



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.

LAND USE AND DEVELOPMENT 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)	

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.

<p style="text-align: right;">X</p>	<p style="text-align: center;">Property Owner Name (Print)</p>
<p style="text-align: right;">X</p>	<p style="text-align: center;">Property Owner Signature Date</p>

STAFF USE ONLY

<input type="checkbox"/> GENERAL PLAN AMENDMENT	<input type="checkbox"/> DEVELOPMENT REVIEW [ADMIN/PC (CIRCLE ONE)]	<input type="checkbox"/> ZONING INTERPRETATION
<input type="checkbox"/> ZONE MAP AMENDMENT	<input type="checkbox"/> COMPREHENSIVE PLAN	<input type="checkbox"/> REASONABLE ACCOMMODATIONS
<input type="checkbox"/> TENTATIVE MAP [PARCEL / TRACT (CIRCLE ONE)]	<input type="checkbox"/> SPECIFIC PLAN	<input type="checkbox"/> DEVELOPMENT AGREEMENT
<input type="checkbox"/> VARIANCE	<input type="checkbox"/> ADMINISTRATIVE ADJUSTMENT	<input type="checkbox"/> AFFORDABLE HOUSING DENSITY BONUS
<input type="checkbox"/> USE PERMIT [CONDITIONAL/ADMIN (CIRCLE ONE)]	<input type="checkbox"/> LOT LINE ADJUSTMENT	<input type="checkbox"/> CONVERSION PERMIT



LAND USE AND DEVELOPMENT 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**

- PRELIMINARY TITLE REPORT** **5**

 All projects involving development require submittal of a title report.
- HOUSING QUESTIONNAIRE: ENERGY EFFICIENCY/CONSERVATION** **6**

 All projects involving new residential development require submittal of this form.
- HAZARDOUS WASTE AND SUBSTANCES STATEMENT** **6**

 All projects involving development require submittal of this form.
- 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.
- STATEMENT OF JUSTIFICATION** **10-12**

 Provide reasons why the requested entitlements should be granted. The reasons are your answers to the findings seen in the attached document. If you are requesting more than one entitlement, you must address each separately. See the attached document for the required findings applicable to your project.
- ARCHITECTURAL PLANS AND SITE PLAN** **13-16**

 Which plans am I required to submit?

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.

- Site plans
- Floor plans
- Building elevations
- Roof plans
- Conceptual landscape plans

How many of the required plans do I need to submit?

Decision Maker	Number and Size of Plan Sets	Preparation
Planning Commission	10 reduced-size (11 in by 17 in)	Rolled
	6 full-size (24 in by 36 in)	Folded in half
Community Development Director	6 full-size (24 in by 36 in)	Rolled

- TENTATIVE PARCEL MAP / TENTATIVE TRACT MAP** **13-16**

 All projects involving divisions of land creating 5 or more parcels, or 5 or more condominiums require submittal of a Tentative Tract Map. All projects involving divisions of land creating 4 or less parcels, or 4 or less condominiums require submittal of a Tentative Parcel Map.

DESCRIPTION	PAGE
<input type="checkbox"/> COLORED BUILDING ELEVATIONS	
<hr/>	
All projects that involve new development require submittal of colored building elevations.	
<input type="checkbox"/> PHOTO SIMULATIONS	
<hr/>	
For projects that involve new development it is optional to submit photo simulations.	
<input type="checkbox"/> MATERIALS AND COLORS BOARD	
<hr/>	
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.	
<input type="checkbox"/> WATER QUALITY MANAGEMENT PLAN	17
<hr/>	
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.	
<input type="checkbox"/> Conceptual water quality management plan <input type="checkbox"/> Non-priority water quality plan	
<input type="checkbox"/> WATER QUALITY MANAGEMENT PLAN AFFIDAVIT	18
<hr/>	
All projects that involve new development or significant redevelopment require submittal of this form.	
<input type="checkbox"/> RADIUS MAP	19-22
<hr/>	
If public notification is required, a radius map must be prepared by a City-approved firm with one of the following radii. A hard copy and digital copy of the radius map must be submitted. See the attached document for detailed instructions.	
<input type="checkbox"/> 300-foot radius <input type="checkbox"/> 500-foot radius	
<input type="checkbox"/> PUBLIC NOTIFICATION NAME AND ADDRESS MAILING LIST	19-22
<hr/>	
If public notification is required, an ownership and occupant address list must be prepared by a City-approved firm corresponding to the radius map requested above. 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	23
<hr/>	
If a public notification is required, this affidavit must be completed and submitted.	
<input type="checkbox"/> APPLICATION PROCESSING FEES	24-33
<hr/>	
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.	
<input type="checkbox"/> DIGITAL COPIES OF ALL DOCUMENTS	
<hr/>	
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.	
<input type="checkbox"/> ENVIRONMENTAL (CATEGORICAL EXEMPTION) FILING FEE	
<hr/>	
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.	
<input type="checkbox"/> ENVIRONMENTAL DEPOSIT	
<hr/>	
If your project is not exempt from the California Environmental Quality Act, submit an environmental deposit. Total deposit will be determined once an environmental consultant is selected for your project. Consult staff in the Planning Division for more information.	

