



## **CITY OF PALOS VERDES ESTATES CHANGE TO PARKLANDS APPLICATION**

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The City of Palos Verdes Estates is a unique community located within a natural setting. It is recognized that the Parklands provide open space, passive recreation, scenic views, a green belt and natural beauty that define and represent the quality of life for Palos Verdes Estates residents. The goal of the Change to Parklands Application is to create an orderly procedure by which residents or groups can request approval to modify, alter or enhance natural habitat, pathways, public trees and vegetation.

As provided for in the Parklands Use Policy, adopted by Resolution R14-18, the City's goals are to maintain the Parklands for public use, manage Parklands in a manner to sustain the beauty created by the parklands, respect the reasonable expectation of privacy of adjacent residents and provide limited active uses and open space for the community and users.

This application process provides opportunity for organizations or individuals to seek approval to modify existing conditions within the Parklands. A simplified process is available for projects seeking to provide community based routine maintenance and planting or consideration of a concept plan for more involved projects. Subject to obtaining a concept plan approval and inclusion on the Parklands Project List, applicants will be directed to complete a more detailed Change to Parklands application.

### ***Process***

The application will be used to determine if the proposed project can be approved administratively or forwarded for review by the Parklands Committee and City Council. It is important that all available information regarding the project be included and that all information is accurate. Incomplete or inaccurate applications are not acceptable and will be returned. All information is to be type written or legibly printed. Once submitted, staff will review the application for completeness and accuracy. When all items have been received and all corrections addressed, the application will be reviewed by staff or placed on a Parklands Committee agenda.

Projects requiring review by the Parklands Committee and City Council will require public notice to be provided. Public notice boards will be utilized in the general area of the proposed project. Additional notice to owners within close proximity of the site may be required as determined by the Planning & Building Director, Parklands Committee or the City Council. The Parklands Committee may recommend approval, approval with conditions, denial or continue the application. The recommendations of the Parklands Committee will be forwarded to the City Council. The City Council may approve, approve with conditions, or deny the application. The decision of the Council shall be final.

City Council approval of a Concept Plan is required in order to be placed on the Parklands Project List. Once included on the Parklands Project List, the City Council will determine the priority status and options for City implementation, joint sponsorship or eligibility as a private project. The Concept Plan process will be utilized to determine applicable fees and application requirements for a Proposed Plan for Change to Parklands application, including but not limited to the need for specialized technical reports, plans and consultant or professional services.

## *Types of Projects*

<b><i>Project Type</i></b>	<b><i>Description</i></b>	<b><i>Approval Process</i></b>
Minor or Routine Maintenance	Litter pick-up, trash and debris removal, weed control, tree and shrub trimming and other activities involving volunteer labor and materials	Planning & Building Director or City Manager
Scheduled Maintenance	Minor repairs, replacement and improvements such as sign replacement, fixing cracks and potholes, repairing handrails and other small to moderate sized projects involving volunteer labor and/or materials and limited use of city resources (e.g. funding for materials or use of staff causing overtime pay)	Parklands Committee City Council
Minor Planting Plan	Habitat restoration, tree planting, refurbishment or planting of small area generally not exceeding 5,000 square feet in area.	Parklands Committee City Council
Concept Plan for Change to Parklands	Conceptual description of moderate to large project involving volunteer or contract labor, significant alteration of existing conditions and requested funding for materials or use of staff to implement project. Concept plan will be used to determine placement of the Parklands Project List and authorization to submit a Proposed Plan for Change to Parklands.	Parklands Committee City Council
Proposed Plan for Change to Parklands	Detailed description of moderate to large project involving volunteer or contract labor, significant alteration of existing condition and/or requested funding for materials or use of staff to implement project  Note: Approval of a Concept Plan and placement of the Parklands Project List is required in order to submit this application. Detailed plans will be required and may include a requirement to utilize geotechnical, engineering or a trail consultant to develop the improvement plan. Applicant will be required to prepare final plans and secure funds to implement the project. Fees will be determined during the Concept Plan process.	Parklands Committee City Council

***Actions taken by the Parklands Committee are advisory.  
The City Council will take final action on all applications review by the Parklands Committee.***

# REQUIRED INFORMATION FOR CHANGE TO PARKLANDS

## MINOR OR CONCEPT PLAN APPLICATION

THE FOLLOWING INFORMATION IS MANDATORY AND MUST BE SUBMITTED WITH THE APPLICATION

NAME/ORGANIZATION: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

Project Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Partner Information – List partner organizations or individuals with contact name, phone number and email.

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Location Information – Describe the location of the proposed project and provide a map detailing the area.

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Scope of Work – Describe the project by answering the questions below.

A. Background and Rationale – What is the situation, condition or problem to be addressed by the project?

B. Project Objective – What are the objectives of the proposed project? Describe how the project will provide public access and use of the Parklands. Identify if the proposal impacts usage of or historical significance of the subject Parklands.

C. Project Description – How will the project achieve the objectives? Who will be involved?

- D. Community Input – Describe any community meetings, letters or other efforts to gain support for the project.
- E. Explain how the proposal is designed and will be developed to preserve the environment including, to the greatest extent practicable, the natural features, existing topography and landscaping within the Parklands. Include information regarding: projected grading amounts, cut/fill locations; landscaping, existing and proposed; and other items relating to natural amenities.
- F. Explain how the proposal respects the existing privacy of adjacent or nearby properties.
- G. Explain how the proposal maintains or improves public safety.
- H. Describe how the proposal minimizes impacts to the neighborhood and sustains neighborhood character.
- I. Explanation of Budget and Costs – Provide an estimate of costs and budget information for the project. List other funding sources that are to be used or requested to implement the project. Identify any funds provided towards the continued maintenance of the project area.
- J. Proposed Schedule