



CITY OF WESTMINSTER
 PLANNING DIVISION
 8200 WESTMINSTER BLVD.
 WESTMINSTER, CA 92683
 714-548-3247
www.westminster-ca.gov

DATE STAMP

PROJECT CASE NO.
HDL PERMIT NO.
<input type="checkbox"/> AUP <input type="checkbox"/> CUP

USE PERMIT APPLICATION

PROPERTY INFORMATION

ADDRESS/LOCATION	ASSESSOR'S PARCEL NUMBER (APN)	ZONING DISTRICT
GENERAL PLAN DESIGNATION	LEGAL DESCRIPTION	

REQUESTED LAND USE

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LAND USE OPERATION DESCRIPTION

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APPLICANT INFORMATION

PROPERTY OWNER INFORMATION

APPLICANT NAME			PROPERTY OWNER NAME		
APPLICANT ADDRESS			PROPERTY OWNER ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
PHONE	FAX		PHONE	FAX	
MOBILE	E-MAIL (REQUIRED)		MOBILE	E-MAIL (REQUIRED)	

AUTHORIZED AGENT (if different from above)

ARCHITECT/DESIGNER

AUTHORIZED AGENT NAME			ARCHITECT/DESIGNER NAME		
AUTHORIZED AGENT ADDRESS			ARCHITECT/DESIGNER ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
PHONE	FAX		PHONE	FAX	
MOBILE	E-MAIL (REQUIRED)		MOBILE	E-MAIL (REQUIRED)	

PROPERTY OWNER AUTHORIZATION

I declare that I am the legal owner of record of the land specified in this application. As the owner, I hereby affirm under penalty of perjury that the foregoing statements, facts and attachments are true and correct. Further, I declare that I fully understand and authorize all actions proposed within this application, and authorize the foregoing applicant or agent to act on my behalf on all matters relating to this application, including negotiations, discussions and communications with staff from the City of Westminster. This authorization shall remain valid until invalidated in writing.

X

Property Owner Name (Print)

X

Property Owner Signature

Date



USE PERMIT APPLICATION PACKET
SUBMITTAL CHECKLIST

DESCRIPTION	PAGE
<input type="checkbox"/> STATEMENT OF JUSTIFICATION	4
Provide reasons why the adjustment(s) should be granted. The reasons are your answers to the findings seen in the attached document.	
<input type="checkbox"/> ARCHITECTURAL PLANS AND SITE PLAN	5-6
<u>Administrative Use Permits</u>	
For AUP applications that involve accessory garage structures exceeding allowed maximum area, and accessory structures and uses exceeding allowed maximum area in the residential zones; submit 4 reduced-size (11 inches by 17 inches) sets of plans that are folded in half, and 2 full-size (24 inches by 36 inches) sets of plans that are rolled, and include a site plan, floor plan, building elevations, and roof plan.	
For all other AUP applications, submit 4 reduced-size (11 inches by 17 inches) sets of plans that are folded in half, and 2 full-size (24 inches by 36 inches) sets of plans that are rolled, and include a site plan and floor plan. If no physical changes are proposed other than interior changes, you may submit an aerial photo of the site that identifies the subject property in-lieu of a site plan.	
Additional sets of plans may be required at a later time if a public hearing is requested by any interested party. See the plan submittal requirements for more information.	
<u>Conditional Use Permits</u>	
For CUP applications that involve a new land use or intensification of an existing land use where new construction is proposed; submit 10 reduced-size (11 inches by 17 inches) sets of plans that are folded in half, and 4 full-size (24 inches by 36 inches) sets of plans that are rolled, and include a site plan, floor plan, building elevations, and roof plan.	
For CUP applications that involve a new land use or intensification of an existing land use where new construction is <i>not</i> proposed; submit 10 reduced-size (11 inches by 17 inches) sets of plans that are folded in half, and 4 full-size (24 inches by 36 inches) sets of plans that are rolled, and include a site plan and floor plan.	
<input type="checkbox"/> RADIUS MAP	7-10
A radius map, drawn to scale, showing all properties located <u>within 100 feet</u> (for AUP applications for large family day cares), <u>within 300 feet</u> (for all other AUP applications), or <u>within 500 feet</u> (for CUP applications) of the exterior boundaries of the subject property or properties must be prepared by a City-approved firm. A hard copy and digital copy of this map must be submitted. See the attached document for detailed instructions.	
<input type="checkbox"/> PUBLIC NOTIFICATION NAME AND ADDRESS MAILING LIST	7-10
An ownership and occupant address list must be prepared by a City-approved firm. A hard copy and digital copy of the list must be submitted. See the attached document for detailed instructions.	
<input type="checkbox"/> PUBLIC NOTIFICATION MAILING LIST AFFIDAVIT	11
This affidavit must be completed by the ownership listing firm.	
<input type="checkbox"/> DIGITAL COPIES OF ALL DOCUMENTS	
Submit a compact disc or flash drive, which includes digital copies of all documents and plans.	

