

LAND USE PROJECT APPLICATION INFORMATION PACKET



City of Orange

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

This application form is available online at: www.cityoforange.org



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Community Development Department Mission Statement

To guide the development and preservation of a livable, safe, and sustainable Orange.

Land Use Project Application

City of Orange

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

This section to be completed by Staff

APP. TYPE	NUMBER	FEE/DEPOSIT
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL: _____

Historic District/Historic Property: Yes No
 Orange Park Acres: Yes No
 General Plan: _____ Zoning: _____
 Billing No: _____ Payment Type: _____
 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 Company and Person Responsible: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Phone Number: _____ Cell: _____ E-mail: _____

SECTION 3 – Contact Information (main contact person for project)

same as Applicant

Name of Company and Person Responsible: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Phone Number: _____ Cell: _____ E-mail: _____

SECTION 4 – Property Owner Information (land owner information, not tenant)

same as Applicant

Name of Company and Person Responsible: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Phone Number: _____ Cell: _____ E-mail: _____

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

same as Applicant

Name of Company and Person Responsible: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Cell: _____ E-mail: _____

SECTION 6 – Project Information

(Section Required. If no construction proposed, fill in Existing column only)

Project Description/Request:	Existing	Proposed
Land Use (<i>commercial, residential, industrial</i>)		
Lot Size		
Number of Structures on Lot		
Square Footage of Entire Building		
Square Footage of Subject Unit (<i>if applicable</i>)		
Number of Floors of Construction (<i>if applicable</i>)		
Number of Parking Spaces on Property		
Square Footage of Landscaping		

SECTION 7 – Land Owner Affidavit

_____ declares that I am the owner of the property addressed or
(print name above)

otherwise located as follows:

(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: _____

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: _____

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:

- **Application – Completed City “Land Use Project Application.”** (Pages 1 – 3 attached) The application must be complete, typed, and signed. Additional sheets may be attached if necessary.
- **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.
- **Landowner’s Affidavit.** (Page 2 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. If the property owner is a corporation or LLC, please provide documentation that the individual signing the affidavit is authorized to do so.
- **Letter of explanation/justification.** Explain in detail what is proposed and the reason(s) why the City should approve the project. On a separate document 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, topography, 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, etc.), and scale of development (height, frontage, setback, 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 and per shift), how alcohol will be displayed on the premises, a digital (PDF) copy 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.
- Proof of property ownership.** Proof of property ownership shall be provided in the form of a grant deed, title report, or other similar instrument that officially documents property ownership.
 - Preliminary title report** and **legal description of the property.** Provide a digital (PDF) copy of the title report, including the legal description. Ensure that all easements are hyperlinked. Staff will review the title report to ensure no easements or other restrictions exist on the property which may cause changes to your plans or hamper approval of your project.
 - Checklist.** Provide the marked up hardcopy checklist that was generated for you by the planner you initially consulted with.



Submittal Items Required for Your Application (Per Consultation with Planner):

Plans and Supporting Materials

Site plan, elevation(s), landscape plan(s), and floor plan(s) shall be submitted per the requirements beginning on Page 11. For projects requiring review by the City's inter-departmental staff review committee (SRC), visit <https://www.cityoforange.org/our-city/departments/community-development/planning-division/staff-review-committee>.

Planning submittals are accepted in digital format ONLY via USB drive. Please read the following instructions carefully:

1. All files within the USB drive shall be in PDF format
2. Each plan sheet type shall be saved separately as individual files (i.e. Site Plan, Elevations, Floor Plan, Grading Plan, Landscape Plan, etc.)
3. Each file shall be accurately named to its content and shall have the address included (i.e. 1234 Santa Lane - Application; 1234 Santa Lane - Site Plan, etc.)
4. All files MUST be saved within a labeled folder of the project address on the USB.
 - A. Plans.** Submittal of following plans will be required:
 - Electronic format plans (PDF)
 - B. Grading Plan.** A preliminary grading plan may be required at the discretion of the Public Works Department. Detailed information about grading plan content is provided on page 16 of this application. Please contact Public Works Department Subdivision staff at (714) 744-5525 and visit the [SRC Development Services](#) webpage for further information.
 - C. Landscape Plan.** A landscape plan for all projects that involve new construction or building additions must be submitted for review and approval (for individual single-family residential projects, over 5,000 square feet). If your project requires a Water Quality Management Plan (WQMP) (see page 8), please ensure your landscape architect and civil engineer coordinate plans.
 - D. Photos of site and surrounding properties.**
 1. Provide a PDF document of digital photographs with no more than two photographs per page. Number each photograph and include the address the photo depicts. Include a key map showing the location each photograph was taken at. Include an arrow showing the direction the photograph was taken from.



