



31200 Oak Crest Drive  
Westlake Village, CA 91361

**For City Use**

Date Filed \_\_\_\_\_  
Received by \_\_\_\_\_  
Case No.(s) \_\_\_\_\_

**Fiscal Year 2008-2009**  
**NEIGHBORHOOD BEAUTIFICATION PROJECT GRANT APPLICATION**  
*PLEASE PRINT OR TYPE*

Applicant Name	Street Address, City, State, Zip
Location of Property/Street address	Contact Person Name/Telephone/Email

City Zoning	County Assessor's Information			Legal Description		
Zone	Book	Page	Parcel	Lot	Block	Tract

<i>Summary of Proposed Beautification Project and Justification for City Financial Contribution</i>	

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
*Print Name*

The \_\_\_\_\_ Homeowners' Association reviewed and approved this application and design on (date of Board Meeting) \_\_\_\_\_, and supports submitting this application to the City of Westlake Village.

\_\_\_\_\_  
*President* *Date*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_ *Homeowners' Association*

**PLEASE DO NOT WRITE BELOW THIS LINE – TO BE COMPLETED BY STAFF**

Environmental Committee approval on	
City Council approval on	City Engineer approval <span style="float:right">Date</span>
	City Manager approval <span style="float:right">Date</span>

# PROPERTY OWNER AFFIDAVIT

State of California

County of Los Angeles

I, (We), \_\_\_\_\_, hereby declare under the penalty of perjury that I (We) am (are) the owner(s) of the property involved in this request and that the foregoing statements and the information submitted with this application are true and correct.

Owner(s) \_\_\_\_\_  
*Signature* \_\_\_\_\_ *Signature* \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_  
*Street* \_\_\_\_\_ *Street* \_\_\_\_\_  
\_\_\_\_\_  
*City, State, Zip* \_\_\_\_\_ *City, State, Zip* \_\_\_\_\_  
\_\_\_\_\_  
*Telephone* \_\_\_\_\_ *Telephone* \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ .  
*day month year*

\_\_\_\_\_  
*Notary Public*

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## TO ALL APPLICANTS:

Employees of the City of Westlake Village will assist in any way possible anyone who desires to use the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to make the showing necessary before any permit can be granted. Also, there is no guarantee – express or implied – that whatever agency or individual, who has authority to do so, will grant any permit.

The applicant must also understand that that each matter must be carefully investigated, and after a staff investigation has been made, or a public hearing held, staff's recommendation or decision might be contrary to a position taken in any preliminary discussions. Additionally, staff is not permitted to assist applicants or applicants' opponents in preparing arguments for or against a request.

**I HAVE READ THE PARAGRAPHS ABOVE AND UNDERSTAND THAT I (WE) HAVE THE BURDEN OF PROOF IN THE MATTER(S) ARISING UNDER THIS APPLICATION:**

\_\_\_\_\_  
*Applicant's signature* \_\_\_\_\_ *Date* \_\_\_\_\_

\_\_\_\_\_  
*Applicant's signature* \_\_\_\_\_ *Date* \_\_\_\_\_



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# Fiscal Year 2008-2009 NEIGHBORHOOD BEAUTIFICATION PROJECT GRANT APPLICATION

## *Instructions*

### **City Policy and Purpose of Grant**

On November 12, 2003, the City Council adopted a policy on Neighborhood Beautification Projects sponsored and designed by homeowners' associations and funded by the City up to 50% of total project costs, as part of the City's annual Streetscape Plan appropriation. Neighborhood beautification project grants partially implement the City-wide Streetscape Plan (adopted November 2001) and enable homeowner association participation in the design and construction process for projects in the public right-of-way.

### **Grants are competitive and will be awarded based on the following criteria:**

1. Project location (at neighborhood entryway or other location visible from the public right-of-way).
2. Applicant status (Homeowners' Associations or property owners of the project site).
3. Written support of the proposed project by the relevant Homeowners' Association.
4. Timely application filing (yearly filing date established by City Council).
5. Professional design by a qualified, licensed landscape architect, retained and paid by the Homeowners' Association.
6. Design features including durable hardscape materials and drought-tolerant or native plants, intending to minimize future maintenance and utility costs. The main purpose of this program is general landscape beautification of neighborhood entries and areas visible from the public right-of-way. Homeowner's Association entryway signage can be a part of a project application submitted for this program, but the signage cannot be the primary component of the application.
7. Project consistency with the general design elements and features contained in the Citywide Streetscape Master Plan.
8. Overall cost of the project, including proposed City appropriation. Applications that propose Homeowner Association funding exceeding City funding will be granted priority status.
9. Ability to proceed with project construction within 6 months of project approval.
10. Homeowners' Association acknowledgement that it will enter into a maintenance agreement with the City for ongoing maintenance, utility, and operational expenses for the project.
11. Any additional information requested by the City Council Environmental Committee.

### **After the City Council approves the project and commits to grant funding the applicant must:**

1. Obtain at least two (2) competitive bids by licensed contractors for project installation. The City reserves the option to bid and construct any project in the public right-of-way.
2. Execute an encroachment agreement and a hold harmless agreement with the City prior to beginning any work in the public right-of-way.
3. Proceed with construction of the project in a timely manner.
4. Complete the project within one year of receiving the grant award.



