LAND USE PROJECT APPLICATION INFORMATION PACKET

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COMMUNITY DEVELOPMENT DEPARTMENT
MISSION STATEMENT

To work with the community in achieving and maintaining a better quality of life by providing professional guidance and coordination of all land planning and development activities, and by fairly and consistently implementing the City's regulations and policies.

CITY OF ORANGE
Community Development Department – Planning Division
300 East Chapman Avenue, Orange CA 92866
(714) 744-7220
fax (714) 744-7222

This application form is available online at:
www.cityoforange.org
Click on: City Departments/Community Development/Planning Division/Forms
The file is named: Land Use Project Application Jan 2012

Land Use Project Application

Submittal Checklist

The checklist below is intended to assist you in putting together a complete application packet so that your project can be processed in the most expeditious manner possible. If you have any questions about which items are required, please contact City planning staff at (714) 744-7220. Once your submittal is made, your Project Planner will review it for completeness and notify you in writing within 30 days as to whether the application is complete (OMC Section 17.08.030.E).

Submittal Items Required With Every Application:

- ❑ **A.** **Application – Completed City "Land Use Project Application."** (Pages 15 - 16 attached) The application must be complete, typed or handwritten legibly, and signed. Additional sheets may be attached if necessary.

- ❑ **B.** **Application processing fee(s) and/or deposit.** Please note: The cost of processing your project is charged according to the hours spent by staff in checking plans; discussing the project with you, your architect, members of the public, and other staff members; writing a staff report; preparing/reviewing an environmental analysis; field surveys; public notices; and attending public hearings. You will also be billed separately for project related costs such as public notice advertising, postage, and City Attorney fees if these are required for your project. Total cost may vary widely according to the size of the project and the complexity of the issues. Submittal of your initial application deposit establishes an account to which project costs are charged. At the close of your case, any remaining funds will be returned to you. In some cases, depending on the complexity of the project, additional funds may be requested to replenish the deposit. At the City's sole discretion, a planning consultant may process your application.

- ❑ **C.** **Checklist.** Please submit this checklist with your application information.

- ❑ **D.** **Letter of explanation/justification.** Explain in detail what is proposed and the reason(s) why the City should approve the project. On a separate sheet(s) of paper include a detailed description of your proposal including the following items:

  1. For non-residential projects, company name, type of business, use(s), hours of operation, company owned vehicles, number of employees, type of materials handled, history of the business, and any other information necessary to describe the proposed use.
  2. Describe physical characteristics of the property including any existing structures on the site, the use, architecture, materials, colors, topography, scenic vistas, soils, mature landscaping/trees, and any other information necessary to describe the proposed use.
  3. Describe the surrounding properties, including the type of land use (such as residential, commercial, industrial, etc.), intensity of land use (such as single-family, apartment houses, retail stores, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.).
  4. Explain any unique conditions of the site such as location, shape, and/or topography.
  5. Explain any phasing of the project.
  6. For Alcohol Beverage Control (ABC) applications, provide: hours of operation, number of employees (total & per shift), how alcohol will be displayed on the premises, 12 copies of

the menu if serving food, number of seats broken down by table and/or bar, design of outdoor seating barrier/gate, and name of ABC investigator if known.

- ❑ **E.** **Landowner's Affidavit.** (Page 16 within the Land Use Project Application attached). The authorization confirms the property owner's authorization that a specific agent(s) may act on his/her behalf. The affidavit *must be notarized*, unless the Applicant and the Property Owner is the same person. If the property owner is a corporation or LLC, please provide documentation that the individual signing the affidavit is authorized to do so.

- ❑ **F.** **Preliminary title report** and **legal description of the property.** Staff will review the title report to ensure no easements or other restrictions exist on the property which may hamper approval of your project.

- ❑ **G.** **Proof of property ownership.** A copy of the grant deed (also available through a title company) may be submitted.

