

CITY OF CYPRESS
5275 Orange Avenue
Cypress, California 90630
(714) 229-6720

PRELIMINARY PROJECT REVIEW PROCESS

1. Discuss project with Planning staff to determine zoning regulations, unusual characteristics of site, and land use compatibility with surrounding properties.
2. Submit a Preliminary Project Review Application. **Preliminary Project Review approvals are required prior to submittal of a formal application for a Conditional Use Permit, Major Design Review Permit, Staff Review Permit, or Residential Subdivision.**
3. The Preliminary Project Review Application shall include:
 - a. Completed application form.
 - b. Seven (7) copies of the preliminary site plan, elevation plan, and floor plan; drawn to scale and fully dimensioned, folded to approximately 8 1/2" x 11" in size, **and a CD which contains ALL plans in pdf format (Site Plans, Floor Plans and Elevations)**. Elevation plans should be detailed to indicate type and color of building materials. Landscape and irrigation plans will not be required until after project approval.
 - c. Filing fee:

Single-Family Residence.....	\$250.00 Minimum Fee/Actual Cost
Minor Development Projects.....	\$350.00 Minimum Fee/Actual Cost
All Others.....	\$1,000.00 Minimum Fee/Actual Cost
4. The plans will be routed to all Departments and reviewed by the Design Review Committee. The case planner will compile all comments received and will return them to you within a 3 week period. At that time, you may need to revise your plans to incorporate the comments prior to re-submittal. Once revised plans are submitted, they will be reviewed and rerouted if necessary. Only when all remaining requirements are resolved and/or incorporated into the plans will the application be accepted as complete. Once your application is accepted as complete, you may file your formal application with any required filing fees.
5. The submission of a completed application is considered the Formal Application for Design Review, Staff Review, or a Conditional Use Permit. These applications will follow the Public Hearing Schedule for Filing Dates attached. In case of subdivisions, the Public Hearing will be scheduled within 50 days from formal submission (Refer to Map Submittal Package).

GENERAL REQUIREMENTS

Prior to submitting your applications, discuss your project with the case planner who will note those items below which are applicable to your project.

All plans shall be folded to 9" x 12", stapled, edge bonded or grouped to form the required number or sets. Each set of plans shall include:

- _____ Completed Application form and applicable Fee.*
- _____ Completed Environmental Initial Study Form.*
- _____ Vicinity map marking project location* (use 300-foot radius assessor's map as a base).
- _____ Site plan (1/20 scale minimum, 1/100 for subdivisions), _____ plot plan.*
- _____ Architectural plans (1/8 scale minimum), _____ elevations.*
- _____ Master plan or guidelines for signage.*
- _____ Set of colored elevations or rendering.
- _____ Materials and colors board, color samples.*
- _____ Preliminary Water Quality Management Plan (WQMP)
- _____ Photos of the site and adjoining properties.*

SPECIFIC REQUIREMENTS

Site Plan including:

- _____ North arrow.*
- _____ Title block indicating drawing scale, name and address of applicant, architect and/or engineer, and date of plans preparation.*
- _____ Create a General Notes section on your site plan.
- _____ Provide a statistical summary including: ___total lots, lots ___ required and proposed lot sizes, landscape lots, ___% open space, ___total units, ___ floor plan types, ___ required and proposed density, ___required and proposed lot coverage, and ___FAR on site plan.
- _____ Zoning, ___site layout/lot(s) configuration.
- _____ All boundaries of site fully dimensioned and tied with the center line of the street.*
- _____ Dimensions from closest intersection.
- _____ Names of closest cross streets.
- _____ Identification of lines, such as curb face, property line, center line of street and other as applicable.
- _____ Building footprints.*
- _____ Building projections.
- _____ Building setbacks.* ___front, ___sides, ___rear, ___other.
- _____ Proposed and required setbacks of any existing structures from existing and proposed property lines.
- _____ Parking lot layout, ___stall sizes, ___drives, ___striping, ___property access, traffic directions and circulation. ___Provide tabulations for number of parking spaces ___required and ___proposed.
- _____ Existing structures, trees, fences and freestanding signs to be removed or to be saved and protected.*
- _____ Adjacent structures.*
- _____ Trash enclosure location, and ___proposed wall and fences.
- _____ Location of all visible utilities and mechanical equipment, including ___electrical transformers, A>C> units, ___utility poles, ___TV and telephone junction boxes, ___gas and electrical meters in compatible enclosures etc.
- _____ Exterior lighting.
- _____ Mail boxes, when applicable.
- _____ Loading areas.
- _____ The width and location of all existing or proposed easements.
- _____ The name, location and width of any adjacent public or private street. Width should include any required street widening.
- _____ Indicate all existing fire hydrants, catch basins, gutters and water main sizes within 100' of project.
- _____ Indicate all utility poles and street lights on property.
- _____ All proposed public improvements properly dimensioned.