ACKNOWLEDGEMENT OF DEDICATION FOR PARK OR RECREATIONAL PURPOSES

If your project involves subdivision of land or airspace, this form must be completed and submitted. Contact the Planning Division to obtain this form.

 WIRELESS FACILITY FORM

All projects involving wireless telecommunication facilities require submittal of this form. Contact the Planning Division to obtain this form.

 SHOPPING CART CONTAINMENT PLAN

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.



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.



REQUIRED FINDINGS

Findings Required for Development Review

In accordance with Section 17.520.020 of the Westminster Municipal Code (WMC), development review may be approved, with or without conditions, only after first making all of the following findings.

1. The proposed development will not be detrimental to the public health, safety and welfare;
2. The proposed development is in full compliance with this Title, including with the design guidelines manual;
3. The proposed development will not adversely affect the General Plan and any applicable Specific Plan and it is consistent with the General Plan; and
4. The existing or proposed public facilities necessary to accommodate the proposed project (e.g., fire protection devices, parkways, public utilities, sewers, water, sidewalks, storm drains, street lights, traffic control devices, and the width and pavement of adjoining streets and alleys) will be available to serve the subject site.

Findings Required for Conditional Use Permits and Administrative Use Permits

In accordance with Section 17.550.020 of the Westminster Municipal Code (WMC), a conditional use permit may be approved, with or without conditions, only after first making all of the following findings, and any additional findings required for the approval of specific land uses in Article 4, *Standards for Specific Land Uses and Accessory Uses*.

- 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.

Findings Required for Variances

In accordance with Section 17.555.020 of the Westminster Municipal Code (WMC), a variance may be approved, with or without conditions, only after making all of the following findings. It is the applicant's responsibility to establish evidence in support of these findings. If any one of the findings cannot be satisfied, a variance may not be approved. Therefore, it is important the applicant provide substantial evidence in the statement of justification.

1. There are special circumstances applicable to the property (e.g., location, shape, size, surroundings, topography) or to the intended use of the property, so that the strict application of this Title denies the property owner privileges enjoyed by other property owners in the vicinity and under identical zoning districts;

Describe conditions which are unique to this property in comparison to other properties in the same zoning district. These unique circumstances may relate to constraints arising from topography, legally imposed encumbrances such as easements and roads, unusual size and configuration of the property, and areas of inundation including watercourses, swamps and streams. Unique circumstances do not include development designs which result in a self imposed hardship.

2. The strict application of the applicable development standard creates an unnecessary, involuntarily created hardship or unreasonable regulation that makes it obviously impractical to require compliance with the development standards;

Describe how application of the subject development standard in relationship to some unique characteristic of the property or special circumstance makes it difficult for the property owner to follow the specific standard.

3. The variance is necessary for the preservation and enjoyment of substantial property rights possessed by other property owners in the same vicinity and zoning district and denied to the property owner for which the variance is sought;

Describe why approval of the requested variance would give the property owner the same privileges and rights afforded to other property owners in the same zoning district and with the same lot characteristics.

4. The project is consistent with the General Plan and complies with all other applicable provisions of this Title;

Give reasons why approval of the requested variance will be consistent with goals of the City's master plan, especially the City's land use goals. The City's General Plan may be found online at <http://www.westminster-ca.gov/civica/filebank/blobdload.asp?BlobID=6838>. See page IIA-1 for the land use element.

5. Approval of the variance would not be detrimental to the public health, interest, safety, or general welfare and would not be detrimental or injurious to property or improvements in the vicinity and in the same zoning district.

Describe how the requested variance will not be detrimental to public health, safety or welfare or injurious to property in the vicinity. This description may include the assurance of adequate sight distance for traffic, adequate separation of the proposed project from other properties or structures, concurrences of other public agencies such as the Department of Environmental Health and adequate screening such as vegetation and topography.

Findings Required for Administrative Adjustments

The administrative adjustment may be approved, with or without conditions, only after making all of the following findings:

1. The strict application of the applicable development standard creates an unnecessary, involuntarily created hardship or unreasonable regulation that makes it obviously impractical to require compliance with the development standards;

2. Approval of the administrative adjustment would not be detrimental to the public health, interest, safety, or general welfare and would not be detrimental or injurious to property or improvements in the vicinity and in the same zoning district;
3. The project is consistent with the General Plan and complies with all other applicable provisions of this Title.