Submittal Items Required Specific To This Application:

- ❑ **H.** **Alcohol Management Plan (AMP).** The City of Orange requires an AMP for any establishment requesting a Conditional Use Permit for the ***on-site sales of beer, wine, or distilled spirits.*** The City of Orange Police Department will supply you with the necessary paperwork for the AMP. You will submit your completed AMP to the Police Department for review. The Police Department will evaluate the crime statistics and number of alcohol licenses existing in the area surrounding your location and make a recommendation of approval or denial. This determination is required prior to Planning Commission review. The Police Department requires a separate flat processing fee of $1,600. You may contact the Police Department at (714)744-7551 to discuss your project.

- ❑ **I.** **Color and Materials Board.** A color and materials board is required for each project requiring Design Review. The Board should be no larger than 8 ½" x 11" including:

  1. Paint colors
  2. Roof material
  3. Stucco or other finish material

- ❑ **J.** **Fire Master Plan.** A Fire Master Plan may be required for your project. Please contact Fire Prevention at 714-288-2541 for further information and determination.

- ❑ **K.** **Grading Plan.** A preliminary grading plan may be required at the discretion of the Planning Division. The applicant must disclose whether any import or export fill material is required as part of the development.

- ❑ **L.** **Landscape Plan.** A landscape plan for all projects that involve new construction or building additions must be submitted for Design Review Committee review and approval (except for individual single-family residential projects). The landscape plan should show and label all plant material (including existing trees to be retained or removed, and the location, quantity, percent of landscape/hardscape, size, spacing, species and plan symbol of all new trees and plant material). City inspection notes should be included on planting and irrigation plans. The Project Planner can provide the City inspection notes. If your project requires a WQMP (see Page 11), please ensure the landscape architect and civil engineer coordinate plans.

- ❑ **M.** **Photos of site and surrounding properties.**

  1. 3" x 5" or 4" x 6" mounted on 8 ½" x 11" cardstock (digital reproductions acceptable).
  2. Label each photo with address.

- ❑ **N.** **<u>Notification Map, Mailing List, and Labels.</u>** The City of Orange requires for all applications **except** Administrative Adjustments (AA), Design Review Committee (DRC), or Minor Site Plans Review (MNSP) as follows:
  1. Obtain copies of assessor parcel maps and ownership lots for the subject parcel and surrounding properties within a radius of 300' from all property lines, unless a larger area is required by City planning staff.
  2. On map, draw radius/circle line (to scale) 300' from and around the exterior of the parcel.
  3. Obtain **three (3)** sets of **self-adhesive labels** that identify names and addresses of:
     a. **All owners** of real property located within 300 feet of the subject parcel as identified by the assessor's parcel maps.
     b. **All tenants and/or occupants** located on the subject parcel and within 300' of the subject parcel as identified by the assessor's parcel maps. For example, if rental properties are located within the notification area, provide a list of the names and addresses of each tenant or occupant. If names are unknown, use "tenant" or "occupant".
     c. Project applicant, if different than property owner.
     d. Homeowners Association
     e. **Parcel numbers must be identified on each label.**
  4. A title company or ownership listing service must furnish maps and labels, with evidence of preparation provided by the company or service, and a declaration that the information is based upon the most recent equalized assessment or up-to-date records of the Orange County tax assessor.

- ❑ **O.** **<u>Old Towne Context Assessment Form.</u>** For residential projects within Old Towne an additional form is required in order to evaluate your project's compatibility with the surrounding neighborhood. Staff needs information about the architectural style, bulk and mass, roof form and height, number of stories, building alignment and streetscape pattern of properties in the immediate vicinity of the project site. Staff will provide you with the form.

- ❑ **P.** **<u>Orange Park Acres Community Review.</u>** Per City Council Resolution 10081, certain project types within the Orange Park Acres (OPA) Plan Area are subject to review by the OPA Board prior to consideration by other City determining bodies. The project types include: Tract Map, Major Site Plan Review, Conditional Use Permit, Zone Change, Specific Plan Amendment, and/or General Plan Amendment. Please contact the OPA Board at "Orange Park Association; P.O. Box 2293; Orange, CA 92859" or "www.orangeparkacres.org". Staff will provide you with an additional hand-out regarding OPA's Procedure for Review of Development Proposals.

