



Project Application Form

- STEP 1 (required) —————> Project Application w/ Fee
- STEP 2 (required) —————> WQMP Form
- STEP 3 (required) —————> Site Plan Review
- STEP 4 (may be required) —————> Dev. App. w/ Applicable Fee

Please fill out this form thoroughly. Three sets of plans including: Site Plan, Floor Plan, and Building Elevations must first be submitted to complete Site Plan Review and determine if a discretionary application is necessary. Contact the Planning Department at (714) 998-1500 with your questions.

Project description – Describe in detail. Add additional sheet if necessary.

Project Location (address) _____ Zoning: E-4 R-1
 C-N C-P

Applicant/Contact _____ Email _____
 Address _____ Phone _____

Property Owner _____ Email _____
 Address _____ Phone _____

CERTIFICATION STATEMENT

I hereby certify I acknowledge, understand and concur with the following statements:

- a) I hereby declare I am the owner or the authorized agent of the property involved in this application. I certify the information furnished above and attached is true and correct to the best of my knowledge and belief. (Property owner letter is necessary for authorizing agents)
- b) Major changes to the proposed project may require a new application and payment of new fees.
- c) Any City approval of a project based on incorrect information may result in the revocation of the City approval and/or other penalties as provided by law.

Signature(s): _____ Date: _____

FOR OFFICE USE ONLY

Received by: _____ Date: _____



Water Quality Management Plan (WQMP) Priority Determination Form

Project Name: _____ Date: _____

Project Address: _____

PART A: If your project (public or private) satisfies any of the 10 categories below, check "Yes":

Priority Project Categories	YES
1. A development that creates 10,000 ft ² or more of impervious surface (including residential, commercial, industrial, mixed-use and public projects).	<input type="checkbox"/>
2. Retail gasoline outlet of 5,000 ft ² or more.	<input type="checkbox"/>
3. A development of or addition to an Automotive Repair Shop. <i>SIC code: 5013, 5014, 5541, 7532-7534, or 7536-7539</i>	<input type="checkbox"/>
4. Restaurant where the land area of development is 5,000 ft ² or more including parking areas. <i>SIC code: 5812</i>	<input type="checkbox"/>
5. Hillside development on 5,000 ft ² or more, located on areas with known erosive soil conditions or where natural slope is 25% or more.	<input type="checkbox"/>
6. Impervious surface of 2,500 ft ² or more located within, directly adjacent to (within 200 ft), or discharging directly to receiving water within Environmentally Sensitive Areas.	<input type="checkbox"/>
7. Parking lot area of 5,000 ft ² or more, and potentially exposed to urban runoff.	<input type="checkbox"/>
8. All significant redevelopment projects*, where significant redevelopment is defined as the addition or replacement of 5,000 ft ² or more of impervious surface on an already developed site. <i>*Redevelopment is replacement of impervious surfaces, buildings and/or structures when 5,000 ft² or more of soil is exposed during replacement construction. Replacement does not include routine maintenance activities, trenching and resurfacing associated with utility work, resurfacing and reconfiguring the surface of parking lots (unless 5,000 ft² or more of impervious surface is added to the existing parking lot area) or replacement of damaged pavement.</i>	<input type="checkbox"/>
9. Streets, roads, highways and freeways of 5,000 ft ² or more (excluding routine maintenance activities).	<input type="checkbox"/>
10. Extending, relocating, or replacing storm drain lines disturbing 5,000 ft ² or more. <i>Storm drain projects that alter the original line and grade and/or alter the hydraulic capacity of the storm drain facilities.</i>	<input type="checkbox"/>

If you checked "Yes" at least once above: **A PRIORITY WQMP IS REQUIRED. SKIP TO PART C.**

If you did not check "Yes" at least once above: **CONTINUE TO PART B.**

PART B: If your project satisfies any of the 4 categories below, check "Yes":

