

## **PACIFIC PALISADES CIVIC LEAGUE**

PO Box 733, Pacific Palisades, CA 90272

Office: 310.459.9211 Fax: 310.454.2918

Email: [office.ppcl@gmail.com](mailto:office.ppcl@gmail.com)

Website: [www.PPCL9300.org](http://www.PPCL9300.org)

### **Project Application Package Information**

#### **Drop Off Location:**

All plans should be dropped off no later than 5 p.m. on the Friday before the 2<sup>nd</sup> Monday of the month at:

**Pacific Palisades Civic League (PPCL)  
c/o Highlands Postal  
528 Palisades Drive  
Pacific Palisades, CA 90272**

Highlands Postal is located in the Palisades Highlands Plaza Shopping Center, Palisades Drive at Sunset Boulevard. Phone number: 310.459.6073

If you have any questions please contact the Pacific Palisades Civic League office at the phone number or email address at the top of the page. As this is a volunteer organization we do not check messages and emails every day. We will attempt to return phone calls within 72 hours and emails within 48 hours.

#### **The Pacific Palisades Civic League Application Package contains the following:**

##### **A. Application Information Sheets**

1. General Information: Meetings, Process, Expiration, Where to submit (drop-off location), Notification, Variance Request, Questions;
- 2-2.4 Application for Approval of Property Alteration/Construction in Tract 9300;
3. Neighborhood Comment Sheet Instructions;
- 3.1 Neighborhood Comment Sheet;
4. Processing Fee Schedule;
5. Submission Checklist and How to find a copy of your CC&Rs.

##### **B. See Guidelines for Single Family Residences in Tract 9300 For either Flat or Sloped Lot Conditions.**

# Sheet 1 APPLICATION INFORMATION

(Please read carefully)

## GENERAL INFORMATION:

The Pacific Palisades Civic League Design Review evaluates the outward appearance and design of proposed projects as to the conformance with neighborhood standards as to height and setback requirements. The design guidelines serve as a general plan for the protection, maintenance, improvement and development of properties within Tract 9300. Compliance by homeowners contributes to the beauty and desirability of Tract 9300 in Pacific Palisades. The league's goal is to maintain high community values while at the same time, allowing latitude for individual expression - a goal we are sure you share.

**MEETINGS:** The Board of Governors of the Civic League meets on the 4th Monday of every month (except December) in Tauxe Hall at the Methodist Church, 801 Via de la Paz at 7:30pm or as designated by the Board. Either the owner or the Architect should attend the Board meeting at which the project is being reviewed. If no one is present to represent the project, the project will be Tabled and rescheduled for the following month. The list of projects to be reviewed will be listed on our website and may be published in the Palisadian Post and Palisades News, the local newspapers, the week prior to our Board meeting.

**THE PROCESS:** The Plan Review Committee will review your application and make its recommendation to the Board of Governors at the monthly meetings. The Board will discuss the project at the scheduled meeting, ask for any public comment from those present, and vote to approve, table, or not approve the application. The Board's vote is final. The average time for your application to come before the Board under regular fee schedule is 4-8 weeks after submission of a complete application package.

**EXPIRATION:** Design approval is valid for a period of one year from the date of the approval. Substantial work must commence prior to the expiration date.

**WHERE TO SUBMIT:** Deliver the completed application form, fee and documents to:  
**Pacific Palisades Civic League – c/o Highlands Postal**  
**528 Palisades Drive, Pacific Palisades, CA 90272, Tel: 310.459.6073**  
Submissions must be no later than 5:00 pm on the Friday before the second Monday of the month. Late submissions will not be accepted.

**NOTIFICATION:** You will receive a transmittal letter informing you of the Board's decision approximately one month following the meeting at which your application was heard.

**VARIANCE REQUESTS:** Variances from the Guidelines may be considered solely at the discretion of the Board of Governors if the project provides neighborhood benefits as a trade-off for exceeding the Guidelines.

