



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: December 18, 2019

TO: Hearing Officer

SUBJECT: Minor Variance #11912

LOCATION: 599 East Ashtabula Street

APPLICANT: Kien Ly

ZONING DESIGNATION: RS-6 (Single-Family Residential, 0-6 units per acre)

GENERAL PLAN DESIGNATION: Low Density Residential

CASE PLANNER: Carlos Chacon

STAFF RECOMMENDATION: Adopt the Environmental Determination and Specific Findings in Attachment A to **approve** Minor Variance #11912 with the conditions in Attachment B.

PROJECT PROPOSAL: Minor Variance: To allow a 25-foot front yard setback for a new single-family house, where the minimum required front setback is 45.75 feet. The application includes a private tree removal of one protected Chinese Elm Tree.

ENVIRONMENTAL DETERMINATION: This project has been determined to be exempt from environmental review pursuant to the guidelines of the California Environmental Quality Act (Public Resources Code §21080(b) (9); Administrative Code, Title 14, Chapter 3, §15303, Class 3, (New Construction or Conversion of Small Structures), and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances. This exemption applies to the construction of single-family residential structures, up to no more than four dwelling units. The project involves a request to allow a reduced front yard setback for the construction of a new two-story single-family residence.

BACKGROUND:

Site characteristics: The subject site is an 8,407 square-foot parcel located on the north side of East Ashtabula Street, between North Madison Avenue and North El Molino Avenue. The property is currently occupied by a 1,662 square-foot two-story single-family residence.

Adjacent Uses: North – Single-Family Residential
South – Single- and Multi-Family Residential
East – Single-Family Residential
West – Single-Family Residential

Adjacent Zoning: North – RS-6 (Single-Family Residential, 0-6 units per acre)
South – RS-6 (Single-Family Residential, 0-6 units per acre)
East – RS-6 (Single-Family Residential, 0-6 units per acre)
West – RS-6 (Single-Family Residential, 0-6 units per acre)

Previous zoning cases on this property: None.

PROJECT DESCRIPTION:

The applicant, Kien Ly, has submitted an application for a Minor Variance to allow a 25-foot front yard setback for the construction of a new single-family residence, where the minimum required front setback is 45.75 feet. The subject property is an 8,407 square-foot parcel, located within the RS-6 (Single-Family Residential, 0-6 units per acre) zoning district.

The proposed project involves demolition of an existing two-story 1,662 square-foot single-family residence to facilitate the construction of the two-story single-family residence and a detached garage. According to the submitted plans, the proposed house would have three bedrooms, three and a half bathrooms, with a gross floor area of 2,585 square feet. The existing house has an existing front yard setback of 32.5 feet. The applicant is proposing to build the new residence 25 feet from the front property line.

The project proposal includes the construction of a detached 434 square-foot two-car garage located at the rear of the property, for a total floor area of 3,019 square feet. In order to facilitate the appropriate access clearance to the new garage, the applicant is requesting a private tree removal permit for a Chinese Elm Tree.

ANALYSIS:

RS-6 (Single-Family Residential, 0-6 units per acre) Development Standards

The subject property is located within the RS-6 zoning district and is subject to the development standards provided in Section 17.22.040 (RS and RM-12 Residential District Development Standards), and Section 17.22.050 (RS and RM-12 District Additional Development Standards) of the Zoning Code.

Density

Per Section 17.22.040 of the Pasadena Zoning Code, the RS-6 zoning district allows up to six dwelling units per acre, with no more than one unit per lot. The lot has an existing dwelling that is proposed to be demolished. The proposed construction of the new dwelling unit would comply with the density allowed by the zone.

Lot Coverage

For properties in the RS-6 zoning district, the maximum allowable lot coverage for the site is 35 percent, with up to 40 percent provided any additional coverage over 35 percent shall be single-story only. The proposed two-story single-family residence would have a first floor measuring 1,482 square feet in size with a detached two-car garage measuring 434 square feet in size. The total lot coverage, including a 14 square-foot second-story overhang, would be 1,930 square feet, or 22.9% lot coverage, complying with the maximum allowed lot coverage.

Floor Area

The maximum allowable floor area on the property is 30 percent of the lot size, plus 500 square feet. The subject site measures 8,407 square feet in size, which allows for a maximum gross floor area of 3,022 square feet.

