

**CITY OF CYPRESS**  
5275 Orange Avenue  
Cypress, California 90630  
(714) 229-6720

**PRELIMINARY PROJECT REVIEW PROCESS**

1. Discuss project with Planning staff to determine zoning regulations, unusual characteristics of site, and land use compatibility with surrounding properties.
2. Submit a Preliminary Project Review request. **Approval of a Preliminary Project Review and Preliminary Water Quality Management Plan (if applicable) are required prior to submittal of a formal application for a Conditional Use Permit, Major Design Review Committee Permit, Staff Review Committee Permit, or Residential Subdivision.**
3. The Preliminary Project Review request shall include:
  - a. Completed Preliminary Project Review form.
  - b. Seven (7) copies of the preliminary site plan, elevation plan, and floor plan; drawn to scale and fully dimensioned, folded to approximately 9" x 12" in size, **and a CD which contains ALL plans in pdf format (Site Plans, Floor Plans and Elevations)**. Elevation plans should be detailed to indicate type and color of building materials.
  - c. Filing fee:

Single-Family Residence.....	\$250.00	Minimum Fee/Actual Cost
Minor Development Projects.....	\$350.00	Minimum Fee/Actual Cost
All Others .....	\$1,000.00	Minimum Fee/Actual Cost
4. The plans will be routed to all Departments and reviewed by the Design Review Committee. The case planner will provide comments to you within a 3-4 weeks. At that time, you may need to revise your plans to incorporate the comments prior to re-submittal. Once revised plans are submitted, they will be reviewed and rerouted if necessary. Once all comments and changes have been incorporated to the satisfaction of the City, a formal entitlement application can be submitted.
5. For large projects, a 3D SketchUp or similar model of the development may be required. The model shall show all buildings within and surrounding the project site.
6. Prior to the submittal of a formal entitlement application(s), all building and or zoning code violations that exist on the property shall be corrected.

**GENERAL REQUIREMENTS**

Prior to submitting your request, discuss your project with the case planner who will note those items below which are applicable to your project.

All plans shall be folded to 9" x 12", stapled, edge bonded or grouped to form the required number or sets. Each set of plans shall include:

\_\_\_\_\_ Completed Preliminary Project Review form and applicable Fee.\*

\_\_\_\_\_ Completed Environmental Initial Study Form.\*

\_\_\_\_\_ Vicinity map marking project location\* (use 300-foot radius assessor's map as a base).

\_\_\_\_\_ Site plan (1/20 scale minimum, 1/100 for subdivisions), \_\_\_\_\_ plot plan.\*

\_\_\_\_\_ Architectural plans (1/8 scale minimum), \_\_\_\_\_ elevations.\*

\_\_\_\_\_ Master plan or guidelines for signage.\*

\_\_\_\_\_ Set of colored elevations or rendering.

\_\_\_\_\_ Materials and colors board, color samples.\*

\_\_\_\_\_ Preliminary Water Quality Management Plan (WQMP)<sup>1</sup>

\_\_\_\_\_ Photos of the site and adjoining properties.\*

## SPECIFIC REQUIREMENTS

### Site Plan including:

\_\_\_\_\_ North arrow.\*

\_\_\_\_\_ Title block indicating drawing scale, name and address of applicant, architect and/or engineer, and date of plans preparation.\*

\_\_\_\_\_ Create a General Notes section on your site plan.

\_\_\_\_\_ Provide a statistical summary including: \_\_\_\_\_ total lots, lots \_\_\_\_\_ required and proposed lot sizes, landscape lots, \_\_\_\_\_% open space, \_\_\_\_\_ total units, \_\_\_\_\_ floor plan types, \_\_\_\_\_ required and proposed density, \_\_\_\_\_ required and proposed lot coverage, and \_\_\_\_\_ FAR on site plan.

\_\_\_\_\_ Zoning, \_\_\_\_\_ site layout/lot(s) configuration.

