



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

DATE STAMP

STAFF USE ONLY

PROJECT CASE NO.

HDL PERMIT NO.

ZONING CLEARANCE APPLICATION

PROPERTY INFORMATION

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

PROJECT DESCRIPTION

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)	

PROPERTY OWNER AUTHORIZATION

<p>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.</p>	<p style="text-align: center;">X Property Owner Name (Print)</p> <p style="text-align: center;">X Property Owner Signature Date of Signature</p>
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TYPE OF ZONING CLEARANCE REQUESTED

STAFF USE ONLY

<input type="checkbox"/> ADDITION TO A SINGLE-FAMILY RESIDENCE	<input type="checkbox"/> NEW SINGLE-FAMILY RESIDENCE	<input type="checkbox"/> ADDITION OF UP TO 2 NEW RESIDENTIAL UNITS
<input type="checkbox"/> NONRESIDENTIAL PROJECTS UP TO 1,000 SF OF GFA	<input type="checkbox"/> ADDITION TO A MFR RESULTING IN 3 OR LESS NEW UNITS	<input type="checkbox"/> EXTERIOR DESIGN MODIFICATIONS
<input type="checkbox"/> WIRELESS COMMUNICATION FACILITY	<input type="checkbox"/> BLOCK WALLS AND FENCES	<input type="checkbox"/> MASTER SIGN PLAN
<input type="checkbox"/> REVERSE VENDING MACHINE	<input type="checkbox"/> PARKING ANALYSIS	<input type="checkbox"/> OTHER:

DETERMINATION

STAFF USE ONLY

DETERMINATION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	
COMMENTS/CONDITIONS OF APPROVAL	X
	Planner Name (Print)
	X Planner Signature Date of Determination

ZONING CLEARANCE FEES

DESCRIPTION	FEE
SINGLE-FAMILY RESIDENTIAL PROJECTS LESS THAN 500 SQUARE FEET	\$100.00
SINGLE-FAMILY RESIDENTIAL PROJECTS GREATER THAN OR EQUAL TO 500 SQUARE FEET	\$170.00
MULTIPLE-FAMILY RESIDENTIAL PROJECTS LESS THAN 500 SQUARE FEET	\$195.00
MULTIPLE-FAMILY RESIDENTIAL PROJECTS GREATER THAN OR EQUAL TO 500 SQUARE FEET	\$295.00
NON-RESIDENTIAL ADDITIONS AND NEW CONSTRUCTION UP TO 1,000 SQUARE FEET	\$545.00
EXTERIOR DESIGN MODIFICATION LESS THAN 2,500 LINEAR FEET	\$225.00
EXTERIOR DESIGN MODIFICATION GREATER THAN OR EQUAL TO 2,500 LINEAR FEET	\$390.00
DUPLEX	\$500.00
WIRELESS	\$910.00
NEW SIGN PROGRAM	\$480.00
NEW SIGN WITHIN A SIGN PROGRAM	\$110.00
NEW SIGN WITHOUT A SIGN PROGRAM	\$75.00
NEW SIGN FACE	\$45.00
FREESTANDING SIGN SETBACK 3 TO 10 FEET	\$135.00
AMENDED SIGN PROGRAM	\$290.00
DEVELOPMENT TIME EXTENSION – STAFF REVIEW	\$180.00
DEVELOPMENT TIME EXTENSION – PLANNING COMMISSION REVIEW	\$335.00
APPEAL TO PLANNING COMMISSION	\$645.00
APPEAL TO CITY COUNCIL – RESIDENT APPEAL	\$785.00
APPEAL TO CITY COUNCIL – OTHER APPEALS	\$1,565.00
LEGAL NONCONFORMING USE EXPANSION REVIEW	\$640.00
MINOR PERMIT AMENDMENT	\$410.00
ZONING INTERPRETATION REVIEW	\$780.00



ZONING CLEARANCE APPLICATION PACKET
SUBMITTAL CHECKLIST

This checklist is intended to assist you in assembling a complete application packet. Some of the items listed may not be required. To determine which are required, contact the Planning Division at 714-548-3427.

