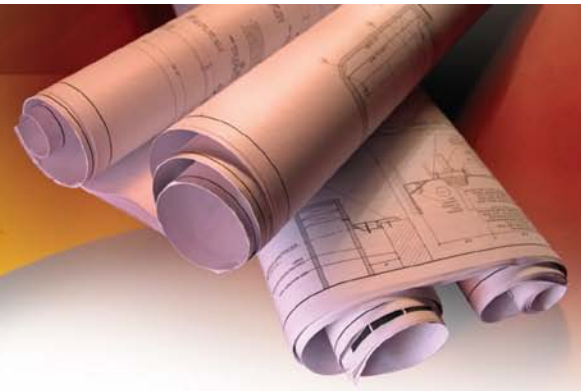


ANAHEIM



PLANNING SERVICES

**DEVELOPMENT APPLICATION
SUBMITTAL CHECKLIST REQUIREMENTS**

Introduction

Certain land use and development proposals require review and approval by the Planning Commission or City Council at a public hearing. The City of Anaheim public hearing process consists of two phases, the Application Phase and the Public Hearing Phase as outlined below. The filing deadlines for each phase are available on-line or at the Planning Services Counter. Planners are also available to help you at the Planning Services Counter, Monday through Friday between 8 a.m. and 5 p.m. or call (714) 765-5139.

Procedures

APPLICATION PHASE: City staff reviews an application to ensure that all of the required information is provided and evaluates the project. Staff forms a recommendation to the Planning Commission and prepares recommended conditions of approval. A preliminary review of the project's impact on the environment is also conducted to establish the proper environmental documentation for the project. If architectural review is required for the project, then it is also conducted during this phase. At the end of this 29-day review period, staff provides you with a letter indicating the recommended conditions of approval, staff recommendation and whether your application is ready to proceed to the next phase. After the comments are provided, you have the option to meet with City departments to address issues and discuss conditions of approval.

PUBLIC HEARING PHASE: Once an application is complete, staff schedules the application for a hearing before the Planning Commission. This process usually takes 7 weeks. You will be notified in writing that your application is complete, and you will be provided with a tentative hearing date. At this time, staff also conducts the final environmental review in compliance with the California Environmental Quality Act. For more complex environmental review cases, the documentation is done prior to entering the Public Hearing Phase. All legal noticing is prepared as required by state law and the hearing is scheduled. There are very few or no plan changes during this phase. Staff prepares the staff report and a copy of the staff report is sent to you the week prior to the public hearing.

PLANNING COMMISSION HEARING: The Planning Commission conducts a public hearing and approves, conditionally approves, or denies a project based upon staff's analysis and recommendation, and public testimony received on the project. You are required to attend the hearing and may address the Planning Commission. Testimony from the public in written form or provided in person at the hearing will also be considered. The decision of the Planning Commission may be appealed within the timeframes identified in Code Section No. 18.60.130.030 of the Anaheim Municipal Code and vary with application type. If appealed, the City Clerk will set the matter before the City Council at an advertised public hearing within sixty (60) days following receipt of a written appeal. The decision of the City Council is final.

Office Use Only: Case Number(s): _____

Application Phase - Comments Due: _____ Optional IDC Meeting Date: _____

Submittal Requirements:

The following minimum information and materials required for the processing of Planning Commission items. All plans and materials must be **folded** and be able to fit in a standard 8 ½ x 11 inch folder. Plans need to be drawn to scale and have one of the following minimum dimensions: 11" x 17", 15" x 21", 18" x 24", 24" x 36", or 30" x 42". Submittal requirements are as follows depending on the type of request:

APPLICATION PHASE

If you have obtained this application through our website, please contact a planner at 714-765-5139 to confirm applicability of the submittal items.

TIME EXTENSIONS

- 1. REQUEST LETTER: Letter from the property owner or authorized agent indicating the amount of time needed to comply with conditions of approval and justification for the requested extension.
- 2. PHOTOGRAPHS (*includes project site & surrounding properties*): 9 color sets of minimum 3.5" by 5" size labeled and mounted on paper.
- 3. [DEPOSITOR'S TRUST FUND \(DTF\) SETUP FORM](#): Must include a check in the amount identified in the Planning and Zoning Fee Schedule.