The total gross floor area of the 2,585 square-foot single-family residence and 434 square-foot detached two-car garage is 3,019 square feet. Therefore, the project complies with the maximum allowable density and floor area as proposed.

Height

Properties in the RS-6 zoning district are limited to a maximum overall height of 28 feet and 23 feet to the highest top plate, as measured from the lowest elevation of existing grade. The proposed two-story single-family residence would have a top plate height of 19'-10" and a maximum height of 27'-10" at the ridgeline, both of which are in compliance.

Parking

Single-family dwelling units are required to provide a minimum of two covered parking spaces within an enclosed garage or carport. The plans submitted by the applicant demonstrates that the proposed detached two-car garage would have interior dimensions no less than 20 feet wide by 20 feet deep, which complies with the required number of covered parking and parking dimensions.

Encroachment Plane

Main structures in the RS-6 zoning district may not to be located within an encroachment plane that slopes upward and inward at a 30-degree angle, beginning at a point six feet above existing grade along the side property lines. The intent of the encroachment plane standard is to regulate the mass and scale of main structures and maintain desired neighborhood character. The plans provided by the applicant depict the encroachment plane and demonstrate the proposed residence complies with this requirement.

Setbacks

The minimum required side yard setbacks for RS-6 zoning district are 10 percent of the lot width, with a minimum requirement of five feet and a maximum requirement of 10 feet. The site has a lot width of 57 feet, requiring that the side yard setbacks be no less than 5.7 feet. The proposed residence would have an eight-foot side yard setback on both sides of the lot, thereby complying with the side setback requirements.

The minimum required rear setback is 25 feet. The plans submitted by the applicant indicate that the residence would be located no less than 72 feet from the rear property line. Therefore, the project complies with the required rear yard setback.

The minimum required front setback is the average of the front setbacks of the existing houses on the block-face, but not less than 25 feet. The average front yard setback of the existing four houses on the block-face is 45'-9" or 45.75 feet. However, the project proposes a front setback of 25 feet; requiring approval of a Minor Variance to proceed as proposed.

The proposed 434 square-foot two-car garage is located within the required 25-foot rear yard setback. However, per code section 17.50.250, an accessory structure may be located in a required side or rear setback; provided it is located more than 100 feet from the front property line or entirely within the rear 25 feet of the site; the garage would be located 122.5 feet from the front property line. The garage would have a setback of five feet from the side and rear property lines, an overall height of 10 feet 11 inches, and a 9-foot top plate, which complies with the minimum required setback of two feet, maximum height of 15 feet and 9-foot top plate for accessory structures.

Minor Variance to Allow a Reduced Front Yard Setback

As noted above, the minimum required front yard setback for this property is 45.75 feet. The existing front setbacks measured from the front property line to the primary structure for each property is provided in the following table:

Site Address (AIN)		Front Setback
1	591 East Ashtabula Street (5731-008-034)	112.5 feet
2	599 East Ashtabula Street (5731-008-035) (subject site)	32.5 feet
3	607 East Ashtabula Street (5731-008-036)	15.5 feet
4	615 East Ashtabula Street (5731-008-037)	17.5 feet
Sum of properties within block-face		183 feet
Minimum Required Setback		45.75 feet

As shown in the table above, the average front setback of the block-face is 45.75 feet. However, this is greater than the existing setbacks of three of the four houses due to the significantly greater setback of 112.5 feet at 591 E. Ashtabula Street, which is an exceptional circumstance. If this property were not included in the calculation, the result would be 21'-6". Due to the absolute minimum of 25 feet, the required minimum front yard setback for this property would be 25 feet, which is what is proposed. Because the proposed setback is closer to the existing front yard setbacks of the remaining two houses on the block-face (20.5 feet and 17.5 feet), it would result in a more contextually appropriate front yard setback.

In addition, granting the Minor Variance would not constitute a grant of special privilege inconsistent with limitations on other properties in the vicinity and in the same zoning district. Furthermore, a reduced front setback would not be detrimental or injurious to property or improvements in the vicinity of the subject site, or to the public health, safety or general welfare, as the project was reviewed by the Fire Department and Building and Safety Division, who posed no concerns regarding the project.

Staff finds that there is an exceptional circumstance related to the property, being that the average of the blockface is being skewed solely by one site resulting in a minimum required setback of 45.75 feet. The adherence to the larger front setback requirement would result in a less compatible placement of the proposed buildings in comparison to the remaining two house. Granting of the Minor Variance would result in increased conformity of front setbacks among the properties included in the blockface, and allow the applicant to rebuild the single-family dwelling with a more compatible setback.