**QUESTIONS:** Please Email: [office.ppcl@gmail.com](mailto:office.ppcl@gmail.com) or leave a message at: 310.459.9211 and a representative of the Civic League will return your call.

It is the responsibility of the Applicant to confirm with the Civic League that this Application is the one currently in effect. Please check on our website at [www.PPCL9300.ORG](http://www.PPCL9300.ORG)

**Sheet 2 - APPLICATION FOR APPROVAL OF  
PROPERTY ALTERATION / CONSTRUCTION IN TRACT 9300**

(Use Black Pen and PLEASE PRINT)

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

Street Address of Property: \_\_\_\_\_

Legal Description: Lot # \_\_\_\_\_ Block \_\_\_\_\_ Tract 9300

Owner: \_\_\_\_\_ Tel# \_\_\_\_\_ Email: \_\_\_\_\_  
(If LLP or LLC provide Person of Record)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State, Zip: \_\_\_\_\_

Architect/Designer: \_\_\_\_\_ Tel# \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State, Zip: \_\_\_\_\_

Builder: \_\_\_\_\_ Lic # \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State, Zip: \_\_\_\_\_

Applicant: \_\_\_\_\_ Tel# \_\_\_\_\_ Email: \_\_\_\_\_  
(Person Submitting Application)

Amount of Fee Submitted (See Fee Schedule) \$ \_\_\_\_\_

**THE FOLLOWING MUST BE SUBMITTED WITH THIS COMPLETED APPLICATION FORM:**  
**Only complete application packages will be considered**

1. Application Fee (as indicated in Fee Schedule) Check Payable to: "Pacific Palisades Civic League".
2. Two sets of fully dimensioned architectural plans as follows (folded to 8 ½ x 11): All plans must be dated.
  - 2.1. Survey of existing site: Plan/survey showing location of existing structure and how the datum is calculated. Proposed site plan, including tabulation of all existing and proposed areas, lot area and coverage, and NORTH arrow. Site plans to be minimum 1/8" scale or larger;
  - 2.2. Floor plans (with North indication) with all new walls clearly delineated, building sections and roof plan at ¼" scale;
  - 2.3. All exterior elevations at ¼" scale with building heights dimensioned to average natural grade;
  - 2.4. Landscape Plan: (Required for all new dwellings, adding or altering more than 50% of existing areas and any new area on a second floor level). The PPCL Board reserves the right to require landscape design for any size project where privacy is a concern. In addition, a street tree installation is required if none exists);
3. Architectural Survey (one copy);
4. 13-Sets of 8 ½ x 11 reductions of above noted plans, stapled; **Numbers & text must be legible;**
5. 9-Sets of 8 ½ x 11 reductions of above site plan, roof plan, exterior elevations and landscape plan only; stapled. (PPCL will send to neighborhood notification list) Do not include Floor Plans in this set. **Numbers & Text must be legible;**
6. 8-Envelopes stamped (with appropriate postage on each envelope) and addressed per the "Neighborhood Comment Sheet with the property owner's name. Return Envelope Address shall be: Pacific Palisades Civic League, PO Box 733, Pacific Palisades, CA 90272. The Civic League will mail the Comment Sheet and one reduced plan-set, per item #5 above, to the adjacent property owners.  
**(See Instructions concerning Neighborhood Comment Sheet mailing);**
7. Copy of your Property's Tract 9300 CC&R;
8. Color and material concepts for exterior building finishes.
9. Provide a digital submission of the project drawings.

