



# City of Westlake Village Development Application Requirements

This document provides application submittal requirements for planning entitlement applications. The table below lists the application materials required for each type of project application. Further requirements and details are listed below the table.

To be deemed complete for processing, an application package must include all materials listed here and meet all stated requirements, unless the Planning Department provides in writing that certain materials are not required for a certain application. If any materials are missing or not prepared consistent with these requirements, the application will be deemed incomplete. The application will not be processed until all required application materials are submitted and satisfactory, and all application fees and deposits have been paid in full.

<b>Application Type*</b>	<b>Application Fee</b>	<b>Consultant Cost and Deposit</b>	<b>Required Materials</b>
Conditional Use Permit	\$1,081 Modification: \$324.30	For wireless facilities: full consultant cost; \$2,000 initial deposit due upon application if required	<ul style="list-style-type: none"> <li>▪ Development application</li> <li>▪ Property Owner Affidavit</li> <li>▪ Documentation of HOA approval (if applicable)</li> <li>▪ Project plans</li> </ul>
Development Agreement	\$1,081 Modification: \$324.30	Full City Attorney cost; \$5,000 initial deposit due upon application	<ul style="list-style-type: none"> <li>▪ Development application</li> <li>▪ Property Owner Affidavit</li> <li>▪ Title report</li> </ul>
Fence Permit	No fee		<ul style="list-style-type: none"> <li>▪ Online application</li> <li>▪ Documentation of HOA approval (if applicable)</li> <li>▪ Project plans</li> </ul>
General Plan Amendment	\$1,426		<ul style="list-style-type: none"> <li>▪ Development application</li> <li>▪ Property Owner Affidavit</li> <li>▪ Title report</li> </ul>
Landscape Plan Review	No fee	Full consultant cost; \$1,000 initial deposit due upon application	<ul style="list-style-type: none"> <li>▪ Landscape plan</li> </ul>
Lot Line Adjustment	\$350	Full consultant cost; \$500 initial deposit due upon application	<ul style="list-style-type: none"> <li>▪ Development application</li> <li>▪ Property Owner Affidavit</li> <li>▪ Documentation of HOA approval (if applicable)</li> <li>▪ Title report</li> <li>▪ Lot Line Adjustment application package</li> </ul>

Application Type*	Application Fee	Consultant Cost and Deposit	Required Materials
Minor Land Division / Tentative Parcel Map	\$1,652 Revision: \$100 Time extension: \$200	Full consultant cost; \$800 initial deposit due upon application	<ul style="list-style-type: none"> <li>▪ Development application</li> <li>▪ Property Owner Affidavit</li> <li>▪ Documentation of HOA approval (if applicable)</li> <li>▪ Title report</li> <li>▪ Tentative Parcel Map</li> </ul>
Oak/Protected Tree Permit	\$125		<ul style="list-style-type: none"> <li>▪ Development application</li> <li>▪ Oak tree report prepared by ISA-certified arborist pursuant to <a href="#">WVMC 9.21.070</a></li> <li>▪ Site plan showing location(s) of protected tree(s)</li> <li>▪ Documentation of HOA approval (if applicable)</li> </ul>
Planned Development Permit	\$1,081 Modification: \$324.30	For projects in North Business Park Specific Plan: full consultant cost for design review due in full prior to consultant beginning work	<ul style="list-style-type: none"> <li>▪ Development application</li> <li>▪ Property Owner Affidavit</li> <li>▪ Documentation of HOA approval (if applicable)</li> <li>▪ Project plans</li> </ul>
Plot Plan (for animal keeping)	\$300 Modification: \$200		<ul style="list-style-type: none"> <li>▪ Development application</li> <li>▪ Property Owner Affidavit</li> <li>▪ Documentation of HOA approval (if applicable)</li> <li>▪ Project plans</li> </ul>
SB 35 Application	No fee		<ul style="list-style-type: none"> <li>▪ See SB 35 application requirements document</li> </ul>
SB 330 Preliminary Application	No fee		<ul style="list-style-type: none"> <li>▪ See SB 330 Preliminary Application and Requirements document</li> </ul>
Sign Permit	\$100 Sign program: \$200		<ul style="list-style-type: none"> <li>▪ Online application</li> <li>▪ Property Owner Affidavit (sign programs only)</li> <li>▪ Project plans</li> <li>▪ Proposed sign program document (if applicable)</li> </ul>

