



SUBMITTAL REQUIREMENTS

*The following specific information and material must be submitted, along with the application. Check if complete.*

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>A. Fourteen (14) sets of detailed plans plus one (1) set of 8 ½" x 11" or 11" x 17" reductions</b>
			<ul style="list-style-type: none"> <li>• All plans shall be drawn on uniform size sheets no greater than 30" x 42".</li> <li>• All plans shall be drawn to a scale not smaller than 1" = 30'. Scale shall be indicated on the plans and the plans shall include a north arrow.</li> <li>• All plans shall be stapled together along the left margin, into sets, and shall be folded to approximately an 8 ½" x 11" format.</li> <li>• All plans must be clear, legible, and scaled accurately.</li> <li>• A digital copy of all plans on two (2) CDs.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>B. Site Plan (fully dimensioned)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Name and address of Applicant, Architect, Engineer and/or licensed Land Surveyor*.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. All lots, parcels, streets, alleys and other rights-of-way adjacent to of subject property.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Calculations of site area (total net acreage*), site coverage by structures, gross building area, parking required and provided, landscape area required and provided.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Property lines and lot dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Pedestrian and vehicular ingress and egress points.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Off-street parking and loading areas showing location, number and typical dimension of spaces, and wheel stop placement.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Internal circulation patterns, turning radii, drive aisles, delivery truck routes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Distance between buildings and/or structures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Building setbacks (front, rear and sides).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Location, height and materials of walls and fences.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Location of exterior light fixtures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. All driveways on <u>adjacent and properties on the opposite side of the street</u> for a distance of 100 feet beyond the limits of the subject site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Location of all buildings <u>within 100 feet of the subject property</u> .
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. The existing and/or proposed use(s) of the site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. A Vicinity Map showing nearest cross street(s), and zoning designations and existing land uses of surrounding properties.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Location and dimensions of all property to be dedicated to public purposes or public utilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Location, dimension and construction design of trash areas and enclosures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Site zoning and General Plan designations.*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. All existing and proposed street locations, width, approximate grade, on cul-de-sacs, show both a curb line and a property line dimension for each lot (show all proposed streets by letter until proper name is determined).*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Typical street cross-sections showing curb, gutter, sidewalk, parkway, dimension to centerline.*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Approximate site grades and drainage (existing and proposed).*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. List of utilities and the utility servicing agency.*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Number of subdivisions (Tentative Parcel or Tract Number).*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Phasing and number of final maps. If one phase and one final map are planned, please indicate on map.*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. All easements, existing and proposed and their width.*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Street centerline radii.*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Pad and street intersections elevations. *
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. Location of proposed and existing fire hydrants.*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. Storm drains, sewer lines and water lines.*

- | Yes  | No                       | N/A                      |   |
|--|--------------------------|--------------------------|---|
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | 30. Location of all existing on-site trees and existing street trees.*  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | 31. Date of preparation and revisions.*   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | 32. Total linear footage of each street.*   |
| <i>* additional information required to be submitted for Tentative Parcel and Tract Map applications</i> |                          |                          |   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <b>C. Drainage and Grading Plan (new construction only)</b>   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <b>D. Conceptual Landscaping Plan</b><br>A detailed landscape plan illustrating the species and initial size of landscape materials, and the location of the automatic sprinkler systems, shall be required at the time of final plan check. (See also Section 17.24.240, Xeriscape of the Los Alamitos Municipal Code.)            |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <b>E. Illustrative Building Elevations</b><br>Building elevations showing all sides of existing and proposed building and structures, and indicating building and structure height in feet, typical materials to be used, trees, and shadows.   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <b>F. One (1) color board/material sample board</b> including color chips and samples of materials to be used.  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <b>G. One (1) set of colored plans</b> which shall include an illustrated site plan and building elevations.  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <b>H. A "Property Owner's Certification and Agent Form"</b> approving of the applicant's request.   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <b>I.</b> Part I of the Initial Study (Environmental Assessment). This shall include photographs of the site and surrounding area (a minimum of four (4) site and four (4) surrounding) labeled north, south, east, west and mounted on 8 ½" x 11" paper.   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <b>J. Application/Environmental Assessment fee(s)</b>   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <b>K. Current Title Report</b> (Prepared within six (6) months of application submittal).   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <b>L. Completed Fact Sheet</b>  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <b>M. Water Quality Management Plan (WQMP)</b> , if applicable.   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <b>N. Property Owner's List.</b>  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | a. The Property Owner's List shall be typewritten and submitted with application form.  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | b. The list shall include the property owner's name and all occupants/tenants of commercial and industrial space, mailing address and Assessor's Parcel Number of each property located within 500 feet shall be measured from the exterior boundaries of the subject parcel to the exterior boundaries of the neighboring parcels. |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | c. The list shall be obtained from the latest available assessment roll of the Assessor of Orange County and Los Angeles County.  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | d. Three (3) separate lists of property owner's names and all occupants/tenants of commercial and industrial space, mailing addresses and Assessor Parcel Numbers shall be prepared and certified. Two (2) of the lists shall be provided in the form of self-adhesive mailing labels.  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | e. The list shall be certified and notarized on an approved affidavit furnished by the Los Alamitos Community Development Department.   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <b>O.</b> Any additional information that may be required by the Community Development Department to support said request.  |