**Sheet 2.1 APPLICATION FOR APPROVAL OF  
PROPERTY ALTERATION/CONSTRUCTION IN TRACT 9300**

**FOR USE BY PPCL OFFICE:**

Fee: (See "Fee Schedule") \_\_\_\_\_ Review Fee?  Yes  No

Date Received: \_\_\_\_\_ Ck # \_\_\_\_\_ Amount: \_\_\_\_\_

Received by \_\_\_\_\_

**Applicant to Complete the Following:**

- Check all those that apply:  Residence  Condominium  Commercial  
 New Construction  Remodel  
 Demolition  None  Partial  Total  
 Second Story Addition  Landscaping

Permits (Give Dates as appropriate):

Planning Department: \_\_\_\_\_ Submitted \_\_\_\_\_ Approved \_\_\_\_\_  Not needed

Coastal Commission: \_\_\_\_\_ Submitted \_\_\_\_\_ Approved \_\_\_\_\_  Not needed

Building and Safety: \_\_\_\_\_ Submitted \_\_\_\_\_ Approved \_\_\_\_\_

<b>Project Statistics:</b>	<b>Existing</b>		<b>Proposed</b>		<b>Guidelines</b>	
a. Site dimensions	X	ft	X	ft	X	ft
b. Lot Size	Sqft:		Sqft:		Sqft:	
c. First Floor	Sqft:		Sqft:		Sqft:	
d. Second Floor	Sqft:		Sqft:		Sqft:	
e. Third Floor	Sqft:		Sqft:		Sqft:	
f. Basement	Sqft:		Sqft:		Sqft:	
g. Garage	Sqft:		Sqft:		Sqft:	
h. Interior area < 14 ft. high	Sqft:		Sqft:		Sqft:	
h. Other enclosed areas	Sqft:		Sqft:		Sqft:	
i. Covered Patios	Sqft:		Sqft:		Sqft:	
j. Total sf. of Structure	Sqft:		Sqft:		Sqft:	
k. Lot Coverage		%		%		50 %
l. Floor Area Ratio		%		%		%
m. Front Setback (per City prevailing calculations)		ft.		ft.		ft.
n. Left-side Setback		ft.		ft.		ft.
o. Right-side Setback		ft.		ft.		ft.
p. Rear Setback		ft.		ft.		20% of lot depth at 2 <sup>nd</sup> floor
q. Max Height from Datum						28 ft or 24 feet for Flat Roofs
r. Max Vertical Wall Ht.						22 ft.

Sheet 2.2     **APPLICATION FOR APPROVAL OF PROPERTY  
ALTERATION/CONSTRUCTION IN TRACT 9300**

**NEIGHBORHOOD IMPACT:**

1. Will this project lead to a reduction in privacy for neighbors? Please specify any concerns, including addresses of affected neighbors.

2. Will this project be over 22 feet high at either of the side set-backs? What is the height and how are you providing the trade-off to permit this?

3. Will this project result in a change of existing vegetation? If trees are removed, will there be replacements? Please specify removed trees size and species.

**Civic League Reviewer Only:**

Recommend to Approve:    Yes    No    Table

Conditions for Approval:

Reviewer: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

## Sheet 3 NEIGHBORHOOD COMMENT SHEET INSTRUCTIONS:

*(For second story additions, multi-family projects, two-story single-family residences and accessory structures, and one-story additions whose eave height at the building setback is greater than 12'-0" high)*

The attached **Neighborhood Comment Sheet (NCS)**, along with a reduced set of plans (8 ½ x 11) will be mailed by the Civic League Plan Reviewer to the designated property owners surrounding your project. For single-family residence eight packages are usually sufficient. For larger, multi-family projects, the Civic League may require a greater distribution (please verify with the CL office).

The diagram on the Neighborhood Comment Sheet is a rough diagram and may not exactly duplicate the situation of your project site. It is used as a reference for locating adjacent properties that may be affected by your project.

The applicant is required to submit eight (8) envelopes (#10 envelope or larger, as required) with the appropriate postage for the size and weight of the mailing (check the size/weight of the envelope with the USPS). Each envelope is to be addressed to the property owner by their name at the specified address, with a return address noting "Pacific Palisades Civic League, PO Box 733, Pacific Palisades, CA 90272." (Please see sheet 3.1 for an example of how to determine the adjacent property owners). If more than eight properties are impacted by your project, please submit stamped, addressed envelopes and inserts for the additional impacted properties.