<b>Application Type*</b>	<b>Application Fee</b>	<b>Consultant Cost and Deposit</b>	<b>Required Materials</b>
Sign Modification Permit	\$500		<ul style="list-style-type: none"> <li>▪ Development application</li> <li>▪ Property Owner Affidavit</li> <li>▪ Project plans</li> <li>▪ Proposed sign program document (if applicable)</li> </ul>
Specific Plan	\$1,018 + \$5 per acre		<ul style="list-style-type: none"> <li>▪ Development application</li> <li>▪ Property Owner Affidavit</li> <li>▪ Title report</li> <li>▪ Proposed Specific Plan document</li> </ul>
Temporary Use Permit	\$150 Charitable fundraising event: no fee		<ul style="list-style-type: none"> <li>▪ Development application</li> <li>▪ Project plans</li> </ul>
Tentative Tract Map	\$2,510 for 1-10 lots \$2,570 for 11-25 lots \$2,600 for 26-50 lots \$2,612 for 51 or more lots Revision: 30% of original fee	Full consultant cost; \$3,500 initial deposit due upon application	<ul style="list-style-type: none"> <li>▪ Development application</li> <li>▪ Property Owner Affidavit</li> <li>▪ Documentation of HOA approval (if applicable)</li> <li>▪ Title report</li> <li>▪ Tentative Tract Map</li> </ul>
Time Extension for Previously Approved Application	\$400 unless otherwise noted		<ul style="list-style-type: none"> <li>▪ Written request for extension</li> </ul>
Variance	\$1,081		<ul style="list-style-type: none"> <li>▪ Development application</li> <li>▪ Property Owner Affidavit</li> <li>▪ Documentation of HOA approval (if applicable)</li> <li>▪ Project plans</li> </ul>
Zone Change	\$1,426		<ul style="list-style-type: none"> <li>▪ Development application</li> <li>▪ Property Owner Affidavit</li> <li>▪ Title report</li> </ul>
Zoning Clearance	\$50		<ul style="list-style-type: none"> <li>▪ Online application</li> <li>▪ Documentation of HOA approval (if applicable)</li> <li>▪ Project plans</li> </ul>

<b>Application Type*</b>	<b>Application Fee</b>	<b>Consultant Cost and Deposit</b>	<b>Required Materials</b>
CEQA Initial Study	\$150 if prepared in-house**	Full consultant contract cost plus 20% administrative fee due in full prior to consultant beginning work	
CEQA Negative Declaration	\$250 if prepared in-house**	Full consultant contract cost plus 20% administrative fee due in full prior to consultant beginning work	
CEQA Environmental Impact Report		Full consultant contract cost plus 20% administrative fee due in full prior to consultant beginning work	

\* A modification to a previously approved permit or project is processed in the same manner as an original application and requires the same application materials and fees, except where noted.

\*\* The decision whether to prepare an Initial Study or Negative Declaration in-house or using an outside consultant is at the sole discretion of the Planning Director based upon the nature of the project, type of analysis required, and staff resources available.

**Development Application**

The development application form must be completed and signed by the applicant. A notarized signature is not required.

Certain applications require an online application in-lieu of a development application form. The applicant’s signature is provided through the online application.

The project description included with the development application should be thorough and detailed. Applicants are encouraged to attach additional pages to the application form to ensure that all pertinent project details are included. These may include but are not limited to the nature of the business, hours of operation, number of employees, number of customers at one time, and parking management. An

application may be deemed incomplete if the provided details are not adequate for staff to review the application.

