

CITY OF CYPRESS

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

APPLICATION REQUIREMENTS FOR AN ADMINISTRATIVE ADJUSTMENT

Application shall be accompanied by the following:

1. Prior to filing a formal application, submit a Preliminary Design Review Application. Preliminary Design Review approvals are required prior to submission of a formal application. Refer to the Preliminary Design Review Application for information on the Review Process and Requirements.
2. A complete formal application on the form furnished by the City of Cypress.
3. Three (3) complete sets of plans (11" x 17"), with written dimensions and clearly indicating the following information:
 - a. Lot dimensions, north arrow and scale.
 - b. All buildings and structures; location, height, size and proposed use.
 - c. Yards and space between buildings.
 - d. Walls and fences; location, height and materials.
 - e. Off-street parking; location, number of spaces and dimension of parking area, internal circulation pattern.
 - f. Access, pedestrian, vehicular, service, points of ingress and egress.
 - g. Loading; location, dimensions, number of spaces, internal circulation.
 - h. Lighting; location and general nature, hooding devices.
 - i. Street dedications and improvements.
 - j. All existing and proposed signs (if applicable).
 - k. Existing and proposed easements.
 - l. Existing driveways, alleys and other traffic access points adjacent and across from property being developed.
 - m. Owner and developer of property.
 - n. Name and address of person who prepared the map, including license number.
 - o. Date of submittal of development plans.
 - p. Name, location and width of each adjacent street.

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.

4. Architectural drawings showing all affected elevations for proposed structures and/or buildings.
5. All plans shall clearly indicate revision dates.
6. Such other data or drawings as may be required by the Community Development Department to make the required findings.
7. A verified (notarized) list of the name and address of all adjacent property owners, as shown on the last assessment roll of the County of Orange.
8. One (1) set of typed gummed labels, plus two (2) photo copies, with the names and addresses of the property owners required above.

PROCEDURES TO OBTAIN A GRADING PERMIT

1. Submit two (2) sets of bluelines for check. Plan should show the following:
 - a. Existing street grades, if any.
 - b. Adjoining property grades.
 - c. Proposed pad elevations.
 - d. Proposed curb and/or gutter elevations.
 - e. Proposed elevations along property line of property to be developed.
 - f. Elevation of footing and top of wall and size of block of any existing block walls on property line.
 - g. Preliminary soils report.
 - h. Proposed areas for landscaping.
 - i. Name of designer.
2. Public Works bonds and fees must be posted and paid.
3. Prior to issuance of permit, Grading Plan must be signed by City Engineer.
4. If over 2,000 cubic yards of dirt are moved, a performance bond must be posted.
5. Grading permit fee must be paid in accordance with Uniform Building Code.
6. Submit final soils report, prepared by a qualified soils firm, certifying grades and compaction.

PROCEDURES TO OBTAIN A BUILDING PERMIT

1. Prior to issuing a building permit, the developer and City Staff shall determine that all conditions have been complied with and that the following items have been completed:
 - a. Street improvement plans, if applicable, must be signed by the City Engineer.
 - b. Public works bonds and fees must be posted and paid.
 - c. Building plans must be checked and approved.
 - d. Final landscape and irrigation plans must be approved before Certificate of Occupancy.
 - e. Route sheet to be signed by all responsible Departments upon completion of above items.

PROCEDURES TO FILE LANDSCAPE AND IRRIGATION PLANS FOR REVIEW, PLAN CHECKING AND INSPECTION

1. Two (2) weeks prior to Community Development Department review of Landscape Plans, the following procedures should be followed:
 - a. Four (4) sets of landscaping and irrigation plans should be submitted to the Community Development Department for review by the Planning Division and Public Works Department and recommendations to the Planning Division.
 - b. The landscaping and irrigation construction will be inspected by the Planning and Building Divisions of the Community Development Department and the Maintenance Division of the Public Works Department.
2. Approved plans by the Planning Division which include revisions or alterations from the original plans must comply to the following:
 - a. Two (2) sets of working drawings showing landscaping and irrigation shall be submitted to the Engineering Division for checking.
 - b. Following review and comments by the Engineering Division, the working drawings must be signed by the Community Development Director prior to landscaping construction.