APPLIES TO ALL OTHER APPLICATIONS

- 1. DEVELOPMENT APPLICATION FORM.
- 2. [ENVIRONMENTAL/PROJECT INFORMATION FORM](#).
- 3. [DEPOSITOR'S TRUST FUND \(DTF\) SETUP FORM](#): Must include a check in the amount identified in the Planning and Zoning Fee Schedule.
- 4. PHOTOGRAPHS (*includes project site & surrounding properties*): 9 color sets of minimum 3.5" x 5" size labeled and mounted on paper.
- 5. PRELIMINARY TITLE REPORT: Must be dated within one (1) year. A Grant Deed and most recent year Tax Bill may be submitted together instead of a title report.
- 6. SITE PLAN: 20 copies. *Not required for Reinstatements.*
- 7. FLOOR PLAN: 9 copies. *Not required for Reinstatements.*

EXTERIOR TENANT IMPROVEMENT, REMODEL OR NEW CONSTRUCTION

- 8. ELEVATIONS (*for exterior modifications only*): 9 copies black and white, 1 copy colored.

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ADDITION TO BUILDING OR NEW CONSTRUCTION

- 9. SECTION PLAN (*for roof-mounted equipment, retaining walls or height variances only*): 4 copies.
- 10. ROOF PLAN (*for roof-mounted equipment or height variances only*): 4 copies.
- 11. LANDSCAPE PLAN (*if not included on site plan*): 8 copies.
- 12. SIGN PLAN (*if applicable*): 2 copies.
- 13. SEWER STUDY (*if applicable*): 3 copies.
- 14. TRAFFIC STUDY. (*if applicable*): 3 copies.
- 15. PRELIMINARY GRADING PLAN (*if applicable*): 4 copies.
- 16. COLOR & MATERIAL BOARD (New Construction and Major Remodel): One board identifying the proposed colors and samples of proposed materials.

TENTATIVE TRACT OR PARCEL MAPS

- 17. TENTATIVE TRACT OR PARCEL MAP (*if applicable*): 22 copies.

DENSITY BONUSES:

- 18. [DENSITY BONUS APPLICATION](#) (*if applicable*): Applicants requesting a Density Bonus and or Development Incentives pursuant to Chapter 18.52 (Density Bonuses) of the Anaheim Municipal Code are required to attend a joint Pre-Application Conference with the Planning and Community Development Departments and submit a Density Bonus Application.

OTHER DOCUMENTS:

- 19. PARKING STUDY: 2 copies of Parking Study (required at the time of submittal if the City's consulting traffic engineer is not used to prepare the study). A peer review by the City's consulting engineer will be required for all parking studies prepared by others.
- 20. PRELIMINARY WATER QUALITY MANAGEMENT PLAN, PRELIMINARY GRADING PLAN, HYDROLOGY AND HYDRAULIC CALCULATIONS AND SOILS AND GEOLOGICAL REPORT: 3 copies (*applicable for new construction, see Environmental/Project Information Form for applicability and the Public Works Department, Development Services Division for more information*). The hydrology calculations should include a map.
- 21. SPECIMEN TREE REMOVAL PLAN (*if applicable*): Must include location of specimen trees to be removed, reason for removal and the replacement trees.

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22. APPLICATION-SPECIFIC SUBMITTAL ITEMS (*if applicable*):

- [Conditional Use Permit Justification Letter*](#)
- [General Plan Amendment Justification Letter*](#)
- [Parking Variance Information*](#)
- [Public Convenience or Necessity Justification Letter*](#)
- [Reclassification Justification Letter*](#)
- [Reinstatement Justification Letter*](#)
- [Variance Justification Letter*](#)
- Amendment to Zoning Actions and Determination of Substantial Conformance Justification Letter (*description of the amendment and reason for the change*).
- Code Amendment Letter of Request (*description of the amendment and justification*)
- Development Agreement Letter of Request (*include the entity requesting the agreement and justification for the agreement*)
- Specific Plan Amendment Letter of Request (*description of the requested amendment and justification*)

**Refer to supplemental sheet for additional information*

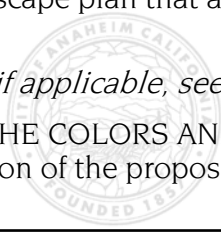
23. CONSULTANT SERVICES (if applicable): You may be required to authorize the use of a third party consultant for a parking study, architectural review or environmental studies. A planner will inform you when they review this application with you if this will be required.