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.

□ **TENATIVE PARCEL MAP/TENTATIVE TRACT MAP** must be prepared in accordance with chapter 16 of the Westminster Municipal Code. The size of such maps shall be 18-inches by 26-inches. For condominium projects, some of the information below may not be required. Consult a development engineer in the engineering division for more information.

- Tract number or parcel map number;
- Name and address of the owner or owners whose property is proposed to be subdivided;
- Name and address of the registered civil engineer or licensed surveyor who prepared the map;
- North arrow;
- Engineering scale;
- Date of preparation;
- Area within the tract or parcel map boundaries, to the nearest tenth acre.
- Boundary Lines. A description of the exterior boundaries of the subdivision or legal description of the property.
- Map boundaries shall be drawn to include all of the area of all abutting parcels that are owned by the same property owner and proposed for boundary alteration.
- When any land is proposed to be divided in such a way that the subdivision will include a portion of such land, any portion with a contiguous gross area of five acres or more that is not proposed to be included within the subdivision may be identified by reference on the tentative map.
- Lots/parcels. Lot number, lot lines and approximate dimensions of each lot.
- Each lot or parcel being created by a subdivision shall be numbered and must comply with the requirements of a building site as defined in the zoning code.
- Classification of lots as to intended residential, commercial, industrial or other use is required
- A lot that is platted so that it is in more than one zoning district shall comply with area and width requirements of the zoning district having the greater requirements.
- Streets. The location, width, approximate grade and proposed names of all streets within the boundaries of the proposed subdivision.
- Location and width of alleys;
- Name, location and width of adjacent streets;
- Approximate radii of curves.
- Easements. Width and location of all existing recorded public or private easements and proposed easements which may be required.
- Drainage. Proposed direction of flow and rate of grade of street drainage.
- Illustration of existing and proposed manner in which water drains into, across, and off of the land being subdivided, including the facilities and easements necessary to accommodate the drainage.
- In the event that a subdivider unnaturally concentrates or diverts surface water running onto adjacent land, the map shall illustrate the manner in which such water will be accepted and disposed of.
- Physical features. Approximate location and width of water courses or areas subject to inundation from floods or location of structures, irrigation ditches, railroads and permanent physical features.
- Contours. Contours at one foot intervals based on the orange county survey datum.
- Buildings. The location and type of all buildings within the subdivision that are proposed to remain and the location and type of all buildings adjacent to the subdivision that would become nonconforming to the provisions of the zoning code by the filing of the map.

A **TENATIVE PARCEL MAP/TENTATIVE TRACT MAP** shall also be accompanied by the following data and reports.

- Acknowledgement of dedication for park or recreational purposes. The subdivider shall indicate whether the subdivider desires to dedicate property for park and recreational purposes or wishes to pay a fee in lieu thereof. If the subdivider desires to dedicate land for park and recreational purposes, the subdivider shall designate the area on the tentative map it submits.

- Title report. Tentative maps shall be accompanied by a preliminary title report that discloses all possessory interests and interests of record in the land being subdivided when determined to be necessary by the city engineer or his designee.
- Street names. A list of proposed street names for any unnamed street or alley for review by the city engineer;
- Soils report. A preliminary soils report prepared in accordance with the provisions of the uniform building code shall be submitted. If the preliminary soils report indicates the presence of critically expansive soils or other soils problems that, if not corrected, would lead to structural defects, the soils report accompanying the final map shall contain an investigation of each lot within the subdivision;
- School site/facilities. The applicant for a tract map shall obtain from the school district or districts involved their intention, in writing, concerning the necessity for a school site and/or temporary and/or permanent school facilities, if any, within the subdivision and shall present this information to the department prior to consideration of the tentative map by the planning commission;
- Environmental review. Information shall be submitted as required by the planning and building department to allow a determination on environmental review to be made in accordance with California Environmental Quality Act (CEQA). The subdivider shall deposit and pay all fees as may be required for the preparation and processing of environmental review documents;
- Preliminary engineering calculations. Information shall be submitted as required by the standard engineering specifications to demonstrate the adequacy of the design of the proposed improvements. Such information shall include design parameters and engineering calculations;
- Phasing. If the subdivider plans to file multiple final maps on the tentative tract map, he shall submit written notice to this effect to the city engineer;
- Solar access. All plans and information relating to solar access are required to be submitted at the time of the tentative map application submittal;
- Other reports. Any other data or reports deemed necessary by the department or city engineer.



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.



