



CITY OF LOS ALAMITOS

DISCRETIONARY APPLICATION

Development Services 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: _____

Please check the type(s) of approval requesting:

<input type="checkbox"/> Conditional Use Permit (CUP) CUP Filing Fees - Payable to the City of Los Alamitos Major <input type="checkbox"/> \$2,349.00 (Major: Construction related) Minor <input type="checkbox"/> \$1,174.00 (Minor: Use Change) Environmental Assessment - <i>Payable to the City of Los Alamitos: \$214.00</i> <input type="checkbox"/> Fire Plan Review - <i>Payable to the Orange Co Fire Authority (OCFA): \$387.00</i> <input type="checkbox"/> (\$244.00 for Minor CUP) CEQA - Payable to Orange Co Clerk Recorder: \$50.00 <input type="checkbox"/> Public Hearing Notice Postage - <input type="checkbox"/> Noticing Fee - \$214.00 <input type="checkbox"/>	<input type="checkbox"/> Site Plan Review (SPR) SPR Filing Fees - Payable to the City of Los Alamitos Major <input type="checkbox"/> \$3,203.00 (Major) Minor <input type="checkbox"/> \$2,349.00 (Minor: Additions, minor imprvmt) Environmental Assessment - <i>Payable to the City of Los Alamitos: \$214.00</i> <input type="checkbox"/> Landscape Plan - Payable to City of Los Alamitos \$426.00 <input type="checkbox"/> Water Quality Management Plan (WQMP) <i>Deposit of \$1,100.00. Additional deposit may be required.</i> <input type="checkbox"/> Fire Plan Review - <i>Payable to the Orange Co Fire Authority (OCFA): \$387.00</i> <input type="checkbox"/> CEQA - Payable to Orange Co Clerk Recorder: \$50.00 <input type="checkbox"/> Public Hearing Notice Postage <input type="checkbox"/> Noticing Fee - \$214.00 <input type="checkbox"/> <i>Note: For Accessory Dwelling Unit (ADU) a Discretionary Application is not required. Please submit Plan Check to Building Department.</i>
<input type="checkbox"/> Tentative Parcel Map (TPM) – Less than 5 parcels TPM Filing Fees - Payable to the City of Los Alamitos: \$1,344.00 <input type="checkbox"/> Environmental Assessment - <i>Payable to the City of Los Alamitos: \$214.00</i> <input type="checkbox"/> Fire Plan Review - Payable to the Orange Co Fire Authority (OCFA): \$387.00 <input type="checkbox"/> CEQA - Payable to Orange Co Clerk Recorder: \$50.00 <input type="checkbox"/>	<input type="checkbox"/> Variance (VAR) VAR Filing Fees - Payable to the City of Los Alamitos: \$854.00 <input type="checkbox"/> Environmental Assessment - <i>Payable to the City of Los Alamitos: \$214.00</i> <input type="checkbox"/> CEQA - Payable to Orange Co Clerk Recorder: \$50.00 Public Hearing Notice Postage <input type="checkbox"/> Noticing Fee - \$214.00 <input type="checkbox"/>
<input type="checkbox"/> Tentative Tract Map (TTM) – 5 or more parcels TTM Filing Fees - Payable to the City of Los Alamitos: \$1,536.00 <input type="checkbox"/> Environmental Assessment - <i>Payable to the City of Los Alamitos: \$214.00</i> <input type="checkbox"/> Fire Plan Review - Payable to the Orange Co Fire Authority (OCFA): \$387.00 <input type="checkbox"/> CEQA - Payable to Orange Co Clerk Recorder: \$50.00 <input type="checkbox"/>	<input type="checkbox"/> Specific Plan (SP) <i>Payable to the City of Los Alamitos: Planning Hourly \$214.00</i> Environmental Assessment - <i>Payable to the City of Los Alamitos: \$214.00</i> <input type="checkbox"/> Fire Plan Review - Payable to the Orange Co Fire Authority (OCFA): \$387.00 <input type="checkbox"/> CEQA - Payable to Orange Co Clerk Recorder: \$50.00 <input type="checkbox"/>
<input type="checkbox"/> General Plan Amendment (GPA) GPA Deposit - Payable to the City of Los Alamitos: \$2,349.00 <input type="checkbox"/> Environmental Assessment - <i>Payable to the City of Los Alamitos: \$100.00</i> <input type="checkbox"/>	<input type="checkbox"/> Zoning Ordinance Amendment (ZOA) – Map or Text ZOA Deposit - Payable to City of Los Alamitos: \$2,500.00 <input type="checkbox"/> Environmental Assessment - <i>Payable to the City of Los Alamitos: \$100.00</i> <input type="checkbox"/>

Please Note: These charges are preliminary. More fees may be required depending on the scope of the project.