- ❑ **Q.** **<u>Plans – Thirteen (13) sets of detailed plans – Applications other than DRC and ZA.</u>** Site plan, elevation(s), landscape plan(s), and floor plan(s) per the requirements beginning on Page 6. "size" plans are recommended for your proposal, provided plans are to scale and text is legible. The Project Planner may require large scale (full size) plans for your project depending on the complexity. ***All plans must be stapled into sets, then folded to approximately 8½"x11".***

- ❑ **R.** **<u>Plans – One (1) initial set of detailed plans – Design Review Committee consideration only.</u>** Site plan, elevation(s), landscape plan(s), and floor plan(s) per the requirements beginning on Page 6. "Full size" plans are recommended for the initial set of plans. Half size plans can be provided if they are to scale and the text is legible. The initial submittal set is for Staff review only. When the plans are ready for DRC review, the Planner will ask for nine (9) final sets of plans for the public meeting. ***All plans must be stapled into sets, then folded to approximately 8½"x11".***

- ❑ **S.** **Plans – Three (3) sets of detailed plans – Zoning Administrator consideration only.** Site plan, elevation(s), landscape plan(s), and floor plan(s) per the requirements beginning on Page 6. "Half size" plans are recommended for your individual proposal, provided plans are to scale and text is legible. The Project Planner may require large scale (full size) plans for your project depending on the complexity. ***All plans must be folded to approximately 8½" x 11".*** Projects requiring only Zoning Administrator action require only three (3) sets of plans (i.e. Administrative Adjustments and certain Conditional Use Permits/Variances).

- ❑ **T.** **Roof Plan.** A plan depicting the placement and dimensions of all roof mounted equipment. The plan should show the roof pitch, direction, and any proposed screening.

- ❑ **U.** **Environmental and Technical Studies.** Staff may determine, based on your description of your project, that specific technical studies will be required. Additional studies may be required once staff reviews your project more in-depth.

  - ❑ Noise
  - ❑ Parking
  - ❑ View Simulations
  - ❑ Traffic
  - ❑ Cultural Resources
  - ❑ Other _____

- ❑ **V.** **Water Quality Management Plan (WQMP).** A WQMP is required for most projects with few exceptions. The WQMP is a plan for managing the quality of stormwater or urban runoff that flows from a developed site after construction is completed and the facilities or structures are occupied. Please contact the Water Quality Engineer in the Public Works Department at 714-744-5547. See Page 11, "Water Quality Management Plans".

- ❑ **W.** **Wireless Facilities.** In addition to the application requirements identified in OMC Sections 17.08.030 and 17.12.025, Wireless Communication applicants shall also submit the following:

  1. A statement, map, and list identifying the addresses of all their wireless communication facilities within in a one (1) mile radius of the proposed site. The statement shall include a declaration regarding:
     a. The facility's capacity for future co-location.
     b. Information stating why the proposed wireless facility location is required.
     c. Why the site was not co-located, located within the public right-of-way, or on a publicly owned or controlled property or utility if a nearby facility was available.
     d. An assessment of the potential for co-location opportunities shall be provided, including a statement and evidence of any refusal by other wireless telecommunications service providers regarding co-location.
     e. In the case of non-stealth, non-co-located ground-mounted facilities the declaration shall include a list of alternative sites considered in the site selection process along with an indication as to why such alternative sites were rejected (the applicant shall demonstrate a good faith effort to co-locate on existing facilities, within the public right-of-way, or on a publicly owned or controlled property or utility).
  2. A visual impact demonstration using photo-simulations, elevations, and/or other visual or graphic illustrations from adjacent properties and/or public rights-of-way as coordinated with Planning Staff depicting the potential visual impact(s) of the wireless communication facility in its proposed setting.
  3. A report detailing operational and capacity needs of the applicant's system within the vicinity of the proposed wireless telecommunications facility. The report shall detail in laymen's terms how the proposed site or facility is necessary to address the current demand for service and limitations of the applicant's current system.

Land Use Project Application

Plan Submittal Requirements

A typical plan submittal with an application consists of elevations, floor plans, grading plan, landscape plan, and site plan. Please number all the pages of the plans and take note of the requirements below. Omission of the requirements will delay the processing of your application.