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): <input type="checkbox"/> Priority <input type="checkbox"/> Non-Priority <input type="checkbox"/> N/A	
<i>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.</i>	
X	
Project Applicant Name (Print)	
X	
Project Applicant Signature	Date

STAFF USE ONLY

<i>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.</i>	
X	
Staff Name (Print)	
X	
Staff Signature	Date



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. If your project involves multiple application types, select the largest of the notification areas. Contact the Planning Division if you need assistance at 714-548-3247. Once you have determined the appropriate notification area, check the correct box on Page 21 of this application packet.

MINIMUM NOTIFICATION REQUIREMENTS	
APPLICATION TYPE	MINIMUM MAILING NOTIFICATION AREA ^{1,2}
Affordable Housing Density Bonus Agreement Comprehensive Plan Conditional Use Permit Development Agreement Development Review ³ General Plan Amendment: Land Use Plan Change Text Amendment Special Advertising Permits Specific Plan Tentative Parcel Map Tentative Tract Map Variance Zoning Map Amendment: Map Change Text Amendment	500-Foot Radius
Administrative Use Permits ⁴	300-Foot Radius
Administrative Adjustments	All Adjacent (Contiguous) Property Owners
<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> <p>3 Development Review projects that are exempt from the California Environmental Quality Act (CEQA) are not subject to public notification. Development Review projects not exempt from the CEQA are subject to public notification.</p> <p>4 Administrative Use Permits for Large Family Day Cares require a 100-foot radius.</p>	

- Step 2.** You are required to hire and retain 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 yourself. Instructions for mailing and posting notices will be given to you, and the notification firm you selected, at a later time.
- Step 3.** Give the public notification instructions and affidavit on Pages 21-23 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 on Page 23 of this application packet, 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>Advanced Listing Services P.O. Box 2593 Capistrano Beach, CA 92624 Tel: (949) 361-3921 Fax: (949) 361-3923 Denise@AdvancedListing.com</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>Notificationmaps.com / Karen Martin 668 N Coast Hwy, #401 Laguna Beach, CA 92653 Tel: (866) plancom (752-6266) www.notificationmaps.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>Cathy McDermott Ownership Listing Service P.O. Box 890684 Temecula, CA 92589-0684 Tel: (951) 699-8064 Fax: (951) 699-8064</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>Steven Harvey Property Profilers Tel: (714) 891-2861 www.propertyprofilers.net</p>
<p>Foothill Project Management 117 ½ 28th Street Newport Beach, CA 92660 Tel: (949) 673-3565 Fax: (949) 434-9228</p>	<p>Dependable Business Services, Inc. Dennis Stout Tel: (714) 744-2845 Fax: (714) 744-5123</p>
<p>Alcoholic Beverage Licensing Company 8530 Wilshire Blvd. #404 Beverly Hills, CA 90211-3127 Tel: (310) 854-5386</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>Matt Warmuzek Mailing Pros, Inc. 5261 Business Dr. Huntington Beach, CA 92649 Tel: (714) 892-7251 matt@mailingprosinc.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 23) 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



LAND USE AND DEVELOPMENT APPLICATION PACKET
DEVELOPMENT FEE SCHEDULE

The following is a list of processing fees related to development projects in the City of Westminster. Please consult staff in the appropriate division to determine which fees will apply to your project. This list is not meant to be all-inclusive.

PLANNING DIVISION

Description	Fee
PLANNING BLDG PLAN CHECK	Tenant Improvement - \$75 SFR - < 500 Square Feet - \$100 SFR - >= 500 Square Feet - \$130 MFR - < 500 Square Feet - \$195 MFR - >= 500 Square Feet - \$295 Non-Residential Additions and New Construction up to 1,000 sq ft - \$435 Exterior Design Modification - < 2,500 linear feet - \$225 Exterior Design Modification - >= 2,500 linear feet - \$390 Administrative Entitlement - \$305 Major - PC/CC Entitlement - \$795 Duplex - \$455 Stealth Wireless - \$520
PLANNING CONSTRUCTION INSPECTION	\$130 per inspection
TEMPORARY USE PERMIT	Outdoor Sales - \$75 per application Other - \$195 per application
PRELIMINARY PLAN REVIEW	\$1,900 per application. This fee will be credited towards future fees (except Subsequent Preliminary Plan Review)
PRELIM. PLAN REVIEW-SUBSEQUENT	\$710 per application plus any outside costs
TENTATIVE PARCEL MAP	Stand Alone - \$3,970 per application With Another Application - \$1,515 per application Or a deposit determined by staff with charges at the fully allocated hourly rates for all staff involved plus any outside costs.
TENTATIVE TRACT MAP	Stand Alone - \$4,975 per application plus \$65 per lot/unit over 10 lots/units With Another Application - \$2,410 per application plus \$38 per lot/unit over 10 lots/units Or a deposit determined by staff with charges at the fully allocated hourly rates for all staff involved plus any outside costs.