- Architectural Review as outlined in the [Scope of Work for Architectural Services](#).
- Parking Study as outlined in the [Scope of Work for Parking Study](#). If you are using your own parking consultant to prepare the study, you must authorize the City's consultant to conduct a peer review.
- Environmental Studies.

PUBLIC HEARING PHASE

ITEMS TO BE SUBMITTED AFTER APPLICATION IS DEEMED COMPLETE AND PRIOR TO THE PUBLIC HEARING DEADLINE (approximately 7 weeks prior to the hearing):

- 1. REDUCED ARCHITECTURAL PLANS: 9 copies for the Planning Commission of 15" x 21" size sheets of the site, floor, colored elevation, landscape, tentative tract/parcel map and sign plans.
- 2. CD-ROM/DVD: 1 copy - must contain PDF or JPEG format digital copies of all submitted plans, photographs and photograph of the colors and materials board in minimum 300 D.P.I. (dots per square inch) format for printing and projection purposes. Plans shall be provided in full size and reduced 11" x 17" size. A clean site plan with no construction information or dimensions is required for presentation purposes and a colored landscape plan that also depicts the building is required for presentation purposes.
- 3. [FISH & GAME FEE CHECK](#) (if applicable, see fee schedule for amount).
- 4. COLOR PHOTOGRAPH OF THE COLORS AND MATERIALS BOARD: 2 copies, 8" x 10" size with accurate depiction of the proposed colors.



OFFICE USE ONLY – TO BE COMPLETED BY PLANNER

APPLICATION PHASE

Initial Contact Planner: _____ Intake Planner: _____

Assigned Planner: _____

Case Number(s): _____

First Review Submitted On: _____ Comments Due: _____

Application Deemed: Complete on _____ Incomplete on _____

Second Review Resubmitted On: _____ Comments Due: _____

Application Deemed: Complete on _____ Incomplete on _____

PUBLIC HEARING PHASE

Hearing Deadline: _____

Public Hearing Date: _____

APPENDIX A

REQUIREMENTS FOR:

SITE, FLOOR, ELEVATION, ROOF, LANDSCAPE PLANS, & TRACT/PARCEL MAPS:

SITE PLAN REQUIREMENTS:

1. North arrow (orientation of project site should show true north pointing up), scale of drawing (EXAMPLE: 1/4 inch = 1 foot), title block and date of preparation.
2. Name, address, telephone number, and license/registration number of engineer, surveyor, or person responsible for preparation of the plan
3. Name, address and telephone number of applicant.
4. Legal description of property, vicinity map and address of project site and associated buildings.
5. Location of all property lines and easements, including type and dimension.
6. Location, width and approximate grade of existing and proposed public and private street improvements (including areas of dedication such as roadway, trails and utilities, curbs, gutters, sidewalks, parkways, bus stops/pads, street furniture, street lights, traffic lights, and traffic signal equipment such as the controller cabinet and pull boxes, and driveways), equestrian trails and bikeways fully dimensioned and tied in with the monument centerline of all adjacent streets and alleys.
7. Table summary of acreage, gross square footage, number of units (if applicable), type of construction, allowable floor area versus provided floor area, occupancies and parking spaces required and provided. Only required for new construction.
8. Parking tabulation/analysis that includes the following:
 - a. Tenant addresses and/or unit identification of all units on the property.
 - b. Tenant use and square footage (area) of each tenant space of all units on the property.
 - c. Parking spaces provided and required.
9. Dimensions including:
 - a. Required building setback lines.
 - b. Distance between all buildings.
 - c. Distance from structures to property lines.
 - d. Distance to nearest street intersection centerline including names and widths of all adjacent streets
10. Location and use of all existing and proposed structures, landscape areas (include total area of square footages for existing and proposed), parking spaces (total number and dimensions), fences, lighting, underground parking vents and/or vent risers, etc., trash enclosures, outdoor recreation areas, service areas, utility/emergency vehicle access and turn-around areas, passenger drop-off and bus lay-by areas, freestanding signs, etc.).
11. Access and circulation for pedestrians and vehicles, including service areas and location and width of existing driveways on adjacent properties and across street. Show truck and vehicle turning templates as appropriate.
12. All fire hydrants within 300 feet of the subject site and location of building footprints on abutting properties, noting height and number of stories.
13. Location of existing and proposed utilities, above and below ground, including sanitary sewer, storm drain, power poles, electricity, gas, water, nearest existing water meter boxes and vaults, telephone and cable TV/internet cable/fiber optic utility boxes, and ancillary equipment, if applicable (note: above-ground cabinets cannot be sited in landscape setbacks and need to be screened from public view).
14. Location and screening of large water meters and backflow devices and the location and screening of electrical transformers and meter panels. Large water meters, backflow devices and transformers cannot be placed in landscape setbacks or public right-of-way and need to be screened. For more information contact Public Utilities, Water Engineering Division, at 714/765-5196 or Public Utilities, Electrical Engineering Division, at 714/765-5156.

