

## **PROCEDURES FOR PROCESSING COASTAL PERMITS**

### **SECTION 1: Is the subject property located in the Coastal District?**

The Coastal District includes all lands located seaward of Palos Verdes Drive West and Palos Verdes Drive South in Rancho Palos Verdes (see attached map).

If no, the property is not subject to a Coastal Act.  
If yes, proceed to Section 2.

### **SECTION 2: Is the project exempt or excluded from requiring a Coastal Permit?**

**EXEMPT:** A project which is not "new development", i.e., does not involve placement or erecting of a structure, grading, change in density or intensity, division of land, removal of major vegetation (except as part of on-going agricultural activities), etc.

#### **EXCLUDED:**

- A. Minor public works projects.
- B. Necessary utility connections.
- C. Categories added by the California Coastal Commission.
- D. Improvements, repairs or maintenance to existing structures or facilities, unless they would result in:
  - 1. A risk of adverse environmental effects, such as:
    - a. Significant alteration of landforms, including the removal or placement of vegetation.
    - b. Expansion or construction of water wells or septic systems.
    - c. Projects where a previous Coastal Permit approval required a new Coastal Permit for future expansions or additions.
  - 2. An adverse effect on public access.

3. A change in use which is contrary to the Coastal Specific Plan.
- E. Additions to existing single family residences and accessory structures in an Appealable Area (see attached map) which do not exceed the former structure in floor area or height by more than 10%, or do not require a Variance. Additions located partially or completely within the coastal setback zone shall not be eligible for this exemption.
  - F. Any improvements in a Non-appealable Area (see attached map) which require only a Site Plan Review. Additions located partially or completely within the coastal setback zone shall not be eligible for this exemption.

If yes, a Coastal Permit is not required.

If no, proceed to Section 3.

### **SECTION 3: Is the property located in an Appealable Area?**

The Appealable Area includes all land, either developed or vacant, which is:

1. Located between the sea and the first public road paralleling the sea; or,
2. Located within 300 feet of the of the mean high tide line, if this distance is greater than the distance to the first public road paralleling the sea; or,
3. Located within 100 feet of any wetland, estuary or stream; or,
4. Located in a sensitive coastal resource area, as defined by the Coastal Act.

If yes, proceed with this Section.

If no, proceed to Section 4.

Any Coastal Permit the City grants in an Appealable Area may be appealed to the California Coastal Commission, once the interested parties have exhausted their appeal opportunities with the City. The Appealable Areas in Rancho Palos Verdes are indicated as the shaded areas on the attached map.

Any project in an Appealable Area that requires a Coastal Permit, will also require a public hearing, either before the Planning Commission or the City's Hearings Officer (aka: Director of Planning and Building). The Planning Commission must act on the Coastal Permit if the related application would require a public hearing per the Development Code, such as Variances, Conditional Use Permits or Tentative Tract Maps. The Hearing Officer must act on the Coastal Permit for all other related applications (if any) which are not

otherwise exempt or exempted (see Section 2), such as Height Variations, Minor Exception Permits or Special Use Permits.

The Notice of the public hearing must be issued a minimum of 15 days prior to the hearing date and must be mailed to the following:

1. Applicant and Landowner (if different).
2. Interested Parties who have supplied the City with self-addressed, stamped envelopes.
3. Property owners and residents who reside within 100 feet of the subject property. This radius must be expanded, if necessary, to include at least 10 property owners.
4. California Coastal Commission.

The Notice must include the Coastal Permit and any other related applications. If the hearing is before the Planning Commission, the public notice must be published in the Peninsula News a minimum of 15 days before the hearing, in addition to being mailed, as described above.

Once a decision is made on the Coastal Permit, a Notice of Decision must be sent out to the applicant, landowner, the interested parties and California Coastal Commission. If an appeal is filed during the City's 15 day appeal period, the Coastal Permit and related applications must be re-noticed as described above.

Within 7 days of the expiration of the last 15 day appeal period, a Notice of Final Decision must be sent to the applicant, landowner, the interested parties and, most importantly, the California Coastal Commission. Please note that the notice to the Coastal Commission must be sent by certified mail.

Any aggrieved person or 2 members of the Coastal Commission may appeal any Coastal Permit that has been approved by the City. The appeal must be made within 10 working days after the Notice of Final Decision is received and accepted as complete by the California Coastal Commission.

**SPECIAL NOTE:**

*For major or controversial projects which are likely to be appealed to the California Coastal Commission (including all grading and drainage improvements in the Portuguese Bend Club), the final resolution, Staff Reports, plans and minutes (if available) should be attached to the notice sent to the California Coastal Commission.*

**SECTION 4: Is the property located in a Non-appealable Area?**

The Non-appealable Areas include all land in the Coastal District and are shown as the unshaded areas on the attached map.

If no, refer to Section 3.

If yes, proceed with this Section.

**Does the proposed project require a public hearing pursuant to the Development Code?**

If no, proceed to Section 5.

If yes, proceed with this Section.

The Notice must include the Coastal Permit and any other related applications. A minimum of 15 days prior to the public hearing, the public notice must be published in the Peninsula News and mailed out to the following:

1. Applicant and Landowner (if different).
2. Interested Parties who have supplied the City with self-addressed, stamped envelopes.
3. Property owners and residents who reside within 100 feet of the subject property. This radius must be expanded, if necessary, to include at least 10 property owners.
4. California Coastal Commission.

Once a decision is made on the Coastal Permit, a Notice of Decision must be sent out to the applicant, landowner, the interested parties and Coastal Commission. If an appeal is filed during the 15 day appeal period, the Coastal Permit and related applications must be re-noticed as described above.