Tree Protection Ordinance

The tree inventory and evaluation report, prepared by Teresa Prosciewicz, Certified Arborist WE-5671A, identified eight trees on-site. The eight trees are five Chinese Elm (*Ulmus parvifolia*), one Cypress (*Cupressus Species*), one Tree of Heaven (*Ailanthus altissima*) and one Canary Island Palm (*Phoenix canarienses*). Only two of these trees qualify for protection as defined in the City's Tree Protection Ordinance, as determined by species, size, and location on the property; one Chinese Elm (tree #2) with a DBH (diameter at breast height) of 28.8", and a 30-foot tall Canary Island Palm. The applicant is proposing to remove all non-protected trees and the protected Chinese Elm; the Canary Island Palm would remain.

According to the applicant's arborist, the protected Chinese Elm is in poor health condition. The tree was severely topped by the previous owners, and now has electrical wires with a lamp and metal rake visibly ingrown into the tree. The two main trunks are stumped with numerous weakly attached epicormics branches that create a visible canopy. If the tree remains, it would likely create future branch failures due to the poor health and structure of the tree. Furthermore, the current access driveway to the property is skewed due to the close proximity of this tree to the side property line and the driveway.

Per Section 8.52.075 of the Pasadena Municipal Code, one of the following six possible findings must be made in order to approve the removal of a tree that qualifies for protection under the Tree Protection Ordinance:

- (1) There is a public benefit as defined in Section 8.52.024(R), or a public health, safety or welfare benefit, to the injury or removal that outweighs the protection of the specific tree;
- (2) The present condition of the tree is such that it is not reasonably likely to survive;
- (3) Tree is an objective feature of the tree that makes the tree not suitable for the protections of this chapter;
- (4) There would be a substantial hardship to a private property owner in the enjoyment and use of real property if the injury or removal is not permitted;
- (5) To not permit injury to or removal of a tree would constitute a taking of the underlying real property;
- (6) The project, as defined in Section 17.12.020, includes a landscape design plan that emphasizes a tree canopy that is sustainable over the long term by adhering to the replacement matrix prepared by the city manager and included in the associated administrative guidelines. Finding 6 shall not apply to permits or approvals seeking removal

of a landmark tree and landmark-eligible trees. In addition, for removal of a landmark tree, any such permit or approval shall be denied unless procedures specified for removal of landmarks in Chapter 17.62 are first followed.

Due to the tree's health and structural condition and in order to facilitate the appropriate access clearance to the new garage, the applicant is requesting a private tree removal for the protected Chinese Elm Tree as part of the application. In this case, the applicant affirms Finding #2 applies and staff recommends removal of the Chinese Elm tree based on this Finding. The applicant has submitted for the private tree removal application, which is included as part of the recommendation for approval of the Minor Variance.

As a condition of approval, the Planning & Community Development Department would require the submittal of a Tree Protection Plan for the remaining protected trees on public and private property prior to the issuance of a building permit. This would ensure the health of the trees during and after construction.

GENERAL PLAN CONSISTENCY:

The project as proposed is consistent with the goals and objectives of the General Plan. The subject site is designated as Low Density Residential in the General Plan Land Use Element. The use of the site would be developed as single-family residential, which is a permitted use within the RS-6 zoning district. Therefore, the character of the residential neighborhood would be maintained, as Goal 21 (Desirable Neighborhoods) promotes a variety of housing types that are desirable places to live, contribute to the quality of life, and are well maintained. Furthermore, Policy 21.4 (Neighborhood Character) encourages maintaining elements of residential streets that unify and enhance the character of the neighborhood, including parkways, street trees, and compatible setbacks. Thus, as proposed the reduction of the front setback to 25 feet would enhance uniformity of front setbacks among the properties included in the block-face.

ENVIRONMENTAL REVIEW:

This project has been determined to be exempt from environmental review pursuant to the guidelines of the California Environmental Quality Act (Public Resources Code §21080(b) (9); Administrative Code, Title 14, Chapter 3, §15303, Class 3, (New Construction or Conversion of Small Structures), and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances. This exemption applies to the construction of single-family residential structures, totaling no more than four dwelling units. The project involves a request to allow a reduced front yard setback for the construction of a new two-story single-family residence.

