

CITY OF CYPRESS

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

STAFF REVIEW COMMITTEE PERMIT PROCESS

1. Discuss project with Planning Division staff to determine zoning regulations, any unusual characteristics of site and land use compatibility with surrounding properties.
2. Submit a Staff Review Committee Application. A complete application packet shall include:
 - a. Completed application form.
 - b. Seven (7) copies of the site plan, elevation plan, and floor plan; fully dimensioned, and one (1) complete set of reduced plans (11" x 17"). Elevation plans should be detailed to indicate type and color of building materials. Landscape and irrigation plans may also be required prior to project completion.

Effective June 1, 2004, ALL applicants for any discretionary permit (Subdivision, CUP, Variance, Design Review, Staff Review, Zone Change, General Plan Amendment, etc.) are to provide ALL plans (Site Plans, Floor Plans and Elevations) on a CD in pdf format along with hard copy paper plans as listed above.

- c. Filing fee: See Master Fee Schedule
- d. Environmental assessment fee. (City staff will prepare all necessary State required documents as a courtesy to the applicant.)

Categorical Exemption See Master Fee Schedule

3. The plans will undergo complete analysis by staff to determine compliance with City Codes and the project's effect upon the community. The applicant shall revise the plans as necessary.
4. The project is presented directly to the Staff Review Committee no more than three (3) weeks after the Staff Review Committee application is submitted to the City, determined to be complete and compliant with all applicable codes. The Staff Review Committee's decision on the project will be reported to the City Council.
5. A 10-day appeal period commences for the project, during which time the applicant must return a signed Agreement to any conditions attached to the project by the Staff Review Committee. Appeals shall be made in writing and shall be heard by the Community Development Director.
6. The applicant submits construction drawings to the Building Division of the Community Development Department.

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STAFF REVIEW COMMITTEE PERMIT APPLICATION (DRC)

Staff review approvals of formal applications remain valid for a period of one (1) year. The decision of the Staff Review Committee shall be final unless an appeal to the Community Development Director is filed within ten (10) days of the Committee's action.

APPLICANT

Name _____ Signature _____

Address _____

Phone Number (____) _____ - _____

PROPERTY OWNER

Name _____ Signature _____

Address _____

Phone Number (____) _____ - _____

REQUEST (Summary of project) _____

Property Address/Location _____

Project Name _____

Zoning _____

Existing Uses and/or Structures _____

Surrounding Uses: North _____

South _____

East _____

West _____

FOR CITY USE ONLY

Accepted by _____

Date _____

Project No. _____

SRC Fee _____

Env. Fee _____

Total Paid _____

Copies of this application and attached plans are submitted to the following Department for their review. Please return your comments and/or status report within _____, or by _____ to _____, Case Planner.

Planning Building Engineering Fire Police

Comments: _____

PROJECT DESCRIPTION/DESIGN STANDARDS SHEET

(To be completed by the Applicant)

Proposed Project: _____

Project Name: _____

Property Address/Location: _____

Existing Uses and/or Structures: _____

Surrounding Uses: North _____

South _____

East _____

West _____

Item	Required	Proposed
Total Site sq. ft., acres	_____	_____
Total Building sq. ft.	_____	_____
Density, gross/net	_____	_____
Lot Coverage %	_____	_____
FAR	_____	_____
Front Setback	_____	_____
Side Setback	_____	_____
Rear Setback	_____	_____
Bldg. Heights/Stories	_____	_____
Distance between Structures	_____	_____
% Landscaping	_____	_____
No. of Parking Stalls:		
Regular	_____	_____
Handicapped	_____	_____

COMMENTS

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ENVIRONMENTAL INFORMATION FORM

(To Be Completed By Applicant)

Date Filed _____

General Information

1. Name and address of developer or project sponsor: _____

2. Address of project: _____
Assessor's Block and Lot Number: _____
3. Name, address, and telephone number of person to be contacted concerning this project:

4. Indicate number of the permit application for the project to which this form pertains:

5. 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:

6. Existing zoning district: _____
7. Proposed use of site (Project for which this form is filed): _____

Project Description

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 project.
15. Anticipated incremental development.
16. If residential, include the number of units, schedule of unit sizes, range of sale 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? Discuss below all items checked yes (attach additional sheets as necessary).