A. <u>Elevations</u>: The elevations shall be accurately prepared according to a standard architectural or engineering scale. All portions of the elevations should be adequately detailed and dimensioned. A checklist of the required project information follows for your convenience:

- ❑ Architectural detailing
- ❑ Building:
  - Height
  - Width
  - Finished floor elevations
- ❑ Colored rendering of all four sides of proposed building(s)
- ❑ Colors
- ❑ Delineation of existing versus proposed area for additions
- ❑ Depth of architectural transition
- ❑ Exterior finish materials (i.e. stucco, wood siding, etc.)
  - Buildings
  - Fences and walls
  - Roof
- ❑ Roof mounted mechanical equipment and screening

B. <u>Elevations for sign(s) and/or sign programs</u>: Elevations shall be accurately prepared according to a standard architectural or engineering scale. All portions of the elevations should be adequately detailed and dimensioned. A checklist of the requirements follows for your use and convenience:

- ❑ Color rendering – provide rendering or indicate colors on elevations
- ❑ Colors
- ❑ Dimensions
  - Height
  - Width
  - Depth
- ❑ Illumination – indicate method of illumination, if applicable. Contact the Police Department at (714)744-7327 to inquire about address illumination.
- ❑ Letter type style
- ❑ Materials
- ❑ Site Plan shall include:
  - Building and tenant frontage
  - Setbacks
  - Sign locations
  - Vehicular sight distances if located near street intersections and/or driveways

C. <u>Floor Plan</u>: The floor plan must include:

- ❑ Interior layout and dimensions (show all existing and proposed floor plans) as well as square footage on each floor.

  1. **Floor area calculations – non-residential:** Non-residential structures are calculated according to Gross Floor Area and use the exterior wall dimensions.

  2. **Floor area calculations – residential primary units:** Primary residential structures are calculated according to Gross Floor Area and use the exterior wall dimensions. All floor spaces within the structure are included in the wall-to-wall calculation. Exterior porches, decks, and balconies, which are open on at least two sides, are not counted towards the square footage. Attached and detached garages and other accessory structures shall count towards the overall FAR and lot coverage of the primary residential structure. Garages shall not be counted as habitable space.

     If the primary structure has multiple stories, the square footage of the stairs, or horizontal floor area of the stairwell shall be counted on each floor. For example, on a two-story house, the square footage of the stairs shall be counted towards the first floor. The horizontal floor area of the stairwell shall be counted towards the second floor. If there are more than two stories in the primary structure, the square footage of the stairs shall count on each floor, with the top floor counting the stairwell only. Any floor space surrounding the stairwell would be counted towards the square footage calculation and the FAR.

  3. **Floor area calculations – accessory second housing units:** Accessory Second Housing Units are calculated according to Gross Floor Area and uses the exterior wall dimensions. All floor spaces within the unit are included in the wall-to-wall calculation. Exterior porches, decks, and balconies, which are open on at least two sides, are not counted towards the 450 SF to 640 SF size restriction.

     If the proposed Accessory Second Housing Unit has multiple stories, the square footage of the stairs shall be counted on the first floor only. The stairwell on the second and subsequent floors of stairs would not be counted in the square footage calculation. Any floor space surrounding the stairwell would be counted towards the square footage calculation.

     This policy is applicable to Accessory Second Housing Units only because of the size restriction and the State's support of the additional units.

- ❑ Finished floor elevations (show adjacent finish grade and floor elevations).

- ❑ ADA compliance (handicapped accessibility) when required.