DESCRIPTION	PAGE
<input type="checkbox"/> PRELIMINARY TITLE REPORT	
All projects involving development require submittal of a title report.	
<input type="checkbox"/> HOUSING QUESTIONNAIRE: ENERGY EFFICIENCY/CONSERVATION	5
All projects involving new residential development require submittal of this form.	
<input type="checkbox"/> HAZARDOUS WASTE AND SUBSTANCES STATEMENT	6
All projects involving development require submittal of this form.	
<input type="checkbox"/> ORANGE COUNTY FIRE AUTHORITY (OCFA) PLANNING AND DEVELOPMENT SERVICE REQUEST	7-9
See the OCFA plan review submittal criteria form to determine if OCFA review is required for your project. If OCFA review is required, you must submit an OCFA service request form (which may only be obtained at City Hall) and fees in the amount of \$588.75. This fee may be combined with project filing fees into one check made payable to the City of Westminster.	
<input type="checkbox"/> ARCHITECTURAL PLANS AND SITE PLAN	13-16
Consult staff in the Planning Division to determine the plans and maps required for your project. Also, see the plans and maps submittal requirements for more information.	
<input type="checkbox"/> Site plans	
<input type="checkbox"/> Floor plans	
<input type="checkbox"/> Building elevations	
<input type="checkbox"/> Roof plans	
<input type="checkbox"/> Conceptual landscape plans	
For all Planning Commission projects, submit 10 sets of reduced-size (11 inches by 17 inches) plans that are rolled, and 6 sets of full-size (24 inches by 36 inches) plans that are folded in half. For all administrative projects, submit 6 full-size plans that are rolled.	
<input type="checkbox"/> COLORED BUILDING ELEVATIONS	
All projects that involve new development require submittal of colored building elevations.	
<input type="checkbox"/> PHOTO SIMULATIONS	
For projects that involve new development it is optional to submit photo simulations.	
<input type="checkbox"/> MATERIALS AND COLORS BOARD	
All projects that involve new development require submittal of a materials and colors board that is not larger than 24-inches by 30-inches. Photographs of the materials may be accepted. Such board shall identify manufacturer's name and product numbers of all proposed materials and colors, and shall be keyed and numbered to the plans.	

DESCRIPTION	PAGE
<input type="checkbox"/> WATER QUALITY MANAGEMENT PLAN	17
<p>All projects that involve new development or significant redevelopment may require submittal of a conceptual Water Quality Management Plan (cWQMP). See the attached document to aid you in determining the type of cWQMP required. You may also contact the development engineer, Daniel Hsieh, at 714-548-3466 or at dhsieh@westminster-ca.gov for more information.</p>	
<p><input type="checkbox"/> Conceptual water quality management plan</p> <p><input type="checkbox"/> Non-priority water quality plan</p>	
<input type="checkbox"/> WATER QUALITY MANAGEMENT PLAN AFFIDAVIT	18
<p>All projects that involve new development or significant redevelopment require submittal of this form.</p>	
<input type="checkbox"/> APPLICATION PROCESSING FEES	24-28
<p>All projects are subject to processing fees. Consult staff in the Planning Division for all applicable fees. The city accepts all forms of payment. Checks must be made payable to the City of Westminster.</p>	
<input type="checkbox"/> DIGITAL COPIES OF ALL DOCUMENTS	
<p>All projects require submittal of a compact disc or flash drive which includes digital copies of all documents, plans, and maps. If your project requires review by the OCFA submit an additional compact disc or flash drive with digital copies of the plans and maps only.</p>	
<input type="checkbox"/> WIRELESS FACILITY FORM	
<p>All projects involving wireless telecommunication facilities require submittal of this form. Contact the Planning Division to obtain this form.</p>	
<input type="checkbox"/> SHOPPING CART CONTAINMENT PLAN	
<p>Projects or land uses that involve 10 or more shopping carts requires the submittal of a Shopping Cart Containment application, which may be obtained at City Hall; processing fees in the amount of \$150.00; and written shopping cart containment plan, which identifies design and implementation measures that comply with the requirements of Westminster Municipal Code Chapter 8.78 (Mandatory Shopping Cart Containment Program and Retrieval by Owners); for review by the Code Enforcement Division. The processing fee may be combined with project filing fees into one check made payable to the City of Westminster.</p>	



HOUSING QUESTIONNAIRE: ENERGY EFFICIENCY AND CONSERVATION

If your application includes new residential development, modification of existing residential units, or conversion to residential uses, please answer the questions listed below:

1. Do you plan to incorporate energy efficient features into the design of your project? YES NO
If yes, describe the proposed design features below.

