



Department of Planning and Community Development

## **GUIDE TO THE AGOURA VILLAGE DEVELOPMENT PERMIT APPLICATION**

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Any new development, redevelopment, or renovation of existing property within the Agoura Village Specific Plan (Specific Plan) boundaries shall require an Agoura Village Development Permit (AVDP). The Planning Commission serves as the reviewing authority to grant or deny an application for an AVDP, and to impose reasonable conditions upon the granting of permits.

The AVDP is designed and intended to provide for the orderly development of land in conformance with the vision of the Specific Plan. An AVDP allows for innovations and flexibility in site development, including the location of structures, conservation of natural land features, and efficient utilization of open space. Through the AVDP process, project design review will be conducted to ensure that the project meets the development standards and design guidelines contained in the Specific Plan.

Applicants are strongly encouraged to consult staff and the Agoura Village Specific Plan for development and design standards and guidelines prior to submittal of an application.

### **SECTION A: REVIEW PROCESS**

The following two-step AVDP review process is required. The process includes close coordination with City staff and City consultants, as well as with members of the City's decision-making bodies, all with the intent to facilitate the review process and avoid unnecessary delays in the processing of applications.

## 1. **Concept Plan Review**

*Concept plan review is undertaken very early in the AVDP process, while the site layout is in the preliminary stage, with the primary objective to ensure that projects are designed consistent with the Specific Plan from the onset. The concept plan review focuses on general design and site planning principles, including creation of streets and blocks, placement of buildings, location of parking, building types, design of the public realm, and pedestrian and vehicular linkages within the site and between other projects existing or planned in the area. On a very basic level, building design and architecture are explored.*

Upon submittal of the pre-application materials, the City Staff Review Team (consisting of representatives of the City Planning and Community Development Department, City Engineering Department, City Building and Safety Department, County Fire Department, the City Oak Tree/Landscape Consultant, the City Traffic Engineer, the City Geotechnical Consultant, and the City's Architectural Review Panel) reviews the materials and then meets with the applicant to discuss comments. This is followed by the applicant meeting with the City Council/City Planning Commission Agoura Village Specific Plan Subcommittee (consisting of two members of the City Council and two members of the Planning Commission, as well as representatives from the City Manager's Office and the Planning and Community Development Department). Meetings with each of these two groups and consequent revisions to the application materials may continue until the project is ready for the next review phase. This phase concludes with the first review by the City's Architectural Review Panel (ARP).

## 2. **Formal Application Review**

*The formal application process is similar to that of the concept plan review process, but with more detailed analysis of the project. This process prepares the application for environmental review pursuant to the California Environmental Quality Act (CEQA) and for decision-making by the Planning Commission.*

Upon submittal of the application materials, the City Staff Review Team reviews the materials and then meets with the applicant to discuss comments. Once any necessary revisions to the plans or

application materials are made and the application is complete (i.e., adequate detail has been provided to the City upon which to analyze the project and base a decision regarding the project), the project will undergo a 2<sup>nd</sup> ARP review, as well as and CEQA review. CEQA review and documentation is managed by City staff. The project is then forwarded to the City Planning Commission for decision. Pursuant to *Chapter 9: Plan Administration* of the Specific Plan, in some cases, a density bonus for residential units granted for public space and/or public facilities contribution must be approved by the City Council. Additionally, exceptions to the height standards must be approved by the City Council.

## **SECTION B: SUBMITTAL REQUIREMENTS**

### **1. Concept Plan Review**

- Completed Master Planning Application Form (separate form)
- Applicable fees and/or deposits
- One (1) signed copy of the City Consultant Fee Acknowledgement Statement (separate form)
- Written project description
- Completed Environmental Questionnaire (separate form)
- Site Plan** dimensioned and scaled (1"=20' or 1"=30'), showing:
  - √ Property boundaries, dimensions and area (square feet and acres)
  - √ Total square feet and number of dwelling units per use and per building
  - √ Building footprint, planted and paved areas, and setbacks all accurately dimensioned
  - √ Existing topographic contours with cut and fill volumes and locations
  - √ Parking space locations and quantities
  - √ Pedestrian and vehicular circulation within the site and connections to adjacent developments
  - √ Location and identification of any amenities to be included in any private or common public space or recreation area
  - √ Existing onsite trees (including oak trees) and fences/walls

- Building elevations showing all four sides of all buildings to scale with dimensions and without any planting
- For hillside properties, cross-sections to scale of the entire lot, including buildings and streets
- Conceptual landscape plans

*Fifteen (15) sets of all plans listed above, collated and folded accordion style to no larger than 8.5"x14" plus one (1) 8 ½"x 11" reduced version.*

