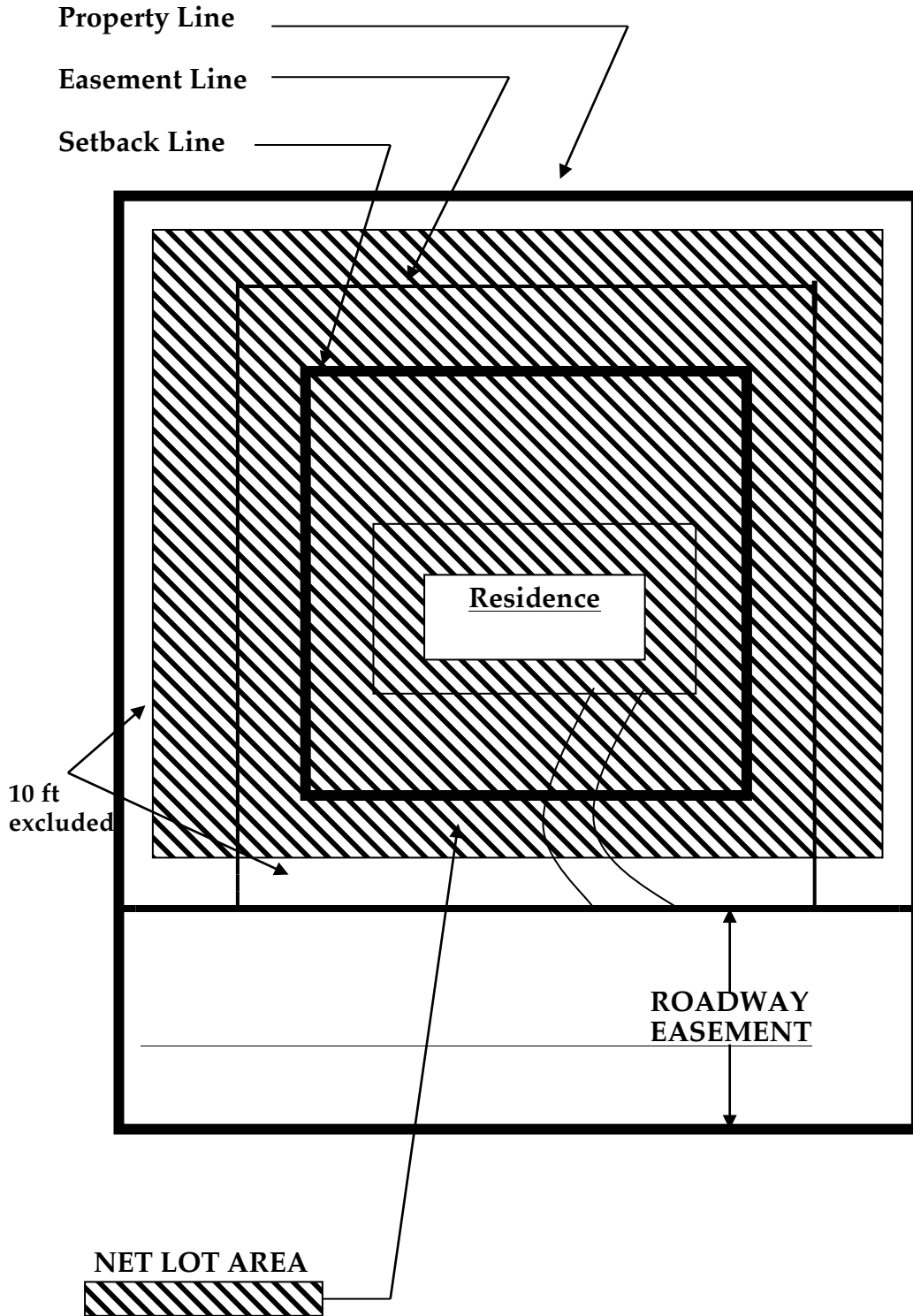
DRIVEWAY(S) AND MOTOR COURT(S)

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
FOR SITE PLAN REVIEW

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: _____

NATURE OF PROPOSED PROJECT

Describe in detail the nature of the proposed project, including what aspects of the project require a Site Plan Review:

Describe and delineate on plans any new basement area square footage _____

SITE PLAN 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 project compatible with the General Plan, the Zoning Ordinance and surrounding uses?* Explain how it compares to the sizes, setbacks and other characteristics of neighboring houses.

