

CITY OF CYPRESS

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

CONDITIONAL USE PERMIT PROCESS

1. Submit a Preliminary Design Review package. **Approval of a Preliminary Project Review and Preliminary Water Quality Management Plan (if applicable) are required prior to submission of a formal application for a Conditional Use Permit.** Refer to the Preliminary Project Review Process form for information on the review process and requirements.
2. Submit a formal Application for Conditional Use Permit which shall include:
 - a. Completed Conditional Use Permit application form.
 - b. A 300-foot radius map containing all property owners within 300 feet of the exterior boundaries of the subject property.
 - c. **Two (2) sets** of gummed labels with all property owners' names and addresses from the 300-foot radius map and **two (2) photo copies** of the labels.
 - d. Ten (10) copies of the final site plan, elevation plan(s) and floor plan(s); fully dimensioned, and one (1) complete set of reduced plans (11" x 17"). Plans shall be drawn to scale on paper no smaller than 11" x 17" and no larger than 24" x 36" and all plans must be folded to no larger than 9" x 12". Elevation plans should be detailed to indicate type and color of building materials. A preliminary landscape plan shall also be submitted as part of the application.
 - e. **One copy of a colored illustrative site plan showing all buildings, parking areas, and landscaped areas.**

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

- f. Filing fee: Minor \$700.00 Minimum Fee/Actual Cost
 Major \$2,000.00 Minimum Fee/Actual Cost
- g. Environmental assessment fee. (City staff will prepare all necessary State required documents as a courtesy to the applicant.)

Categorical Exemption.....\$100.00
 Negative Declaration.....\$350.00 Minimum Fee/Actual Cost
 Mitigated Negative Declaration....\$600.00 Minimum Fee/Actual Cost

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 project will be presented to the City Council by staff in a public hearing a minimum of six (6) weeks after the completed Conditional Use Permit application is submitted to the City. The City Council hearing date could be extended if additional information is needed or if a detailed environmental analysis (ie: EIR or Negative Declaration) is required for the project.
5. 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 for Fish and Game fees. Environmental documents requiring Fish and Game fees include: a Notice of Categorical Exemption, a Certificate of Fee Exemption (de minimis impact finding), a Negative Declaration, or an Environmental Impact Report. Refer to the attached memorandum for the current list of Fish and Game Fees and filing fees due to the County Clerk for the various types of environmental determination forms.
6. The applicant then submits construction drawings to the City's Building Division for plan check and issuance of building permits.
7. 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.

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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.
21. If the project consists of new paved area, the expected percent change in pervious surface area of the site shall be indicated here.
22. If applicable, a Water Quality Management Plan (WQMP) shall be submitted with the development plans for the project.

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> |
|--|--------------------------|--------------------------|
| 23. Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours. | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Change in scenic views or vistas from existing residential areas or public lands or roads. | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Change in pattern, scale or character of general area of project. | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Significant amounts of solid waste or litter. | <input type="checkbox"/> | <input type="checkbox"/> |

- | | <u>Yes</u> | <u>No</u> |
|---|--------------------------|--------------------------|
| 27. Change in dust, ash, smoke, fumes or odors in vicinity.. | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Change in ocean, bay, lake, stream, or ground water quality or quantity, or alteration of existing drainage patterns. | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Substantial change in existing noise or vibration levels in the vicinity. | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Site on filled land or on slope of ten percent (10%) or more. | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives. | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Substantial change in demand for municipal services (police, fire, water, sewage, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. Relationship to a larger project or series of projects. | <input type="checkbox"/> | <input type="checkbox"/> |

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 Polaroid photos will be accepted.
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 (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 _____

CITY OF CYPRESS
5275 Orange Avenue
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NOTIFICATION OF NEW PLANNING FEES

DATE: January 1, 2008
TO: All Planning Permit Applicants
FROM: Ted J. Commerdinger, Director of Community Development
SUBJECT: Filing Fees for the State Department of Fish and Game for Negative Declarations and Environmental Impact Reports.

In January, 1991, a new law (Assembly Bill 3158, Fish and Game Code §711.4, and Public Resources Code §21089) went into effect which required the payment of filing fees for all Negative Declarations and Environmental Impact Reports. The Purpose of the fees is to provide funding to the Department of Fish and Game to replace and protect fish and wildlife resources consumed through urbanization and development.