PROCESSING FEES

Administrative Use Permits

Submit processing fees in the amount of \$1,615.00 per application (this includes a \$185.00 environmental exemption fee); and each AUP requested beyond the first will cost an additional \$429.00. Checks must be made payable to the City of Westminster.

Conditional Use Permits

Submit processing fees in the amount of \$3,885.00 per application (this includes a \$185.00 environmental exemption fee); and each CUP requested beyond the first will cost an additional \$1,110.00. Checks must be made payable to the City of Westminster.

 ENVIRONMENTAL (CATEGORICAL EXEMPTION) FILING FEE

If your project is exempt from the California Environmental Quality Act, submit an environmental filing fee of \$50.00, which must be in the form of a check made payable to the County of Orange. This check must be separate from city filing fees.



STATEMENT OF JUSTIFICATION

An Administrative Use Permit or Conditional Use Permit may be approved by the appropriate decision-making authority, with or without conditions, only after making all of the following findings. Provide your own statement describing how the proposed project satisfies all of these findings.

- A. *The proposed use is allowed within the subject zoning district with the approval of an Administrative or Conditional Use Permit and complies with all other applicable provisions of this Title and the WMC.*

- B. *The proposed use is consistent with the General Plan and any applicable Specific Plan.*

- C. *The design, location, size, and operating characteristics of the proposed use are compatible with the existing and future land uses in the vicinity of the subject site.*

- D. *The subject site is physically suitable for the type and intensity of use being proposed, including access, compatibility with adjoining land uses, shape, size, provision of utilities, and the absence of physical constraints.*

- E. *The establishment, maintenance, or operation of the proposed use will not be detrimental to the public interest, health, safety, or general welfare, or injurious to persons, property, or improvements in the vicinity and zoning district in which the property is located.*



PLANS AND MAPS REQUIREMENTS

SITE PLANS must include the following information:

- A tabular legend showing the following information (if applicable):
 - Address;
 - Zoning;
 - Current use of the site and adjacent properties;
 - Building setbacks;
 - A calculation of the number of parking spaces required and provided;
 - The total area (in square feet) of the project site;
 - The area of the site to be covered by buildings and paved surfaces;
 - The total area (percentage) of existing landscaping and proposed landscaping;
 - Floor area ratio for commercial developments;
 - Total common driveway area (in square feet) for residential developments;
 - Allowable and proposed densities for residential projects;
 - The total open space areas (in square feet) for residential developments;
 - The total number of proposed dwelling units and existing units that will remain, listed by number of bedrooms;
 - The total area (in square feet) of the project site covered by pervious surface; and
 - The total area (in square feet) of the project site covered by impervious surface.
- Accurate property lines that are fully dimensioned
- A north arrow
- Accurate scale of drawings (scale should not be smaller than 1/8" = 1')
- The building footprint clearly outlined, including any 2nd floor cantilever or overhang
- All proposed improvements and existing improvements, which will be retained
- Dimensions of parking spaces, drive aisles, backup spaces, handicap accessible spaces, turning radii, wheel stops, parking striping, and flow of traffic noted by arrows
- Access and circulation of pedestrians and vehicles
- Adjacent properties with setback dimensions, building footprints, and labeled as one or two-story structures
- Building setbacks to 1st and 2nd floor
- Building separation dimensions
- Existing and proposed utility structures (i.e., a/c units, cable, utility or telephone poles)
- Existing and proposed public improvements to centerline of street and curb
- Location, name, and width (including required widening of adjacent street)
- Locations of signs
- Existing and proposed fences, walls, or gates and height and materials identified
- Existing and proposed landscaped areas
- Driveway width dimensioned
- Existing and proposed public and private easements
- Parkway
- Private street or alleys
- Existing and proposed street lights
- Open space areas both private and common
- Phasing plan (for those projects that involve phased development)