D. <u>Site Plans (Existing and Proposed)</u>: Separate existing and proposed site plans are required for all projects. The site plans shall be accurately prepared according to a standard architectural or engineering scale no smaller than 40:1 scale and include a north arrow and legend. All portions of the site should be adequately detailed and dimensioned. Checklists of the required project information and dimensions follow; however, additional information may be required:

1. ***Project Information:***

- ❑ Building Code information for existing and proposed buildings:
  - Construction type (Type I-V; A or B)
  - Occupancy Type
  - Type of construction (steel, wood, masonry, etc)
- ❑ Contact Information:
  - Company Name/Contact Person
  - Mailing address
  - Telephone number
  - E-mail address
- ❑ Density:
  - Existing
  - Proposed
- ❑ Easements
  - Existing
  - Proposed including all property to be dedicated to the City for streets, corner cutoffs, or other purposes
- ❑ Fences and walls:
  - Indicate location of all existing and proposed fences and walls
  - Identify height(s) of all existing and proposed fences and walls
  - Indicate materials of all existing and proposed fences and walls.
- ❑ Fire Requirement:
  - Identify sprinklered buildings
  - Identify non-sprinklered buildings
  - All on and off site fire hydrants within 500 feet of project site
  - All existing and proposed Fire Department access lanes.
- ❑ Floor Area:
  - Existing
  - Proposed
- ❑ General Plan Land Use designation:
  - Existing
  - Proposed
- ❑ Label type of construction, size, use, height, and roof if existing building size changes or new building proposed.
- ❑ Landscape areas including hardscape and paved areas.
- ❑ Land Use (such as residential, retail, or industrial):
  - Existing
  - Proposed
- ❑ Lot size:
  - Existing
  - Proposed
- ❑ Old Towne projects exceeding one-story in height (refer to Old Towne Context Assessment Form):
  - Architectural style
  - Building alignment

- Bulk and mass
- Number of stories
- Roof form and height
- Streetscape pattern of properties in immediate vicinity

❑ Parking Area:
- Accessible access routes
- Drive aisles
- Driveways
- Driveways across the street from the site
- Driveways adjacent to site
- Drop off areas
- Loading zones
- Location and dimension of all driveways, streets, and alleys intersecting into abutting streets and alleys
- Parking spaces
- Pedestrian walkways
- Streets and alleyways – centerline to curb, centerline to property line, curb to property line
- Utility meters/transformers – existing and proposed

❑ Parking Information:
- Total existing
- Total proposed
- Number of accessible spaces per building

❑ Property Lines – indicate which lines will be removed or created and by what process (lot line adjustment, parcel map, etc):
- Interior
- Perimeter

❑ Proposed Density

❑ Public Right-of-Way Improvements – All existing improvement within the public right-of-way abutting the project including:
- Driveways
- Sidewalks
- Street trees
- Water meters
- Utility boxes
- Fire hydrants
- Street lights
- Traffic control devises
- Public transportation stops

❑ Residential Projects:
- Unit type
- Mix of type
- Number of bedrooms per unit

- ❑ Site Information:
  - Address
  - Assessor's parcel number
  - Existing entitlements
  - Lot Number
  - Tract number
- ❑ Trash Enclosures
- ❑ Zoning Designation:
  - Existing
  - Proposed

2. ***Required Dimensions:*** All portions of the site plan and elevations should be adequately detailed and dimensioned so no measurement is left blank. The following lists each item that must include an accurate dimension:
   - ❑ Buildings – depict footprints and indicate square footages:
     - Existing
     - Proposed
     - Setbacks – front, side, rear, building-to-building
   - ❑ Distance between proposed project and buildings within 100 feet of site
   - ❑ Easements:
     - Existing
     - Proposed including all property to be dedicated to the City for streets, corner cutoffs, or other purposes
   - ❑ Landscape areas
   - ❑ Parking area:
     - Accessible access routes
     - Drive aisles
     - Driveways
     - Driveways across the street from the site
     - Driveways adjacent to site
     - Drop off areas
     - Loading zones
     - Location and dimension of all driveways, streets, and alleys intersecting into abutting streets and alleys
     - Parking spaces
     - Pedestrian walkways
     - Streets and alleyways – centerline to curb, centerline to property line, curb to property line
     - Typical parking space detail
     - Utility meters/transformers – existing and proposed

Notice to Applicants

Water Quality Management Plans

Your Project and a WQMP – What is a WQMP and who needs one?

