



CITY OF PLACENTIA
DEPARTMENT OF DEVELOPMENT SERVICES
401 E. CHAPMAN AVENUE, PLACENTIA, CA 92870
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**DEVELOPMENT PLAN REVIEW
SUBMITTAL REQUIREMENTS**

A PROJECT WILL NOT BE SCHEDULED FOR A PUBLIC HEARING UNTIL ALL INFORMATION HAS BEEN DETERMINED TO BE ADEQUATE AND COMPLETE. THE FOLLOWING SHALL BE INCLUDED AT THE TIME OF APPLICATION SUBMITTAL:

- 1. FEES: As per the most current adopted fee schedule. Make check(s) payable to "City of Placentia".
- 2. COMPLETED APPLICATION WORK SHEET: If the owner(s) is not available, a notarized letter of authorization is acceptable. Please inform the Notary Public that Jurat Certificates are required.
- 3. Applicant shall obtain site development approval/special conditions of approval from the Orange County Fire Authority (OCFA) as part of the completed application package (if applicable).
- 4. Applicant shall obtain site development approval/special conditions of approval from the City's contracted waste collection provider as part of the completed application package (if applicable).
- 5. PROOF OF COMPLIANCE WITH THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) consisting of one of the following determinations:
 - a. Project is Categorically Exempt
 - b. Initial Environmental Assessment and determination of requirement for either:
 - A Negative Declaration
 - A Mitigated Negative Declaration
 - A Draft Environmental Impact Report (EIR)
- 6. PUBLIC NOTIFICATION LIST AND MAP (RADIUS MAP): Three (3) sets of typed, gummed address labels containing the names and addresses of all property owners within a five hundred (300) foot radius (either wholly or partially) of the exterior boundary lines of the property involved, and a map of such. Each mailing label must contain the assessor parcel number above the name of the owner and applicable address. The person who prepared the radius map and mailing labels shall write and sign a letter certifying that the information is true and accurate according to the latest available County of Orange assessment roll.

If a property is located within an integrated commercial/retail or industrial development, please also include three (3) sets of typed, gummed address labels containing the names and addresses of all business owners within the development.

Ten (10) calendar days prior to the review decision date, the property owners within a five-hundred (300) foot radius of the subject property shall be notified by mail of the application.

- 7. SUBMIT "WILL SERVE LETTERS" from all utility companies and agencies that will service the proposed project. A list may be obtained from the City Planning Division.

- 8. SIX (6) SETS OF FULL SIZE PLANS (24" X 36") AND ONE (1) ELECTRONIC COPY (PDF FORMAT) drawn to engineering/architectural scale, fully dimensioned, and indicating the following:

*Additional sets of plans may be requested if the proposed development project is appealed to City Council.

A. SITE PLAN:

- Title block including name of project, location, name, address, telephone number, applicant and architect/engineer
- North arrow, scale of plan
- Vicinity map showing closest major streets, distances to cross streets and surrounding land uses
- Legal property lines, lot dimensions (per most current Orange County Assessor's Parcel Map)
- All required street dedications and improvements
- All proposed structures and existing structures on properties immediately adjacent to the subject site
- Setback dimensions of the proposed building(s) to all property lines and structures
- Location, height, material and color of all walls, fences and gates
- Proposed and existing above-ground equipment such as utility poles, transformers, air conditioner units, etc.
- All existing and proposed easements and dimensions
- All access points, driveaisles, parking spaces, loading spaces, recreational vehicle spaces and typical dimensions
- All freestanding exterior lighting fixtures, location, size and height
- Site summary table including gross/net acreage of site, parking spaces required/provided, percentage of lot coverage permitted/proposed, percentage of landscaped areas required/provided and gross floor area of proposed building(s)

B. DETAILED GRADING AND DRAINAGE PLAN:

- Existing and proposed contours on the site and within one hundred (100) feet of the boundaries of the site
- Proposed elevation of the site

- All existing and proposed structures and improvements including curbs, gutters, driveways, sidewalks and median islands on the site and within one hundred (100) feet of the site

C. DETAILED LANDSCAPE PLAN:

- Plant palate including names, types and sizes of plant materials to be used
- Irrigation system indicating type of system, location of water mains and control valves and hose bibs
- Landscaping and irrigation shall comply with Chapter 23.77, Xeriscape Ordinance of the Placentia Municipal Code

D. BUILDING ELEVATIONS:

- All buildings, structures, wall-mounted identification signs and exterior light fixtures, solar panels (if provided)
- Note all exterior finishes and colors
- Color chips and material samples mounted on an 8 1/2" x 14" display board
- Cross section of structures

E. FLOOR PLAN(S)

- 9. ALL OF THE ABOVE DRAWINGS SHALL BE BOUND AND FOLDED TO APPROXIMATELY 8" X 12" AND ARRANGED IN SETS IN THE FOLLOWING ORDER:
 - a. Site Plan
 - b. Detailed Grading and Drainage Plan
 - c. Detailed Landscape Plan
 - d. Building Elevations
 - e. Floor Plans(s)
- 10. ONE (1) COMPLETE SET, COLORED (FOR PRESENTATION PURPOSES) OF THE FOLLOWING PLANS:
 - a. Site Plan
 - b. Detailed Landscape Plan
 - c. Building Elevation(s)
 - d. Floor Plan(s)
- 11. ARCHITECTURAL RENDERING (2 or 3 point perspective drawing of the proposed development), if required
- 12. ONE (1) 8.5" X 11" COPY of submittal plan set

***PLEASE NOTE THAT THE ITEMS LISTED ABOVE ARE MINIMUM REQUIREMENTS. ADDITIONAL INFORMATION MAY BE REQUIRED FOR CLARIFICATION DURING THE REVIEW PROCESS.**