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FLOOR PLANS REQUIREMENTS:

1. Name, address and phone number of applicant.
2. North arrow (orientation of project site should show true north pointing up), scale of drawing (EXAMPLE: 1/4 inch = 1 foot), title block and date of preparation.
3. Address of project.
4. Floor plans must include dimensions and purposes of uses for all spaces within floor plan (i.e. living room, bedroom, office, storage, etc.).
5. Identify plan or unit type, if applicable for residential projects.

ELEVATION DRAWINGS:

1. Name, address and phone number of applicant.
2. North arrow (orientation of project site should show true north pointing up), scale of drawing (EXAMPLE: 1/4 inch = 1 foot), title block and date of preparation.
3. Address of project.
4. Relationship of overhead high voltage power lines to existing and proposed structures if construction is within 15 feet of such lines.
5. New construction:
 - a. Building elevations (north, south, east and west) drawn to scale, dimensions for overall height of wall plane (finished grade to eave line), maximum height on roof, building materials/colors keyed to color board and 1 set of full color elevations, number of stories and minimum vertical clearance of all vehicle accessways.
 - b. Treatment and screening of any externally-mounted plumbing, utility and mechanical equipment (including air conditioners, ventilators, etc.).

ROOF PLAN REQUIREMENTS:

1. Name, address and phone number of applicant.
2. North arrow (orientation of project site should show true north pointing up), scale of drawing (EXAMPLE: 1/4 inch = 1 foot), title block and date of preparation.
3. Address of project.
4. Highlight all areas over the height permitted by the zone, indicating roofs over the maximum permitted height that cover habitable or non-habitable living areas, and if in the Scenic Corridor Overlay Zone, please highlight all ridgelines in excess of 10 feet in length.
5. Precise size and location of all proposed roof-mounted equipment, including HVAC equipment, antennas, flag poles, etc.
6. Location of roof access doors/hatches and associated knox box.
7. Cross-section demonstrating that roof-mounted equipment will be fully screened from view by the architectural design of the building.
8. Provide address numbers flat on the roof of commercial and industrial properties as follows:
 - a. Painted or constructed in a contrasting color to the roof materials.
 - b. Numbers to be four (4) feet in height and two (2) feet in width.
 - c. Numbers to be spaced 12 to 18-inches apart.
 - d. Numbers to consist of 6-inch thick solid lines.

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LANDSCAPE PLAN REQUIREMENTS:

1. Size, type, spacing and location of all proposed plant materials.
2. Location and size of planters adjacent to all trash enclosure and building walls.
3. All existing trees on site and in public parkways identified by trunk diameter and species.
4. Total square footage of existing and proposed landscape areas.
5. If located within the Scenic Corridor Overlay Zone, provide location, type and size of any and all specimen trees located upon the site as defined in Chapter 18.18 of the Anaheim Municipal Code. Label any specimen tree to be removed.
6. Irrigation plans for all new landscape areas.