Neighboring property owners, who may be impacted by your project, may come to our Board meeting to express their support or their concerns.

Be sure to place adequate postage on the envelopes. The Civic League is NOT responsible for adding additional postage. Improper notification will delay the review of your project.

### **NEIGHBOR ADDRESSES AND LOT NUMBERS:**

(1) and (2) The properties on the right and left sides of the proposed construction even if a street separates the project from the neighboring property, such as a property located on a corner lot or alley.

(3), (4) and (5) The three properties across the street from the proposed project.

(6), (7) and (8) The three properties located behind the project (even if a street separates the proposed project from these properties).

### **PLEASE COMPLETE THE FOLLOWING ON THE NEIGHBORHOOD COMMENT SHEET:**

1. Fill in the project address, homeowner or contact person, phone number, Email and meeting date.
2. Indicate the street names and the appropriate address in each box of the adjacent 8-neighborhords.
3. Make nine (9) copies of the Neighborhood Comment Sheet along with the original sheet.

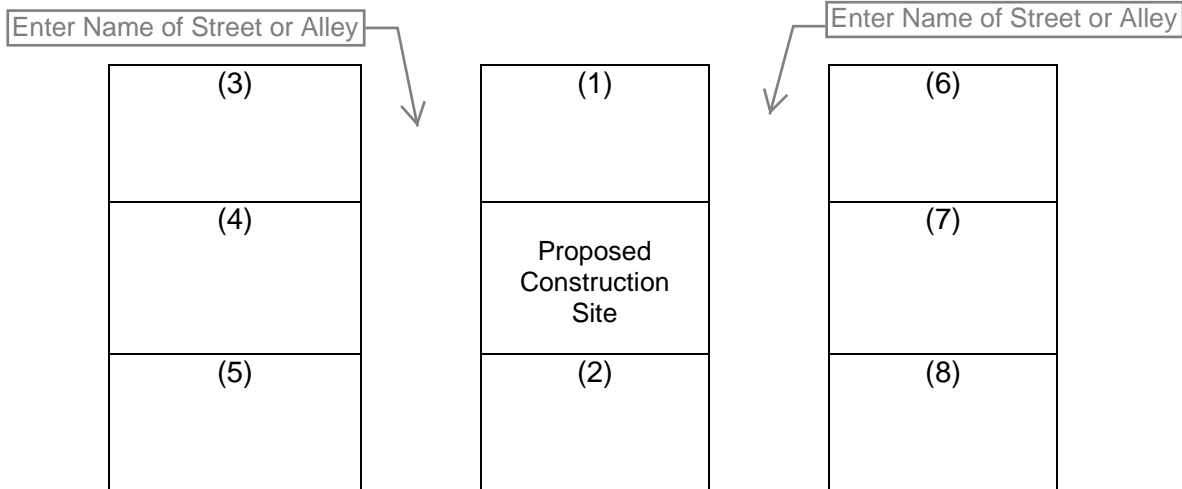
# Sheet 3.1 NEIGHBOR COMMENT SHEET\*

Neighbor: The Pacific Palisades Civic League has been asked to review plans for proposed construction at: (provide project address) \_\_\_\_\_

Homeowner or Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

**Label street name and place street address in each box:**



The Pacific Palisades Civic League Board meeting acts as a forum in which neighbors, who attend our meeting, are given an opportunity to express their point of view regarding a proposed project. Please complete this form and return it to the Pacific Palisades Civic League, PO Box 733, Pacific Palisades, CA 90272.

Please Check and/or comment as appropriate:

I have reviewed the plans for construction located at the above noted address.

I am neighbor number. (see above diagram) \_\_\_\_\_

I have no objection to the proposed construction project.

I have no specific objection; however I have the following comments or concerns:

\_\_\_\_\_  
 I would like to address the Plan Review committee concerning this project.