- **E. Notification Map, Mailing List, and Labels.** The timing of label submittal will be determined by City planning staff once a mailing date has been identified to ensure that the labels represent current information.
- 1. Obtain copies of assessor parcel maps and ownership lots for the subject parcel and surrounding properties within a radius of 400' from all property lines.
 - 2. 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.
 - 3. On map, draw radius/circle line (to scale) 400 feet from and around the exterior of the parcel.
 - 4. Obtain **one (1) PDF and one (1) Excel (.xlsx) file** that identify names and addresses of:
 - a. **All owners** of real property located within 400 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 400 feet 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.
 - 5. A Certification to the accuracy and completeness of the list by the professional listing service is required.
 - 6. Title company or ownership listing service to email public notice package directly to cdinfo@cityoforange.org.
- F. Color and Materials Board.** For the initial submittal of the application, a high-resolution PDF color and materials board is required for each project requiring Design Review. A physical materials board will need to be provided at the public hearings. The Board must present the colors and materials, and how they are being used, and include, but not limited to :
 - 1. Paint colors (include name)
 - 2. Roof material
 - 3. Stucco or other finish material



Technical Studies and Focused Information Needs

- G. Alcohol Sales.** The City of Orange requires any establishment requesting the **on- or off-site sales of beer, wine, or distilled spirits** to obtain a conditional use permit. Staff will submit your completed application 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 deposit, which can be paid at the same time and location as the Planning Division fees. You may contact the Police Department at (714) 744-7551 to discuss your project and the related processing fee.
- H. Fire Master Plan.** A Fire Master Plan may be required for your project to ensure that site planning and project design factor in fire access, hose pull distances, and laddering areas in the early stages of project review. Please contact Fire Prevention Staff at (714) 288-2541 and visit the [SRC Fire Prevention](#) webpage for further information.
- I. Crime Prevention.** Project design features that address the Orange Police Department's Building Security Ordinance and Guidelines may be required to ensure that site planning and project design foster a safe environment through factors such as site lighting, clear sight lines, and window placement. Please contact Crime Prevention staff at (714) 744-7327 and visit the [SRC Crime Prevention](#) webpage for further information.
- J. Environmental and Technical Studies.** Staff may determine, based on the description of your project, that specific technical studies will be required. Additional studies may be required once staff reviews your project in greater depth. Please also be advised that payment of environmental filing fees through the County of Orange may be required based on the type of environmental review needed for your project. The Project Planner will inform you if fee payment is required.

<input type="radio"/> Noise	<input type="radio"/> View Simulations	<input type="radio"/> Cultural Resources
<input type="radio"/> Traffic	<input type="radio"/> Greenhouse Gas Emissions	<input type="radio"/> Hazards (Hazardous Materials)
<input type="radio"/> Air Quality	<input type="radio"/> Biological Resources	<input type="radio"/> Other _____
- K. 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 Surface Water Quality in the Public Works Department at (714) 744-5525 and visit the [SRC Water Quality](#) webpage for further information and related processing deposit.
- L. Solid Waste Management.** Coordination with the City's solid waste hauler and submittal of a



Solid Waste Plan may be required for your project. Please contact the City's solid waste hauler for setting up solid waste collection service. For additional resources, please visit the City's [SRC Solid Waste](#) webpage. The Solid Waste Management Plan shall include a generation estimate for trash, recycling, and organics (TRO Estimate) in cubic yards per week and discussion on how each solid waste component will be managed. As part of the review process, all projects will be reviewed for compliance with AB 341: Mandatory Commercial Recycling (MCR), and AB 1826: Mandatory Commercial Organics Recycling (MORe). These regulations also address waste management for multi-family residential developments of five units or more. Please contact the Public Works Administrative Manager in the Public Works Department at (714) 744-5588 and visit the [SRC Solid Waste](#) webpage.

□ **M. Wireless Facilities.** In addition to the application requirements identified in OMC Sections 17.08.030 and 17.12.025, Wireless Communication applicants shall also digitally submit PDF files of the following:

1. A statement, map, and list identifying the addresses of all of the providers 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.



Neighborhood - Specific Information Needs

- **N. Historic District Supplemental Information.**
- For building additions to contributing and non-contributing structures, new infill construction, and Accessory Dwelling Units (ADUs) proposed in existing structures within the Old Towne Historic District, an evaluation of project compliance with the Secretary of Interior's Standards for historic preservation and applicable City historic preservation design standards, including the Historic Preservation Design Standards, or Orange Eichler Design Standards is required. The report must be prepared by a historic preservation professional meeting the Secretary of Interior's Professional Qualification Standards. A list of qualified preservation consultants is located on the City's website [here](#).
- For accessory structures proposed to be converted to ADUs, or other improved conditioned habitable space, an assessment of the existing condition of the structure describing the siding, framing, windows, doors, and roofing, that demonstrates the structure's feasibility to be rehabilitated and adapted to the new use, shall be submitted in addition to the evaluation required above.
- **O. Orange Park Acres Community Review.** 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: General Plan Amendment, Zone Change, Specific Plan Amendment, Tract Map, Major Site Plan Review, Conditional Use Permit, and/or Zone Change. 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.