B. *How does the project preserve and integrate into the site design, to the maximum extent feasible, existing natural topographic features of the lot including surrounding native vegetation, mature trees, drainage courses, and land forms (such as hillsides and knolls)?* Explain how the project preserves and integrates existing natural features.

C. *How does the site development plan follow natural contours of the site to minimize grading?* Extensive grading and recontouring of existing terrain to maximize buildable area shall not be approved. Graded slopes shall be rounded and contoured so as to blend with existing terrain. Grading shall not modify existing drainage or redirect drainage flow unless into an existing drainage course. Explain the nature and extent of the impact of grading and proposed minimization on lots.

D. *To what extent does the site development plan preserve surrounding native vegetation and supplement it with landscaping that is compatible with and enhances the rural character of the community? Landscaping should provide a buffer and transition zone between private and public areas. Explain how the project preserves native vegetation, integrates landscaping and creates buffers.*

E. *How does the site development plan preserve the natural and undeveloped state of the lot by minimizing building coverage? Lot coverage requirements shall be regarded as maximums and the actual amount of lot coverage permitted should depend upon the existing buildable area of the lot.*

F. *Is the site development plan harmonious in scale and mass with the site, the natural terrain and surrounding residences? Setbacks shall be regarded as minimums and more restrictive setbacks shall be imposed where necessary to assure proportionality and openness. Explain how the proposed project setbacks compare with the existing setbacks of neighboring properties.*

G. *Is the site development plan sensitive and not detrimental to convenience and safety of circulation for pedestrians and vehicles? Explain how the number and types of vehicles relate to the driveway location, design, landscaping and other on-site parking or storage areas.*

H. Does the site development plan conform with the requirements of the California Environmental Quality Act? Explain how the project impacts the environment, e.g. significant impact, proposed mitigation measures.

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**

ALL MEASUREMENTS TO BE TAKEN FROM THE EXTERIOR FINISHED WALLS OF STRUCTURES. ALL STRUCTURES MUST BE SHOWN ON THE PLAN AND LISTED HERE
CALCULATION OF LOT COVERAGE

<u>AREA AND STRUCTURES</u>	<u>EXISTING</u>	<u>PROPOSED</u>	<u>TOTAL</u>
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.	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
high and over 120 sq. ft. in area,			
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	_____	_____	_____
<hr/>			
TOTAL STRUCTURES	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
% STRUCTURAL COVERAGE	_____ %	_____ %	_____ %
<hr/>			
TOTAL STRUCTURES <i>EXCLUDING: up to 5 (legal) & up to 800 sq.ft. detached structures that are not higher than 12 ft. (no more than 120 sq.ft. per structure per deduction, except for trellis)</i>	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
% STRUCTURAL COVERAGE	_____ %	_____ %	_____ %

ALL FLATWORK MUST BE SHOWN ON THE PLAN

	<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.
<hr/>			
TOTAL FLATWORK	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
% TOTAL FLATWORK COVERAGE	_____ %	_____ %	_____ %
<hr/>			
TOTAL STRUCTURAL & FLATWORK COVERAGE	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
% TOTAL COVERAGE	_____ %	_____ %	_____ %
<hr/>			
TOTAL STRUCTURAL & FLATWORK COVERAGE	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
structural flat work	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
<i>Excl. the allowance of up to 5 – 800 sq.ft. structures from previous page.</i>			
% TOTAL COVERAGE	_____ %	_____ %	_____ %
<hr/>			
TOTAL DISTURBED AREA	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
% DISTURBED AREA	_____ %	_____ %	_____ %
GRADING QUANTITY <i>(include future stable, corral and access way; basement and all other areas to be graded/excavated)</i>			_____ 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 (from previous pages)	_____sq.ft.	_____sq.ft.	_____sq.ft.
ALL DETACHED STRUCTURES (from previous pages after excluding allowed deductions)	_____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/accessory structures.</i>	_____sq.ft.	_____sq.ft.	_____sq.ft.
% BUILDING PAD COVERAGE	_____%	_____%	_____%

