



Castaic Town Council

Project Submission Guidelines

(Guidelines to submit projects for consideration to the Castaic Town Council Land Use Committee)

The following guidelines will expedite the consideration process. If there is not enough information submitted, or there was improper posting and notification, a project may be tabled without consideration, requiring rescheduling onto the land use calendar.

Submission for consideration

- 1 A Letter, Fax, or E-mail must be submitted to the land use chairperson prior to (or at) the town council meeting that precedes the land use meeting. *All agenda items must be announced at the prior town council meeting before any consideration can be made by the land use committee.*
- 2 The following items shall be presented to the land use chairperson at least **fourteen (14) calendar days before the land use meeting. (Seven (7) copies of each required)**
 - a) A copy of the Los Angeles County Department of Regional Planning Zoning and Subdivision Application. (http://planning.co.la.ca.us/drp_app_forms.html). If an application has not been started, please give Zoning, CUP, Parcel Map, or Assessor Parcel Number information.
 - b) Map showing project with nearest cross streets with boundaries of the subject property in relation to the adjoining public roads.
 - c) Map showing project details.
 - d) Color renderings if available.

Notification

3. LETTER:

Developer must send letter notifications to all property owners within a 500' radius at least **fourteen (14) calendar days before the land use meeting**. If no residential structures exist within the 500' radius, the residential notification will be outlined by the land use chair (min of 5 residences.) Copy of letter will need to be provided at the Land Use meeting. **PLEASE SEE #6 FOR CONTENT OF LETTER**

4. LEGAL NOTICE:

Developer must also post notification in the daily newspapers such as, The Signal. Notify the paper at least **fourteen (14) calendar days before the land use meeting**. Also, notify the LA Times and the Daily News with a press release at the same time as The Signal. Copy of Legal Notice will need to be provided at the Land Use meeting. **PLEASE SEE #6 FOR CONTENT OF LEGAL NOTICE/PRESS RELEASE**



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Posting

5. SIGN:

- a) Please post the sign(s) at least **fourteen (14) calendar days before the land use meeting**. The applicant shall post sign(s) according to the following specifications:
- b) **Size**. Dimension of sign(s) shall be four (4) feet in width and eight (8) feet in length;
- c) **Height**. Sign(s) shall be six (6) feet in height.
- d) **Materials**. Sign(s) shall be made of 1/2 plywood (minimum).
- e) **Location**. One sign shall be located on each public road frontage adjoining the proposed project, legible and accessible by foot from said public road(s). If the subject property is not visible from an existing public road, the sign-posting requirement will be directed by the land use chairperson.
- f) **Colors**. BLACK letters on YELLOW background.
- g) **Lettering**: Signs shall use block style lettering with four (4) inch major letters and two (2) inch minor letters.



6. CONTENT:

- a) NOTICE OF HEARING with Los Angeles County case number, if applicable.
- b) Current zoning and proposed zoning.
- c) A description of the current proposal including design at build-out.
- e) The time and date of the CATC Land Use meeting where project is being submitted.
- e) A telephone number which may be called for information about the proposal.
- f) Location of the land use meeting (Castaic School District Office, 28131 Livingston Avenue, Castaic, CA 91355.)
- g) A white overlay in the public hearing box will be used to change the meeting date when project moves to the Castaic Town Council with the date, time and hearing place lettering in black.

7. **REMOVAL OF SIGN(S)**: shall be removed from the subject property within **one week** following the Castaic Area Town Council meeting.



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Possible Questions To Be Answered

Please be prepared to answer questions based on the following list. Although this list is not complete, these are the types of questions that will be asked.

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| a. Schools (impacts, funding & agreements) | j. Fencing (Styles and set backs) |
| b. Water availability | k. Style of home/business |
| c. Electricity availability | l. Equestrian/Hiking Trails |
| d. Sewage availability | m. Impact to environment |
| e. Water runoff | n. Cost of Homes/Apartments/Condos |
| f. Amount of earth being moved/graded | o. Types of street Lighting |
| g. Oak Tree removal | p. Home Owner Association |
| h. Community benefit | q. Assessments |
| i. Traffic Study | r. Noise |
| | s. Lot sizes |
| | t. Park info |

Next Step

After the land use committee has voted to either, endorse, not endorse, or take no position on a certain development or land use, the secretary will write to the town council our official findings with recommendations and any necessary conditions. Any project brought before the land use committee will be put on the town council meeting agenda.

The developer must then update existing postings required by the land use committee to show the new (agreed to) council project presentation time and date at least seven (7) days before the town council meeting. Notification to local newspapers is also required for the town council meeting.

This process is an added format and does not abrogate the public notice requirement by the County of Los Angeles for their approval process.

The Castaic Town Council Land Use Chair can be gotten on the council web site
www.Castaic.org