**2. Formal Review**

- Completed Master Planning Application Form (separate form)
- Applicable fees and/or deposits
- One (1) signed copy of the City Consultant Fee Acknowledgement Statement (separate form)
- Written project description
- Two (2) copies of the property title report (within last year)
- Two (2) copies of the legal description of the subject property
- Completed Agoura Village Development Permit Supplemental Questionnaire/Burden of Proof for Hillside Areas, if applicable (>10% slope) (separate form)
- Labeled photographs of the subject property and abutting properties
- Site Plan**, dimensioned and scaled (1"=20'), showing:
  - √ Vicinity map locating the proposed development or use
  - √ Property boundaries, dimensions and area (square feet and acres)
  - √ North arrow
  - √ The immediate vicinity, showing the adjoining parcels and their land use

- √ Location, dimensions and total square footage of existing and proposed structures, clearly labeled,
- √ Building setback dimensions from all property lines and adjacent structures (show partial outline of structures on adjoining parcels)
- √ Type and use of each structure, both proposed and existing
- √ Total square feet per use and number of dwelling units for each structure
- √ Location and dimensions of walls and fences both existing (to remain or to be removed) and proposed
- √ Location and identification of existing on-site and on/off-site oak trees
- √ Dimensions and total square footage of each landscape planter
- √ Number of parking spaces required and number of parking spaces provided (include required handicapped parking spaces)
- √ Proposed parking areas, including locations, dimensions, and specifications for parking spaces, aisles, and driveway throats. (The specifications for parking space size and striping per code, must be shown on the Site Plan, including handicapped spaces)
- √ Location and identification of any amenities to be included in any private or common public space or recreation area
- √ Location and identification of any monument signs
- √ Identification and dimension of loading areas and refuse enclosures
- √ Location of street light poles and on-site lighting standards
- √ Location and dimension of existing and proposed curb cuts on the site, within fifty (50) feet of the project boundaries, and across the street from the site
- √ Location, identification and dimensions of easements on, adjacent to, or otherwise affecting the property
- √ Dimension from property line to center of adjacent streets
- √ Identification and dimensions of existing and proposed setbacks, curbs and streets
- √ Width and configuration of streets, including striping, left turn pockets and median identification from which the proposed development has access
- √ Type and color of paving materials proposed, including scored concrete and other enhanced pavement
- √ Location and type of bicycle parking facilities, benches and other site furniture, planter pots and trash receptacles

- √ Location of above ground utility lines, vaults, transformers and other facilities
- √ Name and street address and Assessor's Parcel Number of the project
- √ A complete legal description of the property
- √ Name, address, telephone number, date of plan and wet stamp of architect or other licensed professional who prepared the plans
- √ Name, address and telephone number of the applicant

*Thirty (30) sets, collated and folded accordion style to no larger than 8.5"x14", plus one (1) 8 ½"x 11" reduced version.*

- **Elevation Plans**, dimensioned and scaled (1/4"=1' min.), including:

- √ All elevations shall be shown, indicating proposed and existing colors and materials
- √ Height and width of buildings
- √ Signature of Registered Architect
- √ Proposed wall sign locations, if applicable

*Thirty (30) sets, collated and folded accordion style to no larger than 8.5"x14", plus one (1) 8 ½"x 11" reduced version.*

Additionally, provide one (1) full size set and one (1) reduced to 8.5"x11" set of color elevations.

- **Roof Plans**, dimensioned and scaled (1/4"=1' min.), including:

- √ Roof pitch
- √ Cross section of parapet wall and roof mounted equipment
- √ Signature of Registered Architect

*Thirty (30) sets, collated and folded accordion style to no larger than 8.5"x14", plus one (1) 8 ½"x 11" reduced version.*

- **Floor Plans**, dimensioned and scaled (1/4"=1' min.), including:

- √ Room identification
- √ Room and building dimensions with fixed and movable fixtures indicated
- √ Signature of Registered Architect

*Thirty (30) sets, collated and folded accordion style to no larger than 8.5"x14", plus one (1) 8 ½"x 11" reduced version.*

- **Landscape Plans**, dimensioned and scaled (1"=20' or 30'), including:
  - √ Location, number, size and species identification of trees, ground cover and shrubs
  - √ Height of bermed landscaping
  - √ Location and identification of hardscape and other landscape features, such as walkways, fountains, plazas, etc.
  - √ Location and type of recreational amenities and landscape/streetscape furniture and other related amenities
  - √ Location and type of planter pots
  - √ Name, address and telephone number of the landscape architect who drew the plans
  - √ Property address and Assessor's Parcel Number
  - √ Landscape architect's signature and license stamp

*Thirty (30) sets, collated and folded accordion style to no larger than 8.5"x14", plus one (1) 8 ½"x 11" reduced version.*

Note: Three (3) sets of detailed, stamped landscape and irrigation plans will be required for review and approval prior to issuance of building permits.