DATE _____ Z.C. NO. _____ ADDRESS _____

CALCULATION OF BUILDING PAD COVERAGE

PAD NO. 2

<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	_____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

Grading Quantities: Cubic Yds. Max. Depth Max. Depth Location

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>	<u>Residential pad</u>	<u>Other pad</u> _____
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:
- GARDEN WALL (less than 3-Ft tall)
- SITTING WALL / BENCH
- WALKWAY OR PATIO
- TRELLIS, CANOPY OR SIMILAR STRUCTURE

DATE _____ ZONING CASE NO. _____ ADDRESS _____

CALCULATION OF DRIVEWAY(S) AND MOTOR COURT(S) COVERAGE;
IMPERVIOUS/PERVIOUS SURFACES AND
INCLUDING FIRE DEPARTMENT TURN AROUND, IF REQUIRED

	EXISTING	TOTAL PROPOSED
TOTAL DRIVEWAY(S)	_____ s.f.	_____ s.f.
TOTAL MOTOR COURT(S) & PARKING PAD(S)	_____ s.f.	_____ s.f.
AREA OF FRONT SETBACK		_____ s.f.
AREA OF SIDE SETBACK		_____ s.f.
AREA OF DRIVEWAY(S) IN SIDE SETBACK	_____ s.f.	_____ s.f.
% OF SIDE SETBACK COVERED BY DRIVEWAY(S)	_____ %	_____ %
AREA OF MOTOR COURT(S) & PARKING PADS IN SIDE SETBACK	_____ s.f.	_____ s.f.
% OF SIDE SETBACK COVERED BY MOTOR COURT(S) & PARKING PAD(S)	_____ %	_____ %
AREA OF DRIVEWAY(S) IN FRONT SETBACK	_____ s.f.	_____ s.f.
% OF FRONT SETBACK COVERED BY DRIVEWAY(S)	_____ %	_____ %
AREA OF MOTOR COURT(S) & PARKING PADS IN FRONT SETBACK	_____ s.f.	_____ s.f.
% OF FRONT SETBACK COVERED BY MOTOR COURT(S) & PARKING PAD(S)	_____ %	_____ %
IMPERVIOUS SURFACE	_____ s.f.	_____ s.f.
PERVIOUS SURFACE	_____ s.f.	_____ s.f.

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.*

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

Public:PLANNING MASTERS:City of Rolling Hills Site Plan Review Application rev. 2016.doc



GUIDE TO DEVELOPER TECHNICAL INFORMATION FOR PROJECTS IN ROLLING HILLS (MS4 PERMIT)

THIS GUIDE PERTAINS TO DEVELOPMENT AND REDEVELOPMENT PROJECT STANDARDS PER THE LOS ANGELES COUNTY MUNICIPAL NPDES PERMIT (MS4 PERMIT), INCLUDING LOW IMPACT DEVELOPMENT REQUIREMENTS (CHAPTER 8.32 OF THE ROLLING HILLS MUNICIPAL CODE).

Chapter 8.32 Storm Water Management and Pollution Control Ordinance of the Rolling Hills Municipal Code prescribe the requirements of the Municipal NPDES Permit authorized by the Federal Clean Water Act.

The new regulations have replaced the previously required Standard Urban Stormwater Mitigation Plan (SUSMP), but are more restrictive and apply to ALL projects, regardless of size. All projects must implement an effective combination of erosion and sediment control BMPs from the Municipal NPDES Permit to prevent erosion and sediment loss, and the discharge of construction wastes.