Non-Priority Project Categories	YES
11. Require discretionary action that will include a precise plan of development or a minor precise plan of development involving any building expansion or new construction.	<input type="checkbox"/>
12. Require issuance of a non-residential plumbing permit for pipelines conveying hazardous material (e.g. gasoline).	<input type="checkbox"/>
13. Below ground linear drainage (sewer lines and water lines) and utility construction that disturb 5,000 ft ² or more.	<input type="checkbox"/>
14. Below ground linear drainage (storm drain lines) 5,000 ft ² or more, where the original line and grade and/or the hydraulic capacity of the storm drain facilities are not altered (i.e. maintenance/replacement of existing line).	<input type="checkbox"/>

If you checked "Yes" at least once above: **A NON-PRIORITY PLAN IS REQUIRED. CONTINUE TO PART C.**

If you did not check "Yes" at least once above: **THE PROJECT IS EXEMPT. CONTINUE TO PART C.**

PART C: Complete the following:

This project: requires a Priority WQMP requires a Non-Priority Project Plan is exempt

Applicant Name: _____ Applicant Signature: _____ Date: _____

For Office Staff Only:

Verified by
Staff Name: _____ Staff Signature: _____ Date: _____

SUBMITTAL INSTRUCTIONS FOR DEVELOPMENT APPLICATIONS

The following information is required to process development applications. An “X” in the cell means the information is required for that particular application. Applicants are responsible for providing a complete and accurate submittal package which will allow the City to evaluate the application. Additional information may be required by the Planning department, especially for large/complex projects. **ALL DEVELOPMENT PROJECTS ARE REQUIRED TO SUBMIT A SITE PLAN FOR REVIEW.**

Submittal Requirements	Site Plan Review	Alternative Development Standard	Conditional Use Permit & Variance	General Plan Amendment	Lot Line Adj.	Tentative Parcel/Tract Map	Sign Permit	Zone Change	Zone Ord. Txt. Amend.
Completed application form, signed by property owner	X	X	X	X	X	X	X	X	X
WQMD form completed	X	X	X				X		
Fee	X	X	X	X	X	X	X	X	X
Public Notices -300' radius map & (2) sets of Labels			X	X				X	
Legal Description		X	X	X	X	X		X	
Letter of Justification		X	X	X	X	X		X	
Plot Plan	X 3 sets	X	X 12 sets	X 15 sets	X 9 sets			X 9 sets	
Landscape Plan			X 12 sets						
Floor Plan		X	X 12 sets						
Building Elevations		X	X 12 sets						
Sign Plan							X		
Tentative Map						X			

SITE PLAN REVIEW

The Site Plan Review procedure enables the City to check development proposals for conformity with the provisions of the Zoning Ordinances contained within the Villa Park Municipal Code and for the manner in which they are applied, when no other application for property development is required.

Unless otherwise specified, a Site Plan Review Application is required for all new development. Unless a Conditional Use Permit or Variance is required, Site Plan Reviews can be conducted over-the-counter. Proposals are classified into, but are not limited to, the following categories:

PROJECTS REQUIRING SITE PLAN REVIEW

Home Additions	Detached/Accessory structures above 7' high	Retaining Walls & Fences/Walls above 72" high
2 nd Dwelling Units	Accessory Equipment above 7' high	Code Compliant New Home Builds
Enclosures	Sheds above 120 sq.ft. and/or above 7' high	Pools

PROJECTS REQUIRING MINOR SITE PLAN REVIEW

Spas	Detached/Accessory structures equal to or less than 7' high	Walls/Fences equal to or less than 72" high, non-retaining
Barbecues	Playground Equipment equal to or less than 15' high	Accessory Equipment equal to or less than 7' high
Flag Poles	Satellite Dish Antennae	Sheds equal to or less than 120 sq.ft. and/or equal to or less than 7' high
Fountains	Fireplaces	Solar Panel Installation