WQMP is the acronym for Water Quality Management Plan. A Project WQMP is a plan for managing the quality of storm water or urban runoff that flows from a developed site after construction is completed and the facilities or structures are occupied and/or operational. A Project WQMP describes the Best Management Practices (BMPs) that will be implemented and maintained throughout the life of a project and is used by property owners, facility operators, tenants, facility employees, maintenance contractors, etc. to prevent and minimize water pollution that can be caused by storm water or urban runoff. The City of Orange requires all development projects to prepare and implement Project WQMPs as part of the NPDES program to reduce and eliminate water pollution caused by runoff flowing from developed sites into nearby receiving waters. A Preliminary Project WQMP must be submitted for Priority Projects as part of the project application for City discretionary project approval. Final Project WQMPs must be approved prior to issuance of building or grading permits. A Project WQMP and the post construction BMPs associated with the project must be based on the Orange County Model WQMP and Technical Guidance Document, which can be found at http://www.cityoforange.org/depts/publicworks/storm_water_npdes/water_quality_management_plans_(wqmps).asp. The City of Orange WQMP template can be found on the above website.

A. What are Best Management Practices (BMPs)?

For purposes of a Project WQMP, there are three types of BMPs:

1. Low Impact BMPs – Project features that are designed to mimic predevelopment site hydrology and include infiltration (permeable pavers, porous concrete and asphalt, infiltration beds, etc), harvest and reuse (cisterns and rain barrels), and evapotranspiration.
2. Site Design BMPs – Project features that include LID and features such as conserving natural areas, minimizing impermeable surfaces, minimizing directly connected surfaces, into a project to minimize and creating zero discharge areas. Examples include infiltration such as the use of porous asphalt or pavers, minimizing the use of decorative concrete, and directing roof drains to landscaped areas.
3. Source Control BMPs – Activities or structures aimed at eliminating or minimizing contact between pollutant sources and rainfall or runoff. Examples include education, sweeping, litter collection, canopies over fueling islands, awnings or tarps to cover materials stored outdoors.

More information about BMPs can be found at: www.cabmphandbooks.com.

B. What projects require a Project WQMP?

As noted above, all projects require the preparation of a WQMP. However, there are two types of projects – Priority Projects and Non-Priority Projects – which have different BMP requirements.

Project Type	Low Impact Development BMPs	Site Design BMPs	Source Control BMPs
Priority Projects	●	●	●
Non-Priority Projects	As applicable	●	●

C. How do I know if my project is a Priority Project or a Non-Priority Project?

If <u>any</u> question is answered "Yes," your project is a **Priority Project**. If <u>all</u> questions are answered "No," your project is a **Non-Priority Project**.		
Does your proposed project include:	**Yes**	**No**
1. New developments that create 10,000 square feet or more of impervious surface that include commercial, industrial, residential development (single family homes, subdivisions, multifamily homes, apartments, condominiums, etc.).		
2. Automotive repair shop (SIC codes 5013, 5014, 5541, 7532-7534, and 7536-7539).		
3. Restaurant where the land area of development is 5,000 or more square feet including parking areas (SIC code 5812).		
4. Hillside development on 5,000 square feet or more, which is located on areas with known erosive soil conditions or where the natural slope is 25 percent or more.		
5. Impervious surface of 2,500 square feet or more located within, directly adjacent to (within 200 feet), or discharging directly to receiving waters within an Environmentally Sensitive Area.		
6. Parking lot area of 5,000 or more square feet of impervious surface exposed to storm water.		
7. Streets, roads, highways and freeways of 5,000 square feet or more of paved surface.		
8. Retail gasoline outlets of 5,000 or more square feet, with projected average daily traffic of 100 or more vehicles per day.		
9. All Significant Redevelopment projects, where Significant Redevelopment is defined as the addition or replacement of 5,000 or more square feet of impervious surface on an already developed site. Significant Redevelopment includes, but is not limited to: • Expansion of a building footprint. • Addition of a building and/or structure. • Addition of an impervious surface, such as construction of a new parking lot that is not part of a routine maintenance activity. • Replacement of impervious surfaces, buildings and/or structures when 5,000 or more square feet of soil is exposed during replacement construction. Redevelopment does not include routine maintenance activities conducted to maintain original line and grade, hydraulic capacity, or original purpose of facility.		
10. If Public Works Director or City Engineer determines project will have adverse impact on water quality.		