\_\_\_\_\_ All boundaries of site fully dimensioned and tied with the center line of the street.\*

\_\_\_\_\_ Dimensions from closest intersection.

\_\_\_\_\_ Names of closest cross streets.

\_\_\_\_\_ Identification of lines, such as curb face, property line, center line of street, etc.

\_\_\_\_\_ Building footprints.\*

\_\_\_\_\_ Building projections.

\_\_\_\_\_ Building setbacks.\* \_\_\_\_\_ front, \_\_\_\_\_ sides, \_\_\_\_\_ rear, \_\_\_\_\_ other.

\_\_\_\_\_ Proposed and required setbacks of any existing structures from property lines.

\_\_\_\_\_ Parking lot layout, \_\_\_\_\_ stall sizes, \_\_\_\_\_ drives, \_\_\_\_\_ striping, \_\_\_\_\_ property access, traffic directions and circulation. \_\_\_\_\_ Provide tabulations for number of parking spaces \_\_\_\_\_ required and proposed.

\_\_\_\_\_ Existing structures, trees, fences and signs to be removed or to be saved and protected.\*

\_\_\_\_\_ Adjacent structures.\*

\_\_\_\_\_ Trash enclosure location, and \_\_\_\_\_ proposed wall and fences.

\_\_\_\_\_ Location of all visible utilities and mechanical equipment, including \_\_\_\_\_ electrical transformers, A.C. units, \_\_\_\_\_ utility poles, \_\_\_\_\_ TV and telephone junction boxes, \_\_\_\_\_ gas and electrical meters in compatible enclosures etc.

\_\_\_\_\_ Exterior lighting.

\_\_\_\_\_ Mail boxes, when applicable.

\_\_\_\_\_ Loading areas.

\_\_\_\_\_ The width and location of all existing or proposed easements.

\_\_\_\_\_ The name, location and width of any adjacent public or private street. Width should include any required street widening.

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<sup>1</sup> City approval of the Preliminary WQMP is required prior to submittal of any formal application.

- \_\_\_\_\_ Indicate all existing fire hydrants, catch basins, gutters and water main sizes within 100' of project.
- \_\_\_\_\_ Indicate all utility poles and street lights on property.
- \_\_\_\_\_ All proposed public improvements properly dimensioned.

Architectural Plans including:

- \_\_\_\_\_ Describe the major architectural elements forming the image of your project. In case of remodels describe the proposed changes.\*
- \_\_\_\_\_ Dimensioned elevations, sides, front and rear (include front elevations of adjacent structures in case of remodels).\*
- \_\_\_\_\_ Show building materials, colors and textures keyed to materials board on your elevations.\*
- \_\_\_\_\_ Preliminary floor plan.\*
- \_\_\_\_\_ Roof plan (mechanical equipment and its screening shall be integrated with the design of the building).\*
- \_\_\_\_\_ Indicate exterior lighting and signage (refer to sign plans).\*

Landscaping Plans including:

- \_\_\_\_\_ Description of basic landscape concept.
- \_\_\_\_\_ Preliminary grading/drainage plan <sup>2</sup>
- \_\_\_\_\_ Required and proposed landscape area.
- \_\_\_\_\_ Size and number of trees, shrubs and ground cover (plant palette).
- \_\_\_\_\_ Pedestrian circulation and walks.
- \_\_\_\_\_ Show various pavement materials.
- \_\_\_\_\_ Lighting locations.
- \_\_\_\_\_ Screening of utility, mechanical equipment, and trash enclosures.
- \_\_\_\_\_ Treatment of perimeter walls.
- \_\_\_\_\_ Preliminary irrigation plan.