2. Are you aware of the various programs available related to energy efficiency/conservation? If yes, list the programs you intend to use. YES NO

3. Would you be interested in meeting with staff to discuss available programs, funding and/or regulatory assistance related to energy efficiency/conservation? If yes, use to the information listed below to contact us. YES NO

Planning Division Contact Information
Phone: (714) 548 -3247
E-mail: planning@westminster-ca.gov



HAZARDOUS WASTE AND SUBSTANCES STATEMENT

Pursuant to California Government Code Section 65962.5(f), before the City accepts as complete an application for any development project which will be used by any person, the applicant shall consult the following:

- 1) State's lists of hazardous waste facilities subject to corrective action,
- 2) land designated as hazardous waste property or border zone property,
- 3) hazardous waste disposals on public land,
- 4) sites listed pursuant to Section 25356 of the Health and Safety Code,
- 5) sites included in the Abandoned Site Assessment Program,
- 6) underground storage tanks for which an unauthorized release report is filed pursuant to Section 25295 of the Health and Safety Code,
- 7) solid waste disposal facilities from which there is a migration of hazardous waste and for which a California regional water quality control board has notified the Department of Toxic Substances Control,
- 8) sites subject to cease and desist orders pursuant to Section 13301 of the Water Code and cleanup or abatement orders issued pursuant to Section 13304 of the Water Code,
- 9) that concern the discharge of wastes that are hazardous materials,
- 10) and solid waste disposal facilities from which there is a known migration of hazardous waste [compiles per Government Code Sections 65962.5(a)(b)(c)(d) and available from the California Secretary for Environmental Protection per Government Code Section 65962.5(e)],

and shall submit a signed statement to the City indicating whether the project and any alternatives are located on a site that is included on any of the lists compiled pursuant to this section and shall specify any list. If the site is included on a list, and the list is not specified on the statement, the City shall notify the applicant pursuant to Section 65943.

	YES	NO
Are the development project and any alternatives proposed in this application, contained on the lists compiled pursuant to Section 65962.5 of the California Government Code?	<input type="checkbox"/>	<input type="checkbox"/>

If yes then, accordingly, the project applicant is required to submit a signed statement that contains the following information.

Name of applicant: _____

Address: _____

Phone number: _____

Address of site (street name and number if available, and ZIP code): _____

Local agency (city/county): _____

Assessor's book, page, and parcel number: _____

Specify any list pursuant to Section 65962.5 of the Government Code: _____

Regulatory identification number: _____

Date of list: _____

Signature of Applicant(s)

Date



ORANGE COUNTY FIRE AUTHORITY WORKSHEET



Answer all of the questions below to determine if Orange County Fire Authority (OCFA) review is required for your project. If you answer YES to any question, OCFA review is required and you must complete a OCFA Service Request form available at City Hall and submit the applicable fees. If NO, then OCFA review is not required.

