

**CITY OF CYPRESS**

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

**STAFF REVIEW COMMITTEE PERMIT PROCESS**

- 1. Discuss project with Planning staff to determine zoning regulations, any unusual characteristics of site and land use compatibility with surrounding properties.
- 2. Submit a Staff Review Committee Application. A complete application packet shall include:
  - a. Completed application form.
  - b. Seven (7) copies of the site plan, elevation plan, and floor plan; fully dimensioned, and one (1) complete set of reduced plans (11" x 17"). Elevation plans should be detailed to indicate type and color of building materials. Landscape and irrigation plans may also be required prior to project completion.

**Effective June 1, 2004 ALL applicants for any discretionary permit (Subdivision, CUP, Variance, Design Review, Staff Review, Zone Change, General Plan Amendment, etc.) are to provide ALL plans (Site Plans, Floor Plans and Elevations) on a CD in pdf format along with hard copy paper plans as listed above.**

- c. Filing fee: \$350.00
- d. Environmental assessment fee. (City staff will prepare all necessary State required documents as a courtesy to the applicant.)

Exempt..... \$100.00

- 4. The plans will undergo complete analysis by staff to determine compliance with City Codes and the project's effect upon the community. The applicant shall revise the plans as necessary.
- 5. The project is presented directly to the Staff Review Committee no more than (2) weeks after the Staff Review Committee application is submitted to the City, determined to be complete and compliant with all applicable codes. The Staff Review Committee's decision on the project will be reported to the City Council.
- 6. A 10-day appeal period commences for the project, during which time the applicant must return a signed Agreement to any conditions attached to the project by the Staff Review Committee. Appeals shall be made in writing and shall be heard by the Community Development Director.
- 7. The applicant submits construction drawings to the Building Division of the Community Development Department.

# CITY OF CYPRESS

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

## STAFF REVIEW COMMITTEE PERMIT APPLICATION

Staff review approvals of formal applications remain valid for a period of one (1) year. The decision of the Staff Review Committee shall be final unless an appeal to the Community Development Director is filed within ten (10) days of the Committee's action.

This is a Formal Staff 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 \_\_\_\_\_

Project No. \_\_\_\_\_ SRC 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	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 Water Quality Checklist for New Development and Significant Redevelopment Projects

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Description: \_\_\_\_\_

<b>Planning Priority Projects Subject to a WQMP</b>	<b>YES</b>	<b>NO</b>
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 <b>(Section 7.II-1.5</b> 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 <b>Section 7.II-2.0</b> 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 4<sup>th</sup> 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.