- | | <u>Yes</u> | <u>No</u> |
|--|--------------------------|--------------------------|
| 21. Change in existing features of any bays, tidelands, beaches, lakes or 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 ten percent (10%) or more. | <input type="checkbox"/> | <input type="checkbox"/> |

- | | <u>Yes</u> | <u>No</u> |
|---|--------------------------|--------------------------|
| 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. Substantially increase 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"/> |

Environmental Setting

33. 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 Polaroid photos will be accepted.
34. 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 (single-family, apartment houses, shops, department stores, etc.), and scale of development (height frontage, setback, rear yard, etc.) Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date

Signature

For _____



ORANGE COUNTY FIRE AUTHORITY

Plan Submittal Criteria for COMMERCIAL projects, MULTIFAMILY RESIDENTIAL projects and RESIDENTIAL TRACT developments



INSTRUCTIONS: Fill in the project/business address and provide a brief description of the scope of work and type of operation that will take place. Answer questions 1 through 10, read and initial items 11 and 12, then complete and sign the certification section. If you answer "YES" to questions 1 through 10, submit the type of plan indicated in italics to the OCFA (see www.ocfa.org for submittal information and locations). In some cases, other plan types not indicated herein may also be necessary depending on specific conditions or business operations. If you need help completing this form or have questions regarding requirements for review, please contact the OCFA at 714-573-6108 or visit us at 1 Fire Authority Road in Irvine for assistance.

Address (street number/name, suite, city): _____

Project Scope/Business Description: _____

- YES NO Are the following applicable to the proposed project or business?**
1. Construction of a new building, a new story, or increase the footprint of an existing building? Changes to roadways, curbs, or parking lots? Addition, relocation, or modification of fire hydrants or fences/gates? Construction within 300 feet of an active or proposed oil well? *Fire Master Plan*
 2. Property is adjacent to a wildland area or non-irrigated native vegetation? *Fire Master Plan; a Fuel Modification Plan may also be required.*
 3. Located in or <100' from a Division of Oil, Gas, and Geothermal Resources (DOGGR) field boundary, <300' from an oil/gas seep, or <1000' from a landfill? *Methane Work Plan.*
 4. Installation/modification/repair of underground piping, backflow preventers, or fire department connections serving private fire hydrant/sprinkler/standpipe systems? *Underground Plan.*
 5. Drinking/dining/recreation/religious functions or other gatherings in a room >750 sq.ft. or >49 people? Healthcare/outpatient services for >5 people who may be incapable of immediate evacuation without assistance? Daycare/education for children? Adult daycare? 24-hour care/supervision? Incarceration or restraint? Hotel/apartment/residential facility with 3+ units? Congregate housing/dormitories with 17+ people? A high-rise structure (55 feet)? *Architectural Plan*
 6. Installation or modification of electromechanical locks delaying/preventing egress from a room or building? *Architectural, Sprinkler, and Alarm Plan.*
 7. Installation/modification/use of spray booths; dust collection; dry cleaning; industrial ovens/drying equipment; industrial/commercial refrigeration systems; compressed gasses; tanks for cryogenic or flammable/combustible liquids; vapor recovery; smoke control; battery back-up or charging systems; welding/brazing/soldering, open flame torches, cutting/grinding or other similar operations? *Special Equipment Plan*
 8. Storage, equipment, processes, or research involving flammable/combustible liquids or other chemicals? Motor vehicle or aircraft maintenance/repair facility? Cabinetry, woodworking, or finishing facility? *Architectural Plan and Chemical Classification; Special Equipment Plans may also be necessary.*
 9. Storage or merchandizing areas in excess of 500 sq. ft. where items are located higher than 12' (6' for high-hazard commodities, plastic, rubber, foam, etc.)? *High-piled Storage Plan*
 10. Cooking under a Type I commercial hood; installation or modification of a fire extinguishing system located in a commercial cooking hood? *Hood & Duct Extinguishing System, not just the hood mechanical plan.*

- Initial each of the following two items indicating that you have read and understand the statement:**
11. *Sprinkler/Alarm Requirements: Consult California Building and Fire Codes and local ordinances to determine sprinkler or alarm system requirements; if a system is required, plans shall be submitted to the OCFA. Existing buildings undergoing remodel must be evaluated by a licensed contractor to determine if modification is needed; if so, the licensed contractor shall submit plans for approval prior to any changes taking place. (Initial here: _____)
 12. Fire Hazard Severity Zone: Consult the maps available at the building department or on the OCFA website to determine if your site is located in a FHSZ. Buildings in a FHSZ may be subject to special construction requirements detailed in CBC Chapter 7A—the building department will determine specific requirements. (Initial here: _____)

I certify under penalty of perjury under the laws of the State of California that the above is true:
 Print name: _____ Signature: _____
 Phone Number: _____ Date: _____

Building Department: If all of the questions have been answered "NO" and the project does not otherwise require OCFA review of sprinkler or alarm plans, then you may accept this signed form as a written release that OCFA review is not required. Should you still require that the applicant have plans approved by the OCFA please initial here _____ or attach an OCFA referral form and have the applicant submit the form along with the appropriate plans and fees for OCFA review.*

1-6-2011 ee

NOTICE

**Effective September 29, 2017
Orange County Fire Authority Fee Schedule
Will Apply to the Following Planning Projects**

Please check with a City project planner to determine whether these additional fees will apply to your Planning application. Fees due to the Orange County Fire Authority should be paid by a separate check made payable to “*Orange County Fire Authority*,” and submitted along with your application to the City of Cypress.

