



CITY OF PLACENTIA
DEVELOPMENT SERVICES DEPARTMENT
401 E. CHAPMAN AVENUE, PLACENTIA, CA 92870
PHONE: (714) 993-8124 FAX (714) 961-0283

USE PERMIT (Planning Commission approval)
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
- 3. 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)
- 4. 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 three-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 three-hundred (300) foot radius of the subject property shall be notified by mail of the application.
- 5. SIX (6) SETS OF FULL SIZE PLANS (24" X 36") AND TWO (1) ELECTRONIC COPY (PDF FORMAT) drawn to engineering/architectural scale, fully dimensioned, indicating the following:
 - A. SITE PLAN:
 - North arrow, scale of plan
 - Title block including name of project, location, name, address and telephone number of applicant

- 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)
- Footprint of Structure and Dimensions
- Building/Site Improvements proposed (if applicable)
- On-site Parking

B. FLOOR PLAN:

- Show interior overall dimensions
- Indicate square footage of retail/commercial or industrial unit
- Show entrance and exit(s)
- Label names of rooms
- Show equipment or furniture

C. ELEVATIONS to explain or illustrate the use, if necessary

- Show all four sides of buildings indicating the different features on the elevations with a key (e.g. 1,2,3) that relates to a table on the same sheet or a color and materials sample board.
- Label the overall height of the building and incremental heights of the floor and ceiling of each level to the top of the building facade.
- Show and label the dimensions of exterior section elevations of building projections, wings, and other sides not visible on the four elevations.
- Label the roofline (in dashed lines) if it is located behind a parapet or other façade that extends above the roofline.
- Show the location of roof-mounted equipment to show that it is screened from all building sides.

6. ALL DRAWINGS SHALL BE BOUND AND FOLDED TO APPROXIMATELY 8 " X 12".

7. STATEMENT OF USE typed on business letterhead and signed by the property owner or applicant. As a minimum, the statement shall include the following information about the use:

- Detailed description of operation
- Interesting facts about the business, including history, experience of business owner, special training or education received, etc.
- Days and hours of operation
- Number of full and part-time employees
- Number of vehicles, if any, used in conjunction with the use

- Machines and equipment, if any, used in conjunction with the use
- 8. ONE (1) EACH 8.5" X 11" SIZE COPY of Site Plan and Floor Plan
- 9. STAPLE: Statement of Use, site plan and floor plan together to form six (6) sets
- 10. Check for \$50 made payable to County Clerk/Recorder