REVIEW BY OTHER DEPARTMENTS:

The proposed project was reviewed by the Building Department, Pasadena Fire Department, Department of Transportation, Public Works Department, and Design and Historic Preservation Section. Based on their review of the project, the Public Works Department provided comments and recommended conditions of approval, which have been incorporated in Attachment B of this staff report. The remaining departments had no comments and would review the plans through building permit plan check process.

CONCLUSION:

It is staff's assessment that the findings necessary for approval of the Minor Variance can be made. The proposed project meets all applicable development standards required by the Zoning Code, with the exception of the front setback. The average of the blockface is being skewed by one property with a significantly larger than average setback resulting in a minimum required setback that is inconsistent with the predominant character of the neighborhood. Strict adherence to the front setback requirement would result in a less compatible placement of the proposed buildings, in comparison to the majority of the neighboring structures. Furthermore, the new residence as proposed is consistent with the goals and policies of the General Plan. Therefore, staff recommends that the Hearing Officer adopt the environmental determination and the specific findings in Attachment A to approve the application with the conditions in Attachment B.

ATTACHMENTS:

Attachment A: Minor Variance Findings

Attachment B: Recommended Conditions of Approval

ATTACHMENT A
SPECIFIC FINDINGS FOR MINOR VARIANCE #11912

Minor Variance – To Reduce the Minimum Required Front Yard Setback

1. *There are exceptional or extraordinary circumstances or conditions applicable to the development site that do not apply generally to sites in the same zoning district.* The exceptional condition is that the subject property is being subjected to a larger than existing setback requirement, due to a skewed average resulting from a unique blockface average created by a significantly larger setback on the adjacent site. Granting of the Minor Variance will result in increased conformity of front setbacks among the properties included in the blockface. If the applicant were to adhere to the required front setback of 45.75 feet, this would locate the proposed house significantly further back than the neighboring structures, which are located 15.5 feet and 17.5 feet from their respective front property lines. However, if the adjacent site were excluded from the average block-face calculation, the required front setback would be 21.5 feet. As such, granting the Minor Variance to allow a reduced front setback of 25 feet will contribute to an increased uniformity between the site and surrounding sites and would not constitute a grant of special privilege inconsistent with limitations on other properties in the vicinity and in the same zoning district. Because of the unique blockface, there are exceptional or extraordinary circumstances or conditions applicable to the development site that do not apply generally to sites in the same zoning district, which warrants the approval of the Minor Variance.
2. *Granting the application is necessary for the preservation and enjoyment of a substantial property right of the applicant, and to prevent unreasonable property loss or unnecessary hardship.* To require the larger 45.75-foot front setback will result in a significant reduction of developable area. The project, as proposed complies with all density and height requirements, and is seeking approval to enjoy a front setback similar to that of the surrounding properties and their existing structures. Furthermore, adherence to a 45.75-foot front setback will create a disparity between the location of the proposed structure and the location of the existing, neighboring structures. Approval of a Minor Variance will allow the proposed single-family structure a reasonable enjoyment of real property, while maintaining uniformity with the front setbacks of the surrounding structures.
3. *Granting the application will not be detrimental or injurious to property or improvements in the vicinity of the project site, or to the public health, safety, or general welfare.* The proposed use of the site is a single-family residential development, which is a permitted use in the RS-6 zoning district and compatible with surrounding residential uses. Furthermore, a reduced front setback will not be detrimental or injurious to property or improvements in the vicinity of the subject site, or to the public health, safety or general welfare, as the project was reviewed by the Fire Department and Building and Safety Division, who posed no concerns regarding the project. The project is also required to comply with all applicable Fire Department and Building and Safety Division standards through the City's plan check process.
4. *Granting the application is consistent with the General Plan and the purposes of Title 17 of the Municipal Code and will not constitute a grant of special privilege inconsistent with limitations on other properties in the vicinity and in the same zone district.* The subject site is designated as Low Density Residential in the General Plan Land Use Element, characterized by lower density single-family residences in neighborhoods with densities of up to six dwelling units per acre. The project is consistent with Goal 21 (Desirable Neighborhoods) promotes a variety of housing types that are desirable places to live, contribute to the quality of life, and are well

maintained. Furthermore, Policy 21.4 (Neighborhood Character) encourages maintaining elements of residential streets that unify and enhance the character of the neighborhood, including parkways, street trees, and compatible setbacks. Thus, as proposed the reduction of the front setback to 25 feet would enhance uniformity of front setbacks among the properties included in the block-face.