D. What is a Receiving Water?

Generally, a receiving water is a surface water body or watercourse such as a canyon drainage, spring, flood control channel or creek, river, lake, estuary, lagoon, bay, surface reservoir, or ocean. A receiving water body can be ephemeral, perennial, or intermittent in nature.

E. What is an Environmentally Sensitive Area?

Generally, these are areas "in which plant or animal life or their habitats are either rare or especially valuable because of their special nature or role in an ecosystem and which would easily be disturbed or degraded by human activities and developments" (California Public Resources Code §30107.5). Examples are Areas of Special Biological Significance as designated by the State Water Resources Control Board or receiving waters that are designated as being impaired in the state's 303(d) list.

F. When should I prepare and submit my Project WQMP?

Since the Project WQMP may affect site layout and drainage design, the Project WQMP should be prepared early in the conceptual design phase prior to project submittal to the City. The Preliminary WQMP should be included with the project submittal to the Planning Division and the proposed BMPs shown in your project plans. The Preliminary WQMP and associated BMPs are reviewed to assure compliance with the City's LIP and countywide DAMP. Failure to submit a Preliminary WQMP may result in delays to project approval. The Final WQMP will be conditioned for submittal prior to the issuance of development permits.

G. Where can I find additional information on preparing my Project WQMP?

Guidance documents and templates can be found at the City's internet website under: http://www.cityoforange.org/depts/publicworks/storm_water_npdes/water_quality_management_plans_(wqmps).asp.

Useful information about the Orange County Stormwater Program can be found at: www.ocwatersheds.com/WQMP.aspx.

H. Where can I find Educational Materials for my specific Project WQMP?

The following brochures are available for use as training materials and all *applicable* material should be listed in the Public Education section of Water Quality Management Plans and copies of the *applicable* material should be included within the Appendix. Please remember to only include those brochures that are *applicable* to the post-construction use of the site. All brochures are available for printing by visiting the City's website site: www.cityoforange.org/depts/publicworks/storm_water_npdes/public_education.asp

There have been several posters developed that are applicable to specific businesses:
www.ocwatersheds.com/PublicEd/resources/print-ads-posters.html

- Food/ Restaurant Industry
- Auto Repair Industry
- Gas Station Good Standard Operating Practices

Additionally there have been several posters developed for general use:
www.ocwatersheds.com/PublicEd/resources/print-ads-posters.html

- Ocean Begins at Your Front Door
- Get Your [Cigarette] Butts Out of the Water
- Overwatering

Notice to Applicants

Department of Fish and Game Environmental Processing Fees

Effective January 1, 2007, State law (AB 1535) mandated that the California Department of Fish and Game (DFG) collect user fees in association with the filing of a Notice of Determination. A Notice of Determination is the final environmental documentation that is prepared by City staff when a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report has been approved or certified.

The fees required are intended to defray the costs of managing and protecting fish and wildlife resources including the costs expended by the DFG in the review of environmental documents under the California Environmental Quality Act (CEQA). The bill also eliminated the fee exemption for projects determined to have a "de minimis" effect on fish and wildlife. For those projects determined to have a potential for any adverse effect to fish and wildlife resources, either individually or cumulatively, the list of fees are located on the DFG website: *http://www.dfg.ca.gov/habcon/ceqa/ceqa_changes.html*.

The County Clerk Filing Fee <u>is always required</u> whether or not the project will have a "de minimis" effect on fish and wildlife.

The City can no longer exempt a project from the filing fee requirement by determining that the project will have a "de minimis" effect on fish and wildlife. Instead, a filing fee will have to be paid unless the project will have *no effect* on fish and wildlife as determined by the DFG. It is the applicant's responsibility to contact the DFG at (916) 651-0603 or www.dfg.ca.gov to determine if the project will have no effect on fish and wildlife. If the DFG concurs the project will have no such effect, they will provide you with a form that will exempt the project from the filing fee requirement; however the County fee is still required.