DOCUMENT DESCRIPTIONS

PLOT PLAN – Plans must be drawn to scale containing at a minimum the following information (plans must be folded no larger than 8 ½" x 14" and include one clean 8 ½" x 11" copy to be scanned for public viewing):

- a. Title Block (including applicant's name, project name, project address, vicinity map, date drawn, and directional indicators)
- b. Property lines of the subject property, including dimensions.
- c. Buildings, existing and proposed, showing location, size and setbacks from property lines.
- d. Property data and calculations showing the following:
 - i. Lot dimensions and net lot area.
 - ii. Existing and proposed building areas.
 - iii. Building setback requirements and proposed building setbacks.
 - iv. Lot coverage calculations including lot coverage allowed and lot coverage requested (expressed in figures and as a percentage).
 - v. Floor area allowed, requested floor area, and floor area ratio.
 - vi. Existing and proposed building heights.
- e. Exterior elevations and floor plans for all proposed and existing structures.
- f. Location of structures on adjoining properties within 25' and showing setbacks from property lines (specifically dwelling units).
- g. Street names, locations, and width of right-of-way adjacent to site.
- h. Easements, location, purpose and width.
- i. Parking areas including driveways.
- j. Walls and fences, existing and proposed, showing type, location, and height.
- k. Landscaped areas, existing and proposed.
- l. Topography of proposed site and extending 25' into adjacent property.
- m. Signs, location, height, dimensions and copy, if applicable.
- n. Other outdoor structures and facilities; show location and use.

LETTER OF JUSTIFICATION – One (1) copy *written by the applicant* that clearly describes and explains the requested exception and how the proposed exception is justified in reference to municipal code regulations.

- a) **Conditional Use Permit** requests must include a statement indicating the precise manner of compliance with each of the applicable provisions of the specified regulation, together with any other data pertinent to the findings prerequisite to the granting of a use permit, prescribed in subsection 23-19.15. For a Conditional Use Permit to be approved, the City Council *must* make findings of fact prescribed in the paragraphs below:

- i. That the proposed location of the conditional use is in accord with the objectives of the Municipal Code and the purpose of the zone in which the site is located.
- ii. That the proposed location of the conditional use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.
- iii. That the proposed conditional use will comply with each of the applicable provisions of the Municipal Code, except for approved variances.
- iv. With regard to antennae, supporting masts or towers, the granting of a conditional use permit shall be conditioned so that it will terminate on the sale or transfer of ownership of the property by the applicant.

*****A SEPARATE CONDITIONAL USE PERMIT APPLICATION, TOGETHER WITH FEE, MUST BE FILED FOR EACH SEPARATE CONDITIONED USE ON A SUBJECT PROPERTY. ANY APPLICABLE VARIANCE APPLICATION SHALL ALSO CONSTITUTE A SEPARATE APPLICATION AND FEE*****

- b) **Variance** requests must include a statement of the precise nature of the variance requested and the practical difficulty or unnecessary physical hardship inconsistent with the objectives of the zoning regulations that would result from a strict or literal interpretation and enforcement of the specified regulation, together with any other data pertinent to the findings prerequisite to the granting of a variance, prescribed in subsection 23-19.11. For a Variance to be approved, the City Council must make findings of fact prescribed in the paragraphs below:
 - i. That strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of this chapter.
 - ii. That there are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property that do not apply generally to other properties in the same zone.
 - iii. That strict or literal interpretation and enforcement of the specified regulation would deprive the applicant of privileges enjoyed by the owners of other properties in the same zone.
 - iv. That the granting of the variance will not constitute the granting of a special privilege inconsistent with the limitations on other properties classified in the same zone.
 - v. That the granting of the variance will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.