APPLICANT INFORMATION

Name of Applicant: _____ Email: _____

Mailing Address: _____

Telephone Number: (_____) _____ - _____

In what capacity is the applicant filing? Recorded Property Owner Authorized Agent of Recorded Property Owner

Name of Architect/Engineer: _____ Email: _____

Mailing Address: _____

Telephone Number: (_____) _____ - _____

- A digital copy of all plans on two (2) CDs.

Yes No N/A

E. Site Plan (fully dimensioned)

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <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 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.* |

Yes No N/A

25. All easements, existing and proposed and their width.*

26. Street centerline radii.*

27. Pad and street intersections elevations. *

28. Location of proposed and existing fire hydrants.*

29. Storm drains, sewer lines and water lines.*

30. Location of all existing on-site trees and existing street trees.*

31. Date of preparation and revisions.*

32. Total linear footage of each street.*

** additional information required to be submitted for Tentative Parcel and Tract Map applications*

F. **Drainage and Grading Plan (new construction only)**

G. **Conceptual Landscaping Plan**

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.)

H. **Illustrative Building Elevations**

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.

I. **One (1) color board/material sample board** including color chips and samples of materials to be used.

J. **One (1) set of colored plans** which shall include an illustrated site plan and building elevations.

K. **A "Property Owner's Certification and Agent Form"** approving of the applicant's request.

L. 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 1/2" x 11" paper.

M. **Application/Environmental Assessment fee(s)**

N. **Completed Fact Sheet**

O. Any additional information that may be required by the Development Services 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 CONDITIONAL USE PERMIT (CUP)

The Los Alamitos Municipal Code requires that the Planning Commission must be able to make each of the following findings before granting a Conditional Use Permit:

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | The proposed use will not endanger public health, safety, or general welfare if located where proposed and developed; and that the use will or will not allow conditions which tend to generate nuisance conditions including but not limited to noise, glare, odor, or vibrations. |
| <input type="checkbox"/> | <input type="checkbox"/> | The proposed use does meet all required conditions and specifications set forth in the zoning district where it is proposed to be located. |
| <input type="checkbox"/> | <input type="checkbox"/> | The location and character of the proposed use, if developed according to the plan as submitted for approval, will be in harmony with the area in which it is to be located and in general conformity with the Los Alamitos General Plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | The decision to approve, conditionally approve, or disapprove the application for a Conditional Use Permit is based on substantial evidence in view of the record as a whole before the Commission, or Council on appeal. |

FINDINGS FOR A SITE PLAN REVIEW (SPR)

The Los Alamitos Municipal Code requires that the Planning Commission must be able to make each of the following findings before granting a Site Plan Review.

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | The design and layout of the proposed development are consistent with the development and design standards/guidelines of the applicable zoning district. |
| <input type="checkbox"/> | <input type="checkbox"/> | The design and layout of the proposed development would not interfere with the use and enjoyment of neighboring existing or future developments, and would not create traffic or pedestrian hazards. |
| <input type="checkbox"/> | <input type="checkbox"/> | The design of the proposed development would maintain and enhance the attractive, harmonious, and orderly development contemplated by this chapter. |
| <input type="checkbox"/> | <input type="checkbox"/> | The design of the proposed development would provide a desirable environment for its occupants and visiting public as well as its neighbors through good aesthetic use of materials, texture, and color, and would remain aesthetically appealing and retain an appropriate level of maintenance. |
| <input type="checkbox"/> | <input type="checkbox"/> | The proposed development would not be detrimental to the public health, safety, or welfare or materially injurious to the properties or improvements in the vicinity. |
| <input type="checkbox"/> | <input type="checkbox"/> | The proposed development would not substantially depreciate property values in the vicinity. (Ord. 688 § 1 (part), 2006) |

FINDINGS FOR A GENERAL PLAN AMENDMENT (GPA)/ZONING MAP/ZONING ORDINANCE AMENDMENT (ZOA)

The Los Alamitos Municipal Code requires that the Planning Commission must be able to make each of the following findings before granting a General Plan Amendment, Zoning Map, or Zoning Ordinance Amendment.