*In accordance with the Permit Streamlining Act, an agency must determine if an application for a development project is complete within thirty (30) days or notify the applicant that the application is incomplete.*

*Once the application is determined to be complete, the lead agency must then determine within thirty (30) days whether an environmental impact report (EIR) or negative declaration is required for the project, or whether the project is exempt from the California Environmental Quality Act.*

**FINDINGS FOR A SITE DEVELOPMENT PERMIT FOR MINOR WIRELESS FACILITY**

The Los Alamitos Municipal Code requires that the Planning Commission must be able to make each of the following findings before granting a Site Development Permit (LAMC 17.30.100).

**Yes**    **No**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The requested Site Development permit will not adversely affect the purpose and intent of this Chapter and the proposed use is consistent with the General plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The proposed use, activity, and/or improvements are consistent with the provisions of the Zoning Code for the City.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. The proposed use will not have significant adverse effects on adjoining land uses and other allowed uses of the area in which it is proposed to be located.      |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. The approval of the permit application is in compliance with the requirements of the California Environmental Quality Act.                                       |

**APPLICANT CERTIFICATION:** I hereby acknowledge that this application will not be considered complete until I have submitted all required documentation and have been notified in writing from the Community Development Department, within thirty (30) days of submission, that the application is complete, in accordance with the Permit Streamlining Act. Once the application is determined to be complete, the Community Development Department must then determine within thirty (30) days whether an environmental impact report (EIR) or negative declaration is required for the project, or whether the project is exempt from the California Environmental Quality Act.

I hereby certify that all information contained in this application, including all plans and materials required by the City's application submission requirements, is, to the best of my knowledge, true and correct. FALSE OR MISLEADING INFORMATION GIVEN IN THIS APPLICATION SHALL BE GROUNDS FOR DENYING APPLICATION. I hereby grant the City authority to enter onto the property to conduct site inspections and to post required public notices.

Date:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
For:



# CITY OF LOS ALAMITOS

## LAND USE APPLICATION FACT SHEET

Community Development Department  
 3191 Katella Ave., Los Alamitos, CA 90720-5600  
 Phone: (562) 431-3538 Fax: (562) 493-0678

### FOR OFFICE USE ONLY

Application Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

1. Location: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Lot: \_\_\_\_\_ Tract: \_\_\_\_\_
4. Previous Or Concurrent Application Relating To This Property:  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Surrounding Land Use:

North	South	East	West

6. Surrounding Zoning Designation:

North	South	East	West

7. Surrounding General Plan Designation:

North	South	East	West

8. Site Land Use:

Existing:	Proposed:
General Plan:	Zoning:
Proposed General Plan:	Proposed Zoning:

### DEVELOPMENT FACTS

Lot Area: \_\_\_\_\_

	Required	Proposed
Building Lot Coverage		
Site Landscaping		
Open Space		
Parking		
Building height		

Building Setbacks:

	Required	Proposed
Front		
Side		
Rear		



# CITY OF LOS ALAMITOS

## PROPERTY OWNER CERTIFICATION AND AGENT FORM

Community Development Department  
3191 Katella Ave., Los Alamitos, CA 90720-5600  
Phone: (562) 431-3538 Fax: (562) 493-0678

I hereby certify that I(we) am(are) the legal owner(s) of record of the property at \_\_\_\_\_  
Los Alamitos, California 90720, which is the subject of this application (Orange County APN No. \_\_\_\_\_). I (We)  
understand that false or otherwise incorrect information shall be grounds for denial of the application or revocation of an  
approved application.

