



CITY OF PLACENTIA  
DEPARTMENT OF DEVELOPMENT SERVICES  
401 E. CHAPMAN AVENUE, PLACENTIA, CA 92870  
PHONE: (714) 993-8124 FAX (714) 528-4640

**SITE 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. 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.
- 7. 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)

- 8. 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)
- 9. 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)
- 10. ARCHITECTURAL RENDERING (2 or 3 point perspective drawing of the proposed development), if required
- 11. 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.***