Architectural plans including:

- _____ Describe the major architectural elements forming the image of your project. In case of remodels describe the proposed changes.*
- _____ Dimensioned elevations, sides, front and rear (include front elevations of adjacent structures in case of remodels).*
- _____ Show building materials, colors and textures keyed to materials board on your elevations.*
- _____ Preliminary floor plan.*
- _____ Roof plan (mechanical equipment and its screening shall be integrated with the design of the building).*
- _____ Indicate exterior lighting and signage (refer to sign plans).*

Signage Plans including:

- _____ State name of sign master plan if applicable.*
- _____ Submit sign master plan for ___identification signs, and ___street addresses.
- _____ Signature of landlord.*
- _____ Location of existing and new signs.*
- _____ Materials (manufacturers and code numbers).*
- _____ Colors and samples.*
- _____ Sizes.*
- _____ Methods of lighting.*
- _____ Methods of installation.*

***NOTE: Normally required for Minor Reviews.**

Landscaping Plans including:

- _____ Description of basic landscape concept.
- _____ Preliminary grading/drainage plan.
- _____ Required and proposed landscape area.
- _____ Size and number of trees, shrubs and ground cover (plant palette).
- _____ Pedestrian circulation and walks.
- _____ Show various pavement materials.
- _____ Lighting locations.
- _____ Screening of utility, mechanical equipment, and trash enclosures.
- _____ Treatment of perimeter walls.
- _____ Preliminary irrigation plan.

Reports and Letters:

- _____ Letter to the Design Review Board addressing EIR Mitigation Measures and design review conditions/comments.
- _____ Traffic report.
- _____ Parking/use intensity study.
- _____ Noise report.
- _____ Soils report.
- _____ Agricultural soils report.
- _____ Title report.
- _____ Letter from Utility Companies stating they will provide service for _____electricity, _____water, sewer, _____gas, and _____trash collection.
- _____ Complete development agreement application and respective fees at the time of formal submission.

The planning staff will evaluate your submittal using this list to verify completeness and quality of development. Please provide plans which include all applicable listed items.

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PRELIMINARY PROJECT REVIEW APPLICATION

APPLICANT

Name _____ Signature _____

Address _____

Phone Number (____) _____ - _____

PROPERTY OWNER

Name _____ Signature _____

Address _____

Phone Number (____) _____ - _____

REQUEST (Summary of project) _____

Property Address/Location _____

Project Name _____

Zoning _____

Existing Uses and/or Structures _____

Surrounding Uses: North _____

South _____

East _____

West _____

FOR CITY USE ONLY

Accepted by _____ Date _____

Preliminary Step No. 1 No. 2 DRC Fee _____

Env. Fee _____

Total Paid _____

Copies of this application and attached plans are submitted to the following Department for their review. Please return your comments and/or status report within _____, or by _____ to _____, Case Planner.