All planning and development applications filed or approved after January 1, 1991, will be reviewed to determine applicability of the new fees. Typical applications subject to this new law include conditional use permits, site plan review (Design Review and Staff Review Committee Permits), subdivision maps, variances, zone changes, and General Plan amendments. The subject fees are as follows:

Negative Declarations	\$1,876.75
Environmental Impact Reports	\$2,606.75
Certificate of Fee Exemption	\$ 50.00
Notice of Categorical Exemption	\$ 50.00

The procedure for the implementation of the new law is as follows:

1. After an application is filed, the Community Development Department will conduct an initial study of the project to determine any possible environmental impacts according to the requirements of the California Environmental Quality Act (CEQA). If the project is determined to be categorically exempt from CEQA, no fees are required by the Department of Fish and Game. Project approval will be conditioned to require payment of a \$50.00 County filing fee for the Notice of Categorical Exemption. If it is determined that a Negative Declaration will be filed or that an Environmental Impact Report will be prepared, the applicant will be notified of the applicable fees.

2.

- A. If the proposed project requires the filing of a Negative Declaration or the preparation of an Environmental Impact Report, approval of the project will be conditioned to require payment of the appropriate Department of Fish and Game fees.
- B. If an initial study determines that a Negative Declaration will be filed for a proposed project, but the project has no potential to adversely impact fish and wildlife (“de minimis” impact), then a Certificate of Fee Exemption (including such a finding) may be filed. Project approval will be conditioned to require payment of a \$50.00 County processing fee for the Certificate of Fee Exemption.

3.

- A. Following City Council approval of a project, the applicant/developer must, within 48 hours of approval of the project, deliver to the Community Development Department a check payable to the County Clerk-Recorder in the amount of \$1,876.75 for a Negative Declaration, \$2,606.75 for an Environmental Impact Report, \$50.00 for the filing of a Certificate of Fee Exemption, or \$50.00 for the filing of a Notice of Categorical Exemption. If the check for the applicable fee is not delivered within the 48 hour period, the project approval will be void.
- B. Following City Council approval of a project, the Community Development Department will send the applicant’s check for the appropriate fees, with the Notice of Determination, or Notice of Categorical Exemption to the County Clerk-Recorder. The County Clerk will mail the receipt to the City of Cypress, and the Community Development Department will forward a copy of the receipt to the applicant.

Revised 1/08

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NOTIFICATION OF NEW LANDSCAPING STANDARDS

TO: All Planning Permit Applicants
FROM: Christine Eynon, Planning Director
SUBJECT: Water Efficiency Landscape Ordinance Requirements
DATE: January 1, 1993

All planning and development applications filed or approved after December 18, 1992, will be reviewed to determine the applicability of the new Water Efficiency Landscape Ordinance (Zoning Ordinance Section 23 Landscaping). Typical applications subject to this new ordinance include conditional use permits and site plan review (Design Review Committee) permits. Exceptions to the Ordinance include single-family residential projects located within the RS-6,000 and RS-15,000 Zones; multiple-family projects containing less than three (3) dwelling units located within the RM-15 and RM-20 Zones; registered historical sites; golf courses; and cemeteries.

As required by the California Water Conservation in Landscaping Act, the Cypress Water Efficiency Landscape Ordinance requires the use of drought tolerant plant material and water conservation measures pertaining to landscape and irrigation purposes. The new ordinance changes the City's existing landscape requirements by requiring the use of drought tolerant landscape material and mulch in planter beds, and by limiting the use of turf material. In addition, the new ordinance requires the use of low water flow irrigation systems. A copy of the Cypress Water Efficiency Landscape Ordinance is available upon request in the City Planning Department.

A detailed landscape and automatic irrigation plan should be submitted to the Planning Department for review and approval at least sixty (60) days prior to issuance of a Certificate of Occupancy. The required fees associated with the Landscape Ordinance are as follows:

Landscape/Irrigation Plan Review	\$100.00
Landscape Inspection	<u>\$ 50.00</u>
Total Landscape Plan Processing Fees	\$150.00*

* The total landscape plan processing fees shall be paid at the time landscape and irrigation plans are submitted to the Planning Department for review.

(revised 10/93)

NOTICE

**Effective September 29, 2014
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)	\$400.00
Residential site review, access review for single-family home larger than 3,600 sq. ft. (Code PR160)	\$650.00
Parcel Map (Code PR110)	\$480.00
Tentative Tract Map (Code PR110)	\$480.00
Final Tract Map review (Code PR115)	\$340.00
CEQA (Notice of Preparation, EIR, and other environmental documents) – Projects with potentially significant fire impacts (Code PR100)	\$400.00



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.