City of Fullerton
Community Development Department

Site Plan, Planned Residential Development (PRD), & Certificate of Compliance 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. Master 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 -

Minor Site Plan……	❒	$1,164.80
Major Site Plan……	❒	$3,540.16
Planned Residential Development ……	❒	$2,589.60 plus $20/lot
Certificate of Compliance……	❒	$283.92
Security Fencing Plan Review……	❒	$170.56

4. Document Imaging Fee (per application request) …… ❒ $43 ❒ $99 (if appl. is $1000 or more)

5. Environmental Fee (to be determined by staff)

a.	Initial Study and Negative Declaration……	❒	$ 2,500.00* Deposit
	County Recorder's Fee ……	❒	$ 50
	State Fish and Game Fee ……	❒	$ 2,181.25**
b.	Environmental Impact Report (EIR) ……	❒	$ 5,000* Deposit
	County Recorder's Fee ……	❒	$ 50
	State Fish and Game Fee……	❒	$ 3,029.75**
c.	Project exempt from environmental review		
	County Recorder's Fee ……	❒	$ 50

*Actual staff time will be charged against deposit

**State Fish and Game fees are neither set nor collected by the City and are provided for informational purposes only. Applicants encouraged to contact the Dept. of Fish and Game to obtain a Determination of No Effect and/or the current fees at (916) 651-0603.

6. Drawings – site plan, floor plan and building elevations drawn to scale - 12 full sized sets and one reduced set (8 1/2" x 11"); digital plans are required (jpg or pdf) once the project is deemed complete.

B. PROCEDURE

The above Requirements are to be filed with the Community Development Department by appointment only. Following technical review, and once the application is deemed complete, the project will be set for its respective public review process. For Minor Site Plans, the application will be scheduled for review by the Community Development Director. Major Site Plan applications will be placed on the agenda of the Planning Commission, and a public hearing will be held; the decision by the Planning Commission is final unless appealed to the City Council. More information on application submittal, hearing bodies and dates is available at:
http://www.cityoffullerton.com/depts/dev_serv/planning_/planningformsapplications/default.asp

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.

Drawing Information Checklist

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 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).

CITY OF FULLERTON
COMMUNITY DEVELOPMENT DEPARTMENT

303 W. Commonwealth Ave. ◈ Fullerton ◈ CA ◈ 92832 ◈ (714) 738-6550 or (714) 773-5773

Master Application Form

1. Address (location) of property: _____

2. Submitted by:

Property owner:	_____	*Applicant:*	_____
Mailing address:	_____	*Mailing address:*	_____
City, State, Zip Code	_____	*City, State, Zip Code*	_____
Phone number:	_____	*Phone number:*	_____
Email address:	_____	*Email Address:*	_____

3. Property owner authorization for applicant (Signature must be notarized)

I hereby authorize the above listed applicant to act as my representative.

_____
Signature of Property Owner

4. Notarization

STATE OF CALIFORNIA)
) ss.
COUNTY OF _____)

On _____, before me, _____, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signatures(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct

WITNESS my hand and official seal.

Notary Seal

_____
Signature of Notary Public

5. ❒ All required plans and documents attached.

6. ❒ Planning Action Description/Justification form attached.

FOR OFFICE USE ONLY

Date Filed:	*SRC Hearing Date:*	***Types of Applications***	***Fees Paid*** (See attached Fee Worksheet for Details)
General Plan Designation:	*PC Hearing Date:*	❒ *Abandonment* ❒ *Certificate of Compliance* ❒ *Conditional Use Permit* ❒ *General Plan Revision* ❒ *Historical Landmark* ❒ *Major Development Project* ❒ *Major Site Plan Review* ❒ *Minor Development Project* ❒ *Minor Site Plan Review* ❒ *PRD Concept* ❒ *Security Fence Review* ❒ *Specific Plan* ❒ *Tentative Parcel Map* ❒ *Tentative Tract Map* ❒ *Variance* ❒ *Zoning Adjustment* ❒ *Zone Amendment* ❒ *Other* _____ ❒ *Other* _____	
Zoning Designation:	*RDRC Hearing Date*		
CEQA Determination:	*Project Planner:*		
APN(s)			
Application Number(s)			

City of Fullerton
Community Development Department

Action Description/Justification

(Attach additional sheets as necessary.)

