



City of Hidden Hills

6165 Spring Valley Road * Hidden Hills, California 91302
 (818) 888-9281 * Fax (818) 719-0083
 staff@hiddenhillscity.org * www.hiddenhillscity.org

PLANNING PERMIT APPLICATION

(Print or Type)

Applicant

Address

Telephone

Project Address

Legal Description

Zone:

Lot:

Block:

Tract:

Project Description

 Applicant Signature

Application Type: Please indicate permits requested.

Variance _____	Site Plan Review Revision _____	Tentative Map _____
Minor Accommodation _____	Annexation _____	Tentative Map Revision _____
Conditional Use Permit _____	Tree Permit _____	Final Map _____
General Plan Amendment _____	Zone Change _____	Lot Line Adjustment _____
Director's Review _____	Tentative Parcel Map _____	Other (Describe) _____
Site Plan Review _____	Tentative Parcel Map Revision _____	_____
Minor Site Plan Review _____	Parcel Map _____	_____

To Be Completed By Staff

Environmental Assessment Application
 Submitted on _____

Categorically Exempt Per
 CEQA Section _____

Negative Declaration _____

Staff Signature _____

EIR Certified _____

Date Filed _____

Application No. _____

Fees Paid _____

OWNER'S AFFIDAVIT

State of California
County of Los Angeles

I, (We), _____
hereby declare under penalty of perjury that I (We) am (are) the owner(s) of the property involved
in this request and that the foregoing statements and the information submitted herewith are true
and correct.

Owner(s):

Signature

Signature

Address

Address

City, State, and Zip Code

City, State, and Zip Code

Telephone

Telephone

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public

TO ALL APPLICANTS

Employees of the City of Hidden Hills will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning code. However, the burden of proof is on the applicant to make the showing necessary before any of the described permits/approvals can be granted. Also, there is no guarantee – expressed or implied – that any permit will be granted by whatever agency or individual has authority in the matter.

The applicant shall understand also that each matter must be carefully investigated and, after a Staff investigation has been made, or public hearing has been held, the Staff's recommendation or decision maybe contrary to a position taken in any preliminary discussions.

The Staff is not permitted to assist the applicant or any opponents of any applicant in preparing arguments for or against a request. I have read the foregoing and understand that **I HAVE THE BURDEN OF PROOF** in the matter arising under the application made by me.

Applicant Signature

Date

INSTRUCTIONS FOR PREPARING VICINITY/RADIUS MAP AND PROPERTY OWNERS LIST

Vicinity Map - For many applications, the City requires the submittal of a vicinity map, showing all properties located within a five hundred (500) foot radius of the subject property, even if they are outside the City limits. The radius must be drawn from the exterior boundaries of the lot, as shown on the sample map below. In addition, every lot must be consecutively numbered and these numbers must correspond to the numbers on the property owners list. The vicinity map should be prepared using the Los Angeles and/or Ventura County Tax Assessor’s Maps. Applicants may also prepare their own maps at a scale of not less than 1” = 100’.

Property Owners List - The property owners list must be neatly typed on two sets of gummed address labels, available at most office supply stores. Handwritten lists are not acceptable. For every lot falling within the radius on the vicinity map (even if it is only a portion of a lot), the property owners list must show the legal description assigned to the lot, the sequential number assigned to the lot, the owner’s name and mailing address. It is important that every lot be listed, even if it is owned by the City or another governmental agency (e.g. Los Angeles County, State of California, etc.) or is located in another City or County. The property owners list must be obtained from the most current Los Angeles County and/or Ventura County Tax Assessor’s roll. The nearest Los Angeles County Assessor’s Office is located at 14340 Sylvan Street, Van Nuys. Office hours are 8:30 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m., Monday – Friday (except holidays), telephone (818) 901-3455.

CERTIFIED PROPERTY OWNER’S LIST
AFFIDAVIT

STATE OF CALIFORNIA) ss.
COUNTY OF LOS ANGELES)

I, _____, declare under penalty of perjury that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available roll of the County within the area described and for a distance of five hundred (500) feet from the exterior boundaries of property legally described as:

Signature

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

The following is a sample of how the vicinity map and property owners list must be prepared:

Property Owners List

Lot-Block-Tract (or APN)	5-5-7538	6-5-7538
Number, Name	1 Doe, John and Mary	2 Smith, Bill
Street Address	24321 Rolling View Road	24331 Rolling View Road
City, State, Zip Code	Hidden Hills, CA 91302	Hidden Hills, CA 91302

7-5-7538

3 Jones, Jim

24324 Rolling View Road

Hidden Hills, CA 91302
