DEPARTMENT OF COMMUNITY DEVELOPMENT

SUBMITTAL REQUIREMENTS FOR HILLSIDE DEVELOPMENT

This list is intended to give applicants proposing development of residential hillside lots a guide to potential pre-submittal requirements. Based on the individual constraints of the property and based on review of submitted materials, additional information and studies could be required. The applicant should consult with the Planning Division, Engineering Division, Building Division, and Fire Department for specific requirements.

PLANNING

Required

☐ **Architectural Plans**

- **Site Plan** to include the following:
  - ✓ Show all building structures (garages, fences, pools, etc.) and paved surfaces on-site.
  - ✓ All features must be dimensioned (setbacks, building dimensions/separations, lot size, etc.).
  - ✓ Show front setback of adjacent homes 400 ft. to either side or to end of the block .
  - ✓ Show location of power pole serving site.
  - ✓ Show all existing trees, with trunk greater than 6" in diameter
  - ✓ Landscape and hardscape areas
  - ✓ Topography, existing and proposed contours by a licensed surveyor
  - ✓ Lighting
  - ✓ Line of Sight studies
- **Floor Plan**
- **Sections –** two sections in each direction for commercial and developments north of Foothill Blvd. One section in each direction for all other locations. Sections shall be based on the actual survey and shall extend 50' minimum past the property lines in each direction.
- **Elevations**
  - ✓ Show all sides of main building and accessory structures.
  - ✓ Show building bulk angles for two (2) story dwellings.
  - ✓ Sections or elevations of the proposed project.
  - ✓ Plans shall indicate those residences which may be affected in terms of view obstruction.
  - ✓ Lot Statistics—Lot Size, Building Size, Easements
  - ✓ Sample/Material Board

☐ **Tree Survey**

A tree map, drawn to scale, locating existing trees on the project site with a trunk diameter of six (6) inches or greater or having a vertical height from ground level to tree-top level of twenty-five feet or greater. This map should define the species of such trees and identify their approximate trunk diameter, base elevation, height, and condition. All trees which will be kept in place shall be noted, relocated trees shall be indicated with existing and proposed location and trees to be removed shall be so indicated. An arborist report will be required for oak or sycamore trees and any other specimen trees noting the health and condition of the trees and the impact of proposed construction on the trees.

☐ **Biological Assessment**

Current biological assessment surveys to determine the presence of sensitive species within the subject property and in the immediate surrounding areas. Complete biological site survey(s) will be required if the assessment indicates that sensitive biological resources could occur within the project areas.

Protocol studies may also be required and some may take one year to complete. Also note that the Department of Fish and Game may require the following:

- Protection of Native Birds – the proposed project will result in the removal/disturbance of vegetation and therefore has the potential to directly impact a number of nesting native bird species including acorn woodpecker, great-horned owl, and Cooper's hawk (A California Species of Special Concern) which utilize the suburban landscape. Migratory non-game native bird species are protected by international treaty under the Federal Migratory Bird Treaty Act (MBTA) of 1918 (50 C.F.R.) Section 10.13). Sections 3503, 3503.5 and 3513 of the California Fish and Game Code prohibit take of all birds and their active nests including raptors and other migratory non-game birds (as listed under the Federal MBTA).
    a. Proposed project activities (including disturbances to native and non-native vegetation, structures and substrates) should take place outside of the breeding bird season which generally runs from March 1-August 31 (as early as February 1 for raptors) to avoid take (including disturbances which would cause abandonment of active nests containing eggs and/or young). Take means to hunt, pursue, catch, capture, or kill, or attempt to hunt, pursue, catch, capture of kill (Fish and Game Code Section 86).
    b. If Project activities cannot feasibly avoid the breeding bird season, the Department recommends that a qualified biologist survey all potential nesting habitat within the project site for nesting birds. Surveys should begin no later than June 1. Surveys should be conducted every 7 days for 8 consecutive weeks until at least July 1. If no nesting birds are observed, site preparation and construction activities may begin. If an active bird nest is located, the nest site should be disturbed until the next becomes inactive, is vacated and juveniles have fledged and when there is no evidence of a second attempt at nesting.
    c. Limits of construction to avoid a nest should be established in the field with flagging and stakes or construction fencing. Construction personnel should be instructed on the sensitivity of the area. The project proponent should record the results of the recommended protective measures described above to document compliance with applicable State and Federal laws pertaining to the protection of native birds.