Planning Building Engineering Fire Police

Comments: _____

PROJECT DESCRIPTION/DESIGN STANDARDS SHEET

(To be completed by the Applicant)

Proposed Project: _____

Project Name: _____

Property Address/Location: _____

Existing Uses and/or Structures: _____

Surrounding Uses: North _____

South _____

East _____

West _____

Item	Required/Existing	Proposed
Total Site sq. ft., acres	_____	_____
Total Building sq. ft.	_____	_____
Density, gross/net	_____	_____
Lot Coverage %	_____	_____
FAR	_____	_____
Front Setback	_____	_____
Side Setback	_____	_____
Rear Setback	_____	_____
Bldg. Heights/Stories	_____	_____
Distance between Structures	_____	_____
% Landscaping	_____	_____
No. of Parking Stalls:		
Regular	_____	_____
Handicapped	_____	_____

COMMENTS

CITY OF CYPRESS

5275 Orange Avenue
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ENVIRONMENTAL INFORMATION FORM

(To Be Completed By Applicant)

Date Filed _____

General Information

1. Name and address of developer or project sponsor: _____

2. Address of project: _____
Assessor's Block and Lot Number: _____
3. Name, address, and telephone number of person to be contacted concerning this project:

4. Indicate number of the permit application for the project to which this form pertains:

5. List and describe any other related permits and other public approvals required for this project, including those required by City, Regional, State, and Federal agencies:

6. Existing zoning district: _____
7. Proposed use of site (Project for which this form is filed): _____

Project Description

8. Site size:
9. Square footage.
10. Number of floors of construction.
11. Amount of off-street parking provided.

12. Attach plans.
13. Proposed scheduling.
14. Associated project.
15. Anticipated incremental development.
16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
18. If industrial, indicate type, estimated employment per shift, and loading facilities.
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.
21. If the project consists of new paved area, the expected percent change in pervious surface area of the site shall be indicated here.
22. If applicable, a Water Quality Management Plan (WQMP) shall be submitted with the development plans for the project.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

- | | <u>Yes</u> | <u>No</u> |
|--|--------------------------|--------------------------|
| 23. Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours. | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Change in scenic views or vistas from existing residential areas or public lands or roads. | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Change in pattern, scale or character of general area of project. | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Significant amounts of solid waste or litter. | <input type="checkbox"/> | <input type="checkbox"/> |

- | | <u>Yes</u> | <u>No</u> |
|---|--------------------------|--------------------------|
| 27. Change in dust, ash, smoke, fumes or odors in vicinity.. | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Change in ocean, bay, lake, stream, or ground water quality or quantity, or alteration of existing drainage patterns. | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Substantial change in existing noise or vibration levels in the vicinity. | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Site on filled land or on slope of ten percent (10%) or more. | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives. | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Substantial change in demand for municipal services (police, fire, water, sewage, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. Relationship to a larger project or series of projects. | <input type="checkbox"/> | <input type="checkbox"/> |

Environmental Setting

35. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.
36. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single-family, apartment houses, shops, department stores, etc.), and scale of development (height frontage, setback, rear yard, etc.) Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

Certification

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 and belief.

Date

Signature

For _____



City of Cypress Water Quality Checklist for New Development and Significant Redevelopment Projects

Project Name: _____

Project Location: _____

Project Description: _____

Planning Priority Projects Subject to a WQMP	YES	NO
1. New development projects that create 10,000 square feet or more of impervious surface. This category includes commercial, industrial, residential housing subdivisions, mixed-use, and public projects on private or public property that falls under the planning and building authority or the Permittees.		
2. Automotive repair shops. This applies to facilities that are categorized in any one of the following Standard Industrial Classification (SIC) codes 5013, 5014, 5541, 7532-7534, and 7536-7539.		
3. Restaurants where the land area of development is 5,000 square feet or more including parking area. This category is defined as facilities that sell prepared foods and drinks for consumption, including stationary lunch counters and refreshment stands selling prepared foods and drinks for immediate consumption (SIC code 5812).		
4. Impervious surface of 2,500 square feet or more located within, directly adjacent to (within 200 feet), or discharging directly into receiving waters within Environmentally Sensitive Areas (ESAs).		
5. Parking lots 5,000 square feet or more including associated drive aisle, and potentially exposed to urban stormwater runoff. A parking lot is defined as a land area or facility for the temporary parking or storage of motor vehicles used personally, for business, or for commerce.		
6. Streets, roads, highways, and freeways. This category includes any paved surface that is 5,000 square feet or greater used for the transportation of automobiles, trucks, motorcycles, and other vehicles. (See discussion under (Section 7.II-1.5 relative to public projects).		
7. 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. Redevelopment does not include routine maintenance activities that are conducted to maintain original line and grade, hydraulic capacity, original purpose of the facility, or emergency redevelopment activity required to protect public health and safety. If the redevelopment results in the addition or replacement of less than 50 percent of the impervious area on-site and the existing development was not subject to WQMP requirement, the numeric sizing criteria discussed in Section 7.II-2.0 only applies to the addition or replacement area. If the addition or replacement accounts for 50 percent or more of the impervious area, the Project WQMP requirements apply to the entire development.		
8. Retail Gasoline Outlets (RGOs). This category includes RGOs that meet the following criteria: (a) 5,000 square feet or more, or (b) a projected Average Daily Traffic (ADT) of 100 or more vehicles per day.		

