City of Fullerton
Community Development Department

Development Project Application Information

A. REQUIREMENTS - The Community Development Department will need all of the following before an application is considered complete for filing. These items are to be submitted as a package:

1. Standard City application form -must be signed by the property owner of record whether or not an agent (applicant) has been named.

2. Planning Action Description/Justification Form (completely filled out).

3. Filing Fee -

Major Development Project ……..	❒	$ 3,614
Minor Development Project ……..	❒	$ 904.80
Administrative Restaurant Use Permit…….	❒	$ 904.80
Significant Changes to Designated Landmarks ……..	❒	$ 1,003.60
Demolition or Relocation of Significant Property, …… Designated Landmark or Property in Designated Landmark District	❒	$ 1,003.60

4. Document Imaging Fee (per application request)……. ❒ $43 ❒ $99 (Over $1000 application fee)

5. Environmental Fee (to be determined by staff).

a.	Initial Study and Negative Declaration (deposit)…….	❒	$ 2,500.00
	County Recorder's Fee ……..……..	❒	$ 43
	State Fish and Game Fee (unless no impact is identified by Dept. of Fish and Game. Applicant to contact Dept. of Fish and Game to obtain exemption (916) 651-0603) ……..	❒	$ 2,156.25
b.	Draft Environmental Impact Report (EIR) …….. (*Actual staff time will be charged against deposit)	❒	$ 5000*Deposit
	County Recorder's Fee ……..…….	❒	$ 43
	State Fish and Game Fee ……..…….	❒	$ 2,995.25
c.	Project exempt from environmental review		
	County Recorder's Fee……..……..…….	❒	$ 43

6. Drawings - plot plan, floor plan and building elevations drawn to scale - 12 sets

7. If the application is a Major Development Project, one (1) set of 8 1/2" x 11" reductions and transparencies of drawings will be needed. ***If determined necessary by staff, digital plans (in jpg or tif formats only) may be required.***

B. PROCEDURE

When above requirements are met, the application is to be filed with the Community Development Department. If the application is a Minor Development Project, the item will be placed on the agenda of the Redevelopment Design Review Committee, and a public hearing will be held in approximately two to three weeks; the decision by the Redevelopment Design Review Committee will be final unless appealed to the Planning Commission. If the application is a Major Development Project, the item will be placed on the agenda of the Planning Commission, and a public hearing will be held in approximately six weeks; the decision by the Planning Commission is final unless appealed to the City Council.

NOTE: ALL APPLICATIONS ARE SUBJECT TO FURTHER REVIEW AND CONSIDERATION. ADDITIONAL INFORMATION MAY BE NECESSARY BASED ON TRAFFIC IMPACTS, NOISE LEVELS OR OTHER SPECIAL CIRCUMSTANCES POSED BY THE APPLICATION.

SUBMITTAL REQUIREMENTS FOR ALL PLANS/WORKING DRAWINGS. ALL OF THE FOLLOWING INFORMATION MUST BE SHOWN ON PLANS BEFORE APPLICATION WILL BE ACCEPTED.

- ❑ Address of project and vicinity map
- ❑ Name and telephone number of applicant or licensed architect
- ❑ North Arrow, with North at top of page
- ❑ Scale of drawings (site plans should be drawn to 1" = 10', 1" =20', or 1" = 40')
- ❑ All plans must be drawn to scale, in ink or blueprint and be legible
- ❑ All property lines and dimensions
- ❑ Names and widths (to centerline) of all adjacent streets and alleys
- ❑ Required right-of-way dedications, if any, and location of ultimate property lines
- ❑ All existing (to remain) and proposed structures *(include location of any backflow prevention devices)*
  - a. Dimensions b. Use
- ❑ Setbacks, yard areas, distances between buildings (setbacks measured from ultimate property lines if dedication required.)
- ❑ Off-Street parking
  - a. Designate and number open parking, carports, garages
  - b. Dimensions of parking stalls, maneuvering areas, driveways
  - c. Paving materials
  - d. Curbing and wheel stops
- ❑ Loading Areas (commercial and industrial)
  - a. Dimensions b. Screening
- ❑ Trash Enclosures
- ❑ Walls and Fences
  - a. Height b. Materials
- ❑ Landscaped areas and recreation facilities
- ❑ Pedestrian access and circulation
- ❑ Existing trees
- ❑ Topo/Grading Plan of proposed development if:
  - a. Greater than 2 foot elevation difference on site;
  - b. Site elevation exceeds (or will exceed) neighboring property by 3 feet or more; or
  - c. Site located in special flood hazard area
- ❑ Easements on or across the site
- ❑ Location of curb-cuts on neighboring properties and, in commercial and industrial zones, within 300 feet of the property across the street
- ❑ Location of buildings on adjacent properties (sides and rear)
- ❑ Floor Plans
  - a. Dimensions of rooms b. Use of rooms
- ❑ Exterior Elevations of all sides of all buildings
  - a. Height b. Materials

The following information must be provided, either on site plan or separately:

- ❑ Lot area (after required dedications for right-of-way)
- ❑ Number of dwelling units-classify by number of bedrooms per unit (bachelor, 1-bedroom, 2-bedroom) (Dens, libraries, studies, etc. are considered "bedrooms" for this purpose)
- ❑ Number of parking spaces - classify as to open parking, carport, garage
- ❑ Area (sq. ft.) and percentage of lot devoted to open space. (Area other than buildings, driveways, parking)
- ❑ Area (sq. ft.) of each building, and total building area (including carports and garages)
- ❑ Area (sq. ft.) and percentage of lot devoted to driveway and open parking
- ❑ Public Works improvements
  - a. Existing b. Proposed
- ❑ Fire hydrants (including size and type)
- ❑ Usable open space, as defined in the zoning ordinance
- ❑ Other _____
  _____
  _____
  _____

An additional review fee of $_____ will be required for the above noted item(s).