5. *Cost to the applicant of strict compliance with a regulation is not the primary reason for the granting of the Variance.* The cost to the applicant of complying with the City's development standards has not been considered a factor at any time throughout the review of this application. Therefore, the proposed project meets this finding.

Private Tree Removal – To remove a 28-inch Chinese Elm Tree

1. *The present condition of the tree is such that it is not reasonably likely to survive;* According to the tree inventory and evaluation report, prepared by Teresa Prosciewicz, Certified Arborist WE-5671A, an *Ulmus parvifolia* (Chinese Elm) (tree #2) with a DBH (diameter at breast height) of 28.8" is in poor health and structural condition. The tree was severely topped by the previous owners and has electrical wires with a lamp and metal rake visibly ingrown into the tree. The two main trunks are stumped with numerous weakly attached epicormics branches that create a visible canopy. If the tree remains, it will likely create future branch failures due to the poor health and structure of the tree. Furthermore, the current access driveway to the property is skewed due to the close proximity of this tree to the side property line and the driveway. Therefore, the applicant is requesting approval of the private tree removal permit as the present condition of the tree is such that it is not reasonably likely to survive.

ATTACHMENT B
CONDITIONS OF APPROVAL FOR MINOR VARIANCE #11912

The applicant or successor in interest shall meet the following conditions:

General

1. The site plan, floor plan, elevations, and building sections, submitted for building permits shall substantially conform to plans submitted, stamped "Approved at Hearing, December 18, 2019", except as modified herein.
2. The right granted under this application must be enacted within 24 months from the effective date of approval. It shall expire and become void, unless an extension of time is approved in compliance with Section 17.64.040.C of the Zoning Code.
3. The approval of this Minor Variance #11912, allows for a reduced front yard setback of 25 feet, measured from the front property line to closet point of the principal structure.
4. Any change to these conditions of approval may require a modification of this Minor Variance or a new Variance.
5. The applicant or successor in interest shall meet the applicable code requirements of all City Departments.
6. The final decision letter and conditions of approval shall be incorporated in the submitted building plans as part of the building plan check process.
7. The proposed project, Activity Number **PLN2019-00444**, is subject to the Inspection Program by the City. A Final Zoning Inspection is required for your project prior to the issuance of a Certificate of Occupancy or approval of the Final Building Inspection. Contact Carlos Chacon, Current Planning Section, at (626)744-7123 to schedule an appointment for the Final Zoning Inspection.

Planning Division

8. A final landscape and irrigation plan, in compliance with Chapter 17.44 (Landscaping) of the Zoning Code, identifying all remaining and proposed vegetation and trees shall be submitted along with plans for building permit. The plan shall include a mix of plant size and materials. Plant materials shall emphasize drought-tolerant and/or native species.
9. The project shall comply with the Municipal Code Chapter 8.52 (City Trees and Tree Protection Ordinance). A tree protection and retention plan shall be submitted to the Zoning Administrator for approval prior to the issuance of any building or grading permits. Any proposal to remove a protected tree requires approval of a Tree Removal Application prior to the issuance of building permits.
10. A certified arborist shall monitor all related construction activities including, but not limited to: demolition, digging, grading, excavating, or trenching, and as recommended in the arborist report. The monitoring of construction activities shall ensure the project implements all of recommendations and conditions provided in the arborist report in order to protect the existing protected trees during construction.

11. This project meets the threshold for state-mandated water-efficient landscaping. Accordingly, the final landscape plans (inclusive of planting and hardscape plans, the planting pallet, drainage plan, and irrigation system plan(s) and specifications), shall be reviewed by Planning and Community Development Department staff for conformance with the standards and requirements specified within the 2015 California Model Water Efficient Landscape Ordinance (MWELo) prior to the issuance of a building permit. No certificate of occupancy shall be issued until such plans have been deemed compliant with the MWELo and the landscaping has been installed per such approved MWELo-compliant plans to the satisfaction of the Director of Planning and Community Development or his/her designee.
12. Any above-ground mechanical equipment shall be located at least five feet from all property lines and shall comply with the screening requirements of Section 17.40.150 (Screening) of the Zoning Code. Mechanical equipment shall be placed on a rooftop only if the equipment is not visible from off the site.
13. At no time shall construction activities, including, but not limited to, construction materials, vehicles and equipment, obstruct access to vehicular driveways of adjacent properties.