PROJECT TYPE	FEE
Conditional Use Permit (C.U.P.), Design Review Committee (D.R.C.) or Preliminary Project Review (Code PR105)	\$387.00
Residential site review, access review for single-family home larger than 3,600 sq. ft. (Code PR160)	\$374.00
Parcel Map (Code PR110)	\$387.00
Tentative Tract Map (Code PR110)	\$387.00
Final Tract Map review (Code PR115)	\$244.00
CEQA (Notice of Preparation, EIR, and other environmental documents) – Projects with potentially significant fire impacts (Code PR100)	\$387.00



City of Cypress Water Quality Checklist for New Development and Significant Redevelopment Projects

Project Name: _____

Project Location: _____

Project Description: _____

Planning Priority Projects Subject to a WQMP	YES	NO
1. New development projects that create 10,000 square feet or more of impervious surface. This category includes commercial, industrial, residential housing subdivisions, mixed-use, and public projects on private or public property that falls under the planning and building authority or the Permittees.		
2. Automotive repair shops. This applies to facilities that are categorized in any one of the following Standard Industrial Classification (SIC) codes 5013, 5014, 5541, 7532-7534, and 7536-7539.		
3. Restaurants where the land area of development is 5,000 square feet or more including parking area. This category 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).		
4. Impervious surface of 2,500 square feet or more located within, directly adjacent to (within 200 feet), or discharging directly into receiving waters within Environmentally Sensitive Areas (ESAs).		
5. Parking lots 5,000 square feet or more including associated drive aisle, and potentially exposed to urban stormwater runoff. A parking lot is defined as a land area or facility for the temporary parking or storage of motor vehicles used personally, for business, or for commerce.		
6. Streets, roads, highways, and freeways. This category includes any paved surface that is 5,000 square feet or greater used for the transportation of automobiles, trucks, motorcycles, and other vehicles. (See discussion under (Section 7.II-1.5 relative to public projects).		
7. All significant redevelopment projects, 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. 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 the addition or replacement of less than 50 percent of the impervious area on-site and the existing development was not subject to WQMP requirement, the numeric sizing criteria discussed in Section 7.II-2.0 only applies to the addition or replacement area. If the addition or replacement accounts for 50 percent or more of the impervious area, the Project WQMP requirements apply to the entire development.		
8. Retail Gasoline Outlets (RGOs). This category includes RGOs that meet the following criteria: (a) 5,000 square feet or more, or (b) a projected Average Daily Traffic (ADT) of 100 or more vehicles per day.		

All development projects which do not fall under one of the Priority Planning Projects identified above, and which require discretionary approval by the Cypress Planning Division, shall be required to complete a Non-Priority Water Quality Management Plan Checklist.

Planning Priority Project If any question is answered "YES", the project is a planning priority project subject to the Development Planning Program of the LIP and will require post development storm water quality mitigation, either WQMP or site-specific.

Planning Exempt Project If every question is answered "No", the project is exempt from the Development Planning program but must still submit the "Owner's Certification of Compliance with Minimum Requirements" and comply with construction requirements.

One Acre or Greater Project If the project is one acre or greater, the project is subject to the General Construction Permit, requiring a NOI, SWPPP and "Owner's Certification of Compliance.

"Best Management Practice (BMP)" means methods, measures, or practices designed and selected to reduce or eliminate the discharge of pollutants to surface waters from point and nonpoint source discharges including storm water. BMPs include structural and non structural controls, and operation and maintenance procedures, which can be applied before, during, and/or after pollution producing activities.

"Hillside" means property located in an area with known erosive soil conditions, where the development contemplates grading on any natural slope that is twenty-five percent (25%) or greater.

"Numerical Design Criteria – For information regarding numerical design criteria, refer to the 4th term Permit Technical Guidance Document, which can be found on the Orange County's Watershed website at: <http://www.ocwatersheds.com/>.

Redevelopment" means (a) land-disturbing activity that results in the creation, addition, or replacement of 5,000 square feet or more of impervious surface area on an already developed site. Where Redevelopment results in an alteration to **more than 50%** of impervious surfaces of a previously existing development, and the existing development was not subject to post development storm water quality control requirements, the entire project must be mitigated. Where 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 post development storm water quality control requirements, the alteration must be mitigated, but not the entire development (b) Redevelopment does not include routine maintenance to maintain original line and grade, hydraulic capacity, or original purpose of a facility, nor does it include emergency construction activities required to immediately protect public health and safety.