*****ONE VARIANCE APPLICATION MAY BE FILED FOR MORE THAN ONE REGULATION APPLICABLE TO THE SAME SITE, OR FOR SIMILAR VARIANCES ON TWO (2) OR MORE ADJACENT SITES WITH SIMILAR CHARACTERISTICS. ACTION BY THE CITY COUNCIL IS FINAL. IF A VARIANCE PERMIT IS DENIED, THE PROJECT CANNOT BE BROUGHT BACK FOR A VARIANCE PERMIT IN SUBSTANTIALLY THE SAME FORM FOR A PERIOD OF ONE YEAR. ALL APPROVED VARIANCES ARE SUBJECT TO CONDITIONS OF APPROVAL AS APPROVED BY THE CITY COUNCIL*****

- c) For a **General Plan Amendment** to be approved, the City Council **must** make findings of fact that establish that the circumstances in the paragraphs below do apply:
 - i. The proposed General Plan Amendment is consistent with other elements of the City's general pursuant to section 65300.5 of the State Government Code.
 - ii. The proposed General Plan Amendment, if applicable, responds to changes made in State and/or Federal law pursuant to section 65300.9 of the State Government Code.
 - iii. The proposed General Plan Amendment has been referred to the County of Orange and any adjacent cities abutting or affected by the proposed action, the local agency

formation committee (LAFCO), and any Federal agency whose operations or lands may be affected by the proposed decision pursuant to section 65352 of the State Government Code.

- iv. That the proposed General Plan Amendment and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety, welfare or morals.
- v. That the proposed General Plan Amendment will not contribute to a limiting of permitted uses in the adjacent residential land use designation.
- vi. A statement describing the consistency of the Proposed General Plan Amendment with the Existing Zoning Ordinance. If a Change of Zone is being processed concurrently, the statement shall discuss the consistency of the proposed General Plan Amendment with the Change of Zone.

*****A SEPARATE GENERAL PLAN AMENDMENT APPLICATION, TOGETHER WITH FEE, MUST BE FILED FOR EACH SEPARATE GENERAL PLAN AMENDMENT ON A SUBJECT PROPERTY*****

- d) **Change of Zone** requests must include a statement indicating the precise manner of compliance with each of the applicable provisions of the specified regulation, together with any other data pertinent to the findings prerequisite to the granting of a Change of Zone, prescribed in subsection 23-19.16. For a Change of Zone to be approved, the City Council *must* make findings of fact that establish that the circumstances in the paragraphs below do apply:
 - i. That the proposed change of zone is in accord with the objectives of the Municipal Code and the purpose of the zone in which the site is located.
 - ii. That the proposed change of zone and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety, welfare or morals.
 - iii. That the proposed change of zone will not contribute to a limiting of permitted uses in the adjacent residential zone.

*****A SEPARATE CHANGE OF ZONE APPLICATION, TOGETHER WITH FEE, MUST BE FILED FOR EACH SEPARATE CHANGE OF ZONE ON A SUBJECT PROPERTY*****

LEGAL DESCRIPTION – One (1) copy of the property involved, including a description of easements and rights-of-way that provide access thereto. In some cases, a copy of the recorded grant deed may be required. Where the property consists of lots on a recorded tract or parcel map, the information may be noted on the plot plan.

PUBLIC NOTICE – Furnish two (2) sets of self-adhesive labels for all persons whose names and addresses appear on the most recent assessment roll for Orange County as owning property within a distance of 300 feet from the exterior boundaries of the property to which the applications pertains. A radius map showing the property in question and the 300-foot radius must be included. The radius is measured by traversing 300 lineal feet from every corner extremity of the subject property. All properties within the radius, even if they intersect the radius line must be notified (a sample radius map is available at the public counter).

FILING OF APPLICATION – The applicant must present all exhibits in person at City Hall, 17855 Santiago Boulevard. Filing hours are 8 a.m. to 4 p.m. Monday through Friday. When all required documents and exhibits have been completed and accepted, the date of the public hearing will be set. The applicant or his authorized agent should be present at the public hearing.