Additional Information Required:

- \_\_\_\_\_ For projects requiring Design Review approval, the applicant shall complete the supplemental Design Review Compliance page included with this form.
- \_\_\_\_\_ Traffic Study<sup>3</sup>
- \_\_\_\_\_ Letter to the Design Review Committee addressing EIR Mitigation Measures and design review conditions/comments.
- \_\_\_\_\_ Parking/use intensity study.
- \_\_\_\_\_ Noise report.
- \_\_\_\_\_ Soils report.
- \_\_\_\_\_ Agricultural soils report.
- \_\_\_\_\_ Title report.
- \_\_\_\_\_ Letter from Utility Companies stating they will provide service for \_\_\_\_\_electricity, \_\_\_\_\_water, \_\_\_\_\_sewer, \_\_\_\_\_gas, and \_\_\_\_\_trash collection.
- \_\_\_\_\_ Complete development agreement application and respective fees at the time of formal submission.

<sup>2</sup> Prepared and stamped by a licensed Civil Engineer

<sup>3</sup> Prepared and stamped by a licensed Civil Engineer and subsequent approval by City Engineer prior to submittal of formal application.

Signage Plans including:

- \_\_\_\_\_ State name of sign master plan if applicable.\*
- \_\_\_\_\_ Submit sign master plan for \_\_\_identification signs, and \_\_\_street addresses.
- \_\_\_\_\_ Signature of landlord.\*
- \_\_\_\_\_ Location of existing and new signs.\*
- \_\_\_\_\_ Materials (manufacturers and code numbers).\*
- \_\_\_\_\_ Colors and samples.\*
- \_\_\_\_\_ Sizes.\*
- \_\_\_\_\_ Methods of lighting.\*
- \_\_\_\_\_ Methods of installation.\*

**\*NOTE: Normally required for Minor Reviews.**

The planning staff will evaluate your submittal using this list to verify completeness and quality of development. Please provide plans which include all applicable items identified above.

## Design Review Compliance

Please indicate how your project will comply with the following objectives:

1. Ensure that the uses and structures would conserve the values of adjacent properties and would not prove detrimental to the character of the uses or structures already established in the area
2. Ensure that proposed development would properly relate to its site and to surrounding sites and structures, and to prevent the erection of structures that would be inharmonious with their surroundings.
3. Ensure that projects, sites, and structures subject to design review are developed with the proper consideration for the aesthetic qualities of the natural terrain and landscape, and that existing shrubs and trees are not indiscriminately destroyed.
4. Ensure that the design and exterior architecture of proposed structures would not be so at variance with either the design or exterior architecture of the structure already constructed or being constructed in the immediate neighborhood so as to cause a substantial depreciation of property values in the neighborhood.
5. Ensure that landscaping, open spaces, and parking areas are designed to enhance the visual and physical use of the property and to screen deleterious uses.
6. Ensure that proposed development complies with all of the applicable provisions of the Cypress zoning ordinance.

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**PRELIMINARY PROJECT REVIEW**

**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 \_\_\_\_\_

Preliminary Step No. 1  No. 2

DRC Fee \_\_\_\_\_

Preliminary WQMP Submitted

Env. Fee \_\_\_\_\_

Total Paid \_\_\_\_\_

## PROJECT DESCRIPTION/DESIGN STANDARDS SHEET

Proposed Project: \_\_\_\_\_

Project Name: \_\_\_\_\_

Property Address/Location: \_\_\_\_\_

Existing Uses and/or Structures: \_\_\_\_\_

Surrounding Uses: North \_\_\_\_\_

South \_\_\_\_\_

East \_\_\_\_\_

West \_\_\_\_\_

Item	Required/Existing	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

# CITY OF CYPRESS

5275 Orange Avenue  
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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 Water Quality Checklist for New Development and Significant Redevelopment Projects

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Description: \_\_\_\_\_

<b>Planning Priority Projects Subject to a WQMP</b>	<b>YES</b>	<b>NO</b>
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 <b>(Section 7.II-1.5</b> 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 <b>Section 7.II-2.0</b> 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 4<sup>th</sup> 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.

# 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.

<b>PROJECT TYPE</b>	<b>FEE</b>
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