



## CASTAIC AREA TOWN COUNCIL

### **Project Submission Guidelines**

(Guidelines to submit projects for consideration to the Castaic Area Town Council Land Use Committee, [castaictowncouncil@gmail.com](mailto:castaictowncouncil@gmail.com))

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

### **Submission for Consideration**

1. A Letter 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.
  - a) A copy of the Los Angeles County Department of Regional Planning Zoning and Subdivision Application ([http://planning.lacounty.gov/doc/form/form\\_partial\\_subzoning.pdf](http://planning.lacounty.gov/doc/form/form_partial_subzoning.pdf).) 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.
  - e) 1000' radius ownership map and mailing list current to six (6) months prior to Land Use meeting.

## Notification

### 3. LETTER:

Developer must send letter notifications to all property owners within a 1000' radius at least fourteen (14) calendar days before the land use meeting. If no residential structures exist within the 1000' 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 newspaper, The Signal. Notify the paper at least fourteen (14) calendar days before the Land Use meeting. Also, notify KHTS – Santa Clarita Hometown Station (Santa Clarita Community Calendar section) for an online notice at least fourteen (14) calendar days before the Land Use meeting. Copy of the Signal's Legal Notice will need to be provided at the Land Use meeting. PLEASE SEE #6 FOR CONTENT OF LEGAL NOTICE/PRESS RELEASE

## Posting

### 5. SIGN:

- 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:
- Size. Dimension of sign(s) shall be four (4) feet in width and eight (8) feet in length.
- Height. Sign(s) shall be six (6) feet in height.
- Materials. Sign(s) shall be made of 1/2 plywood (maximum).
- 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.
- Colors. BLACK letters on YELLOW background.
- Lettering: Signs shall use block style lettering with four (4) inch major letters and two (2) inch minor letters.



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

#### CSD/Possible Questions To Be Answered

The Castaic Area Community Standards District (CSD) defines the Castaic area of influence within Los Angeles County and describes the development standards that manage the growth of our community. The ordinance amends Title 22 – Planning and Zoning of the Los Angeles County Code.

The CSD can be found at: <http://planning.co.la.ca.us/docOrd.htm>

It is highly recommended that the applicant review the CSD ordinance before design or development of a project.

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.

- Schools k. Style of home/business
- Water availability l. Trails
- Electricity availability m. Impact to environment
- Sewage availability n. Cost of Homes/Apartments/Condos
- Water runoff o. Lighting
- Amount of earth being moved/graded p. Homeowner Association
- Oak Tree removal q. Assessments
- Community benefit r. Noise
- Traffic Study s. Landscaping
- Fencing t. Parks

#### 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 Chair 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) Town Council project presentation time, date, and Zoom link at least seven (7) days before the Town Council meeting. Notification in local newspapers is also required for the Town (Item #4).

### 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 Area Town Council Land Use Chair can be reached via email at [castaictowncouncil@gmail.com](mailto:castaictowncouncil@gmail.com).

Updates Approved July 15, 2026