



## OVERHEAD UTILITY APPEAL APPLICATION

**I. INTRODUCTION:** The Director of Community Development shall, as a condition precedent to the issuance of any building, electrical or plumbing permit, require all utility services located within exterior boundary lines of any lot or parcel of property to be installed underground if:

- A. The property is to be developed with a new or relocated main building;
- B. A residential building or use is converted to any nonresidential use or purpose;
- C. The remodeling, alteration or addition to an existing commercial building involves an expense totaling within any twelve (12) month period a sum equal to or greater than twenty-five (25) percent of the market value of such commercial building prior to such work being performed.

“Main building” means a building in which is conducted the principal use of the lot or building site on which it is located, and “commercial building” means a building in which is conducted any use which is nonresidential, excluding uses accessory to residential use, and home occupational uses.

It is the City’s intention that all the utility facilities of developments be placed underground. If it is determined that practical difficulties or unreasonable hardships inconsistent with the purpose of this section and unique to a particular parcel of property would result from literal application of the rules, the Planning Commission may waive, modify or delay the application of any undergrounding requirement upon written application of the affected property owner. If the Planning Commission determines to delay the installation of the required underground utilities, it may require a recorded agreement guaranteeing the future performance of the work together with adequate performance security enforceable by the city in the form of a cash deposit, bond, letter of credit or other instrument satisfactory to the City Attorney.

**II. APPLICATION REQUIREMENTS:** The following items are required to be submitted to the City Planning Department when applying for the above review:

A. Attached Forms:

1. **Project Application Form** - including a description of the proposed project, a statement of how the request meets the required HDP findings, and an original signature from the property owner.
2. **Supplemental Application Form**

B. Drawing Sets:

1. **Site Plan** - thirteen (13) copies\* - at a scale of 1” = 20’ or larger (*plans shall not exceed 24” x 36” in size* or as otherwise approved by the Director) and including the following:
  - Location of lot lines, streets (with street names), easements and all structures (existing and proposed);
  - Slopes, contours, trees, and other pertinent physical features;
  - All exterior building dimensions, setbacks;



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- Location, use and approximate distance from property line of the nearest utility structures on all properties surrounding the project site.

### C. Other Materials:

1. **Digital Plan Submittal:** All plans will be required to be submitted in digital format (jpeg, tiff). Alternatively, an 8½” x 11” reduced print of each drawing sheet may be submitted.
2. **Application fee.** The amount is established by the current fee schedule and adopted by the City Council. Checks should be made payable to the City of La Cañada Flintridge.

### III. PROCESSING YOUR APPLICATION

The following steps are typically involved in processing a Front Garage Review request.

- A. **Application Submittal.** After you have prepared your plans and filled out the application forms, bring them, with the required fee, to the Planning Department. You will receive a case number for your project and a receipt for your payment. Only three (3) sets of plans are required for the initial review.
- B. **Staff Review of Application for Completeness.** The Planning Staff will let you know if there is anything missing from your application packet or set of plans. When the packet is deemed complete and a date is set for deciding your request, thirteen (13) sets of plans will be required.
- C. **Staff Analysis of the Request.** Staff will examine the application materials, including your plans, justification statement and other information. We will make one or more site visits, and may contact surrounding property owners.
- D. **Decision on Request.** A decision on your request will be made by the Planning Commission. The decision could be approval, approval with conditions, or denial.
- E. **Appeal.** If you or someone interested with the project disagrees with the decision, an appeal can be filed with the City. Information on appeals is available at the Planning Department.

### IV. FEE:

Application Fee:	\$500.00
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OUA#

City Date Stamp

1. LOCATION OF PROPERTY (Street Address): \_\_\_\_\_

Assessor's Parcel Number

Nearest Cross Street

2. ZONING: \_\_\_\_\_ 3. AREA OF SITE: \_\_\_\_\_ sq. ft. \_\_\_\_\_ acres

4. APPLICANT: \_\_\_\_\_

Name

Telephone No.

Fax No.

Street Address

City, State

Zip Code

5. PROPERTY OWNER: \_\_\_\_\_

Name

Telephone No.

Fax No.

Street Address

City, State

Zip Code

6. OTHERS (optional): \_\_\_\_\_

Name

Telephone No.

Fax No.

Street Address

City, State

Zip Code

## SUPPLEMENTAL QUESTIONS

1. REQUEST: (Describe the specific exception to undergrounding you wish to pursue with the Planning Commission).

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## 2. JUSTIFICATION STATEMENT:

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### PROPERTY OWNER’S AFFIDAVIT

I (We), \_\_\_\_\_ hereby declare that I (We) am (are) owner(s) of the property involved in this application, and that all statements, answers and information submitted in support of this application are true and correct to the best of my (our) knowledge and belief.

I (We) further declare that I (we) understand that the City of La Cañada Flintridge encourages project applicants who are thinking of developing their property to discuss their project with their neighbors.

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Property Owner’s Signature(s)

Date