The biological assessment will be sent to the Department of Fish and Game which may determine that the project is required to be sent to the State Clearinghouse. The application will not be considered complete until the initial consultation by Fish and Game is complete. Based on the determination by Fish and Game, additional studies and review may be required which will add additional time to process the application.

Public Works

Required

☐ **Preliminary Grading Plan**

- Per Section 15.28.070 of the Monrovia Municipal Code to include existing and proposed contours prepared by a licensed surveyor.

☐ **Hydrology Study**

Prepare a Hydrological/drainage study to address impacts associated with increasing impervious surfaces in the hillsides. The project requires Mitigation per the City's Stormwater Management Ordinance. The project requires mitigation per the City's Stormwater Management Ordinance. The project is classified a "Hillside Project – under 1 acre". The project requires a SUSMP but without numerical stormwater treatment requirements. The attached documents provide information on what is required.

- The hydrology study shall address erosion and sediment control for the site.

☐ **Geotechnical Study**

Prepare a geotechnical study and preliminary soil report/soils investigation to address impacts associated with building in/on hillsides. The reports shall address the following items:

- Provide a detailed slope stability analysis that incorporates the proposed site plan/house location and its potential impacts to adjoining neighbors and roadway with calculations.
- Provide a slope stability analysis with a factor of safety of 1.5.
- Provide detailed "earthquake induced landslide analysis" for the proposed project with analysis of potential impacts to adjoining neighbors.
- Provide hillside soil sample analysis through hand augering or manual digging. Show location on plan.
- Provide at least 3 cross sections for the slope stability analysis: 2 through the proposed house and 1 through impacts to potential neighbors.
- Provide temporary cut/fill analysis for slope as it impacts the project and adjoining neighbors.
- Alquist-Priolo Fault Zone. Determine if the project is within the "AP Zone" and provide analysis of the potential impacts accordingly.
- Provide an analysis of the potential of earthquake fault fingers and impacts on development. Discuss the potential for additional fractures and sympathetic seismic movement along these additional fractures. Include determination of age of fault activity. Provide analysis for the proposed change of mass in either side of the fault due to the proposed excavation (if applicable).
- Provide detailed design recommendations to support the findings of the slope stability analysis, earthquake induced landslide analysis and fault movement.
- Provide a preliminary soil report prepared by a registered soils engineer which shall be based on adequate test borings or excavations. A grading permit is required for borings and exchanges.
- The soil report shall identify the soil types. Identify the presence of critically expansive soils or other soil problems that require mitigation for the project. These issues shall be contained in the report.

___ **Note: A Grading Permit is required for any site work and soils excavation for soil testing.**

Fire

Required

☐ **Site Plan** shall indicate the following:

- Provide Access Plan For Fire Dept Equipment
- Provide Water Supply And Hydrant Locations

- Provide Proximity Of Building Location To Slope
- Provide Type Of Construction
- Fire Lanes May Be Required Including Signage And Or Curb Painting. The Fire Lanes Shall Be Clearly Indicated On The Site Plan Sheet Contact The Monrovia Fire Department For Specific Requirements.

☐ **Fuel Modification (Brush) Clearance Plan**
Meeting the Monrovia Municipal Code. For all new parcels/development in the hillside area prior to the start of combustible framing, in order to protect the hillside areas, the building under construction, and the existing homes adjacent to the project. Landscape plans for the planting of fire safe vegetation shall be submitted to the Fire Department for review and approval. (Information sheet available from the Fire Department.)

☐ **Access Requirements**

- Show that Cul-de-Sac streets exceeding 600 feet shall be provided with at least two points of access.
- A fire apparatus access road shall be provided to within 150 feet of all exterior walls of the first floor of the building. The route of the fire apparatus road shall be approved by the Fire Department.
- Plans shall show that roadways with dead-ends in excess of 150 feet are provided with turn-a-rounds which meet the requirements of the Fire Department.