Plan Content Requirements

Plans submitted with an application typically consist of site plan, elevations, floor plans, grading plan, and landscape 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. Site Plan: All portions of the site plan and elevations should be adequately detailed and dimensioned so that 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 the 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
- Public right-of-way improvements–All existing improvements within the public right-of-way abutting the project including:
 - Driveways
 - Sidewalks
 - Street trees/tree wells
 - Water/Electric meters/equipment (on- and off-site)
 - Utility boxes
 - Fire hydrants
 - Street lights
 - Traffic control devices
 - Public transportation stops
 - Backflow device



- Parking area:
 - Parking spaces (standard, accessible, electric vehicle, and motorcycle.)
 - Typical parking space detail
 - Pedestrian walkways
 - Accessible access routes
 - Drive aisles
 - Driveways (on site, across the street from the site, and adjacent to site)
 - Loading zones and pick up/drop off areas
 - Bicycle racks
 - Streets and alleys intersecting into abutting streets (centerline to curb, centerline to property line, curb to property line)
- Project Summary Tables: (please click hyperlinks below)
 - [Commercial Project Summary Table](#)
 - [Industrial Project Summary Table](#)
 - [Mixed Use Project Summary Table](#)
 - [Residential Project Summary Table](#)
- Utility meters/transformers/back-flow preventors (on project site) – existing and proposed

B. Elevations: 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

C. Elevations for sign(s) and/or sign programs: 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
- Attachment detail (for historic districts only)
- Site Plan shall include:
 - Building and tenant frontage
 - Setbacks
 - Sign locations
 - Vehicular sight distances if located near street intersections and/or driveways

D. Floor Plan: 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 – primary residential units: Primary residential structures are calculated according to GFA 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 Floor Area Ratio (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 dwelling units: accessory dwelling units (ADU) are calculated according to GFA and use 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 unit floor area.

If the proposed ADU 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.

- Finished floor elevations (show adjacent finish grade and floor elevations).
- ADA compliance (handicapped accessibility) when required.

E. 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.

F. Site Plans (Existing and Proposed): 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 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:

- Contact information:
 - Company name/contact person
 - Mailing address
 - Telephone number
 - E-mail address
- Site information:
 - Address
 - Assessor's parcel number
 - Existing entitlements
 - Lot number
 - Tract number
- General Plan land use designation:
 - Existing
 - Proposed
- Zoning designation:
 - Existing
 - Proposed
- Land use (on-the-ground use such as residential, retail, or industrial):
 - Existing
 - Proposed
- Property lines – indicate which lines will be removed or created and by what process (lot line adjustment, parcel map, etc.):
 - Interior
 - Perimeter
- 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.)
 - Size, use, height, and roof if existing building size changes or new building proposed.



- ADA Compliance
- Parking information:
 - Total existing
 - Total proposed
 - Number of accessible spaces
- Residential projects:
 - Unit type (number of bedrooms per unit)
 - Mix of unit types
- Trash Enclosures

G. Fire Master Plan: The Fire Master Plan must be scaled and include:

- Identification of sprinklered and non-sprinklered buildings.
- Identification all on and off site fire hydrants within 400 feet of project site along fire department access route.
- Identification all existing and proposed Fire Department access lanes.
- Preparation of a Fire Master Plan may also be required identifying means of access, laddering areas, emergency vehicle turnaround, Fire Department connections, and information as specified by the Orange Fire Department.

H. Preliminary Grading Plan: A Preliminary Grading Plan must include:

- Section details for areas where project site joins adjacent properties.
- Quantities of cut and fill when earthwork is being performed.
- Finished floor and pad elevations for all proposed structures demonstrating compliance with the Orange County Hydrology Manual.
- Drainage patterns and features including flow line grades, and elevations of all swales, gutters, and drainage structures.
- Path of runoff to street or storm drain facilities, with details for entrance to storm drains or that runoff to street is directed over drive approaches.
- For multi-family residential and commercial development, the location of trash enclosure(s) designed to comply with City of Orange Public Works Standards 409.



I. Landscape Plan: A conceptual landscape plan must address hardscape and paved areas, and include:

- Amount of existing and proposed landscape area (sq. ft. and as percentage of site).
- Amount of existing landscape area (sq. ft. and as percentage of site) to be refurbished to water efficient plant material and irrigation.
- Amount of site area dedicated to pools and/or other water features.
- 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 City's Senior Landscape Coordinator can provide information about the City inspection notes.



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