



Application Checklist for
**HILLSIDE DEVELOPMENT
REVIEW (HR)**

A request for a Hillside Development Review requires approval by the Director of Community Development if a development project is proposed on hillside areas with an average natural slope of 10% - 15%. Development projects on hillside areas that exceed a natural average slope of 15% require a public hearing before the Planning Commission.

Applications shall be reviewed for compliance with these submittal requirements. *Applications submitted without the required information may not be accepted for processing or may be deemed incomplete and processing suspended.*

Application Submittal Requirements

- A. ___ **One (1) copy of the completed application packet, including:**
- Application Form
 - Justification Statement
 - Original Notarized Property Owner(s) Statement
 - Financial Interest Disclosure
- B. ___ **The required processing fee (See Fee Schedule)**
- C. ___ **One (1) copy of the completed Environmental Questionnaire**
- D. ___ **Two (2) copies of a Preliminary Title Report (no more than 60 days old)**
- E. ___ **Two (2) copies of a recorded legal description of the subject property**
- F. ___ **Topography Map** – Five (5) copies of the base topography map of the entire property. Scale shall be: 1" = 40' up to 50 acres; 1" = 100' for 50 to 500 acres; 1" = 200' greater than 500 acres
- G. ___ **Average Slope Calculations and Map** – Five (5) copies of the average slope calculations and map including:
- Formula, calculations, and data. Each subarea shall be calculated separately (if applicable). Calculations shall be prepared, stamped, and signed by a registered engineer
 - Map depicting the subareas for which calculations were prepared
- H. ___ **Preliminary Grading Plan** – Ten (10) copies of a grading and drainage plan indicating:

General

- Project name, north arrow, and scale (scale to match site plan)
- Project boundaries and dimensions
- Name and address of owner and person(s) preparing the plan
- Vicinity map and the address and assessor parcel number(s) (APN) of the project site
- Date of preparation. Date of revisions (if applicable)
- Property lines and dimensions
- Lot number and tract number (if applicable)

- All easements of record
- Location of all proposed structures and other improvements
- All existing oak trees with elevations, protected zones, and numbers that correspond to the arborist report (Both on-site and within 200' of any grading or construction activities)

Grading

- All existing and proposed grades (both on-site and on adjacent property as it affects proposed grading)
- Grades and slopes for all accessible paths of travel (as required by the Uniform Building Code)
- Surrounding street grades and pad elevations of proposed buildings and existing/approved buildings on adjacent properties
- All cut/fill slopes. Indicate top and toe of slopes
- Location of terrace drains with grades
- Grading quantities (excavation, fill, site balance, export, import)
- Average cross slope calculations of the lot (show formula and data used)
- All existing utility structures (i.e. electric, water, sewer, telephone, etc.)
- Location and elevations of retaining walls
- All true elevations including: contours, spot, existing and proposed project elevations (contour interval on slopes exceeding 10% should be no more than 2'. Use 5' intervals on maximum contours)
- A minimum of three cross sections of the project, including areas of maximum cuts/fills
- Indicate responsible party to maintain graded slopes
- Off-site property owner acceptance letter(s) for off-site grading (if applicable)

Drainage

- All on-site and off-site storm drain systems
- Method of drainage with grades and drainage pattern arrows
- Proposed and existing private and public storm drain systems
- Identify and label all drainage easements and owner of easements
- Flood hazard lines, floodway limit lines, floodplain limit lines
- Flood zone information
- A water and sewer plan indicating the point of connection to the public water and sewer systems, including preliminary design of the pipe locations and sizes
- Any natural features including wetlands, streams, slopes, floodways, etc.

Prior to the Planning Commission Public Hearing (if applicable)

I. ___ Notarized Certified Property Owner's List Affidavit

J. ___ Two (2) copies of a Property Ownership Map (1000' radius) indicating:

- A 1" to 100' scale
- Subject property and dimensions
- All surrounding properties within the 500' radius (measured from exterior boundaries of subject property)
- All streets, highways, alleys, right-of-ways, and current lot lines
- All tract, lot and house numbers.
- Existing uses on all lots, parcels, properties within radius (house, apartments, store, etc.)
- Ownership of all properties within a 1000' radius (number the lots to correspond to the property owners list described below).

K. ___ Property Owners List with the following information:

- Names and mailing addresses of current owners as they appear on the latest available assessment roll of the Los Angeles County Assessor of each property or portion of property within a 1000' radius of the subject property
- Assign a number to each name on the list and indicate the corresponding numbers on the lots or parcels on the Property Ownership Map discussed above

L. ___ Property Owners Mailing Labels and Envelopes:

- Three (3) complete sets of mailing labels for all property owners within a 1000' radius from the exterior boundaries of the subject property. Labels shall also be provided indicating the following:
 - Name and address of the property owners of the proposed project
 - Name and address of the applicant if different from the owner
 - Name and address of the applicant's representative, engineer, architect, and or surveyor
 - Name and address of the manager of any mobile home parks located within the 1000' radius of the property. Such labels shall contain the letter "MHP" apart from the address.
- Envelopes will be provided at a cost of \$.50 per envelope* for public hearing noticing requirements. Up to 3 sets could be required (depending on the type of entitlement).

* Cost covers postage and supplies.

M. ___ Digital copies (jpeg format): A digital copy of the Grading Plan

The following additional applications, permits, and/or materials may also be required for processing of the project:

- **An Initial Study (IS) and the required processing fee (see fee schedule) for projects subject to the California Environmental Quality Act (CEQA)**
- **An Oak Tree Permit if any oak trees, including scrub oaks, located on or within 200 feet of the site are either directly or indirectly impacted due to development activities, including removal, trimming, grading, trenching, or any other activities that will result in encroachments into the protected zone, such as diversion of drainage.**
- **A biological study if disturbance in a Significant Ecological Area is to occur**

NOTE: All exhibits larger than 8 ½" x 11" must be INDIVIDUALLY FOLDED prior to submittal. Full size color exhibits are not required to be folded.

These submittal requirements, as well as those for other types of entitlement applications, can be found on the City of Santa Clarita website at www.santa-clarita.com. If you have questions regarding these submittal requirements, you can contact the Planning Division at (661) 255-4330, e-mail the Department of Community Development at www.santa-clarita.com/cityhall/cd, or visit the Planning Division at City Hall, 23920 Valencia Blvd., Suite 302, Santa Clarita, CA 91355.

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