Second Dwelling Units: Second Dwelling Units must comply with Villa Park Municipal Code Section 23-22. Second Dwelling Units are defined as an attached or detached dwelling unit containing sleeping

quarters and kitchen and bathroom facilities independent of the principal dwelling unit. Per California Government Code Sections 65852.1 and 65852.2, Second Dwelling Units are subject to a ministerial site plan review (separate application).

FEES

Site Plan Review	\$272.92
Minor Site Plan Review	\$136.46
Alternative Development Standard	\$3,001.33
Conditional Use Permit – New and Modified:	\$1,833.40
Conditional Use permit – After-the-fact:	\$3,166.80
Conditional Use permit – Extension:	\$1,420.56
General Plan Amendment:	\$8,105.84
Lot Line Adjustment:	\$3,166.80
Parcel Map – Tentative:	\$2,700.74
Parcel Map – Final:	\$1,350.37
Sign Permit – Basic:	\$227.43
Sign Permit – Temporary Banner:	\$446.69
Tract Map – Tentative:	\$3,103.00
Tract Map – Final:	\$1,551.50
Variance – New:	\$3,166.80
Variance – After-the-fact:	\$3,166.80
Variance – Extension:	\$1,420.56

Construction Noise:

Noise associated with construction, repair, remodeling, or grading of real property may only occur between the hours of 7 a.m. and 8 p.m. on weekdays, 8 a.m. and 8 p.m. on Saturdays, and at no time on Sundays or Federal holidays.

Construction Site Best Management Practices (BMPs):

At all times during the construction process the following construction site BMPs shall be applied:

General Construction

- Schedule projects for dry weather.
- Keep all construction debris and materials away from the street, gutter, and storm drain.
- Stabilize construction site entrances by using shaker plates or laying gravel.
- Store all materials under cover with plastic sheets and surround loose material with gravel bags to eliminate or reduce the possibility that rainfall, runoff or wind will carry materials from the project site to the street, storm drain or adjacent properties.
- Perform general site maintenance activities including disposing of waste and removing any materials that may have been tracked off of the site **AT THE END OF EACH DAY**.

Building Materials

- Never hose materials into the street, gutter or storm drain.
- Minimize waste by ordering only the amount of materials needed to complete the job.
- Do not mix more fresh concrete than is needed for each project.
- Wash concrete mixers and equipment in a designated washout area where the water can flow into a containment area or onto dirt.
- Dispose of small amounts of dry excess materials in the trash. Powdery waste, such as concrete, must be properly contained in a box or plastic bag prior to disposal.

Erosion Control

- Schedule grading and excavation projects for dry weather.
- When temporarily removing soil, pile it in a contained, covered area where it cannot spill into the street.
- When permanently removing large quantities of soil, a disposal location must be found prior to excavation.
- Prevent erosion by planting fast growing annual and perennial grasses. They will shield and bind the soil.

Paint

- Tools such as buckets, brushes and rags should never be washed where excess water can drain into the street, gutter or storm drain. All tools should be rinsed in a sink connected to the sanitary sewer.
- Never put wet paint in the trash. Dispose of water-based paint by letting it dry in the can and disposing of at a Household Hazardous Waste Collection Center (HHWCC). All oil based paint is considered household hazardous waste and should be disposed of accordingly. For the nearest location contact: www.oclandfills.com.

Spills

- Clean up spills immediately by using an absorbent material such as cat litter, then sweep it up and dispose of it in the trash.
- Immediately report spills that have entered the street, gutter or storm drain to the City of Villa Park at (714) 998-1500 or the County's 24-hour Water Pollution Problem Reporting Hotline at (714) 567-6363.

Recycling

- Use a construction and demolition recycling company to recycle lumber, paper, cardboard, metals, masonry (bricks, concrete, etc.), carpet, plastic, pipes (plastic, metal and clay), drywall, rocks, dirt, and green waste. For the nearest demolition recycler visit www.ciwmb.ca.gov/recycle.