



CITY OF SIERRA MADRE

Pre-Entitlement Development Projects Checklist and Requirements

Planning & Community
Preservation Department
232 W. Sierra Madre Blvd., CA, 91024
www.sierramadrecalifornia.gov

Project Applications

A Project Application must be submitted for any project that requires an intake for Planning Department review. At the beginning of the development process, a project is evaluated for Planning and Zoning Code compliance and conformity with the General Plan for a proposed development project. If your proposed project is found to require an entitlement, (Design Review Permit, Conditional Use Permit, Variance, Hillside Development Permit, etc.), project review will not begin unless a complete Project Application has been submitted and accepted by the Planning Department. In order to consider a Project Application accepted, the application must be accompanied by all required supporting materials in this checklist. Please note that not every project will require an entitlement.

Fees: After you submit your application, an application fee will be evaluated based on the type of development project being proposed. You must pay this fee before your application is considered complete, once we confirm all checklist items have been received. Please see the City's most recent adopted [Fee Schedule](#) for details.

How to Submit:

To submit your Project Application, please register for an account via the [Accela Citizen Access](#) (ACA) Public Portal. After registering, please submit for an Entitlement application in the Planning Module. If there are multiple entitlements for the same project, they may be combined under one submittal. After successfully submitting, a staff member will reach out to the applicant.

For assistance, please call (626)355-7135 or email permits@sierramadrecalifornia.gov.

Contact Information:

Applicant Name:	
Applicant Phone:	
Property Owner Name:	
Property Owner Phone:	

Please Select Primary Project Contact: ☐ Owner ☐ Applicant

Project Information:

Project Address:	
Project Description	
Entitlement Type:	
Date of Submission:	

CHECKLISTS

In order for the Planning Department to consider a Project Application as accepted, the application must be accompanied by all required supporting materials and all relevant supplemental applications, as listed below.

Review and complete the checklist to determine if the materials are required as part of your Project Application submission.

PROJECT SUBMISSION CHECKLIST			
Documents (completed and signed)	When is it required?	Applicants: is this required as part of your project & submitted?	Planning staff only: verification of submission & completeness
Project Application (Online Submission)	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Master Zoning Application (Signed and Notarized)	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Letter of Authorization (Signed and Notarized)	When the property owner appoints an authorized agent to submit a project application on their behalf.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Ownership Verification (Grant Deed, Deed of Trust, or Title Report)	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Notification Packet (17.60.100)	When public notice is required.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Project Narrative	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Electronic copy of the plans in PDF format, formatted to print at 11" x 17".	Required for additions or alterations to a structure and new construction.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Supplemental Documents (completed and signed)	When is it required?	Applicants: is this required as part of your project & submitted?	Planning staff only: verification of submission & completeness
Address Assignment	Required for construction of new dwelling units and Accessory Dwelling Units.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Historic Resource Evaluation Request (Ordinance No. 1484)	Required when a project involves the alteration or demolition of a structure that was constructed 75 years or more before the date of the application for review, and the project does not qualify for any exemptions or exceptions to a discretionary demolition permit under SMMC 17.60.056(C) or (G).	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing

Operation Plan: Details of primary functions of the business with goals and objectives.	Required for conditional and minor conditional use permits.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Arborist Report (12.20.115 (A))	If required; where monitoring is required, a certified arborist, selected and hired by the applicant must monitor work on the site that might impact the protected trees. Arborist Report shall also recommend mitigation for all protected trees to be removed.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing

PLAN SUBMISSION CHECKLIST

*Required for Design Review, Administrative Design Review, Hillside Development, Administrative Hillside, Conditional Use, Minor Conditional Use, Discretionary Demolition permits, Urban Lot Splits, Variances, and Minor Variances applications that involve **additions, alterations, and new construction**.*

Title Page Requirement	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>	<i>Planning staff only:</i> <i>verification of submission & completeness</i>
Licensed Design Professional Stamp And Signature (17.60.041(G))	For Design Review, Administrative Design Review, Hillside Development, and Administrative Hillside Development Permits	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Applicable Codes: Sierra Madre Municipal Code.	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Property Info: Legal description, zoning and land use designation, occupancy group, and construction type.	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Project Summary: Scope of work, lot area, existing /proposed/maximum floor area and lot coverage, existing/proposed building heights and stories, and parking. Demonstrate new impervious surface of proposed project.	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Title Block: Property address, APN, owner contact info, plan preparer info and signature.	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Vicinity Map: ½ mile radius street system with project site highlighted	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing

Design Drawings Requirements	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>	<i>Planning staff only:</i> <i>verification of submission & completeness</i>
North Arrow, Date Prepared, Scale	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Site Plan: Dimensions of all existing and proposed structures, property lines, setbacks, walls/fences.	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Trees: Show all trees with species, DBH, and 8-point canopy for protected species.	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Paved Surfaces: Existing and proposed driveways, walkways, artificial turf, and patios; indicate impermeable materials.	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Easements: Show all existing and proposed.	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Utilities: Show all utility connections. ADUs shall have the utilities connected to the primary dwelling.	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Frontage Improvements: Existing curb, driveway, meters, hydrants, utility equipment, parkway trees, poles, lights.	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Floor Plans: Dimensioned existing and proposed plans; partitions and uses; door/window sizes and schedule; framing; plumbing/mechanical/electrical fixtures.	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Roof Plan: Material, roof assembly, slope, ridges/valleys, overhangs, and diaphragm.	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Elevations: Heights, grades, rooflines and pitch, overhangs, windows/doors, attic/floor vents, exterior materials.	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Proposed Building & Site Sections: Building walls, floor-to-floor dimensions, and cut, fill, and spot elevations.	Required for design review, administrative design review, hillside development review, and administrative hillside development review permits.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Enlarged Wall Sections: Reference to building elevation callouts showing façade articulation at projecting and recessed features.	Required for design review, administrative design review, hillside development review, and administrative hillside development review permits.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing

Design Drawings (Continued)	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>	<i>Planning staff only:</i> <i>verification of submission & completeness</i>
Large-Scale Architectural Details: Window & door head, jamb and sill, door and window schedule, roof parapet or eave details, storefront details, corner and/or joinery details, exterior materials, drainage features/scuppers.	Required for design review, administrative design review, hillside development review, and administrative hillside development review permits.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Proposed Landscape Plan: Location, spacing, common and botanical name, container size, quantity of plan material, hardscape details.	Required for design review, administrative design review, hillside development review, and administrative hillside development review permits.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Topography Map (17.52.100)	Required for hillside development review, administrative hillside development review, and sometimes required for design review, administrative design review permits.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Proposed Grading Plan (17.52.100)	Required for hillside development review and administrative hillside development review permits.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Flood Plan (17.52.100)	Required for hillside development review and administrative hillside development review permits.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Additional Documents	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>	<i>Planning staff only:</i> <i>verification of submission & completeness</i>
Materials Specifications: Manufacturer's Specifications and Materials Palette (digital).	Required for design review, administrative design review, hillside development review, and administrative hillside development review permits.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Perspective Renderings: Eye level, perspective renderings or virtual illustrations (in color) depicting elevations visible from the street.	Required for design review, administrative design review, hillside development review, and administrative hillside development review permits.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing

Additional Documents (Continued)	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>	Planning staff only: <i>verification of submission & completeness</i>
Visual Context Photo Montage: Project site context, neighborhood context, photographic key map.	Required for design review, administrative design review, hillside development review, and administrative hillside development review permits.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Neighborhood Analysis: Tabulated list of properties within a 300-foot radius of project site comparing lot size and building size data	Required for design review, administrative design review, hillside development review, and administrative hillside development review permits.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Suitability Analysis: (17.52.100) Identifies key site constraints, including steep slopes, riparian and flood areas, drainage paths, vegetation and habitats, ridgelines, and, if required, cultural and archaeological resources.	Required for hillside development review and administrative hillside development review permits.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Site-Specific Archaeological, Historical and Paleontological Report (17.52.100): Identifies resources on a project site, analyzes potential adverse impacts to such resources, and identifies effective mitigation measures to reduce potential adverse impacts	Required for hillside development review and administrative hillside development review permits.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Biotic Resources Management Plan (17.52.180)	Required for hillside development review for a land division.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Vegetation Map	Required for hillside development review for a land division.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Census of Indigenous Plants, Insects, and Animals on the Property (17.52.180)	Required for hillside development review for a land division.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing

APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- a) The undersigned is the property owner or an authorized agent acting on behalf of the property owner.
- b) The information provided is true and correct to the best of my knowledge.
- c) Additional information or applications may be required by the City of Sierra Madre.
- d) I hereby authorize the City of Sierra Madre and its Planning staff to conduct site inspections of this property as part of the City's review of this application. This authorization includes access to all interior and exterior portions of the property through completion of construction and for the purpose of verifying compliance with any conditions of approval.
- e) I attest that no personally identifiable information (PII)—including, but not limited to, Social Security numbers, driver's license numbers, or bank account information—has been submitted with this application. Any required supplemental materials have been reviewed and all PII has been redacted prior to submittal. I understand that all materials submitted to the City of Sierra Madre become part of the public record and may be made available for public review and/or posted on City websites.
- f) I declare and affirm that as a condition of filing and processing this application, I agree to defend, indemnify, and hold harmless the City of Sierra Madre, its City Council, boards, commissions, officers, officials, employees, agents, and volunteers from and against any and all claims, actions, proceedings, damages, liabilities, losses, costs, and expenses, including reasonable attorneys' fees and court costs, arising out of or related to the City's approval, conditional approval, or denial of the requested development project or land use entitlement.

Signature

Name (Printed)

Date

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____

CERTIFICATE OF COMPLIANCE

Pursuant to Government Code Sections 65940(a)(1) and 65962.5(f), I certify that the location of the proposed project of this application is not located on the California Department of Toxic Substances Control’s Hazardous Waste and Substances Site List.

To determine whether the project site is included on the list, the applicant shall consult the most current list of identified hazardous waste sites at <http://www.calepa.ca.gov/SiteCleanup/CorteseList/default.htm>

Certified By:

_____	_____
(Name)	(Signature)
_____	_____
(Title)	(Date)

For Department Use Only

Received by Planning Department:

By: _____

Date: _____