1. Project location:

_____

_____

2. Describe project and request(s), **including FMC code section numbers**:

_____

_____

_____

_____

_____

3. If application is for Site Plan, Development Project or Conditional Use Permit(s), answer the following: Describe how the proposed use is substantially compatible with uses permitted in the same general area and how the proposed use would not be materially detrimental to other properties within the same area.

_____

_____

_____

_____

_____

_____

4. For Zoning Adjustment or Variance, Government Code Section 65906 states; "Variance from the terms of the zoning ordinance shall be granted only when, because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, strict application of the zoning ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification." Further, no variance shall be granted which would, "constitute a grant of special privileges inconsistent with the limitations upon other properties in the same vicinity and zone."

   Describe how your request for a Zoning Adjustment of Variance meets the above requirements:

_____

_____

_____

_____

Project File No. _____ Zone/GP _____ Recommendation _____ Date/Rec'd by _____

City of Fullerton
Community Development Department

Preliminary Environmental Description

Applications for projects in the City of Fullerton cannot be processed until an initial study of environmental impacts has been completed and an exemption granted, negative declaration or Environmental Impact Report prepared. ***Please complete the following and return AT LEAST ONE WEEK PRIOR to submitting your formal application package.*** *(Also include 3 copies of preliminary site plans, if applicable.)*

Date: _____

1. Submitted by:

Applicant: _____

Mailing Address: _____

_____

_____

Phone: _____

Email: _____

Project contact: _____

Mailing Address: _____

_____

Phone: _____

2. Proposed use:

_____

3. Project description: *(attach related site/development plans)*

Project Address: _____

Existing zoning: _____

Assessors Parcel #: _____

Site size: _____ *Bldg. square footage:* _____

Number of floors: _____ *Amount of parking:* _____

Proposed scheduling: _____

Associated project: _____

4. Project intensity: (***If residential***, include number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected. ***If commercial***, indicate the type (neighborhood, city or regionally oriented), square footage of sales area, and loading facilities. ***If industrial***, indicate type, estimated employment per shift, and loading facilities. ***If institutional***, indicate major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.)

_____

_____

_____

_____

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

_____

_____

Note: Not all projects will necessitate the preparation of an EIR. The above information is necessary, and should be as complete as possible, to determine the existence of any significant environmental effects. A response will be forthcoming as to determination as soon as possible.

Project File No. _____ Zone/GP _____ Recommendation _____ Date/Rec'd by _____

City of Fullerton Community Development Department

Preliminary Environmental Description

6. Will the proposed development cause or create any of the following effects? *****

	No	Yes		No	Yes
Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours?			Substantial change in exiting noise or vibration levels in the vicinity?		
Change in scenic views or vistas from existing residential areas or public lands or roads?			Site on filled land or on slope of 10 percent or more?		
Change in pattern, scale or character of general project area?			Use or dispose of potentially hazardous materials, such as toxic substances, flammables or explosives?		
Significant amounts of solid waste or litter?			Substantial change in demand for municipal services (police, fire, water, sewage, etc.)?		
Change in dust, ash, smoke, fumes or odors in the vicinity?			Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)?		
Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns?			Relationship to a larger project or series of projects?		

****Categories above with "yes" answer should be explained on a separate attachment.***

7. Is the proposed project located on a site that has been identified in the ***State of California Hazardous Waste and Substances Sites List*** (Cortese)*, prepared by the Department of Toxic Substances Control pursuant to Government Code Section 65962.5? ____Yes ____No **Consult with Planning Division for current listing.*

8. 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 site as needed. (Snapshots or polaroid photos will be accepted.)

_____

_____

_____

_____

_____

9. 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/multi family, retail shops, etc.), and scale of development (height, frontage, setbacks, etc.). Attach photographs of the vicinity as needed. (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