

## CITY OF CYPRESS

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

### APPLICATION REQUIREMENTS FOR A VARIANCE

Application shall be accompanied by the following:

1. Prior to filing a formal application, submit a Preliminary Design Review Application. *Preliminary Design Review approvals are required prior to the submission of a formal application.* Refer to the Preliminary Design Review Application for information on the Review Process and Requirements.
2. A complete formal application on the form furnished by the City of Cypress.
3. Three (3) complete sets of plans (11" x 17"), with written dimensions and clearly indicating the following information:
  - a. Lot dimensions, north arrow and scale.
  - b. All buildings and structures; location, height, size and proposed use.
  - c. Yards and space between buildings.
  - d. Walls and fences; location, height and materials.
  - e. Off-street parking; location, number of spaces and dimension of parking area, internal circulation pattern.
  - f. Access, pedestrian, vehicular, service, points of ingress and egress.
  - g. Loading; location, dimensions, number of spaces, internal circulation.
  - h. Lighting; location and general nature, hooding devices.
  - i. Street dedications and improvements.
  - j. All existing and proposed signs (if applicable).
  - k. Existing and proposed easements.
  - l. Existing driveways, alleys and other traffic access points adjacent and across from property being developed.
  - m. Owner and developer of property.
  - n. Name and address of person who prepared the map, including license number.
  - o. Date of submittal of development plans.
  - p. Name, location and width of each adjacent street.

**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 and jpeg formats along with hard copy paper plans as listed above.**

4. Architectural drawings showing all affected elevations for proposed structures and/or buildings.
5. All plans shall clearly indicate revision dates.
6. Such other data or drawings as may be required by the Community Development Department to make the required findings.
7. A verified (notarized) list of the name and address of each property owner within three hundred feet (300') of the exterior boundaries of the property involved, as shown on the last assessment roll of the County of Orange.
8. Two (2) sets of typed gummed labels, *plus one* (1) photo copy, with the names and addresses of the property owners required above.
9. If this application is filed individually, and not concurrent with any another development application, an additional environmental processing fee will be required. The appropriate processing fee will be determined by Planning staff at the time of project submittal.

# City of Cypress

## Application For Variance

Assessor's Parcel No. \_\_\_\_\_ File No. \_\_\_\_\_ Filing Fee \$1,000.00  
 Minimum Fee/Actual Cost

Property Owner	Address		Phone ( )
Authorized Agent	Address		Phone ( )
Property Address	Lot	Tract	
(If legal description is incomplete, attach two (2) copies of metes and bounds.)			
Application is hereby made for a variance from Section _____ to permit;			
Hardship involved:			
Said property is now improved as follows:			
Signature of property owner X _____			Date
Signature of authorized agent X _____			Date
(Authorized agent may not sign unless written authorization from owner is attached)			
Received by	Date Received		Receipt No.



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**PUBLIC HEARING PROCESS AND PROCEDURES**

The City Council conducts public hearings on applications, projects and other matters as required to meet due process of law. The information herein is provided to inform you of the process under which the public hearing will be conducted. The following steps will be taken:

1. Staff will review the application/project/matter, prepare a staff report, and may make a recommendation or propose alternatives to the City Council prior to the public hearing.
2. A notice of the public hearing will be published in the local newspaper, posted on the property, and when required by law, mailed to all property owners within 300 feet of the project and to all others who so request notice. (For applications/projects involving specific properties.)
3. The Members of the City Council will receive the staff report for the application/project/ matter in their agenda packet prior to the meeting. This provides the Council with an opportunity to study the staff report which will become part of the hearing record, and become familiar with the project prior to the public hearing.
4. When the public hearing is called, the City staff will summarize the application/project/ matter as contained in the staff report, or request a continuance to a future meeting. The City Council may ask questions or clarification during this time.
5. Once the public hearing is opened, the applicant/proponent is entitled to present his application/project/matter in person or through a representative.
6. Following this presentation, all other proponents/supporters of the application/project/ matter are provided the opportunity to speak.
7. After the proponents finish, the Mayor will ask for any opponents or other concerned citizens to come forward to speak.
8. Once all opponents or concerned citizens have spoken, the applicant will be provided an opportunity to rebut any testimony or evidence provided by opponents or by staff.
9. Following rebuttal, the item is then before the City Council for discussion and clarification.
10. Any Member of the Council may then make a motion to:
  - a. Continue the public hearing to a date certain to allow for further study/discussion; or
  - b. Close the public hearing and do one of the following:
    - (1) Approve the application/project/matter as submitted.
    - (2) Conditionally approve the application/project/matter as submitted.
    - (3) Deny the application/project/matter.
    - (4) Deny the application/project/matter without prejudice. (This action will allow the applicant to refile without waiting a specified time period and will permit the waiver of the required fees.)

# CITY OF CYPRESS

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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 \_\_\_\_\_

# 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.

<b>PROJECT TYPE</b>	<b>FEE</b>
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



# 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.