	Yes	No
<p>1. Are California Environmental Quality Act (CEQA) compliance documents required? Notice of Exemption qualifies as a "NO."</p> <p>CEQA: OCFA reviews CEQA-related documents for potential impact on local and regional fire department infrastructure and response. Route these documents with a service request form to OCFA. OCFA review is important as comments or conditions that can significantly impact design or cost, such as a secured fire protection agreement, may be issued after evaluation. If you have a question regarding OCFA review of CEQA-related documents, please contact OCFA Strategic Services at 714-549-6199.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Is this development a new residential tract (single-family or multiple-family), or does the project involve modification of existing vehicle access at a commercial, industrial, or multifamily residential property?.....</p> <p>Fire Department Access: Proposed residential tracts and modifications to many existing properties with on-site fire lanes often have various access deficiencies such as back-to-back 'S' turns, long dead-ends, excessive hose-pull distances (see the explanation for question 7), conflicts between hydrants and parking, insufficient gate setbacks or clear widths, a single vehicle access point for developments with 150+ units, or two required vehicle access points that are too close together. Deficiencies can result in major modifications to the proposed site and building design or construction and fire and life-safety system upgrades.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. Is this a new tract or parcel map with new roads to access the new tracts/parcels; subdivision of land where fire lanes or fire protection equipment and/or services will be shared?</p> <p>Subdivision Infrastructure: OCFA reviews these projects to ensure that infrastructure, such as "spine roads" leading to future developer tracts, will meet fire department access and hydrant requirements as well as to ensure that necessary easements for emergency vehicle access and maintenance of shared underground fire water, fire sprinkler, and fire monitoring systems are provided when existing sites are subdivided.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Is the site located within 1,000 feet of a landfill; within 100 feet of an oil/gas well; or inside/within 100 feet of a DOGGR administrative boundary?</p> <p>Oil and Gas Hazards: These projects are located in close proximity to abandoned or active oil/gas wells or other areas where elevated levels of combustible soil gas are found. They require hazard investigation reports and/or mitigation features to protect against an accumulation of combustible methane gas within the structure or an explosion or fire in a nearby above-ground oil/gas well. Oil and gas hazards can impact building location or construction, so addressing this issue early on in the planning phase can assist in design, budgeting, and scheduling. The Division of Oil, Gas, and Geothermal Resources (DOGGR) has on-line maps showing well and administrative boundary locations at http://www.conservation.ca.gov/dog/Pages/Wellfinder.aspx.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Is the site adjacent to a wildland interface or other open space area with non-irrigated vegetation?</p> <p>Fuel Modification: These projects are subject to fuel (i.e., vegetation) modification requirements. Fuel modification zones can cover a large portion of a development and are integral to the overall site design. Where the setback for a standard 170 feet deep fuel modification area is not available, alternative approaches that can significantly impact site and building design and construction may be required. Per adopted ordinance, preliminary fuel modification plans need to be approved before tentative tract map approval.</p>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
<p>6. For projects other than an individual single family home, is the site located in an adopted very high fire hazard severity zone (VHFHSZ)/special fire protection area (SFPA)/ember zone?</p> <p>Wildfire Hazard: These projects are located in designated areas where special construction features are required to protect against wildfire hazards. Developers may opt to propose a fire protection plan tailored to address site-specific wildfire scenarios in lieu of providing the suite of standard wildfire-resistant construction features normally required on all buildings in these zones, which may have a major impact on site, building, or fire protection system design. Additionally, such projects may be required to have fire lanes that are wider than the standard 20 feet to facilitate evacuation and staging of fire apparatus.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. For a sprinklered detached single-family residence (SFR), do you have to walk more than 290 feet to get from the edge of the street or on-site fire lane to the front door? For all other structures, do you have to walk more than 140 feet to reach any point along the exterior perimeter of the structure?</p> <p>Firefighter Access/Hose-pull distance: The structures described in this question are “out of access” as they exceed the permitted hose-pull distance measured along a route that stimulates the path a firefighter would take to drag fire hose or carry other equipment from fire apparatus around the building to the most remote point on the perimeter of the structure. This path must avoid any walls/fences, vegetation, topography (e.g., ditches, slopes greater than 2:1), other structures, or similar obstructions that may impede rapid and safe travel. Due to differences in firefighting techniques in detached single family homes the greatly reduced hazard in sprinklered homes, a substantial hose-pull distance increase is applied to sprinklered detached single family homes that is not afforded to other types of structures. Access deficiencies may require reconfiguration of the site or building, addition of sprinklers, on-site fire access roadways and hydrants, or other mitigating features that can significantly impact a project’s design and cost.</p> <p><i>For purposes of this document, “SFR” refers to individual detached single-family home, a detached duplex, and/or an enclosed accessory structure (poolhouse, cabana, workshop, small barn, garage, etc.) serving that residence as opposed to buildings with three or more attached dwelling units like rowhouses, apartments, or garden homes.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. For a sprinklered detached SFR, is the total size (including any proposed additions or attached garages/accessory structures) larger than 11,300 square feet? For an unsprinklered SFR, larger than 3,600 square feet?</p> <p>Hydrant Flow for SFR: The SFRs described in this question are large enough to require more than the minimum standard water flow typically available from a single fire hydrant in a residential neighborhood. This issue can be compounded in certain areas of the county where topography, remoteness, and age or size of the water supply infrastructure result in substandard flow rates. Water deficiencies may require addition of fire sprinklers, on-site water tanks and pumps, additional fire hydrants, or other mitigating features that can significantly impact a project’s design, schedule, and cost.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. Does the project scope include a change in use to an assembly for 50+ people that is above the first floor and/or in an unsprinklered building larger than 6000 sq.ft.; or 100+ for an unsprinklered drinking/dining use on any floor?</p> <p>Assembly Occupancies: Projects involving assembly occupancies are often proposed in existing unsprinklered buildings where they may trigger a requirement for a fire sprinkler retrofit and/or installation of fire-rated barriers between the assembly and adjacent tenant spaces. In many buildings, assemblies are prohibited above the first floor, and in some buildings they may not be permitted at all depending on the overall size of structure or the assembly space(s).</p> <p><i>Assembly occupancies include drinking/dining establishments; gym, dance/martial arts studio; athletic facility; place of religious worship; internet café, museum, library, theater/auditorium, dance hall; meeting/conference/training room or other educational facility for adults; bus/train station; and any similar gathering space for recreational/social/religious/civic use that can accommodate <u>50 or more people</u>.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

10. Does the project project scope include any of the following; adult/child daycare (other than temporary services in facilities where the parent/guardian remains on-site; medical facility for occupants who may be incapable of effectively responding to an emergency; residential care for 7+ clients; assembly with 100+ people (other than training/conference rooms in a sprinklered office building); high-rise structure (more than 55 feet from the lowest floor with an exterior exit door to the highest occupied floor); podium/wrap-style residential or mixed-use structure?