TENTATIVE TRACT/PARCEL MAP REQUIREMENTS:

1. North arrow (orientation of project site should show true north pointing up), scale of drawing (Engineer's, 1" = 100' minimum), title block and date of preparation.
2. Tentative Tract or Parcel Map Number obtained from Orange County Surveyor Division, address and type of subdivision (i.e., single-family, condominium).
3. Legal Description of subject property.
4. Location of all property lines and easements, including type and dimension.
5. Name, address and telephone number of Property Owner of Record.
6. Name, address and telephone number of Engineer and/or engineering firm preparing map.
7. General location map showing location of tentative tract/parcels in relation to the general vicinity.
8. Existing and proposed zoning of subject property and adjacent parcels.
9. Parcel layout with each lot numbered or lettered (including any common or open space lots) and subdivision boundary with gross and net acreage of project site.
10. Sufficient topographical elevations or contours to a minimum of 100 feet beyond parcel map boundaries.
11. Location, width, cross section, centerline, centerline radius and approximate grade of existing and proposed public and private streets at the ultimate right-of-way width (including areas of dedication, curbs, gutters, sidewalks, parkways, street lights and driveways) and tied in with the monument centerline of all adjacent streets and alleys, location of equestrian trails and bikeways fully dimensioned.
12. Existing and proposed sewer, storm drain and public utility improvements, including anticipated completion dates.
13. Outline of any and all existing structures to remain on the site and all new structures and/or pad. If no development is proposed, provide statement of non-development intent.
14. Flood zone designation as listed in the latest Flood Insurance Rate Map prepared by the Federal Emergency Management Agency.
15. A statement specifying whether the owner of subject property owns any contiguous lots or parcels. If the owner does own any contiguous property it must be identified on the tentative map.

SIGN PLAN REQUIREMENTS:

1. A sign program indicating the size, location, materials, colors and illumination of all signs. If freestanding signs are proposed, the sign plan or site plan must include the location of the sign(s) with dimensions of the distances to the ultimate right-of-way.

DEVELOPMENT APPLICATION FORM

PLANNING SERVICES DIVISION

PROJECT INFORMATION:

Project Name:	Conceptual Development Review No. (if applicable):
Project Address or Location:	Assessor's Parcel Number(s):
Current Land Use:	

APPLICANT INFORMATION (the individual or entity financially responsible for the project):

Applicant Name:		Company Name:	
Phone No:	Fax No:	E-mail Address:	
Address:		City:	Zip Code:

I have read and understand the obligations regarding the filing and processing of the attached application. Further, the information submitted as part of this application, including maps, plans, drawings, statements and answers contained herein, are in all respects true and correct. The applicant name should match the DTF Setup Form and is the person financially responsible for the payment of fees associated with this request.

Signature: _____ Date: _____

AGENT INFORMATION (if applicable):

Agent Name:		Company Name:	
Phone No:	Fax No:	E-mail Address:	
Address:		City:	Zip Code:

PROPERTY OWNER INFORMATION:

Property Owner:		Company Name:	
Phone No:	Fax No:	E-mail Address:	
Address:		City:	Zip Code:

I am the owner of record, or his/her authorized representative, of the property which is the subject of this application. I approve of the action requested. CHECK HERE IF APPLICABLE I ALSO HEREBY AUTHORIZE THE ABOVE APPLICANT AND AGENT TO ACT ON MY BEHALF IN SUBMITTING THIS APPLICATION. ATTACH A NOTARIZED ACKNOWLEDGEMENT.

Signature: _____ Date: _____

APPLICATION TYPE - check appropriate permits requested:

- | | | |
|---|---|--|
| <input type="checkbox"/> Affordable Housing/Density Bonus | <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Development Agreement |
| <input type="checkbox"/> Final Site Plan | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Modification of Approved Permit |
| <input type="checkbox"/> Public Convenience or Necessity | <input type="checkbox"/> Reclassification | <input type="checkbox"/> Reinstatement |
| <input type="checkbox"/> Tentative Parcel Map | <input type="checkbox"/> Tentative Tract Map | <input type="checkbox"/> Time Extension |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Zoning Code Amendment | <input type="checkbox"/> Specimen Tree Removal |
| <input type="checkbox"/> Other: _____ | | |

Case Number(s): _____