



PLANNING DEPARTMENT PERMIT APPLICATION FEES AND FILING REQUIREMENTS

The following material constitutes a basic application for each of the planning permits indicated. Additional plans or materials may be requested before the application is deemed complete. It should be noted that additional environmental review fees, and / or technical review fees, may be required depending on the specific nature of the proposed project.

GENERAL PLAN REQUIREMENTS

- All plans (including building elevations) must be drawn to scale
- Each page must include a title and page number and the date of printing
- Homeowners Association (HOA) Approval (when applicable)

CONDITIONAL USE PERMIT

- Fee = \$1,081.00 (Modification = \$324.30)
- Consultant Review Deposit* = \$2000 (wireless telecommunication facilities only)
- Development Application (property owner's signature on page 2 **MUST** be notarized)
- Development Plans - Submit 4 **folded** copies and 1 digital file in PDF format for each required exhibit, including:
 - Site plan (depicting: property lines, street, structures/buildings, and access)
 - Building floor plans (existing and proposed)
 - Exterior elevations (existing and proposed, if applicable).
- Full business description (including hours of operation, number of employees, and maximum number of clients onsite, etc.)
- HOA Approval (if applicable)

DEVELOPMENT AGREEMENT

- Fee = \$1,081.00 + deposit for attorney fees

EIR

- Fee = Consultant Review Deposit + 20% City overhead

FENCE PERMIT

- No fee
- Fence Permit Application (property owner **MUST** sign)
- HOA Approval (if applicable)

GENERAL PLAN AMENDMENT

- Fee = \$1,426.00
- Development Application (Property Owners signature on page 2 **MUST** be notarized)

INITIAL STUDY

- Fee = \$150.00
- Initial Study Questionnaire

LANDSCAPE PLAN

- Consultant Review Deposit* = \$1000 (estimated plan check costs)
- Detailed Landscape and Irrigation Plan – 4 **folded** copies and 1 digital copy in PDF format

LOT LINE ADJUSTMENT

- Fee = \$350.00; Consultant Review Deposit* = \$500.00
- Development Application (Property Owners signature on page 2 **MUST** be notarized)
- Certificate of Compliance
- Title report or grant deed
- Closure Calculations
- Copies of deeds / maps used in the LLA
- Site Plan (showing existing and proposed lot lines and all existing/proposed structures) - 2 **folded** copies and 1 digital copy in PDF format
- HOA Approval (if applicable)

* = Additional environmental and technical review costs shall be invoiced at cost. Recoverable fee deposits listed are for base deposit amount.

MINOR LAND DIVISION

- Fee = \$1,652.00 (Revision = \$100.00; Time Extension = \$200.00); Consultant Review Deposit* = \$800.00
- Development Application (Property Owners signature on page 2 **MUST** be notarized)
- Parcel Map - 4 **folded** copies, 1 brownline, and 1 digital copy in PDF format
- Soils and Geology Report (if deemed necessary by the Planning Director) - 2 copies and 1 digital copy in PDF format
- Grading Plan (show existing topography and finished grades) - 3 folded copies and 1 digital copy in PDF format

NEGATIVE DECLARATION

- Fee = \$250.00

OAK TREE PERMIT

- Fee = \$125
- Oak Tree Application
- Oak Tree Permit Questionnaire
- Development Plans – Submit 4 **folded** copies and 1 digital copy in PDF format for each required exhibit, including:
 - Site plan (depicting: property lines, street, existing and proposed structures/buildings, location of all oak trees, and site access)
 - Building floor plans (existing and proposed, if applicable)
 - Exterior elevations (existing and proposed, if applicable).
- Photographs of all oak trees
- Arborist's report
- HOA Approval (if applicable)

PLOT PLAN

- Fee = \$300.00 (Revisions = \$200.00)
- Development Plans - Submit 4 **folded** copies and 1 digital file in PDF format for each required exhibit, including:
- Site plan (depicting: property lines, street, structures/buildings, and access)

PLANNED DEVELOPMENT PERMIT

- Fee = \$1,081.00 (Modification = \$324.30)
- Development Application (Property Owners signature on page 2 **MUST** be notarized)
- Development Plans - Submit 4 **folded** copies and 1 digital file in PDF format for each required exhibit, including:
 - Site plan (depicting: property lines, street, existing and proposed structures/buildings, and access)