FLOOR PLANS must include the following information:

- Dimensioned floor plan drawn to scale, including the location and size of rooms, walkways, and other internal features

- Use (including walkways and other internal features) and size of rooms and common areas in square feet labeled on the plans
- Identify fixtures (e.g., toilets, sinks, tables, chairs, etc.)
- Distinguish between new walls, existing walls to remain, and existing walls to be demolished
- For restaurants, include a table identifying total square feet of kitchen area, dining area, and other areas.

☐ **BUILDING ELEVATIONS** must include the following information:

- A legend of materials, colors, and design features keyed to elevations
- The building length and height dimensioned and drawn to scale
- Gutters and down spouts
- Window trims and door moldings
- The exterior wall finish identified
- Details including screening materials for trash enclosures
- Details including screening materials for utilities
- Aluminum and flashing finishes, cornices, eaves, corbels, columns, chimney, awning, and other exterior architectural features
- Balconies and patios
- Window recessing
- Colored catalog cut sheets provided for the following items: windows, doors, garage doors, exterior lighting fixtures, and roofing materials

☐ **ROOF PLANS** must include the following information:

- Depth of eaves
- The existing and proposed roof design
- Roof pitch
- Height of parapets
- Locations of proposed and existing rooftop equipment



PUBLIC NOTIFICATION INSTRUCTIONS FOR PROJECT APPLICANTS

Project applicants must follow the notification instructions below.

- Step 1.** Determine the notification area that applies to your project by looking in the table below. Once determined, check the correct box on Page 12 of this application packet.

MINIMUM NOTIFICATION REQUIREMENTS	
APPLICATION TYPE	MINIMUM MAILING NOTIFICATION AREA ^{1,2}
AUP for Large Family Day Cares	100-foot radius
All other AUPs	300-foot radius
CUPs	500-foot radius
<p>1 The requirements seen above establish the minimum mailed notice requirements and shall not preclude the Director from determining the provision of notice to a greater number of persons is necessary.</p> <p>2 For projects located in a shopping center, the outermost boundary of the center shall serve as the radius starting point.</p>	

- Step 2.** You are required to hire one of the firms listed on the next page to provide public notification services, which must include mailing services. You may also choose to have the firm provide posting services; however, you, as the project applicant, may perform this task. Instructions for mailing and posting notices will be provided at a later time.
- Step 3.** Give the public notification instructions and affidavit on Pages 10-12 of this application packet to the hired firm.
- Step 4.** Once the ownership/occupant listing and notification firm has prepared the radius map, mailing lists, and affidavit, submit these documents to the Planning Division as part of your application packet.
- Step 5.** After submitting your application packet to the Planning Division, wait for further notification mailing and posting instructions.