If the required filing fee is not paid, the project will not be operative, vested, or final, and any local permits issued for the project will be invalid. The City thereby requires payment of these environmental fees by the applicant, submitted to the Community Development Department **within 48 hours of project approval,** and shall be in the form of a cashier's check made payable to **Orange County Clerk**.

City planning staff will deliver the fees to the County Clerk at the time the Notice of Determination is filed. The Notice of Determination and the cashier's check will be filed within **five working days** after project approval. The filing of the Notice of Determination starts a 30-day statute of limitations on court challenges to the approval (CEQA Section 15075). If the required fees are not delivered to the City within two working days of the approval, the Notice of Determination cannot be filed within the time limits established, and the statute of limitations will be extended from 30-days to 180-days per Section 15112 of the CEQA Guidelines.

Land Use Project Application

City of Orange

Community Development Department
Planning Division
300 East Chapman Avenue
Orange, CA 92866-1591
(714)744-7220 (714)744-7222 FAX
www.cityoforange.org

This section to be completed by Staff

APP. TYPE	NUMBER	FEE/DEPOSIT
TOTAL:		

Old Towne/Other Contrib. Bldg: Yes ☐ No ☐
Redevelopment Area: Yes ☐ No ☐
Orange Park Acres Yes ☐ No ☐

General Plan: _____ **Zoning:** _____

Billing No: _____ **Check No.** _____

Date Filed: _____ **Received By:** _____

SECTION 1 – Site Information

Project Title/Name: _____

Project Address/Location: _____

Assessor Parcel Number: _____ Tract/Lot Number: _____

REQUIRED: Briefly describe your proposed project: _____

_____

_____

SECTION 2 – Applicant Information

Name of Applicant and Company: _____

Mailing Address: _____City: _____State: _____Zip: _____

Phone Number: _____Cell: _____E-mail: _____
(optional)

SECTION 3 – Contact Information

Name of Contact Person and Company: _____

Mailing Address: _____City: _____State: _____Zip: _____

Phone Number: _____Cell: _____E-mail: _____
(optional)

SECTION 4 – Property Owner Information

Name of Property Owner: _____

Mailing Address: _____City: _____State: _____Zip: _____

Phone Number: _____Cell: _____E-mail: _____
(optional)

SECTION 5 – Billing Information *(Person below is responsible for paying invoices & receiving refunds; must be filled in.)*

Name of Person Responsible for Paying Bills: _____

Name of Company: _____

Mailing Address: _____City: _____State: _____Zip: _____

Phone Number: _____Fax: _____E-mail: _____

SECTION 6 – Project Information *(Section Required. If no construction proposed, fill in Existing column only)*

PROJECT DESCRIPTION/REQUEST:	EXISTING	PROPOSED
Land use *(commercial, residential, industrial)*		
Lot size		
Number of Structures on Lot		
Square Footage of Entire Building		
Square Footage of Subject Unit *(if applicable)*		
Number of Floors of Construction *(if applicable)*		
Number of Parking spaces on Property		

SECTION 7 – Land Owner Affidavit *(If Property Owner and Applicant are the same, then notary is not required.)*

_____ declares that I am the owner of the property addressed or otherwise located as follows:
(*print name above*)

_____
(print address above)

I hereby certify that I am the owner of the real property described in this application. I hereby authorize this application to be processed for my property, and grant authority to the applicant to represent me and to bind me in all matters concerning this application. I certify that all of the information contained in this application, including the information contained in all plans and other materials submitted with this application, are, to the best of my knowledge and belief, true and correct. Should any of the information submitted be false or incorrect, I hereby agree to defend, indemnify, and hold harmless, the City of Orange, its officers, agents, and employees, from any and all liability and loss by reason of its reliance on any such information. I grant authority to the City to place a public hearing notice on the subject property if one is required.

Property Owner Signature: _____ Date: _____

ACKNOWLEDGMENT

State of California
County of Orange

On _____ before me, _____, a Notary Public, personally appeared _____
_____
_____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

SECTION 8 – Certification *(Every application must be signed below by the Applicant.)*

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge.

Applicant Signature: _____ Date: _____

Print Name: _____ Telephone No: _____