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# Fiscal Year 2008-2009 NEIGHBORHOOD BEAUTIFICATION PROJECT GRANT APPLICATION

## *Required Materials*

### Required Application Materials

For the grant application to be processed, applicants must submit 4 copies of:

**1. Narrative description of the proposed project, including:**

- a. Justification for the project
- b. Discussion of current status of property and proposed beautification effort;
- c. Statement of project cost and proposed Homeowner Association contribution;
- d. Photos of the project site;
- e. Perspective sketch of the proposed project.

**2. Letter** from the relevant Homeowners' Association signed by officer with authority to bind the Association, showing support for the project, committing to more than half of the project budget and committing to funding ongoing operational expenses as outlined in the grant criteria above.

**3. Site Plan, including:**

- a. Title block in lower right-hand corner showing the project name and homeowners' association name; name and address of the legal owner; name, address, and professional license number of the preparer;
- b. Sufficient legal description to define the boundary of the proposed project;
- c. Date, north arrow (orient the plan so that north is to the top), scale (use an engineer's scale, such as 1"-20') and contour interval;
- d. Vicinity map outlining the subject property and showing major surrounding streets;
- e. Dimensions (in feet) of the subject property (tie improvements to adjacent curblines);
- f. Existing topography of the subject site as follows: 2' contour intervals if the existing slope is less than 10%, 5' intervals if the existing slope is 10-50%, and 10' intervals if the existing slope is greater than 50%;
- g. Location of all existing fire hydrants within 50' of the proposed project;
- h. The location and dimensions of any existing easements;
- i. The location, type, materials, and dimensions of existing and proposed structures or hardscape;
- j. Location of existing light standards, fences, walls, utility meters, transformers, backflow preventers, or other permanent fixtures;
- k. Proposed grades (if changes to existing grades are proposed), direction of drainage;
- l. Location of existing public storm drain improvements, including catch basins and any private drainage improvements;
- m. Location of sanitary sewers and water mains (if located within project area);
- n. Type and location of existing oak trees on the subject property;
- o. Other elements as requested by the City.

#### 4. Planting Plan

- a. Title block as above;
- b. Legend showing scientific and common plant names, number, and container size, separated into categories of trees, shrubs, groundcover (including turf);
- c. Fully dimensioned site plan showing anticipated dimensions of plant material at maturity.
- d. Other elements as requested by the City.

#### 5. Irrigation Plan

- a. Title block as above;
- b. Legend showing type (brand name, part number), number, size and output rate of irrigation heads or drip emitters;
- c. Fully dimensioned site plan showing all irrigation components, including tie-in to municipal water supply

#### 6. Grading Plan (for projects requiring re-grading; may be waived by staff depending on site conditions)

#### 7. Environmental analysis

- a. *Exempt projects*: Statement why the proposed project qualifies under a CEQA exemption, i.e. Guidelines Section 15304, Minor Alterations to Land, attached.
- b. *Non-exempt projects*: Complete and attach City Initial Study Form A.

#### 8. Proposed Budget

- a. Show complete budget for project design and construction. The Homeowners' Association must fund project design, and at least 50% of the total construction cost. Provide a detailed budget with proposed Homeowners' Association funding clearly set forth.

## 15304. Minor Alterations to Land<sup>1</sup>

Class 4 consists of minor public or private alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees except for forestry or agricultural purposes. Examples include, but are not limited to:

- (a) Grading on land with a slope of less than 10 percent, except that grading shall not be exempt in a waterway, in any wetland, in an officially designated (by federal, state, or local government action) scenic area, or in officially mapped areas of severe geologic hazard such as an Alquist-Priolo Earthquake Fault Zone or within an official Seismic Hazard Zone, as delineated by the State Geologist.
- (b) **New gardening or landscaping, including the replacement of existing conventional landscaping with water efficient or fire resistant landscaping.**
- (c) Filling of earth into previously excavated land with material compatible with the natural features of the site;
- (d) Minor alterations in land, water, and vegetation on existing officially designated wildlife management areas or fish production facilities which result in improvement of habitat for fish and wildlife resources or greater fish production;
- (e) Minor temporary use of land having negligible or no permanent effects on the environment, including carnivals, sales of Christmas trees, etc;
- (f) Minor trenching and backfilling where the surface is restored;
- (g) Maintenance dredging where the spoil is deposited in a spoil area authorized by all applicable state and federal regulatory agencies;
- (h) The creation of bicycle lanes on existing rights-of-way.
- (i) Fuel management activities within 30 feet of structures to reduce the volume of flammable vegetation, provided that the activities will not result in the taking of endangered, rare, or threatened plant or animal species or significant erosion and sedimentation of surface waters. This exemption shall apply to fuel management activities within 100 feet of a structure if the public agency having fire protection responsibility for the area has determined that 100 feet of fuel clearance is required due to extra hazardous fire conditions.

**Note:** Authority cited: Sections 21083 and 21087, Public Resources Code; Reference: Section 21084, Public Resources Code.

**Discussion:** This section describes the class of projects involving minor alterations to the land. The 1998 revision to the section specified that this exemption applies to fuel management activities which will not impact threatened or endangered species or result in significant erosion or sedimentation.

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<sup>1</sup> **Title 14. California Code of Regulations; Chapter 3. Guidelines for Implementation of the California Environmental Quality Act; Article 19. Categorical Exemptions**