Public Works Department

14. The proposed development shall connect to the public sewer main line with a new six-inch diameter sewer lateral laid at a minimum slope of two percent. In accordance with PMC Chapter 13.24.010, house sewer (lateral) "means that part of the horizontal piping beginning 24 inches from the exterior wall of the building or structure and extending to its connection with the public sewer." The section of house sewer within the public right-of-way - from the property line to the public sewer, or within easement, shall be vitrified clay or cast iron pipe. The house sewer shall meet City Standards as determined by the Department of Public Works, and a permit issued by the Department of Public Works is required for work within the public right-of-way. The construction of all new house sewers shall be completed prior to the issuance of Certificate of Occupancy.
15. The applicant shall protect all existing public facilities and maintain the right of way in good clean condition during the construction. If any damage is proven to be caused by the subject development, the applicant is responsible for replacing and/or repairing the facilities to the satisfaction of the City, prior to the issuance of Certificate of Occupancy.
16. In preparation for the New Year Rose Parade and Rose Bowl Game, the Department of Public Works will suspend all works within the public right-of-way during the holiday season in accordance to PMC 12.24.100 and City Policy.

In general, all public streets, sidewalks and parkways shall be free and clear of excavations and other construction related activities during the period of November through January of the following year. Specific dates will vary on an annual basis. Accordingly, contractors will be required to shut down construction operations which would impede traffic and pedestrian movements during these periods unless otherwise authorized by the City Engineer. Any existing excavations shall be backfilled, compacted and temporarily repaved before the beginning of the moratorium period.

The Holiday Moratorium Map, showing the appropriate shutdown period, and corresponding areas in the City, is available at the Department of Public Works Permit

Counter (window #6), 175 N. Garfield Avenue, Pasadena, CA 91109, or at the following link: <https://ww5.cityofpasadena.net/public-works/engineering-and-construction/engineering/forms-and-applications/>.

All costs associated with these conditions shall be the applicant's responsibility. Unless otherwise noted in this memo, all costs are based on the General Fee Schedule that is in effect at the time these conditions are met. A processing fee will be charged against all deposits.

In addition to the above conditions, the requirements of the following ordinances will apply to the proposed project:

- Sewer Facility Charge - Chapter 4.53 of the PMC
The ordinance provides for the sewer facility charge to ensure that new development within the city limits pays its estimated cost for capacity upgrades to the city sewer system, and to ensure financial solvency as the city implements the operational and maintenance practices set forth in the city's master sewer plan generated by additional demand on the system. Based on sewer deficiencies identified in the City's Master Sewer Plan, the applicant may be subject to a Sewer Facility Charge to the City for the project's fair share of the deficiencies. The Sewer Facility Charge is based on the Taxes, Fees and Charges Schedule and will be calculated and collected at the time of Building Permit Issuance.
- Sidewalk Ordinance - Chapter 12.04 of the Pasadena Municipal Code (PMC)
In accordance with Section 12.04.035, entitled "Abandoned Driveways" of the PMC, the applicant shall close any unused drive approach with standard concrete curb, gutter and sidewalk. In addition, the applicant shall repair any existing or newly damaged curb, gutter and sidewalk along the subject frontage prior to the issuance of a Certificate of Occupancy in accordance with Section 12.04.031, entitled "Inspection required for Permit Clearance" of the PMC.
- Construction and Demolition Waste Ordinance, Chapter 8.62 of the PMC
The applicant shall submit the following plan and form which can be obtained from the Permit Center's webpage at: <https://ww5.cityofpasadena.net/public-works/street-maintenance-waste-management/recycling-resources/construction-and-demolition-debris-recyclers/> and the Recycling Coordinator, (626) 744-7175, for approval prior to the request for a permit:
 - a. C & D Recycling & Waste Assessment Plan – Submit plan prior to issuance of the permit. A list of Construction and Demolition Recyclers is included on the waste management application plan form and it can also be obtained from the Recycling Coordinator.
 - b. Summary Report with documentation must be submitted prior to final inspection.

A security performance deposit of three percent of the total valuation of the project or \$30,000, whichever is less, is due prior to permit issuance. For Demolition Only projects, the security deposit is \$1 per square foot or \$30,000, whichever is less. This deposit is fully refundable upon compliance with Chapter 8.62 of the PMC. A non-refundable Administrative Review fee is also due prior to permit issuance and the amount is based upon the type of project.