Please Check One

- I, as property owner, will be the applicant
- The following person(s) is(are) authorized to act on my(our) behalf:

Applicant Name, Title, Company
Address
Telephone
E-Mail

Signature of Property Owner	Date
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Property Owner Name, Title, Company
Address
Telephone
E-Mail

Applicant deposes and says that he (she) is the petitioner for a \_\_\_\_\_ (*type of Application*) in  
this petition: that he (she) has familiarized himself/herself with relevant provisions of the Zoning Ordinance and General  
Plan; that he (she) has read the foregoing petition and knows the content thereof to be true to his (her) own knowledge,  
except as the matters therein state on information or belief and that as to those matters and things he (she) believes them  
to be true.

Signature of Applicant	Date
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# CITY OF LOS ALAMITOS ENVIRONMENTAL INFORMATION FORM

Community Development Department  
3191 Katella Ave., Los Alamitos, CA 90720-5600  
Phone: (562) 431-3538 Fax: (562) 493-0678

**FOR OFFICE USE ONLY**

Date Received:

**\*\*\* To be completed by private project applicant to assist staff in completing Initial Study \*\*\***

## GENERAL INFORMATION

1. Developer or project sponsor:	Name:
	Address:
2. Project Location – Identify street address and cross streets or attach a map showing project site (preferably a USGS 15' or 7 1/2' topographical map identified by quadrangle name):	
3. Assessor's Block and Lot Number:	
4. Person to be contacted regarding this project:	Name:
	Address:
	Telephone:
5. Permit Application Number for project:	
6. Existing Zoning District:	
7. Proposed use of site (project for which this form is filed):	

List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

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8. Site size:	
9. Square footage:	
10. Number of floors of construction:	
11. Amount of off-street parking provided:	
12. Attach plans:	
13. Proposed scheduling:	

14. Associated projects:	
15. Anticipated incremental development:	

16. If residential, include the number of units, schedule of unit sizes, range of sales prices or rents and type of household size expected.

17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area and loading facilities.

18. If industrial, indicate type, estimated employment per shift and loading facilities.

19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities and community benefits to be derived from the project.

20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects?

- | Yes                      | No                       |     | <i>Discuss below all items checked yes (attach additional sheets as necessary).</i>                                     |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 21. | Change in existing features of any bays, tidelands, beaches, lakes, hills or substantial alteration of ground contours. |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. | Change in scenic views or vistas from existing residential areas or public lands or roads.                              |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. | Change in pattern, scale or character of general area of project.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. | Significant amounts of solid waste or litter.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. | Change in dust, ash, smoke, fumes or odors in vicinity.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. | Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.    |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. | Substantial change in existing noise or vibration levels in the vicinity.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. | Site on filled land or on slope of 10 percent or more.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 29. | Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.                 |
| <input type="checkbox"/> | <input type="checkbox"/> | 30. | Substantial change in demand for municipal services (police, fire, water, sewage, etc.).                                |
| <input type="checkbox"/> | <input type="checkbox"/> | 31. | Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.).                                  |



- | Yes                      | No                       |     | <i>Discuss below all items checked yes (attach additional sheets as necessary).</i>  |
|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 32. | Relationship to a larger project or series of projects.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 33. | Has a prior environmental impact report been prepared for a program, plan, policy or ordinance consistent with this project?               |
| <input type="checkbox"/> | <input type="checkbox"/> | 34. | If you answered yes to question 33, may this project cause significant effects on the environment that were not examined in the prior EIR? |

**ENVIRONMENTAL SETTING**

35. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. (Snapshots or instant photos acceptable.)

36. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. (Snapshots or instant photos acceptable.)