



Los Angeles County Department of Regional Planning



Planning for the Challenges Ahead

SMM LCP Coastal Development Permit Supplemental Checklist

Applicants are REQUIRED to consult with planning staff prior to submitting an application.

For assistance call 213-974-6411 or <http://planning.lacounty.gov/who>.

For a submittal appointment call 213-974-6438.

- Use this checklist for a Coastal Development Permit (CDP), pursuant to the Santa Monica Local Implementation Program (LIP).
- This checklist is used in conjunction with the Zoning Permits Checklist.
- Failure to provide all required information may cause delay or denial of the application.
- Additional approvals pursuant to other sections of Title 22 and/or other parts of LA County Code may be required.
- For answers to the most frequently asked questions: <http://planning.lacounty.gov/faq>.
- **All application materials below are required at submittal. Failure to provide required documents will result in a rejection of the application. Consult with planning staff to confirm required information. One missing item will result in a rejection of the application at the submittal appointment.**

1. **Completed Zoning Permit Application.**

2. **Completed Zoning Permit Checklist** including **all** material required by the checklist, with the following **additional** requirements:

a. The Findings Form (No. 8) shall address the information required by Section 22.44.850:

- i. That the proposed development is in conformity with the certified local coastal program.
- ii. That any development located between the nearest public road and the sea or shoreline of any body of water located within the Coastal Zone, is also in conformity with the public access and public recreation policies of Chapter 3 of Division 20 of the Public Resources Code.

b. The Project Narrative (No. 9) is required. The narrative shall include an analysis of feasible project alternatives (including, but not limited to, siting, design, size, height, and use alternatives) to avoid adverse impacts to coastal resources, and all feasible mitigation measures available to minimize or reduce unavoidable impacts.

c. The Site, Elevation, and Floor Plans (No. 9a, 9b, and 9c) shall include all applicable required information listed, including those under the heading, "The following items may vary depending upon the complexity of the project." The plans shall also include:

- i. Indication of colors and materials for all exterior surfaces.
- ii. The location, size, and type of all proposed confined animal facilities, including fencing, lighting, and all BMP facilities required to meet the standards of Section 22.44.1450 and 22.44.1940.
- iii. The location and size of any proposed crop or garden areas, including plant species,

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consistent with the requirements of Sections 22.44.1300 and 22.44.1930.

- d. The Land Use Map (No. 12) shall cover a radius of 700 feet instead of a radius of 500 feet.
 - e. In addition to the required photographs (No. 16), submit:
 - i. Panoramic or composite photographs from all corners of the subject property looking into the property; looking out from major elevated points within the property; and looking toward the property from all public viewing areas in the vicinity.
 - ii. A depiction of the type and location of all proposed lighting on the site demonstrating compliance with all provisions of this LCP.
3. **A stamped copy of the preliminarily approved Fuel Modification Plan.** This plan shall include the location and amount of any fuel modification or brush clearance that would be required on the site and on adjoining properties to comply with fire safety requirements for the proposed development, based on a fuel modification plan that has received preliminary approval from the Fire Department Forestry Division. If the full 200-foot radius of fuel modification cannot be located completely on the project site, a plan shall be provided by the applicant that shows the area of the 200-foot brush clearance radius that would be located on adjoining parcels.
4. **All previously approved permits, including CDPs.** A listing and copies of all other permits and approvals secured on the property. This includes all building permits issued on the property and all assessor's records for structures that do not have building permits. If a Coastal Development Permit has been issued on the property, submit a copy of the entire document.
5. **Biological assessment report or biological inventory.**
- a. Biological assessment report. For all new development located in, or within 200 feet of, H1, H2, or H2 "High Scrutiny" Habitat as mapped on the Biological Resources Map, a biological assessment report, prepared in accordance with Section 22.44.1870.
- OR**
- b. Biological inventory. For all other new development, a biological inventory, containing the following information:
 - i. Biological survey and map (drawn to scale) of biological resources and physical site features on the project site.
 - ii. The plants, animals, and habitats found on the project site.
 - iii. The plants, animals, and habitats likely to occur on the project site based on a California Natural Diversity Database (CNDDDB) query as well as local knowledge.
 - iv. On sites that have been subject to wildfire or unpermitted development, including but not limited to, vegetation removal or grading, the plants, animals, and habitats likely to have occurred on the site based on historical records and habitat found in surrounding undisturbed areas.
 - v. Assessment of need for additional surveys due to timing/season of initial survey (potential for missing sensitive species) and assessment for need of protocol level species surveys (based on CNDDDB query results and local knowledge).
 - vi. Proximity of the project site to locations of known sensitive resources within 200 feet.