OWNERSHIP LISTING AND NOTIFICATION FIRMS	
<p>Susan W. Case 917 Glenneyre St., Suite 7 Laguna Beach, CA 92651 Tel: (949) 494-6105 Fax: (949) 494-7418 orders@susancaseinc.com</p>	<p>Szeto, Tran + Associates 2714 Stingle Ave. Rosemead, CA 91770 Tel: (626) 512-5050 Fax: (323) 838-0515</p>
<p>Donna Scales, Donna's Radius Maps 684 S. Gentry Lane Anaheim, CA 92807 Wk: (714) 921-2921 Cell: (714) 458-4798 Fax: (714) 921-0990 ddradiusmaps@sbcglobal.net</p>	<p>Advanced Listing Services P.O. Box 2593 Capistrano Beach, CA 92624 Tel: (949) 361-3921 Fax: (949) 361-3923 Denise@AdvancedListing.com</p>
<p>Radius Maps/Bonnie Perkins 7901 La Carta Circle Buena Park, CA 90620 Tel: (888) 272-3487 Fax: (714) 739-1212</p>	<p>Notificationmaps.com / Karen Martin 668 N Coast Hwy, #401 Laguna Beach, CA 92653 Tel: (866) plancom (752-6266) www.notificationmaps.com</p>
<p>T-square Mapping Service/Darla Hammond 969 S. Raymond Ave. Pasadena, CA 91105 Tel: (626) 403-1803 Fax: (626) 403-2972</p>	<p>Cathy McDermott Ownership Listing Service P.O. Box 890684 Temecula, CA 92589-0684 Tel: (951) 699-8064 Fax: (951) 699-8064</p>
<p>Foothill Project Management 117 ½ 28th Street Newport Beach, CA 92660 Tel: (949) 673-3565 Fax: (949) 434-9228</p>	<p>Steven Harvey Property Profilers Tel: (714) 891-2861 www.propertyprofilers.net</p>
<p>Alcoholic Beverage Licensing Company 8530 Wilshire Blvd. #404 Beverly Hills, CA 90211-3127 Tel: (310) 854-5386</p>	<p>Dependable Business Services, Inc. Dennis Stout Tel: (714) 744-2845 Fax: (714) 744-5123</p>
<p>Matt Warmuzek Mailing Pros, Inc. 5261 Business Dr. Huntington Beach, CA 92649 Tel: (714) 892-7251 matt@mailingprosinc.com</p>	<p>Ownership Listing Solutions Coralee Newman & Joshua Canter 1048 Irvine Ave, #618 Newport Beach, 92660 Tel: (949) 717-7942 josh@govsol.com</p>
<p>Robert Simpson City Radius Maps 300 East Bonita #3641 San Dimas, CA 91773 Tel: (818) 850-3382 robert@cityradiusmaps.com</p>	



PUBLIC NOTIFICATION INSTRUCTIONS FOR NOTIFICATION FIRMS

The ownership listing and notification firm hired and retained by the project applicant must follow the public notification instructions below.

Step 1. Prepare the initial application submittal requirements listed below for the project applicant.

1. **Radius map**, prepared in accordance with the following:

a. Show all properties located within a:

- 500-foot radius**

 300-foot radius

 100-foot radius

The radius must be measured from the exterior boundaries of the subject property or properties. For projects located in a shopping center, the outermost boundary of the center shall serve as the radius starting point. The Director has the discretion, on a case-by-case basis, to require the applicant to expand the radius beyond the minimum notification area.

b. Drawn to scale

c. All properties circumscribed by the radius shall be identified by a consecutive numbering system which corresponds with the ownership/occupant labels described below.

2. **Name and mailing address list** for the following:

a. The *applicant, occupants, and owner(s), or their agents*, of the property being considered.

b. The *owners and occupants* of all property within the notification area on the radius map. These owners and occupants shall be numbered corresponding to the consecutive numbering system on the map, and the assessor's parcel number (APN) of each lot shall also be identified. The name and address of each property owner as identified in the records of the Orange County Assessor shall be used, unless a more current source of this information is known. The address of occupants shall be determined by visual site inspection or other reasonably accurate means.

c. Each local agency expected to provide water, schools, or other essential public facilities or services to the project, whose ability to provide the facilities and services may be significantly affected.

d. A person who has filed a written request for notice with the Director and has paid the fee established by the most current City Council Fee Resolution for the notice.