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | The design and layout of the proposed development are consistent with the development and design standards/guidelines of the applicable zoning district. |
| <input type="checkbox"/> | <input type="checkbox"/> | The proposed amendment ensures and maintains internal consistency with the actions, goals, objectives, and policies of the general plan, and would not create any inconsistencies with this zoning code, in the case of a zoning code amendment. |
| <input type="checkbox"/> | <input type="checkbox"/> | The proposed amendment would not be detrimental to the public convenience, health, interest, safety, or welfare of the city. |
| <input type="checkbox"/> | <input type="checkbox"/> | The proposed project has been reviewed in compliance with the provisions of the California Environmental Quality Act (CEQA) and the City's environmental review procedures. |
| <input type="checkbox"/> | <input type="checkbox"/> | Additional Finding for Zoning Map Amendments: The site(s) is/are physically suitable (including access, provision of utilities, compatibility with adjoining land uses, and absence of physical constraints) for the requested zoning designation(s) and anticipated land use development(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | Additional Finding for Zoning Code Amendments: The proposed amendment is internally consistent with other applicable provisions of this zoning code. (Ord. 688 § 1 (part), 2006) |

FINDINGS FOR A TENTATIVE PARCEL MAP (TPM) OR A TENTATIVE TRACT MAP (TTM)

The Los Alamitos Municipal Code requires that the Planning Commission must be able to make each of the following findings before granting a Tentative Parcel Map or Tentative Tract Map.

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | The proposed map is consistent with the City's General Plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | The design and improvement of the proposed subdivision is consistent with the City's General Plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | The site is physically suitable for the proposed type of development. |

- The requirements of the California Environmental Quality Act have been satisfied.
- The site is physically suitable for the proposed density of development.
- The design of the subdivision and the proposed improvements are not likely to cause substantial environmental damage or substantial and avoidable injury to fish or wildlife or their habitat.
- The design of the subdivision and the proposed improvements are not likely to cause serious public health problems.
- The design of the subdivision and the proposed improvements will not conflict with easements of record or established by court judgment, acquired by the public at large, for access through or use of, property within the proposed subdivision; or, if such easements exist, that alternate easements for access or for use will be provided, and that these will be substantially equivalent to ones previously acquired by the public.
- The design and improvement of the proposed subdivision are suitable for the uses proposed and the subdivision can be developed in compliance with the applicable zoning regulations pursuant to Section 16.10.090. (Ord. 580 § 2 Exh. A (part), 1994)

STATEMENTS ACCOMPANYING A TENTATIVE PARCEL/TRACT MAP

1. A statement by the subdivider as to the drainage, surfacing or other required improvements to be constructed.

2. Whether proposed roads, widening of roads, or street openings are offered for separate dedication, and if so, copies of preliminary title report on subject property shall be included.

3. A statement for existing zoning and proposed use.

4. A statement and report on soil tests or geologic report, if required.

FINDINGS REQUIRED FOR A SPECIFIC PLAN (SP)

The Los Alamitos Municipal Code requires that the City Council may adopt a specific plan only if the following findings of fact can be made in a positive manner:

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | The proposed development is generally consistent with the actions, goals, objectives, and policies of the general plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | The design, location, shape, size, operating characteristics, and the provision of public and emergency vehicle access and public services and utilities (e.g., drainage, fire, protection, sewers, water, etc.), would ensure that the proposed development would not endanger, jeopardize, or otherwise constitute a hazard to the public convenience, health, interest, safety, or welfare, or injurious to the property or improvements in the vicinity and zoning district in which the property is located. |
| <input type="checkbox"/> | <input type="checkbox"/> | The proposed development would ensure quality development by encouraging greater flexibility with more creative and aesthetically pleasing designs for major urban facilities. |
| <input type="checkbox"/> | <input type="checkbox"/> | The proposed development would ensure the timely provision of essential public services and facilities consistent with the demand for the services and facilities. |
| <input type="checkbox"/> | <input type="checkbox"/> | The proposed development would promote a harmonious variety of housing choices and commercial and industrial activities; attain a desirable balance of residential and employment opportunities; and result in a high level of urban amenities and the preservation of the natural and scenic qualities of open space. |
| <input type="checkbox"/> | <input type="checkbox"/> | The subject property is physically suitable for the proposed land use designation(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | The proposed project has been reviewed in compliance with the provisions of the California Environmental Quality Act (CEQA) and the City's environmental review procedures. |
| <input type="checkbox"/> | <input type="checkbox"/> | There would not be potential significant negative effects upon environmental quality and natural |

resources that would not be properly mitigated and monitored, unless the council adopts a statement of overriding considerations.

PROPOSED SPECIFIC PLAN INFORMATION (attach separate sheets)

Please address the following elements:

Title Page: Name of Plan, Name of Local Agency, Date of Adoption, Credits/Acknowledgements, Table of Contents, List of Tables, List of Diagrams/Maps, Copy of Adopting Resolution/Ordinance.

Summary: Specific Plan purpose and range of issues.

Introduction: Development and conservation issues in the plan, project location and description, environmental description, descriptions of how the proposed project conforms with and implements the goals and objectives of each of the following Los Alamitos General Plan Elements: Open Space, Land Use, Circulation, Recreation, Seismic Safety, Scenic Highway, Public Safety, Noise, Housing, Conservation and Energy.

Land Use Planning and Regulatory Provisions: Proposed land use regulations and development standards/policies, any special Design Standards: Building, parking, location & orientation, entrances, access, & circulation.

The Infrastructure Plan: Any special infrastructure requirements.

Program of Implementation Measures: Description of financing and cost estimate for project, description of project phasing.

FINDINGS FOR A VARIANCE

The Los Alamitos Municipal Code requires that the Planning Commission must be able to make each of the following findings before granting a Variance.

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | The strict application of the regulations contained in the Zoning Ordinance would create unnecessary hardships which are inconsistent with the intent and purpose of the Zoning Ordinance. |
| <input type="checkbox"/> | <input type="checkbox"/> | Special circumstances or conditions applicable to the property exist that do not apply to other property in the same vicinity or zone. |
| <input type="checkbox"/> | <input type="checkbox"/> | The Variance is necessary for the preservation and enjoyment of a substantial property right which is enjoyed by other property in the same vicinity and under identical zone classification. |
| <input type="checkbox"/> | <input type="checkbox"/> | The approval of the Variance will not be detrimental to public safety, health and welfare and be injurious to other property in the same vicinity and zone. |
| <input type="checkbox"/> | <input type="checkbox"/> | The approval of the Variance will not set precedence or adversely affect the Zoning Ordinance or the General Plan of the City of Los Alamitos. |

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 Development Services 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 Development Services 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

Development Services 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

Development Services 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

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

Signature of Property Owner

Date



CITY OF LOS ALAMITOS

ENVIRONMENTAL INFORMATION FORM

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

FOR OFFICE USE ONLY Date Received:
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***** 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:

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.). |
| <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.)



