



ADMINISTRATIVE PERMIT APPLICATION

PLANNING SERVICES DIVISION

ADMINISTRATIVE PERMIT APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST

Introduction

The purpose of the administrative permit is to provide for Planning Director review of minor applications to ensure that they meet the intent of the Zoning Code and General Plan. These are permits that do not require review by the Planning Commission or other hearing body.

Procedures

Applications for Administrative Permits will be processed according to the filing schedule listed on the last page of this application. The Planning Director will make a decision on the request within ten (10) business days of the filing deadline. This decision will be final and effective ten (10) days following the date of the decision unless an appeal is filed within that time. A letter will be provided to the applicant describing the decision and any conditions of approval applicable to the project.

Appeals

Anyone dissatisfied with the decision of the Planning Director may file an appeal. When an appeal is filed, the Administrative Permit will be scheduled for a hearing in front of the Planning Commission or City Council (for off-site parking permits). The Planning Director may also refer a request to the Planning Commission when the Director determines that the project's complexity or the public interest warrants the referral. All appeals shall be made in writing and filed with the Planning Department within ten (10) days of the decision of the Planning Director. The appeal must be submitted to the Planning Department with payment of an applicable appeal fee and should clearly identify the appellant(s), shall specify the decision appealed and the reasons for appeal.

OFFICE USE ONLY – TO BE COMPLETED BY PLANNER

Initial Contact: _____ Intake Plnr: _____ Assigned Plnr: _____

Case Number(s): _____

Filing Deadline: _____ Decision Due: _____

Electronic Submittal Requirements:

The following minimum information and materials required for the processing of Administrative Permits. All plans must comply with the [E-plan Submittal Requirements](#) and [Sheet Numbering Guidelines](#). Submittal requirements are as follows depending on the type of request:

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

MINOR DETERMINATIONS

- 1. REQUEST LETTER: Letter from the property owner or authorized agent describing the request.
 - Change of non-conforming use (describe how the proposed use is similar to the one that is existing)
 - Modification to standards for non-conforming lots (describe how the property is substandard in size and why the deviation is necessary).
 - Determinations of land use category for unlisted land uses (submit a letter of operation indicating the location and describe the proposed business).
- 2. PHOTOGRAPHS (*includes project site & surrounding properties*): Minimum 3.5" by 5" size labeled. Not required for unlisted land use determinations.
- 3. PROCESSING FEE: Upon completion of the determination, a fee as listed in the Planning and Zoning Fee Schedule will be due. No fee for unlisted land use determinations.

APPLIES TO ALL APPLICATIONS

- 1. ADMINISTRATIVE PERMIT Application Form.
- 2. PHOTOGRAPHS (*includes project site & surrounding properties*): Color photos, minimum 3.5" x 5" size labeled with description.
- 3. SITE PLAN.
- 4. FLOOR PLAN.
- 5. ELEVATIONS (*exterior modifications, new construction and telecommunications antennas only*).
- 6. APPLICATION FEE. \$_____ [Refer to Planning & Zoning Fee Schedule](#)
- 7. ADMINISTRATIVE AND REGULATORY PERMIT FILING SCHEDULE. Applications will be processed according to the [Administrative and Regulatory Permit Filing Schedule](#).

ADMINISTRATIVE ADJUSTMENTS:

- 8. SECTION PLAN *(for roof-mounted equipment, retaining walls or height variances only)*.
- 9. ROOF PLAN *(for roof-mounted equipment or height variances only)*.
- 10. LANDSCAPE PLAN *(if not included on site plan)*.
- 11. SIGN PLAN *(if applicable)*.
- 12. PRELIMINARY GRADING PLAN *(if applicable)*.
- 13. PARKING STUDY *(for parking reductions only)*.
- 14. [ADMINISTRATIVE ADJUSTMENT JUSTIFICATION LETTER*](#)

SHARED PARKING PERMITS:

- 15. LEASE AGREEMENT with property that is sharing parking. OFF-SITE SHARING ONLY.
- 16. Property Owner Consent
- 17. [PARKING ANALYSIS/JUSTIFICATION*](#)

SPECIAL CIRCUMSTANCES WAIVER:

- 18. LETTER OF JUSTIFICATION including reason for waiver, time date and type of activities, size of signs, nature of activity and any additional handouts pertaining to the event.

* ***Refer to supplemental sheet for additional information.***

TELECOMMUNICATIONS ANTENNA REVIEW PERMIT

- 19. PHOTO SIMULATIONS accompanied by a map indicating the location from which each image was taken.
- 20. SITE PLAN DETAILS that include the following would facilitate submittal into Plan Check (optional).
 - Antenna support and connections, Architectural and Structural plans with calculations for any proposed structures such as cabinet enclosures. If a new pole is proposed, provide calculations and details for the pole and footing.
 - Structural plans to include foundation plan, framing plan, notes & details which are signed and stamped by a California Licensed Engineer.
 - Architectural plans to include dimensioned floor plan, sections and elevations, structural details and calculations for any proposed free standing walls.
 - The name of a single point of contact in the wireless carrier's Engineering and Maintenance Departments to ensure continuity on all interference issues. The name, telephone number, fax number and e-mail address of that person shall be provided on the plan.
- 21. ADDRESS FEE: Each telecommunications facility is required to have a separate address. As part of the review process, staff will be creating a new address for the proposed telecommunications facility.

WAYFINDING SIGN PROGRAM:

- 22. [RESIDENTIAL WAYFINDING SIGN PROGRAM PLAN](#) (sign plan and letter)*

* *Refer to supplemental sheet for additional information.*

APPENDIX A

REQUIREMENTS FOR:

SITE, FLOOR, ELEVATION, ROOF, LANDSCAPE & SIGN PLANS

The following minimum information and materials required for the processing of Administrative Permits. All plans must comply with the [E-plan Submittal Requirements](#) and [Sheet Numbering Guidelines](#).

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. 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.
 - d. Existing and proposed handicap spaces and path of travel for accessibility.
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. 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). For more information contact Public Utilities, Water Engineering Division, at 714/765-5196 or Public Utilities, Electrical Engineering Division, at 714/765-5156.

CITY OF ANAHEIM SUBMITTAL CHECKLIST

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.
6. Existing and proposed occupancy.

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.

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.

CITY OF ANAHEIM SUBMITTAL CHECKLIST

PROJECT INFORMATION:

Project Name: _____

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: _____

AGENT INFORMATION (IF APPLICABLE):

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: _____

PROPERTY OWNER INFORMATION:

Property Owner: _____

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. I HEREBY CERTIFY that I am the legal property owner of record or his/her authorized representative and acknowledge and authorize the person(s) named above as applicant and agent to represent me and bind me in all matters concerning this Application for Administrative Permit. I approve of the action requested.

Signature: _____ Date: _____

APPLICATION TYPE - check appropriate permits requested:

- | | | |
|---|--|--|
| <input type="checkbox"/> Administrative Adjustment | <input type="checkbox"/> Shared Parking Permit | <input type="checkbox"/> Wayfinding Sign Program |
| <input type="checkbox"/> Special Circumstances Waiver | <input type="checkbox"/> Telecommunications Antenna Review | <input type="checkbox"/> Other: _____ |

Case Number(s): _____