**Property Owner Affidavit**

A Property Owner Affidavit must be completed and signed by each property owner or their representative, per the instructions listed on the affidavit form. A separate form must be submitted for each signature. All signatures must be notarized.

**Documentation of HOA Approval**

Residential projects in all neighborhoods covered by a homeowners association or property owners association must submit documentation of HOA approval of the proposed project. This is typically in the form of a letter from the HOA or a form with an HOA

approval signature. The letter or form must include information about what specifically has been approved by the HOA, or must be accompanied by the application materials submitted to the HOA.

### **Title Report**

A preliminary title report must be submitted for all properties involved in the project application. The report must be dated within six months of the application date. The title report must include the following:

- Copies of any easement documents applicable to the property
- Copies of any covenants, conditions, and restrictions applicable to the property
- A copy of the current Grand Deed as proof of ownership and legal lot status

If the property is described by metes and bounds or as a portion of a lot, also submit proof that the property was held in that configuration prior to March 4, 1972. In these cases, also provide a Grant Deed bearing a County Assessor's Recording Date prior to March 4, 1972, and describing the property in the same configuration as the current Grant Deed. Please note that a Deed of Trust is not an acceptable substitute for a Grant Deed.

### **Project Plans**

Pursuant to Government Code Section 65103.5, a project applicant may submit a "site plan" and "massing diagram" for the City to copy and distribute to the public through the City Council meeting agenda packet, the City's website, and other means, in lieu of distributing copyright-protected architectural drawings. If a project applicant does not submit a site plan and massing diagram as defined by State law, the applicant is deemed to have granted permission for the City to copy and distribute copyright-protected drawings.

All project plans including those listed below must comply with the following:

- All plans must be submitted in a single combined pdf file. Plan sets larger than 20 MB may be separated into multiple pdf files.
- All plans must be drawn to scale.
- All dimensions must be clearly and legibly labeled.
- All plan sheets must include a north arrow, direction labels, street labels, or other means of orientation. All plan sheets must be oriented in the same direction.
- All plan sheets must include a title block displaying the project address, plan name, page number, original drawing date, and revision dates.

### *Development Summary Sheet*

All project plan sets must include a cover sheet or development summary sheet including the following information:

- Gross site area, lot coverage, and floor area ratio
- List or table of existing structures and uses on the project site and their square footage, and an indication of which structures will be retained and which will be demolished
- List or table of proposed structures and uses including their square footage
  - Include square footage breakdown by floor for multiple story buildings
  - Include square footage breakdown by occupancy/use type
  - For residential and mixed-use projects, include square footage range for each unit type
- Parking calculations including required and provided parking
  - Include parking breakdown by standard, compact, tandem, electric vehicle charging, and accessible spaces
  - For residential and mixed-use projects, including parking breakdown by tenant spaces, guest spaces, non-residential spaces, and shared guest/non-residential spaces

- For residential and mixed-use projects, residential unit count
  - Include breakdown by number of bedrooms
  - If applicable, include breakdown by affordability
  - If applicable, include breakdown by base units and density bonus units

#### *Massing Diagram and Site Plan*

Project applicants that elect to submit a massing diagram and site plan pursuant to Government Code Section 65103.5 must include the following:

- Massing diagram that displays the three-dimensional form of the proposed building and describes the general profile, bulk, setbacks, and size of the building, but does not contain specific architectural detail
- Site plan that includes the following:
  - Property lines
  - Setback lines
  - Topographic lines
  - Easements
  - Drainage
  - Utilities
  - Lighting
  - Driveways
  - Surrounding streets and traffic flow
  - Parking lots and parking spaces
  - Landscaped areas
  - Setback distance between buildings and property lines
  - Outline of existing and proposed buildings and structures
  - Distance between buildings
  - Ground sign location

#### *Existing Site Plan*

The plan set must include an existing site plan including the following information:

- Parcel boundaries and dimensions
- Location of all public and private easements on the property
- Streets and driveways abutting the project and the location of curbs and driveways
- Footprints of all existing structures on the property with dimensions and setback distances labeled, and an indication of which structures will be retained and which will be demolished
- The nearest 10 feet of all abutting properties and the footprints of any structures within 10 feet of the property line
- Location of any oak trees on the property with labels indicating the tree's diameter at breast height and whether the tree is proposed for removal

#### *Proposed Site Plan*

If any changes are proposed to the site as it currently exists, the plan set must include a proposed site plan including the following information:

- Parcel boundaries and dimensions
- Streets and driveways abutting the project and the location of proposed curbs and driveways
- Footprints of all proposed structures and existing structures that will remain on the property with dimensions and setback distances labeled
- The nearest 10 feet of all abutting properties and the footprints of any structures within 10 feet of the property line

The following information is required and may be included on the site plan or on separate accessory structure and utility plans:

- Location of fences, walls, trash enclosures, HVAC equipment, pools, and other accessory structures and equipment

- Location of utility poles, electrical transformers, storm drain catch basins, fire hydrants, gas meters, and other utilities

#### *Floor Plans*

The plan set must include floor plans including the following:

- For existing buildings, floor plans of any floor or tenant space that is the subject of the application
- For remodeled, expanded, or new buildings, floor plans of each floor of the building including subterranean floors
- All exterior and interior walls with all exterior dimensions labeled
- For residential and mixed-use projects, large-scale plans of each residential unit type with dimensions and floor areas labeled
- Permanent and fixed furniture and equipment

#### *Roof Plan*

For projects that involve the roof of an existing building, and for remodeled, expanded, or new buildings, the plan set must include a roof plan including the following:

- Roof layout showing all flat areas, sloped areas, hips, valleys, and ridges
- Locations of any rooftop access including interior or exterior stairways or ladders
- Locations of all mechanical equipment and screening walls or materials

#### *Elevations*

For remodeled, expanded, or new buildings, the plan set must include elevations for all sides of all primary and accessory buildings, including the following:

- Complete building width and height including all windows, doors, and openings, all horizontal and vertical plane breaks, all

architectural features, and any other features such as roof access ladders and ventilation ducts

- Proposed finish grade of the site at each elevation
- All horizontal dimensions including setbacks, distances between plane breaks, and distances to major building openings
- All vertical dimensions including first floor height above grade, individual floor heights, roof surface heights, parapet heights, rooftop equipment and screening heights, architectural feature heights, and overall height
- Patterns and/or labels for all roof and wall materials, textures, and colors
- All architectural details such as parapets, eaves, moldings, trims, window frames, and light fixtures
- When necessary to demonstrate compliance with objective development standards, details and sections for features such as window openings and doorways
- The nearest 10 feet of all abutting properties and any structures within 10 feet of the property line

#### *Renderings/Photo Simulations*

For remodeled, expanded, or new buildings, the plan set must include architectural renderings or photo simulations for each of the following:

- Primary view from the front or nearest public right-of-way
- Views from other public rights-of-way abutting the property
- If the project site is elevated compared to surrounding areas or is otherwise highly visible from surrounding areas, views from nearby rights-of-way or publicly accessible spaces that demonstrate the project's visibility

#### *Colors and Materials Specifications*

For remodeled, expanded, or new buildings, the plan set must include specifications and color reproductions of all materials visible on the

exterior of the building including but not limited to the list below. *Do not provide a physical colors and materials board.*

- Paint, stain, plaster, and stucco
- Brick, stone, siding, and prefabricated architectural features
- Doors, windows, light fixtures, fences, walls, and railings
- Ground surfaces other than asphalt and unpigmented cement

#### *Parking and Access Plan*

For projects involving new or modified parking areas or site access, the plan set must include parking and access plans, which may be incorporated into the site plan and floor plans or may be provided as a separate plan, including the following:

- Parking spaces, backup areas, streets, driveways, turnaround areas, access areas, loading areas, and service areas, with dimensions labeled
- Striping, wheel stops, markings, and directional arrows
- Parking space labels for standard, compact, tandem, clean air vehicle, guest, electric vehicle charging, accessible, and any other types of spaces
- Bicycle storage areas/racks

#### *Landscape Plan*

For projects involving new or modified landscape area, the plan set must include a landscape plan including the following:

- Indication of all landscape and hardscape areas on the project site
- Indication of any landscape areas within the public right-of-way that will be included in the project
- Symbols, patterns, and/or labels to identify all vegetation including common name, species, planting size, and spacing where applicable
- Symbols, patterns, and/or labels to identify all hardscape or unplanted areas such as pavers, gravel, or decomposed granite

- Water budget calculations and other information as necessary to comply with the Model Water Efficient Landscape Ordinance
- If the project site is located in the Very High Fire Hazard Severity Zone, a fuel modification plan approved by the Los Angeles County Fire Department

#### *Fence and Wall Plan*

For Fence Permit applications and Planned Development Permit applications for a project that includes fences or walls, a fence and wall plan is required including the following:

- Site plan showing the location of all existing and proposed fences and walls with all dimensions and setbacks labeled
- Elevations showing the appearance of the fence or wall with all dimensions labeled
- Specifications and colors for all materials to be used in the fence or wall
- For retaining walls, sections showing the ground levels above and below the wall and showing which portions of the wall are retaining and which portions are above grade, with all dimensions labeled

#### *Preliminary Grading Plan*

For projects with more than 50 cubic yards of grading or any import or export of material, the plan set must include a preliminary grading plan including the following:

- Calculations showing:
  - Percentage of site graded
  - Total cubic yards and maximum depth of cut and fill activity
  - Gross and net cubic yards of import or export
  - Maximum height of manufactured slope(s), and slope ratio



- Colors or patterns indicating cut and fill grading activity and limits of grading
- Elevations/sections at selected locations as necessary for the reviewer to understand the existing and proposed character of the site, including existing and proposed grades and colors or patterns indicating cut and fill grading activity
- Location, height, and length of existing and proposed retaining walls or crib walls including spot elevations of both the top and bottom of the wall in several locations
- All structures and edges of all pavement and other impervious surfaces
- Existing and proposed infiltration and drainage devices
- All trees with a diameter at breast height of four inches or greater, labeled by species and as being retained or removed
- Public utilities, drainage patterns, swales, and surface and sub-surface drainage systems

#### *Sign Plans*

For projects that include signs, the following plans are required:

- Site plan showing the location of all proposed signs
- Color elevations or photo sims of all building frontages where signs are proposed, with the proposed signs shown to scale, with all dimensions labeled, and with all materials and colors included and labeled
- Color elevations and sections of the proposed signs with all dimensions and sign area calculations shown and with all materials and colors included and labeled

#### **Subdivision Map**

If the proposed project includes a Minor Land Division/Parcel Map or Tentative Tract Map, the map must be filed in conjunction with the project application. Please contact the City Engineer for map guidelines.

#### **Lot Line Adjustment Application Package**

If the proposed project includes a lot line adjustment, the following materials are required. Please contact the City Engineer for guidance.

- Completed Certificate of Compliance
- Complete legal description of the properties before and after the lot line adjustment
- Maps of the properties before and after the lot line adjustment showing all property lines and dimensions
- Grant Deeds to transfer ownership of the adjusted area

#### **Application Fees and Deposits**

The required application fees must be paid in full at the time the application is submitted. An application is not considered submitted unless and until the applicable fees are paid in full.

Certain application types and projects require the hiring of an outside consultant. In those cases, the project applicant is responsible for the full cost of all consultant services provided, and in some cases an administrative overhead. For some applications, a base deposit is required at the time the application is submitted as provided in the table above and additional deposits may be required if consultant fees exceed the base deposit amount. For others, the costs are determined after the application is submitted and are due payable in full before the consultant begins work.