Water Quality Management Plan (WQMP) Priority Project Determination Checklist

Project Name: _____

Project Location: _____

Project Description: _____

Part A. Priority Project	YES	NO
1. New development projects that create 10,000 sq. ft. or more of impervious surface. Includes commercial, industrial, residential housing, subdivisions, mixed-use, and public projects on private or public property that fall under the planning and building authority of the Permittee.		
2. Automotive repair shops, auto body shops, or auto parts stores. (SIC codes 5013, 5014, 5541, 7532-7534, and 7536-7539)		
3. Retail Gasoline Outlets (RGOs). This category includes RGO's that meet the following criteria: (a) 5,000 sq. ft. or more, or (b) a projected Average Daily Traffic (ADT) of 100 or more vehicles per day.		
4. Restaurants where the land area of the development is over 5,000 sq. ft. including parking areas. This is defined as facilities that sell prepared foods and drinks for consumption, including stationary lunch counters and refreshment stands selling prepared foods and drinks for immediate consumption. (SIC code 5812)		
5. Hillside developments greater than 5,000 sq. ft. (refer to definition of hillside on second page)		
6. Impervious surface of 2,500 sq. ft. or more located within, directly adjacent to (within 200 feet), or discharging directly to receiving water within Environmentally Sensitive Areas (ESAs).		
7. Parking lot of 5,000 sq. ft. or greater, including associated drive aisle, and potentially exposed to urban storm water runoff. (refer to definition of parking lot on second page)		
8. Streets, roads, highways, and freeways. This category includes any paved surface that is 5,000 sq. ft. or greater used for the transportation of automobiles, trucks, motorcycles, and other vehicles. (excluding routine maintenance activities)		
9. All significant redevelopment projects, where significant redevelopment is defined as the addition or replacement of 5,000 sq. ft. or more of impervious surface on an already developed site. (refer to definition of redevelopment on second page)		
10. Extending, relocating, or replacing storm drain lines disturbing 5,000 sq. ft. or more. Including any storm drain project that alters the original line and grade and/or alters the hydraulic capacity of the storm drain facilities.		

Part B. Non-Priority Project	YES	NO
11. Requires a discretionary action that will include a precise plan of development, except for those projects exempted by the Permittee's Water Quality Ordinance.		
12. Requires the issuance of a non-residential plumbing permit for pipelines conveying hazardous materials such as gasoline.		
13. Below ground linear drainage (sewer lines and water lines) and utility construction that disturb 5,000 sq. ft. or more.		
14. Below ground linear drainage (storm drain lines) 5,000 sq. ft. or more, where the original line and grade and/or the hydraulic capacity of the storm drain facilities are not altered (i.e. maintenance/replacement of an existing line).		

Priority Project: Any question answered "YES" in part A (numbers 1-10 above)

Non-Priority Project: Any question answered "YES" in part B (numbers 11-14 above)

Exempt Project: All questions answered "NO" (numbers 1-14 above)

Determination: This project is a: Priority Project Non-Priority Project Exempt

DEFINITIONS

“**Hillside development**” is defined as any development which is located on areas with known erosive soil conditions or where a natural slope is 25% or more.

“**Parking Lot**” is defined as a land area or facility for the temporary parking or storage of motor vehicles used personally, for business, or commerce.

“**Redevelopment**” means (a) land disturbing activity that results in the creation, addition, or replacement of 5,000 sq. ft. or more of impervious surface area on an already developed site. Redevelopment does not include routine maintenance activities that are conducted to maintain original line and grade, hydraulic capacity, original purpose of the facility, or emergency redevelopment activity required to protect public health and safety.

If the redevelopment results in an alteration to less than 50% of impervious surfaces of a previously existing development, and the existing development was not subject to WQMP requirements, the numeric sizing criteria only applies to the addition or replacement area. If the addition or replacement accounts for more than 50% of impervious area, the Project WQMP requirements apply to the entire development.

PRIORITY PROJECTS must submit a preliminary WQMP along with the initial project application. The preliminary WQMP must be approved prior to discretionary approval. An approved final WQMP must be submitted along with the project improvement plans, and 3 copies of the approved plan must be received before the City will issue grading and building permits for a project. The Operation and Maintenance (O&M) Plan component of the WQMP must be approved and recorded with the County Recorder’s Office before the City will issue final permits for the project.

Priority Projects require the preparation of a WQMP. The WQMP document must address:

- Site Design Best Management Practices (BMPs)
- Routine structural and non-structural Source Control BMPs,
- Treatment Control BMPs, including consideration of a regional or watershed approach, and
- The mechanism(s) by which long-term operation, inspection and maintenance of all structural BMPs will be provided.
- The mechanism(s) for education and training of applicable groups such as property owners, tenants, occupants, employees, etc.
- Specific information related to LID BMPs can be found in the information available in the Technical Guidance Document.

NON-PRIORITY PROJECT PLAN also requires a WQMP and must incorporate the following in their design submittal:

- Consideration of Site Design BMPs, and
- Routine structural and non-structural Source Control BMPs
- The mechanism(s) by which long-term operation, inspection and maintenance of all structural BMPs will be provided.

Non-Priority projects do not require Treatment Control BMPs like Priority Projects.

Applicant Name

Applicant Signature

Date