



CITY OF SIERRA MADRE

Post-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/in-house for Planning Department review. At the beginning of the development process, a project is evaluated for Planning and Zoning compliance and conformity with the General Plan for proposed development projects. 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 Pre-Entitlement Project Application has been reviewed and approved 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, we will calculate the fee based on the estimated project valuation. 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 materials for Planning Approval, please register for an account via the [Accela Citizen Access](#) (ACA) Public Portal.

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 Number (if applicable):	
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
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
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
Discretionary Entitlement Number	If applicable; number issued for Variances, Conditional Use Permits, Design Reviews, Minor Conditional Use Permits, Certificate of Appropriateness, Hillside Development Permits, etc.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing

PLAN SUBMISSION CHECKLIST

To be reviewed and completed by a design professional

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>
Applicable Codes: The most current adopted and applicable California Building, Plumbing, Mechanical, Electrical, Fire, Residential, CALGreen, and Wildland–Urban Interface Codes.	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Building Data: Occupancy (R-3/U-1), Construction Type V-B, floor areas, number of stories, VHFSZ, zoning designation.	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Property Info: Legal description; property boundary with dimensions.	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Project Summary: Scope of work, lot size, existing /proposed floor area, lot coverage, 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
Fire Sprinklers: Identify if fire sprinklers are required (Yes or No).	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Licensed Design Professional Stamp And Signature (may be electronic)	According to California Architects Board – Stamp Requirements and Board Rules and Regulations Relating to the Practices of Professional Engineering and Professional Land Surveying .	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Construction Plans	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	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

Construction Plans (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>
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
Foundation Plan: Footings, slab details, reinforcement, holdowns and anchor bolts.	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Framing Sections: Roof, floor, wall, foundation, insulation, finishes.	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Details: Show structural connection details with a continuous load path for both gravity and lateral (wind or seismic) loads.	Always; must be stamped by a California-licensed engineer	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing

Construction Plans (Continued)	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>	<i>Planning staff only: verification of submission & completeness</i>
Energy Compliance: CF-1R on plans; mandatory measures; two sets of documents.	Required for new construction and additions; must comply with California Energy Code, Title 42, Part 6.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Structural Calculations:	Two sets of calculations are required for most additions unless they completely conform to the UBC Chapter 21 provisions for conventional construction.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
PUBLIC WORKS REQUIREMENTS CHECKLIST <i>To be reviewed and completed by a design professional</i>			
Grading and Drainage Plans	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>	<i>Planning staff only: verification of submission & completeness</i>
Site Plan (17.30.230 (A)) : A topographic map prepared by a licensed land surveyor or registered civil engineer showing the building site, existing slopes, and all trees, at a scale of 1 inch = 10 feet with maximum 2-foot contour intervals in areas of grading, construction, or vegetation removal.	If required; may be required to demonstrate how the proposed project will comply with general plan policies, goals, and objectives, including, but not limited to, standards for hillside development, erosion control, seismic and geologic hazards, stormwater management, flooding and fire hazard.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Grading Permit — Plans and Specifications (15.48.040)	If required; may be required by the city engineer for enforcement of any provisions of this code, two sets of plans and specifications shall be submitted.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Drainage Plan (15.58.040)	If required; director of public works may require a drainage plan for new development or redevelopment projects, or when a project results in the addition or replacement of 500 square feet or more of impervious surface area and the topography of the parcel poses a potential cross-lot drainage issue.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Design Standards for Drainage (15.48.240)	If applicable; design standards to be followed with the submission of a drainage plan.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing

Grading and Drainage Plans (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>
Engineering Geological Reports (15.48.070)	If required; may be required by the city engineer based on the most recent grading plan.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Soils Engineering Reports (15.48.080)	If required; may be required by the city engineer based on the most recent grading plan.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Hydrology Report (17.30.230 (D))	If required; if the proposed changes in natural grades, drainage, impervious surface, and removal of vegetation could potentially result in drainage impact on the site and other properties.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
National Pollutant Discharge Elimination System (NPDES) Low Impact Development (LID) /	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>
Stormwater Pollution Control Requirements (15.58.050, 15.58.060)	Required for new development and redevelopment projects, hillside development and street and road construction.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
LID Plan Requirement (15.58.080)	Except as provided under Sections 15.58.050 and 15.58.060 , required for any development project that creates, adds, or replaces 500 square feet or more of impervious surface area.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Urban Runoff Mitigation Plan (7.08.030 (C))	Required for new development and construction, in compliance with California Regional Water Quality Control Board (CRWQB), Los Angeles Region Order Number 96-054(Order) and the Municipal NPDES Permit Number CAS61001.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing

Tree Preservation and Protection	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>
Protected Tree Trimming/Removal Application (12.20.110) (Protected Trees are Oaks, Western Sycamores, and Black Walnuts)	If applicable; required for removal or substantial trimming of protected trees in connection with the issuance of a discretionary permit issued by the city under the building code, zoning ordinance, or any other authority for development or other activity that will result in the removal or substantial trimming of protected trees	☐ 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
Water Efficient Landscape Plans	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>
New Landscapes ≥ 500 sq. ft. (15.60.030 (A))	Must submit a landscape documentation package when a building/landscape permit, plan check, or design review is required.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Rehabilitated Landscapes ≥ 2,500 sq. ft. (15.60.030 (A))	Must submit a landscape documentation package when a building permit, landscape permit, plan check or design review is required.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Graywater/Rainwater Systems (15.60.030 (A))	Projects using on-site graywater or rainwater capture must submit a landscape documentation package if landscape area is < 2,500 sq. ft. and water needs fully meet the lot or parcel's landscape water requirement (estimated total water use) by these systems.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing

Demolition / Solid Waste	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>
Demolition Permit (15.04.115 - Section 105.7) (Proposed demolition must be permitted under GC 66300.5 & 66300.6)	Required when 50% or more of a structure's floor area or value is altered, reconstructed, or removed, as determined by the Department of Planning & Community Preservation. There is a 30-day waiting period between receipt of the demolition Application and issuance of a Demolition permit. Refer to the City's demolition procedures/checklist.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Construction and Demolition Waste Disposal (Chapter 8.13)	If applicable; all demolition must use City contracted hauler, Athens Services, unless an approved waste management plan is obtained from the Department of Public Works, and performance bond is received. All State construction and demolition diversion requirements must be met.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Waste Management Plan (8.13.030)	If applicable; required for building or demolition permits valued at more than fifty thousand dollars.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Hazardous Materials Title 8 CCR § 1529 (Asbestos) Title 8 CCR § 1532.1 (Lead)	If applicable; California Lead and Asbestos Requirements must be followed. Refer to the City's demolition procedures /checklist.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Excavation/Encroachments	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>
Excavation Permit 12.16.020	If applicable; required for any physical disturbance or obstruction of a public street or right-of-way.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Encroachment Permit	If applicable; required when a project or materials use or obstruct street space, even without any excavation	☐ 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: _____