- vii. Photo documentation of the site that includes photos of all the respective habitats on site.
 - viii. Native tree survey and map (drawn to scale) if oak, sycamore, walnut, bay, or toyon trees are present on the project site. Sites containing native oak trees shall provide the information required in subsection E of Section 22.44.950.
6. **Proof of completion of a “one-stop” pre-application review.** This could be in the form of the notes page given to the applicant following their “one-stop” meeting.
7. **Proof of water for fire protection.** Proof that water for fire protection will be available in quantities and pressures required by the Water Ordinance, set out at Division 1 of Title 20 of this Code, or by a variance granted pursuant to said Division 1. The Director may accept as such proof a certificate from the person who is to supply water that water can be supplied as required by said Division 1 of Title 20, also stating the amount and pressure, which certificate also shall be signed by the Forester and Fire Warden, or a certificate from the Department of Public Works or applicable Water District that such water will be available.
8. **Proof of water availability for new residential development** or other new development that requires water use. Usually in the form of a “will-serve letter” if from a public water company.
9. **Proof of legal access** for any new development that is not accessed directly from a public roadway.
10. **Septic Plot Plan.** For development relying on an on-site wastewater treatment system, a septic plot plan, prepared by a registered sanitarian, that shall include a percolation testing report and septic system design of adequate size, capacity, and design to serve the proposed development for the life of the project.
11. **Grading Plans.** Detailed grading plans for all grading, whether on-site or off-site, including grading for any necessary road construction or improvements that is prepared by a registered engineer. The amount of cut and fill material shall be identified, with totals listed separately, and breakdown of amounts for different components of the project (including but not limited to the access road, driveway, building pad, remedial grading). Representative grading cross sections shall be included. A LID/Hydromodification Plan shall be provided, if required pursuant to Section 22.44.1515.
12. **Landscape Plans.** Landscape plan for all cut and fill slopes and other areas that would be disturbed by proposed construction activities, including areas that would be disturbed by required fuel modification or brush clearance, that meets the requirements of Section 22.44.1240.

Additional Requirements for Specific Types of Projects within the SMM LCP Area

13. **Additional requirements for development within 25 feet of any drainage course** shall be subject to a hazard analysis to identify invasive species or contaminants which may potentially be moved from or

introduced into the drainage course, causing ecological damage and furthering the spread of unwanted species to new habitats.