State Fire Marshal-Regulated Occupancies: These projects are of special interest to OCFA as they are SFM-regulated uses and can be very restrictive in terms of code requirements and use criteria. Such facilities have specific access, egress, and/or construction requirements that warrant review as early as possible in the design process or may require life-safety system retrofits or construction upgrades that may not be feasible in many existing buildings.

11. Does the project include an uncommon or specialized use (solar farm, chemical plant, amusement park, mall, jail, recycling/composting/lumber yard, semi-conductor manufacturing facility, private school campus, etc.)?.....

Uncommon/Special Uses: These projects may present unusual hazards or require a non-standardized approach to fire department access, occupant and process safety, and fire and life-safety system design. Early engagement with OCFA is critical to ensure that these concerns are addressed and the project can proceed to construction drawing phase without being subject to a major redesign.

12. Is the applicant proposing an alternative or requesting a “variance” related to the building size, use/occupancy, construction, egress, setbacks, fire-resistant materials, fire department access, or other aspects of the project that may impact occupant or firefighter safety or fire department response?.....

Alternate Methods & Materials: Projects that do not comply with the Building or Fire Code require approved alternative mitigation features to offset deficiencies. Where these can impact the safety of occupants or firefighters in an emergency, it is critical that OCFA be engaged as soon as possible to evaluate potential mitigation features as these are likely to impact design, cost, or schedule.

13. If the answers to questions 1 through 12 are “NO,” do you still want to have the fire department input on site layout, building use/construction, sprinkler/alarm systems, or similar requirements prior to submittal of construction or installation plans to the building department and/or OCFA? Or, do you need OCFA conditions of approval for the proposed project?

Requesting OCFA Review of other Projects: The intent of this worksheet is to help identify projects with a higher potential for significant design or construction issues where early involvement with OCFA would be most beneficial and to filter out projects where the potential impact of an emergency operations or occupant safety is low, such as sign permits, façade upgrades, and many office tenant improvements. Even if the answers to 1-12 is “no,” you can still route development review documents to OCFA if you believe OFCA input id critical at the planning stage or if you want to include OCFA conditions approval into the resolution. If there is a more focused concern or question that is limited in scope (e.g., “Will this addition trigger sprinkler?” or “Do you have any concerns about the proposed increase to 56 occupants?”) and do not need OCFA to evaluate the overall project and issue conditions of approval, we recommend contacting your liaison directly via email or phone calling the OCFA Tech Line to expedite an answer to your question.



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

▫ **CONCEPTUAL LANDSCAPE PLANS** must include the following information:

- Stamp of approval from the project engineer that prepared the Water Quality Management Plan
- Hydrozone designations identified
- Landscape materials and symbols identified
- Property lines, building footprints, paved areas and paving materials
- Natural and geological features
- Tree staking and planting details and soils information
- Total landscape area in square feet and as a percentage of the site area
- The location and size of proposed trees, major shrubs and groundcover
- Significant vegetation to be retained or removed (if any)
- A plant legend describing plant characteristics for each symbol (where trees or shrubs have significantly different characteristics, different symbols shall be used)
- The location, height, materials, and design of site improvements such as fences, retaining walls, special paving and lights
- Cross sections and/or elevations showing relationships between planting design and site improvements (sections shall show existing and proposed grades)
- Hardscaped areas identified

▫ **WATER QUALITY MANAGEMENT PLAN (WQMP)** must be prepared based upon the Orange County model WQMP, which may be found at <http://ocwatersheds.com/documents/wqmp>. All WQMPs must also be consistent with any landscape plans. The project engineer that prepared the WQMP will be responsible for reviewing and approving any associated landscape plans.



What is a Water Quality Management Plan (WQMP)?