Description	Fee
DEVELOPMENT REVIEW LEVEL I	<p>Non-Residential over 1,000 sq ft and less than 5,000 sq ft - \$1,590</p> <p>Non-Residential over 5,000 sq ft and less than 10,000 sq ft - \$2,245</p> <p>Residential 3-6 units - \$1,590</p>
DEVELOPMENT REVIEW LEVEL II	<p>Exempt from CEQA per infill:</p> <p>Residential - \$2,800 per application plus \$125 per unit over 10 units</p> <p>Non-Res - \$2,800 per application plus \$140 per each 1K sq ft over 10K</p> <p>Not Exempt from CEQA:</p> <p>Residential - \$4,385 per application plus \$125 per unit over 10 units</p> <p>Non-Res - \$4,385 per application plus \$140 per each 1K sq ft over 10K</p> <p>Or a deposit determined by staff with charges at the fully allocated hourly rates for all staff involved plus any outside costs.</p>
DEVELOPMENT AGREEMENT	<p>\$10,000 deposit with actual charges at the fully allocated hourly rates for all personnel plus any outside costs.</p>
ADMINISTRATIVE USE PERMIT	<p>\$1,430 per application plus 30% of the application fee for each additional item after the first item subject to Administrative Use Permit</p>
CONDITIONAL USE PERMIT	<p>\$3,700 per application plus 30% of the application fee for each additional item after the first item subject to CUP</p> <p>\$1,830 per application if processed with another application that requires a public hearing plus 30% of the application fee for each additional item after the first item subject to CUP</p> <p>Or a deposit determined by staff with charges at the fully allocated hourly rates for all staff involved plus any outside costs.</p>

Description	Fee
VARIANCE	<p>Planning Commission Variance - \$2,365 per application plus 30% of the application fee for each additional item after the first item subject to Variance</p> <p>Planning Commission Variance (SFR Owner-occupied) - \$1,185 plus 15% of the application fee for each</p> <p>RV Permit - \$425 per permit, plus \$425 if an Administrative Adjustment is required</p> <p>Admin. Adjustment - \$630 per application plus 30% of the application fee for each additional item after the first item subject to Administrative Adjustment</p>
ZONING INTERPRETATION REVIEW	\$780 per application
GENERAL PLAN AMENDMENT	<p>Stand Alone - \$5,000 deposit with actual charges at the fully allocated hourly rates for all personnel plus any outside costs.</p> <p>With Another Application - \$2,460 per application</p> <p>Or a deposit determined by staff with charges at the fully allocated hourly rates for all staff involved plus any outside costs.</p>
ANNEXATION PROCESSING	\$10,000 deposit with actual charges at the fully allocated hourly rates for all personnel plus any outside costs.
ZONE CHANGE	<p>\$5,480 per application</p> <p>Or a deposit determined by staff with charges at the fully allocated hourly rates for all staff involved plus any outside costs.</p>
ZONING TEXT AMENDMENT	\$5,000 deposit with actual charges at the fully allocated hourly rates for all personnel plus any outside costs.
ENV. ASSESSMENT. - CATEGORICAL. EXEMPT.	<p>\$185 per application</p> <p>In-Fill Exemption Class 32 - \$2,040 if performed by staff. Otherwise, charge the actual cost of consultant plus 25% for City staff time</p>
ENVIRONMENTAL REVIEW	<p>Actual cost of consultant plus 25% for City staff time</p> <p>If the work is performed by City Staff - \$10,000 deposit with actual charges at the fully allocated hourly rates for all personnel plus any outside costs.</p> <p>Or a deposit determined by staff with charges at the fully allocated hourly rates for all staff involved plus any outside costs.</p>
CONDO CONVERSION REVIEW	\$3,005 per application
LARGE FAMILY DAY CARE PERMIT	\$610 per permit

Description	Fee
COMPREHENSIVE DEVELOPMENT PLAN	<p>Exempt from CEQA per infill:</p> <p>Residential - \$2,800 per application plus \$125 per unit over 10 units</p> <p>Non-Res - \$2,800 per application plus \$140 per each 1K sq ft over 10K</p> <p>Not Exempt from CEQA:</p> <p>Residential - \$4,385 per application plus \$125 per unit over 10 units</p> <p>Non-Res - \$4,385 per application plus \$140 per each 1K sq ft over 10K</p> <p>Or a deposit determined by staff with charges at the fully allocated hourly rates for all staff involved plus any outside costs.</p>
COMPREHENSIVE PLAN MODIFICATION	<p>Minor - \$640 per application</p> <p>Major - \$5,000 deposit with charges at the fully allocated hourly rates plus any outside costs.</p> <p>Or a deposit determined by staff with charges at the fully allocated hourly rates for all staff involved plus any outside costs.</p>
ZONING CLEARANCE	<p>SFR - < 500 Square Feet - \$100 SFR - >= 500 Square Feet - \$170</p> <p>MFR - < 500 Square Feet - \$195 MFR - >= 500 Square Feet - \$295</p> <p>Non-Residential Additions and New Construction up to 1,000 sq ft - \$545</p> <p>Exterior Design Modification - < 2,500 linear feet - \$225 Exterior Design Modification - >= 2,500 linear feet - \$390</p> <p>Duplex - \$500 Wireless - \$910</p>
SIGN REVIEW AND INSPECTION	<p>New Sign Program - \$480 per application</p> <p>New Sign Within a Sign Program - \$110 per permit</p> <p>New Sign Without a Sign Program - \$75 per permit</p> <p>New Sign Face - \$45 per permit</p> <p>Freestanding Sign setback 3 to 10 feet - \$135 per permit</p> <p>Amended Sign Program - \$290 per permit</p>
TEMPORARY SIGN PERMIT	\$175 per application