- Building floor plans (existing and proposed)
- Exterior elevations (existing and proposed).
- Exterior colors and material sample board.
- Initial Study Questionnaire (when applicable)
- Landscape Documentation Package (when applicable)
- HOA Approval (if applicable)

SIGN PERMIT

- Fee = Sign Permit - \$100.00; Sign Program - \$200.00
- Sign Permit Application (**MUST** include property owners signature)
- Development Plans – submit 4 **folded** copies, to include:
 - Site Plan (showing location of all existing and proposed signs in relation to building or structures on property)
 - Sign Elevations (showing existing and proposed, the design, sign dimensions and total area, color, materials, and method of illumination and installation)

SIGN MODIFICATION PERMIT

- Fee = \$500.00
- Development Application (Property Owners signature on page 2 **MUST** be notarized)
- Development Plans - Submit 4 **folded** copies and 1 digital file in PDF format for each required exhibit, including:
 - Site Plan (showing location of all existing and proposed signs in relation to structures on property)
 - Sign Elevations (showing the design, sign dimensions and total area, color, materials, and method of illumination and installation)

SPECIFIC PLAN

- Fee = \$1,081.00 + \$5.00/acre
- Development Application (Property Owners signature on page 2 **MUST** be notarized)
- Specific Plan Document (prepared pursuant to Section 65450 et seq of the Government Code) – 15 **folded** copies and 1 digital copy in PDF format

* = Additional environmental and technical review costs shall be invoiced at cost. Recoverable fee deposits listed are for base deposit amount.

TEMPORARY USE PERMIT

- Fee = \$150.00 (charitable fund raising events exempt)
- Development Application (Property Owners signature on page 2 **MUST** be notarized)
- A Hold Harmless Agreement form.
- A copy of a Los Angeles County Fire Department permit for an event (or written documentation of event's exemption from a Fire permit)
- Event Plans – Submit 1 **folded** copy and 1 digital file in PDF format for each required exhibit, including:
- **General liability insurance:**
 - Covering any and all damages or claims for damages due to injuries to persons or property arising out of the event, its preparation, or cleanup.
 - The policy shall be issued by an insurance company admitted to do business in the State of California and possessing a rating in the most recent edition of Best's Insurance Guide of B+; VII or better.
 - The insurance coverage shall be at least \$2,000,000 in the aggregate, and at least \$1,000,000 per occurrence.
 - The "City of Westlake Village and its officers, officials, employees, agents, and volunteers" shall be named as additional insured on a separate "Additional Insured" endorsement document.
- Detailed description of the event (including start and end times date(s), total number of attendees, number and type of activities)
- Site Plan (to include location of all activities, relative to subject property lines, structures, and street)
- Parking Plan (when requested)

TENTATIVE TRACT MAPS

- Fee = \$2,510 lots 1-10; + \$60 lots 11-25; + \$30 lots 26-50; + \$12 lots 51+ (Revision - 30% of original fee; Time Extension = \$400.00); Consultant Review Deposit* = \$3,500.00
- Development Application (Property Owners signature on page 2 **MUST** be notarized)
- Tentative Map – 4 **folded** copies, 1 brownline, and 1 digital copy in PDF format
- Soils and Geology Report - 2 copies and 1 digital copy in PDF format
- Grading Plan (showing existing topography

and finished grades) – 4 copies and 1 digital copy in PDF format

- Initial Study Questionnaire

TIME EXTENSION

- Fee = \$400.00

VARIANCE

- Fee = \$1,081.00
- Development Application (Property Owners signature on page 2 **MUST** be notarized)
- Development Plans - Submit 4 **folded** copies and 1 digital file in PDF format for each required exhibit, including:
 - Site plan (depicting: property lines, street, existing and proposed structures/buildings, and access)
- Initial Study Questionnaire (when requested)

ZONING CLEARANCE

- Fee = \$50.00
- Development Plans - Submit 4 **folded** sets of plans, including:
 - Site plan (depicting: property lines, street, existing and proposed structures/buildings, and access)
 - Exterior elevations (existing and proposed).
 - Building floor plans (existing and proposed)
 - Roof plan
- HOA Approval (if applicable)

ZONE CHANGE

- Fee = \$1,426.00
- Development Application (Property Owners signature on page 2 **MUST** be notarized)
- Location Map (show location and boundaries or property for which rezoning is requested) – 4 **folded** copies and 1 digital copy PDF format
- Initial Study Questionnaire

* = Additional environmental and technical review costs shall be invoiced at cost. Recoverable fee deposits listed are for base deposit amount.