This list shall be prepared in Microsoft Excel in the following format:

Number	APN	Name	Address	City	State	Zip Code

3. **Signed Owner/Occupant Mailing List Affidavit** (Page 12) verifying that the radius map and list has been prepared in compliance with the requirements of this Section.

4. **Digital copies** of the radius map, address list, and signed affidavit on a compact disc or flash drive.

Step 2. Wait for the Planning Division to generate a public notice

Some time following the applicant's formal submittal of an application to the Westminster Community Development Department, the Planning Division will establish a public hearing or action date. Approximately two weeks prior to this public hearing or action date, the Division will generate a public notice. The notice will then be e-mailed to the ownership listing firm, along with affidavits to be completed by the preparer of the mailing and posting verifying completion of the tasks described below.

Step 3. Mail public notices

1. The ownership listing firm is then required to perform all duties necessary to mail the notice to all individuals on the aforementioned address list. This includes, but is not limited to: printing public notices, inserting notices into envelopes, placing address labels on envelopes, and placing prepaid postage on envelopes.
2. The ownership listing firm must then mail out public notices, and the Planning Division will coordinate with the firm to ensure notices are mailed within the required legal timeframe. All notices will be required to include the following return address:

(Insert Planner Name)
Westminster Planning Division
8200 Westminster Blvd.
Westminster, CA 92683

3. Once mailed, a signed affidavit of mailing on a form prescribed by the Director (which will be e-mailed to the ownership listing firm) must be submitted to the Planning Division.
4. If a decision or action is appealed, the firm will be required to mail public notices for an appeal and for any new hearing if an item is continued.

Step 4. Post public notices (only if the applicant determined the listing and notification firm will complete this task)

1. In addition to the mailed notice, notice(s) must also be conspicuously posted at the project site in a manner approved by the Director. The Director has the discretion to require posting of multiple notices to ensure appropriate level of visibility.
2. Unlike the mailed notice, posting of the notice may be completed by the applicant or the ownership listing firm. Both parties must coordinate to determine who will complete the required posting. The Planning Division will coordinate with the applicant or ownership listing firm to ensure notices are posted within the required legal timeframe.
3. The applicant shall submit a signed affidavit of sign posting on a form prescribed by the Director (which will be e-mailed to the ownership listing firm) and a photograph of the sign(s) on-site.
4. If a decision or action is appealed, the listing firm or applicant will be required to post notice(s) for an appeal and for any new hearing if an item is continued.



PUBLIC NOTIFICATION MAILING LIST AFFIDAVIT

For a project located at _____,
I present this affidavit certifying the attached list of mailing addresses was prepared for all properties
within 500-foot radius 300-foot radius 100-foot radius of the project site.

I certify this list includes mailing addresses for the following:

- a. The applicant, occupants, and owner(s), or their agents, of the property being considered.
- b. The owners *and* occupants of all property within the determined area on the radius map. These owners and occupants shall be numbered corresponding to the consecutive numbering system on the radius map, and the assessor's parcel number (APN) of each lot on the radius map shall also be identified. The last known name and address of each property owner as identified in the records of the Orange County Assessor shall be used, unless a more current source of this information is known. The address of occupants shall be determined by visual site inspection or other reasonably accurate means.
- c. Each local agency expected to provide water, schools, or other essential public facilities or services to the project, whose ability to provide the facilities and services may be significantly affected.
- d. A person who has filed a written request for notice with the Director and has paid the fee established by the most current City Council Fee Resolution for the notice.

I further certify this list to be true and correct to the best of my knowledge and belief. The last known name and address of each property owner was obtained from the records of the Orange County Assessor, or other more current source of this information. The address of occupants was also determined by visual site inspection or other reasonably accurate means.

This list includes a total of _____ mailing addresses. To prepare a public notice for a mailing of this size, I must receive a notice prepared by the Planning Division at least _____ days prior to mailing.

Signed

(Print or Type Name)

Mailing Address

City, State, Zip Code

Telephone Number

E-Mail Address