All development projects which do not fall under one of the Priority Planning Projects identified above, and which require discretionary approval by the Cypress Planning Division, shall be required to complete a Non-Priority Water Quality Management Plan Checklist.

Planning Priority Project If any question is answered "YES", the project is a planning priority project subject to the Development Planning Program of the LIP and will require post development storm water quality mitigation, either WQMP or site-specific.

Planning Exempt Project If every question is answered "No", the project is exempt from the Development Planning program but must still submit the "Owner's Certification of Compliance with Minimum Requirements" and comply with construction requirements.

One Acre or Greater Project If the project is one acre or greater, the project is subject to the General Construction Permit, requiring a NOI, SWPPP and "Owner's Certification of Compliance.

"Best Management Practice (BMP)" means methods, measures, or practices designed and selected to reduce or eliminate the discharge of pollutants to surface waters from point and nonpoint source discharges including storm water. BMPs include structural and non structural controls, and operation and maintenance procedures, which can be applied before, during, and/or after pollution producing activities.

"Hillside" means property located in an area with known erosive soil conditions, where the development contemplates grading on any natural slope that is twenty-five percent (25%) or greater.

"Numerical Design Criteria – For information regarding numerical design criteria, refer to the 4th term Permit Technical Guidance Document, which can be found on the Orange County's Watershed website at: <http://www.ocwatersheds.com/>.

Redevelopment" means (a) land-disturbing activity that results in the creation, addition, or replacement of 5,000 square feet or more of impervious surface area on an already developed site. Where Redevelopment results in an alteration to **more than 50%** of impervious surfaces of a previously existing development, and the existing development was not subject to post development storm water quality control requirements, the entire project must be mitigated. Where Redevelopment results in an alteration to **less than 50%** of impervious surfaces of a previously existing development, and the existing development was not subject to post development storm water quality control requirements, the alteration must be mitigated, but not the entire development (b) Redevelopment does not include routine maintenance to maintain original line and grade, hydraulic capacity, or original purpose of a facility, nor does it include emergency construction activities required to immediately protect public health and safety.

NOTICE

Effective October 5, 2009
Orange County Fire Authority Fee Schedule
Will Apply to the Following Planning Projects

Please check with a City project planner to determine whether these additional fees will apply to your Planning application. Fees due to the Orange County Fire Authority should be paid by a separate check made payable to “*Orange County Fire Authority*,” and submitted along with your application to the City of Cypress.

PROJECT TYPE	FEE
Conditional Use Permit (C.U.P.), Design Review Committee (D.R.C.) or Preliminary Project Review (Code PR105)	\$352.00
Residential site review, access review for single-family home larger than 3,600 sq. ft. (Code PR160)	\$575.00
Parcel Map (Code PR110)	\$309.00
Tentative Tract Map (Code PR110)	\$309.00
Final Tract Map review (Code PR115)	\$352.00
CEQA (Notice of Preparation, EIR, and other environmental documents) – Projects with potentially significant fire impacts (Code PR100)	\$223.00