However, some projects are subject also to the Low Impact Development, (LID), requirements. **LID means building or landscape features designed to retain or filter storm water runoff.**

Developer Technical Information for Projects subject to the requirements of the Storm Water Management Ordinance and LID criteria is posted on the City's Website at:

www.Rolling-Hills.org/index.aspx?nid=95

www.Rolling-Hills.org/DocumentCenter/View/768

www.Rolling-Hills.org/DocumentCenter/View/769 - (P. 2 of Appendix B -
Rainfall depth information)

Chapter 8.32 of the Rolling Hills Municipal Code is provided as Attachment A to the Technical Information document above.

The development community must adhere to these regulations, keep track and provide all the necessary information and documents to the City and/or City's Building Officials in a timely manner. LID designs, if applicable, must be shown on all plans submitted to the City and be implemented in an approved manner.

ALL Development and Redevelopment Projects are subject to the Municipal NPDES Permit, but some are also subject to the LID regulations. In summary, the following single-family residential and accessory structures construction is subject to the new LID regulations, (see Section 8.32.090 and 8.32.095 of Chapter 8.32):

1. Construction of new single family residential homes, equal to one acre or greater of disturbed area and adding more than ten thousand square feet of impervious area (including the house);
2. Single family hillside residential developments or redevelopments;

3. Redevelopment projects which include:
 - (a) Land-disturbing activities which create, add, or replace ten thousand square feet or more of impervious surface area; and
 - (b) Where Redevelopment results in an alteration to more than fifty percent of impervious surfaces of a previously existing development;
 - (c) Where Redevelopment results in an alteration to less than fifty percent of impervious surfaces of a previously existing development, and the existing development was not subject to post-development storm water quality control requirements, only the alteration must be mitigated, and not the entire development.
4. Roadway construction with ten thousand square feet or more of impervious surface area;
5. Any New Development or Redevelopment project located in or directly adjacent to or discharging directly into a Significant Ecological Area, where the development will:
 - (a) Discharge storm water that is likely to impact a sensitive biological species or habitat; and
 - (b) Create two thousand five hundred square feet or more of impervious surface area.

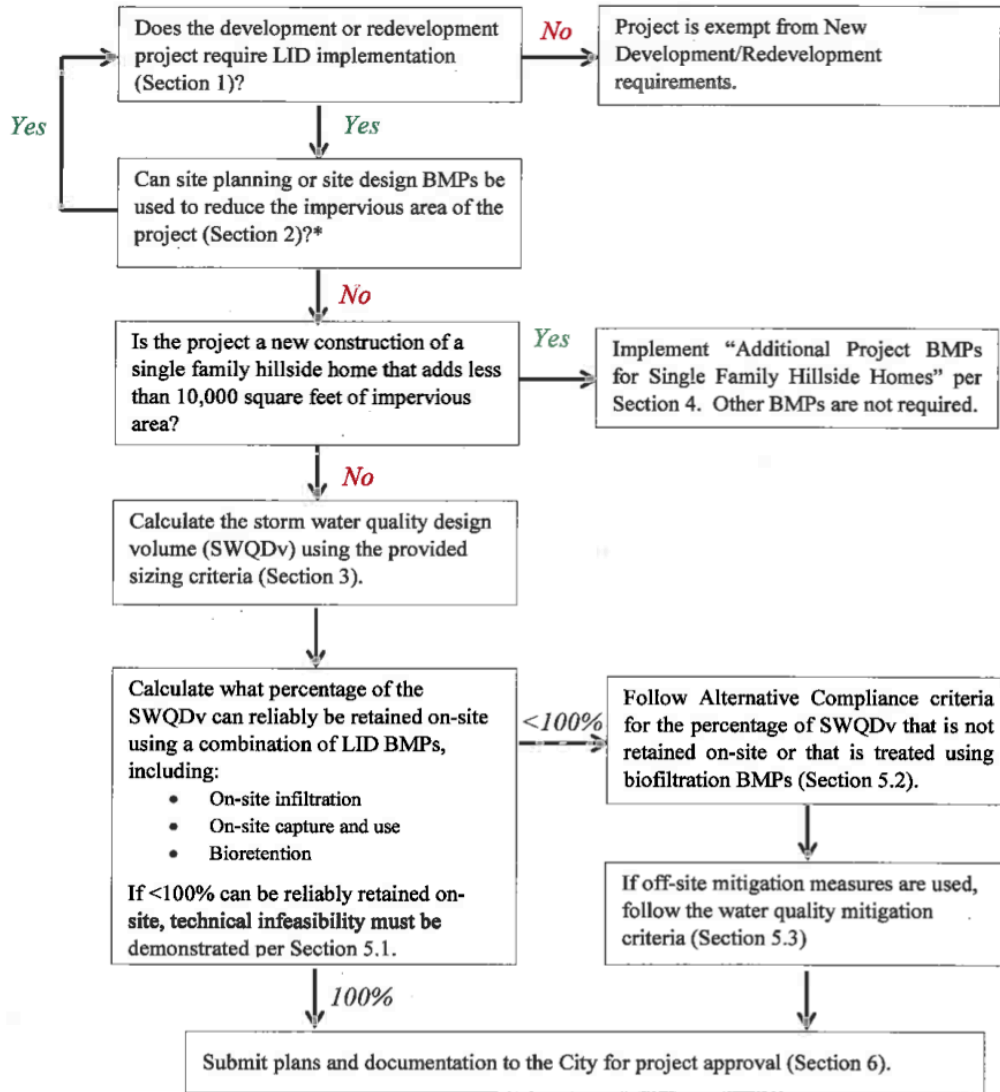
The County of Los Angeles Low Impact Development (LID) Standards Manual along with the County's Stormwater BMP Design and Maintenance Manual should serve as the primary design manual for developers.