- **Lighting Plans**, dimensioned and scaled (1"=20' or 30'), including:
  - √ Detailed, comprehensive exterior lighting plan prepared by a licensed lighting professional
  - √ Photometric plan with a maximum of one foot candle at property lines
  - √ Lighting fixture specifications and locations (use of energy efficient fixtures and technology is required)
  - √ Proposed lighting intensity
  - √ Color temperature
  - √ Existing and required street lamps and pedestrian lighting on the site and in the immediate vicinity of the site

*Thirty (30) sets, collated and folded accordion style to no larger than 8.5"x14", plus one (1) 8 ½"x 11" reduced version.*

- **Sign Program**, dimensioned and scaled:

- √ Location, dimensions, area, color, letter style, type and materials for all signs
- √ Building signs shall be accurately dimensioned on elevation drawings
- √ Elevation view of proposed monument signs shall be shown

*Fifteen (15) sets, collated and folded accordion style to no larger than 8.5"x14"*

□ **Line-of-Sight Plans:**

- √ L-O-S must be drawn to scale
- √ L-O-S studies must be taken from all public streets and abutting properties

*Three (3) sets, collated and folded accordion style to no larger than 8.5"x14", plus one (1) 8 ½"x 11" reduced version.*

□ **Oak Tree Report** (4 sets, including 1 unbound):

- √ Must be prepared by a City-approved oak tree consultant
- √ Must be prepared according to the Oak Tree Preservation Guidelines and Appendix A of the City Zoning Ordinance

Note: Any oak tree within 250 feet of the project or construction area must be included in the study.

□ **Color and Material Board** (1 board no larger than 8.5"x11"x0.5" thickness):

- √ Exterior color and material specifications
- √ Location of each color and material on the proposed building(s)

□ **Grading Plans:**

- √ Signed and stamped by a Registered Civil Engineer

*Ten (10) sets, collated and folded accordion style to no larger than 8.5"x14", plus one (1) 8 ½"x 11" reduced version*

□ **Drainage Plans:**

√ Signed and stamped by a Registered Civil Engineer

*Three (3) sets, collated and folded accordion style to no larger than 8.5"x14", plus one (1) 8 ½"x 11" reduced version*

□ **Hydrology Report** (4 copies, including 1 unbound):

√ Prepared by a Registered Engineer using methodology from the Los Angeles County Hydrology Manual

□ **Best Management Practices (NPDES) Reports or Plans** (4 sets, including 1 unbound), including:

√ Permanent: Urban Storm Water Management Plan

√ Construction: Storm Water Pollution Prevention Plan

√ Construction During November-April: Wet Weather Erosion Control Plan

□ **Geological/Geotechnical Reports** (4 copies, including 1 unbound), including:

√ Reports to be prepared by a Registered Engineer

□ **Parking Study** (4 sets, including 1 unbound), including:

√ Address projected parking demand and design and location of proposed parking lots and/or structures

√ Assessment of projected demand and potential for parking reductions in light of mixed uses, non-conflicting peak hour parking demands, and shared parking with adjacent sites, if a shared parking approach is desired and/or the applicant is seeking a reduction in parking requirements for a mixed-use building

√ Prepared by a licensed traffic engineer or other traffic professional acceptable to the City

□ **Photosimulation** (4 copies):

√ Show views from offsite for all four directions, including views from U.S. Highway 101. Specific view locations should be discussed with City Planning and Community Development Department Staff.

Please note that all of the preceding items must be submitted with the application. Additional information, plans and studies may be required to complete the AVDP application, especially those pertaining to environmental review and compliance. Such studies may include, but may not be limited to, project-specific traffic impact studies and biological surveys and impact analyses.

### **SECTION C: PERMIT COSTS**

The AVDP costs are trust account costs, which are considered deposits, not flat fees. The applicant will be billed for the actual expenses incurred. Actual costs could exceed the deposit amount, and so the applicant may be requested to put additional funds in the trust account to cover such further costs. Any unused portions of the deposit will be refunded.

1. **Concept Plan Review**

\$4,000      Deposit      Due at submittal

2. **Formal Application Review**

\$8,000      Deposit      Due at submittal

*For questions regarding any of these items or the AVDP process, please contact the City Planning and Community Development Department at (818) 597-7309, or at 30001 Ladyface Court, Agoura Hills, CA 91301.*