*The Civic League meets the forth (4<sup>th</sup>) Monday of each month at 7:30pm. (No meeting in December). Meetings are held at Tauxe Hall, United Methodist Church, 801 Via de la Paz. Watch for announcements in the Palisadian Post & Palisades News the week before regarding this specific project.*

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of above: \_\_\_\_\_ Phone: \_\_\_\_\_

*\* For all second story additions, new residences and one story additions whose eave height at building setback is greater than 12'-0"*

## Sheet 4 PROCESSING FEE SCHEDULE:

### SINGLE FAMILY RESIDENCE

#### **BASIC REVIEW: Minor Modifications**

\$250.00 at time of submission for projects up to 500 square feet or area affected,  
\$125.00 for each subsequent re-submission, if necessary.

#### **MAJOR REVIEW: New Construction and/or Major Remodeling**

\$500.00 at time of submission for projects over 500 square feet in area affected,  
\$250.00 for each subsequent re-submission, if necessary.

### MULTI-FAMILY RESIDENTIAL

#### **BASIC REVIEW: Four Units or Less**

\$1000.00 at time of submission  
\$500.00 for each subsequent re-submission

#### **MAJOR REVIEW: Five Units or More**

\$750.00 per unit at time of submission  
\$350.00 for each subsequent re-submission

### COMMERCIAL PROJECTS (ALL)

\$500.00 per each 1000 square feet or portion thereof at time of submission  
\$250.00 per each 1000 square feet or portion thereof for each re-submission

### RETROACTIVE APPROVALS (ALL)

Double the applicable review fee, payable at time of submission  
50% of initial fee for each subsequent re-submission

### MEMBERSHIP REQUIREMENT

Applicant's membership in the Pacific Palisades Civic League is required prior to any processing of submissions, Membership fee is \$25.00 annually per household or business.

We invite all Tract 9300 residences and business to join the Civic League



## Sheet 5 SUBMISSION CHECK LIST:

- \_\_\_ 1. Complete all pages of the Application Form,
- \_\_\_ 2. Attach a check for the application and membership fee (See fee schedule),
- \_\_\_ 3. Include 2-sets of full size drawings, folded into 8 ½ x 11,
- \_\_\_ 4. Include 14-stapled sets of 8 ½ x 11 reduced full set plans,
- \_\_\_ 5. Include 9-stapled sets of 8 ½ x 11 reduced plans without the floor plans (for NCS),
- \_\_\_ 6. Include a copy of the property's CC&Rs as contained in the Corporation Grant Deed,
- \_\_\_ 7. Nine (9) copies of the completed portions of the Neighborhood Comment Sheet,
- \_\_\_ 8. Eight (8) stamped envelopes addressed for the surrounding neighbors of the project,
- \_\_\_ 9. Be sure the envelopes have adequate postage attached,
- \_\_\_ 10. Include any other materials requested on the Application Form,
- \_\_\_ 11. Include colors and materials concept for the exterior of the project,
- \_\_\_ 12. Existing site survey,
- \_\_\_ 13. Landscape plan,
- \_\_\_ 14. An incomplete submittal will not be accepted for review.

**Don't leave anything out of your submission !**

## HOW TO OBTAIN A COPY OF YOUR CC&R's

The Covenants, Conditions and Restrictions (CC&Rs) are lot-specific in Tract 9300, and are contained in the Corporation Grant Deed. The Civic League office does not have a copy of the CC&Rs for your property on file. You are **required** to submit a copy of the CC&Rs for your property with your application because they contain information pertinent to the review of the proposed work. In particular, the setback requirements are stated in your CC&Rs.

You may obtain the CC&Rs in one of the following ways:

1. You may contact your Title Insurance Company (a fee may be required), or
2. You may obtain them yourself from the Los Angeles County Records Office:  
Registrar-Recorder County Clerk  
LOS ANGELES COUNTY  
12400 East Imperial Highway  
Norwalk, California  
Tel: 562.462.2133 or 800.201.8999

Note: In order to locate the CC&Rs at the County, you must have the Lot, Block, Tract, Book and Page number for your property. This information should be available from your most recent property tax bill.