- a. The Director shall determine the content and format of the hazard analysis, and make this determination available in writing to impacted applicants.
 - b. The hazard analysis shall be prepared by the applicant and reviewed by the staff biologist.
 - c. If it is determined that development activity presents a risk for spreading invasive species or contaminants, the applicant must submit a Hazard Analysis and Critical Control Points (HACCP) Plan designed to prevent the spread of invasive species and contaminants. The HACCP Plan will be reviewed by the department biologist, and development must follow the requirements of the approved HACCP Plan.
14. **Additional requirements for development in archeologically sensitive areas.** For applications for development located in areas identified by the County or State as archaeologically sensitive, a site survey shall be performed by a qualified archaeologist, and an archaeology report, including alternatives that would avoid or minimize impacts to resources and recommended measures to mitigate impacts to resources, shall be prepared pursuant to Section 22.44.1570, unless waived by the Director.
15. **Additional requirements for new development on a beach, beachfront or bluff-top property** shall include the following, as applicable:
- a. Slope Stability Analysis: An analysis of beach erosion, wave run-up, inundation and flood hazards prepared by a licensed civil engineer with expertise in coastal engineering. All applications for bluff-top development shall include a slope stability analysis, prepared by a licensed Certified Engineering Geologist and/or Geotechnical Engineer or Registered Civil Engineer with expertise in soils. These reports shall address and analyze the effects of said development in relation to the following:
 - i. The profile of the beach;
 - ii. Surveyed locations of mean high tide lines acceptable to the State Lands Commission;
 - iii. The availability of public access to the beach;
 - iv. The area of the project site subject to design wave run-up, based on design conditions;
 - v. Foundation design requirements;
 - vi. The need for a shoreline protection structure over the life of the project;
 - vii. Alternatives for protection of the septic system;
 - viii. The long-term effects of proposed development of sand supply;
 - ix. The FEMA Base Flood Elevation and other mapped areas (A,B, or V zones);
 - x. Future projections in sea level rise;
 - xi. Project alternatives designed to avoid or minimize impacts to public access;
 - xii. Slope stability and bluff erosion rate determination performed as outlined in Section 22.44.2210.
 - b. Easements/Dedications: Applications for new beachfront or bluff-top development, including but not limited to shoreline protective structures, shall include a site map that shows all easements, deed restrictions, or "Offers to Dedicate" and/or other dedications for public access or open space and provides documentation for said easements or dedications. The approved development shall

be located outside of and consistent with the provisions of such easement or offers.

- c. State Lands Commission Determination: All applications for proposed development on a beach or along the shoreline, including a shoreline protection structure, shall contain written evidence of a review and determination from the State Lands Commission relative to the proposed project's location to or impact upon the boundary between public tidelands and private property. Such determination shall be a filing requirement for a CDP and any application filed without such determination shall be determined to be incomplete.
 - d. Coastal Commission Jurisdiction: For beachfront development that will be subject periodically to wave action, unless the State Lands Commission determines that there is no evidence that the proposed development will encroach on tidelands or other public trust interests, the County shall reject the application on the ground that it is within the original permit jurisdiction of the Coastal Commission, and shall direct the applicant to file his or her application with the Coastal Commission.
16. **Additional requirements for CDPs for land divisions:**
- a. A report prepared by a California Professional Geologist, a California Certified Engineering Geologist, a California Registered Engineer, California Certified Hydrogeologist, or a California Registered Environmental Health Specialist that addresses the ability of each proposed building site to accommodate an on-site wastewater treatment system, if one is deemed necessary by the Department of Public Health, including an analysis of depth of groundwater that addresses seasonal and cyclical variations as well as the adequacy of percolation rates in post-grading conditions (cut or compacted fill).
 - b. Evidence of water availability sufficient to provide service for each proposed parcel, supplied either by water well or municipal water system.
 - c. Line-of-sight analysis showing the view of the project site, including each proposed building site from public viewing areas.
 - d. Depiction of the proposed building site (including a building pad if part of the project) and access road/driveway to each proposed parcel with detailed grading plans for all grading, whether on-site or off-site, grading volumes (cut and fill), and representative cross sections.
 - e. Easements required to access each proposed parcel from a public road.
 - f. Conceptual fuel modification plan based on the anticipated location of future structures.
 - g. Information regarding transfer of development credits, as required by Section 22.44.1230.
 - h. In an application for a lot line adjustment, if any of the parcels to be adjusted are improved with a structure that required a building permit, the applicant shall provide an inspection report from the Building and Safety Division of the Department of Public Works certifying that changes in lot lines will not violate any ordinances or regulations administered by that department. The Department of Public Works shall collect any fees required for this service.
 - i. For applications for water wells, a groundwater hydrological study that analyzes the individual and cumulative impacts the wells may have on groundwater supplies and the potential individual and cumulative impacts the wells may have on adjacent or nearby streams, springs, or seeps and their associated riparian habitat.