Description	Fee
DEVELOPMENT TIME EXTENSION REVIEW	Planning Commission Review - \$335 per application Staff Review - \$180 per application
APPEAL/REHEARING TO COUNCIL	Resident Appeal - \$785 per appeal if the appellant is a resident (50% Cost Recovery) Other Appeals - \$1,565 per appeal (100% Cost Recovery)
APPEAL TO PLAN. COMM.	\$645 per application
ZONING SITE ANALYSIS LETTER	\$875 per letter Or a deposit determined by staff with charges at the fully allocated hourly rates for all staff involved plus any outside costs.
ZONING VERIFICATION/COMPLIANCE LETTER	\$175 per letter
LEGAL NONCONFORMING USE EXPANSION REVIEW	\$640 per application
CC&R REVIEW	\$760 per application plus actual City Attorney costs
MINOR PERMIT AMENDMENT	\$410 per application Planning Commission review required - \$855
MOBILE HOME PARK CONVERSION	\$10,000 deposit with actual charges at the fully allocated hourly rates for all personnel plus any outside costs.
PUBLIC HEARING CONTINUANCE	Without New Mailing - \$140 With New Mailing - \$165 plus mailing costs
WATER QUALITY MANAGEMENT PLAN	Non-Priority - \$270 per application Priority: Conceptual WQMP - \$590 per application Final Project WQMP - \$270 per application
PLAN REVISION CHECKING	\$130 per hour - 1 hour minimum
LOT LINE ADJUSTMENT REVIEW	\$1,795 per application plus recording fees
"HOLD AS ONE" AGREEMENT REVIEW	\$880 per application

DEPARTMENT OF FISH AND GAME ENVIRONMENTAL PROCESSING FEES

Effective since January 1, 2007, State law (AB 1535) mandated that the California Department of Fish and Wildlife (CDFW) collect user fees in association with the filing of a Notice of Determination. A Notice of Determination is the final environmental documentation that is prepared by City staff when a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report has been approved or certified.

The fees required are intended to defray the costs of managing and protecting fish and wildlife resources including the costs expended by the CDFW in the review of environmental documents under the California Environmental Quality Act (CEQA). The bill also eliminated the fee exemption for projects determined to have a "de minimis" effect on fish and wildlife. For those projects determined to have a potential for any adverse effect to fish and wildlife resources, either individually or cumulatively, the fees are as follows:

Environmental Document	Fee
Negative Declaration	\$2,181.25
Mitigated Negative Declaration	\$2,181.25
Environmental Impact Report	\$3,029.75
Environmental Document pursuant to a Certified Regulatory Program (CRP)*	\$1,030.25
County Clerk Processing Fee**	\$50.00

* CRPs include certain state agency regulatory programs as defined in section 21080.5 of the Public Resources Code and section 15251 of the CEQA Guidelines. Beginning July 1, 2013, CEQA/CRP Filing Fees will no longer apply to the filing of Notices of Decision or Determination for Forest Practice Rules and Timber Harvest Plans (Pub. Resources Code, § 4629.6, added by Stats. 2012, ch. 289, § 3).

** Additional county fees may apply. Please check with your county clerk's office for details.

The City may no longer exempt a project from the filing fee requirement by determining that the project will have a "de minimis" effect on fish and wildlife. Instead, a filing fee will have to be paid unless the project will have no effect on fish and wildlife as determined by the CDFW. It is the applicant's responsibility to contact the CDFW at 916-651-0603 or ceqa@wildlife.ca.gov (www.wildlife.ca.gov) to determine if the project will have no effect on fish and wildlife. If the CDFW concurs the project will have no such effect, they will provide you with a form that will exempt the project from the filing fee requirement; however, the County fee is still required. Project applicants are advised to contact the CDFW early so the CDFW determination is achieved at the same time the project is approved.