A project Water Quality Management Plan (WQMP) is a plan for managing the quality of storm water or urban runoff that flows from a developed site after construction is complete and the facilities or structures are occupied and/or operational. It describes the best management practices (BMP) that will be implemented and maintained throughout the life of the project.

Who needs a WQMP?

A WQMP is used by property owners, facility operators, tenants, facility employees, maintenance contractors, and similar persons to prevent and minimize water pollution that can be caused by storm water or urban runoff. The city of Westminster requires all new development and significant redevelopment projects to prepare and implement project WQMPs as part of the National Pollution Discharge Elimination Systems (NPDES) program to reduce and eliminate water pollution caused by runoff flowing from developed sites into the nearby receiving waters. A preliminary project WQMP must be approved prior to land use entitlements. A final project WQMP must be approved prior to issuance of building or grading permits. The project WQMP and the post construction BMPs associated with the project must be based on the Orange County model WQMP, which may be found at <http://ocwatersheds.com/documents/wqmp> and the City's website under the Public Works Division/Engineering Division. Guidance documents and templates may also be found at the City's website.

Which type of WQMP do I need to prepare?

There are two types of projects: priority projects and non-priority projects, which have different BMP requirements. To determine the type of WQMP needed, answer the questions in the attached affidavit to determine if your project is a priority or non-priority project. If *any* question is answered yes, your project is a priority project. If *all* questions are answered no, your project is a non-priority project.

Who prepares a WQMP?

It is the responsibility of the project applicant to find and hire a licensed professional engineer to prepare a conceptual WQMP. The engineer must coordinate with the project architect, designer, landscape architect, and other members of the development team to ensure the WQMP is consistent and coordinated with architectural, structural, and landscape plans.

What are impervious surfaces?

Impervious surfaces are areas covered by material that do not permit water to infiltrate (soak into) the ground or soil. For help determining which materials qualify as impervious surfaces, please contact the Engineering Division at 714-548-3466.



PROJECT CASE NO.

WATER QUALITY MANAGEMENT PLAN AFFIDAVIT

For development projects, answer the following questions to determine if your project is considered a priority project or non-priority project.

PROJECT INFORMATION

Assessor's Parcel Number (APN)	Address/Location
Total amount of impervious surface (in square feet) added or replaced on the project site by the proposed development	

PRIORITY PROJECTS

If your private new development or redevelopment project is listed below, then check YES in the corresponding box. This means your project is a priority project, and a Water Quality Management Plan must be prepared by a licensed engineer in accordance with best management practices (BMP) for priority projects.

Description	Yes	No
1. Significant redevelopment project, 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.	<input type="checkbox"/>	<input type="checkbox"/>
2. New development project that create 10,000 square feet or more of impervious area.	<input type="checkbox"/>	<input type="checkbox"/>
3. Automotive repair shop (SIC codes 5013, 5014, 5541, 7532-7534, and 7536-7539).	<input type="checkbox"/>	<input type="checkbox"/>
4. Restaurant, where the land area of development is 5,000 square feet or more including parking areas (SIC code 5812).	<input type="checkbox"/>	<input type="checkbox"/>
5. Parking lot area of 5,000 square feet or more of impervious surface exposed to storm water.	<input type="checkbox"/>	<input type="checkbox"/>
6. Retail gasoline outlets of 5,000 or more square feet with a projected ADT of 100 or more vehicles per day.	<input type="checkbox"/>	<input type="checkbox"/>

NON-PRIORITY PROJECTS

If your project is not listed above, but is listed below, then check YES in the corresponding box. This means your project is a non-priority project, and a Non-Priority Project Water Quality Plan must be prepared in accordance with BMPs for non-priority projects.

Description	Yes	No
1. New development or redevelopment requiring discretionary action that will include a grading plan, except for those projects exempted by the Permittee Water Quality Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>
2. New development or redevelopment requiring issuance of a non-residential plumbing permit for pipelines conveying hazardous materials (e.g., gasoline) as defined in the Permittee Water Quality/Stormwater Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>

DECLARATION

Project Type (Check One): Priority Non-Priority N/A

I certify under penalty of perjury under the laws of the State of California that the above is true. Furthermore, I understand that if it is determined through construction documents that the aforementioned is not true I am responsible for all incurred fees, changes, and additional entitlements that may result.

X

Project Applicant Name (Print)

X

Project Applicant Signature Date

STAFF USE ONLY

City of Westminster staff has reviewed the project and determined the declaration made by the applicant (seen left) is true, based upon the information submitted.

X

Staff Name (Print)

X

Staff Signature Date