Within 7 days of the expiration of the 15 day appeal period following the Planning Commission's action or the City Council's action on the Coastal Permit, a Notice of Final Decision must be sent to the applicant, landowner, the interested parties and the California Coastal Commission. The notice to the California Coastal Commission must be sent by certified mail. Please note that the City's decision is final since these permits are not appealable to the California Coastal Commission.

**SECTION 5: The property is located in a Non-appealable Area and does not require a public hearing, pursuant to the Development Code.**

If the project requires a public hearing, refer to Section 4.  
If not, then proceed with this Section.

Projects that fall into this section do not require consideration by the Hearings Officer or the Planning Commission. However, at least 7 days prior to the Staff decision, a Notice must be sent to the following:

1. Applicant and Landowner (if different).
2. Interested Parties who have supplied the City with self-addressed, stamped envelopes.
3. Property owners and residents who reside within 100 feet of the subject property. This radius must be expanded, if necessary, to include at least 10 property owners.
4. California Coastal Commission.

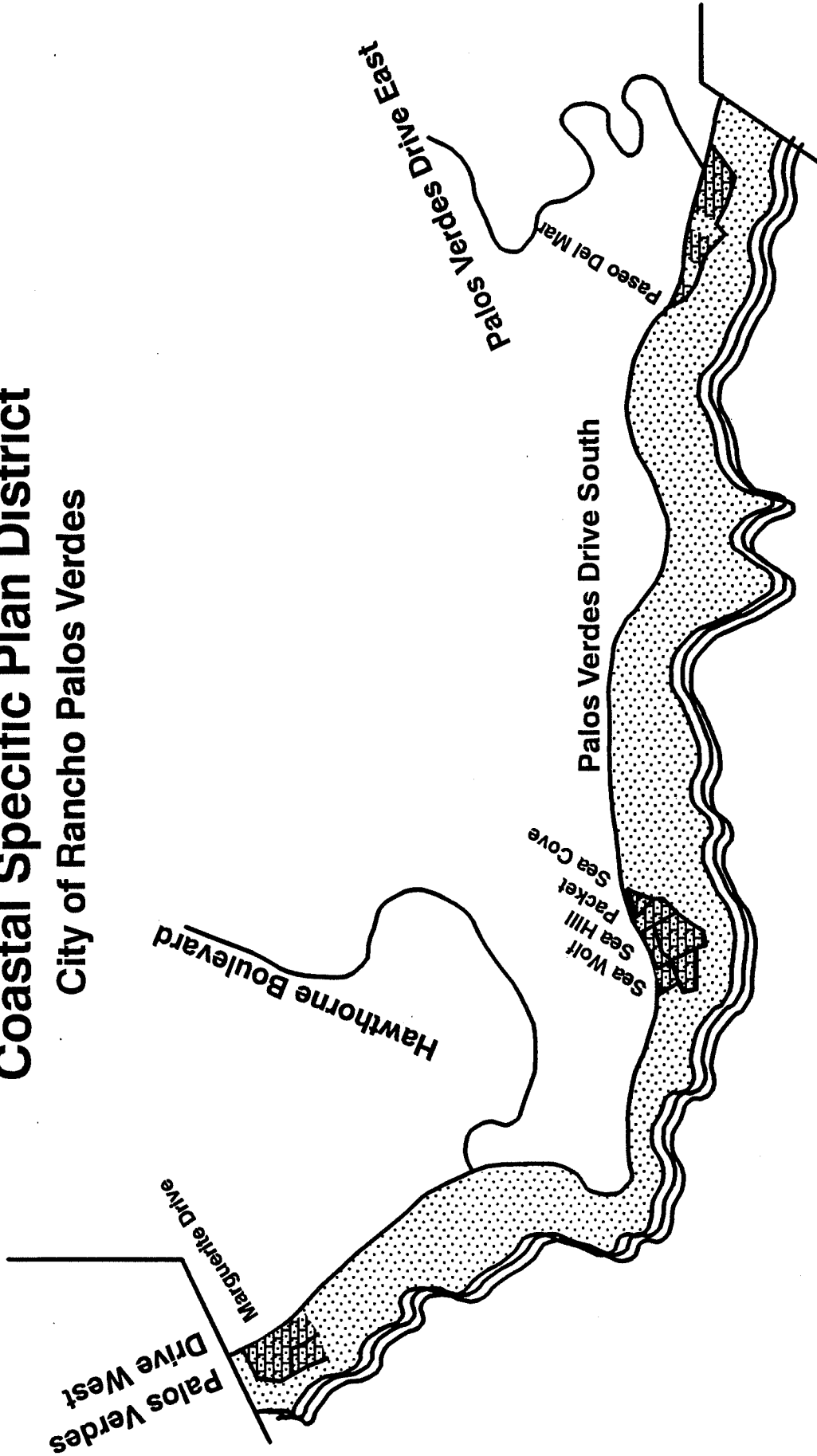
The notice for the Coastal Permit can be combined with the notice for any related application, such as Height Variations, Minor Exception Permits, Special use Permits, etc.

Once a decision is made on the Coastal Permit, a Notice of Decision must be sent out to the applicant, landowner, the interested parties and California Coastal Commission. Any subsequent appeal of the Coastal Permit must be re-noticed as described above and published in the Peninsula News.

Within 7 days of the expiration of the last appeal period, a Notice of Final Decision must be sent to the applicant, landowner, interested parties and California Coastal Commission. The notice to the California Coastal Commission must be sent by certified mail. Please note that the City's decision is final since these permits are not appealable to the California Coastal Commission.

# Coastal Specific Plan District

## City of Rancho Palos Verdes



**APPEALABLE AREA - To California Coastal Commission**

**NON-APPEALABLE AREA**



Map Not to Scale