If the required filing fee is not paid, the project will not be operative, vested, or final, and any local permits issued for the project will be invalid. The City thereby requires payment of these environmental fees by the applicant, submitted to the Community Development Department within 48 hours of project approval, and shall be in the form of a cashier's check made payable to the Orange County Clerk.

City Planning staff will deliver the fees to the County Clerk at the time the Notice of Determination is filed. The Notice of Determination and the cashier's check will be filed within five working days after project approval. The filing of the Notice of Determination starts a 30-day statute of limitations on court challenges to the approval (CEQA Section 15075). If the required fees are not delivered to the City within two working days of the approval, the Notice of Determination cannot be filed within the time limits established, and the statute of limitations will be extended from 30-days to 180-days per Section 15112 of the CEQA Guidelines.

CODE ENFORCEMENT DIVISION

Description	Fee
SHOPPING CART CONTAINMENT PLAN REVIEW	\$150 \$105 if the plan has to be amended due to inefficiency (carts getting off the premises)

BUILDING DIVISION

Description	Fee
BUILDING PLAN CHECK	\$40 or 120% of UAC Table 3-A
BUSINESS LICENSE APPLICATION REVOCATION/ENFORCEMENT	\$137 per application \$50 per application - Bingo Permit \$20 per application - Job License
CHANGE OF OCCUPANCY REVIEW/INSPECTION	\$360 per application

Description	Fee
CONDOMINIUM CONVERSION INSPECTION	\$75 per application & \$66 per unit inspected
CELL SITE ANNUAL INSPECTION	\$55 per cell site per year plus \$225 if there are any violations
CONSTRUCTION INSPECTION	\$40 or 120% of UAC Table 3-A plus \$50 permit issuance fee per permit.
SCHOOL DISTRICT FEES FOR GARDEN GROVE UNIFIED SCHOOL DISTRICT	<p>Residential – (homes, apartments, condominiums, and townhomes) the fee on new residential development is: New construction, remodels and additions that increase assessable space by more than 500 square feet - \$3.36 per square foot; new residential construction used exclusively for the housing of senior citizens - \$0.54 per square foot of assessable space. Excluded from fees are increases in assessable space of less than 500 square feet, on-site parking, garages, open patios, decks, and roof eaves. If the chargeable construction creates an increase of more than 500 square feet, the fee is charged on the entire increase in square footage.</p> <p>Commercial/Industrial – The fee levied on all commercial/industrial development is \$0.54 per square foot. Any increase in usable square footage is assessed for commercial/industrial buildings.</p> <p>Rental Self-storage properties – A fee of \$0.03 per square foot for covered and enclosed space for rental self-storage properties.</p>
SCHOOL DISTRICT FEES FOR WESTMINSTER SCHOOL DISTRICT	\$2.62 per square foot for residential construction \$0.42 per square foot for commercial/industrial construction
SCHOOL DISTRICT FEES FOR OCEAN VIEW DISTRICT	\$2.62 per square foot for residential construction \$0.42 per square foot for commercial/industrial construction
SPECIAL BUILDING INSPECTIONS	\$15 administrative charge plus \$100 per hour at the Overtime Rate for inspection, 2 hour minimum.
SPECIAL INSPECTOR REGISTRATION	\$50 per inspector
TEMPORARY CERTIFICATE OF OCCUPANCY	\$605 per application Requires a completion bond, which must be equal to the value of the remaining work.
MIDWAY CITY SANITARY DISTRICT CONNECTION PERMIT FEES	
RESIDENTIAL PROJECT	\$730.00 per unit
NON-RESIDENTIAL PROJECT	\$806.00 per unit
NON-RESIDENTIAL PROJECT (FSE)	\$930.00 per unit (plus \$200.00 per additional Food Service Establishment)
RESIDENTIAL ADDITION	\$200.00
MANHOLE PROJECT	\$150.00
MIDWAY CITY SANITARY DISTRICT SEWER CONNECTION FEES	
COMMERCIAL – INDUSTRIAL	
LOW DEMAND (PER 1,000 SQUARE	\$299.00

