

CITY OF CYPRESS

Planning Division
5275 Orange Avenue
Cypress, California 90630
(714) 229-6720

Entitlement Application Process, Instructions and Submittal Requirements

1. Approval of a Preliminary Project Review and Preliminary Water Quality Management Plan may be required prior to submission of a formal entitlement application. Prior to submitting an application a preliminary application appointment with the planning division is required. Please call 714-229-6720 to schedule an appointment.
2. Submit a formal Application which shall include:
 - a. Completed application form.
 - b. For permit applications requiring a public hearing, a 500-foot radius map package including: (1) the tax assessor's map(s) identifying all properties within 500 feet of the subject property; (2) two sets of mailing labels to the radius property owners; (3) one photo copy of the mailing labels; and (4) a mailing list affidavit of correctness from the preparer.
 - c. All applicable plans in pdf format via USB memory stick or emailed share file. Also, one hard copy plan set in a size specified by the project planner. Plan set shall include the fully dimensioned site plan, elevation plan(s) and floor plan(s). Plans shall be drawn to scale on paper no smaller than 11" x 17" and no larger than 24" x 36".
 - d. Site Plan shall identify building, landscaping parking, and driveway areas and include a project summary section. Elevation plans should indicate building height and materials.. Applications for new buildings or façade remodels shall also include a "material board" exhibit showing the paint and masonry colors and textures
 - e. Filing fees which include an application processing fee, an environmental assessment fee and Orange County Fire Authority review fee, as applicable. Contact the Planning Division to determine which fees are applicable and to get a project number assigned if paying via the City's website.
 - f. Water Quality Checklist which can be found here:
<https://cypressca.viewpointcloud.com/categories/1088/record-types/6562>
 - g. Any other plans, documents or studies as determined by the Planning Director.
3. The plans will undergo complete analysis by staff to determine compliance with City Codes, the project Preliminary Water Quality Management Plan (WQMP), if required, and the project's effect upon the community. An environmental study will be prepared according to the requirements of the California Environmental Quality Act. The plans shall be revised as necessary by the applicant.

4. The applicant shall be aware that additional information may be requested during the process if questions arise regarding the information submitted, including questions related to infrastructure, on or offsite improvements, traffic impacts, etc. Also, any modification of the plans submitted as part of the application may require the resubmittal of a new application.
5. For permit applications requiring a public hearing, the project will be presented to the City Council by staff at a public hearing after the completed application is submitted to the City. The date of the public hearing is set based upon the complexity of the project.
6. For applications not requiring a public hearing, such as Preliminary Review, Design Review Committee Permits or other administrative permit applications, the applicant will receive written notification of any comments, corrections, or approval, as applicable.
7. If the project is approved, the applicable environmental determination forms will be filed with the County Clerk along with your check made payable to the “County Clerk-Recorder” in the appropriate amount depending on the environmental review for the project.
8. The applicant then submits construction drawings to the City’s Building Division for plan check and issuance of building permits.

(Revised 06/20/22)