The attached flow chart contains the general steps for developers to walk through to determine which, if any, section of the Developer Technical Information manual is relevant to their project.

In addition, the Developer Planning Checklist form is to be submitted with all applications to the Planning Department.



**Figure 1: New Development and Redevelopment Project Guidance
Flow Chart for Project Planning**



*If the final impervious area is near the qualifying threshold, consider site planning or site design BMPs (Section 2), e.g., porous pavement, to decrease the final impervious area and to exempt the project from the requirement to retain the SWQDv

Project Address	
Parcel ID	
Zoning/Use Code	
Project Developer	
Project Owner	
Owner Phone	
Owner address	
Owner email	
Site acreage	
Project acreage/disturbed area (may be less than site acreage for redevelopment projects)	
Existing hydrologically connected ¹ impervious area (ft ²)	
Planned impervious surface area for the project (ft ²) (includes building footprint as well as impervious driveways, patios, sport courts, etc.)	
Planned hydrologically connected ¹ impervious surface area for the project (ft ²)	
Planned pervious surface area for the project (ft ²)	
State WDID No. (if subject to Construction General Permit)	

85th percentile, 24-hour storm (inches)	
Project design storm (inches) (Greater of 85th percentile, 24-hour storm and 0.75)	
Storm Water Quality Design volume (ft ³)	
Percent of design storm to be retained on site	
Biofiltration BMPs being used ? (Yes/No)	
Biofiltration BMP Treatment Volume (1.5 times the SWQDv not reliably retained on site)	

Design volume for water quality mitigation treatment BMPs (ft ³)	
If flow-through water quality treatment BMPs are approved, provide the 1-year, 1-hour storm intensity (inches per hour)	
Percent of design storm volume to be infiltrated at off-site mitigation site	
Percent of design storm to be treated with biofiltration at off-site retrofit	
Name/address of off-site mitigation or retrofit sites	
GIS coordinates for off-site mitigation project	

Permanent Structural BMP ID [provide additional columns for BMPs as necessary]	BMP A	BMP B (if necessary)
Structural BMP Type and Description		
BMP Location on Site (Coordinates)		
BMP Location Description (or attach map)		
BMP Design Capture Volume (ft ³)		

*Attach BMP design plans/specs