Description	Fee
FEET)	Provided that the minimum Capital Facilities Capacity Charge for such new construction shall be \$3,588.00; and all calculations shall be on a 1,000 square foot, or portion thereof, basis
AVERAGE DEMAND (PER 1,000 SQUARE FEET)	\$1,862.00 Provided that the minimum Capital Facilities Capacity Charge for such new construction shall be \$3,588.00; and all calculations shall be on a 1,000 square foot, or portion thereof, basis
HIGH DEMAND (PER 1,000 SQUARE FEET)	\$4,422.00 Provided that the minimum Capital Facilities Capacity Charge for such new construction shall be \$3,588.00; and all calculations shall be on a 1,000 square foot, or portion thereof, basis
SINGLE-FAMILY RESIDENTIAL (SFR)	
5+ BEDROOMS	\$4,985.00
4 BEDROOMS	\$4,2691.00
3 BEDROOMS	\$3,588.00
2 BEDROOMS	\$2,905.00
1 BEDROOM	\$2,222.00
MULTI-FAMILY RESIDENTIAL (MFR)	
4+ BEDROOMS	\$3,876.00
3 BEDROOMS	\$3,192.00
2 BEDROOMS	\$2,509.00
1 BEDROOM	\$1,793.00
STUDIO	\$1,152.00
SUPPLEMENTAL CFCC FOR PERMIT USERS, INCLUDES 5% COST OF FUNDS	
FLOW, GALLONS PER DAY	\$0.001802
BOD, POUNDS PER DAY	\$0.386380
SS, POUNDS PER DAY	\$0.207200
RESIDENTIAL PROJECT CONNECTION FEE	\$730.00 per unit
NON-RESIDENTIAL PROJECT CONNECTION FEE	\$806.00 per unit
NON-RESIDENTIAL PROJECT (FSE) CONNECTION FEE	\$930.00 per unit (plus \$200.00 per additional Food Service Establishment)
RESIDENTIAL ADDITION CONNECTION FEE	\$200.00
MANHOLE PROJECT CONNECTION FEE	\$150.00

ENGINEERING DIVISION

Description	Fee
FINAL PARCEL MAP CHECK	\$2,785 per map
FINAL TRACT MAP CHECK	\$3,350 per application plus \$35 per parcel over 4 parcels

ENGINEERING PLAN CHECK/INSPECT.	<p>Grading:</p> <p><30,000 sq ft - \$0.14 per square foot</p> <p>30,000 sq ft - 5 acres - \$0.28 per square foot over 30,000</p> <p>5-10 acres - \$0.16 per square foot over 5 acres</p> <p>>10 acres - \$0.08 per square foot over 10 acres</p> <p>Off-Site Public Improvements Plan Check Fee - 45% of grading plan check and inspection fee. (charged if not included on the grading plan)</p> <p>On-Site Improvements - Included in the Grading Plan Check & Inspection Fee. On-Site Util. Insp. is charged at the same rate as the Off-Site Util. Insp.</p>
ON-SITE REPAIR CONSTR. INSPECTION	<p>All of the below fees have a \$110 minimum:</p> <p>Cross gutter - \$0.25 per square foot</p> <p>Curb & gutter - \$0.25 per linear foot</p> <p>Pavement - \$0.045 per square foot</p> <p>Sidewalk - \$0.08 per square foot</p>
SITE REMEDIATION SERVICE	\$1,025 per site
WATER QUALITY MANAGEMENT PLAN	<p>Non-Priority - \$270 per application</p> <p>Priority:</p> <p> Conceptual WQMP - \$590 per application</p> <p> Final Project WQMP - \$270 per application</p>
VACATION OF STREET/R-O-W EASEMNT	\$5,455 per application or deposit as determined by staff
PLAN REVISION CHECKING	\$130 per hour - 1 hour minimum
LOT LINE ADJUSTMENT REVIEW	\$1,795 per application plus recording fees
"HOLD AS ONE" AGREEMENT REVIEW	\$880 per application
COMPLIANCE REVIEW/CERT. OF COMPL.	\$1,910 per application
ENCROACHMENT REVIEW/INSPECTION	<p>\$50 per permit issuance fee plus:</p> <p>\$0.55 per sq ft - S/W, Driveways, Cross Gutters, Trenching, Pavement</p> <p>\$1.10 per lin ft - Curb/Gutter, Storm Drain</p> <p>\$1.70 per lin ft - Water Lines</p> <p>Boring - \$1.10 per linear foot</p> <p>Public Util - >100 feet - \$220/permit + above fees</p> <p>Public Util - <100 feet - \$440 annual fee + \$220/permit</p> <p>Repair or Replace by City crews - Actual T&M</p> <p>Encroach > 1/2 mile - Deposit with actual T&M</p> <p>Pool - \$60 Comm Bin - \$60 Extension/Renew - \$60</p> <p>Other - Actual T&M</p>

WELL CAPPING PERMIT	\$690 per permit
MONITOR/ISSUE WELL ANNUAL INSPECT	\$700 per permit plus \$1,000 cash bond
GIS PRINTING SERVICE	This service is no longer provided. Any requests would be covered under S-140.
TRANSPORTATION PERMIT	No Change as the fees are set by the State
TRAFFIC CONTROL PLAN CHK FOR ENCRCH	First Sheet - \$60 Each Additional Sheet - \$30
WATER FLOW TEST	\$195 per test