



**CITY OF LA PALMA  
DISCRETIONARY APPLICATION**

Community Development Department  
7822 Walker Street, La Palma, CA 90623  
Phone: (714) 690-3336 Fax: (714) 523-2141

**OFFICE USE ONLY**

Application Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

*Please check the type(s) of approval requesting:*

<p><input type="checkbox"/> Conditional Use Permit (CUP) <b>CUP Filing Fee – Payable to the City of La Palma</b></p> <p>New <input type="checkbox"/> \$1,000.00* Amendment <input type="checkbox"/> \$800.00*</p> <p><b>Environmental Assessment -</b> <i>See latest Fee Schedule adopted by City Council.</i></p> <p><b>Fire Authority Review –</b> <i>See latest Fee Schedule adopted by Fire Authority.</i></p> <p><b>CEQA Environmental Document Filing Fees –</b> <i>See latest fee schedule approved by the State.</i></p>	<p><input type="checkbox"/> Precise Plan Permit (PPP) <b>PPP Filing Fee – Payable to the City of La Palma</b></p> <p>New <input type="checkbox"/> \$1,000.00* Amendment <input type="checkbox"/> \$1,000.00*</p> <p><b>Environmental Assessment -</b> <i>See latest Fee Schedule adopted by City Council.</i></p> <p><b>Water Quality Management Plan (WQMP) -</b> <i>Payable to the City of La Palma: \$1,000.00*</i></p> <p><b>Fire Authority Review –</b> <i>See latest Fee Schedule adopted by Fire Authority.</i></p> <p><b>CEQA Environmental Document Filing Fees –</b> <i>See latest fee schedule approved by the State.</i></p>
<p><input type="checkbox"/> Variance <b>Variance Filing Fee – Payable to the City of La Palma</b></p> <p><input type="checkbox"/> \$1,000.00*</p> <p><b>Environmental Assessment -</b> <i>See latest Fee Schedule adopted by City Council.</i></p> <p><b>CEQA Environmental Document Filing Fees -</b> <i>See latest fee schedule approved by the State.</i></p>	<p><input type="checkbox"/> Extension <b>Extension Filing Fee – Payable to the City of La Palma</b></p> <p><input type="checkbox"/> \$519.70</p> <p><b>Environmental Assessment -</b> <i>See latest Fee Schedule adopted by City Council.</i></p> <p><b>CEQA Environmental Document Filing Fees -</b> <i>See latest fee schedule approved by the State.</i></p>
<p><input type="checkbox"/> General Plan Amendment (GPA) <b>GPA Filing Fee – Payable to the City of La Palma</b></p> <p><input type="checkbox"/> \$1,500.00*</p> <p><b>Environmental Assessment -</b> <i>See latest Fee Schedule adopted by City Council.</i></p> <p><b>CEQA Environmental Document Filing Fees -</b> <i>See latest fee schedule approved by the State.</i></p>	<p><input type="checkbox"/> Zone Change (ZC) {Map and/or Text} <b>ZC Filing Fee – Payable to the City of La Palma</b></p> <p><input type="checkbox"/> \$1,500.00*</p> <p><b>Environmental Assessment -</b> <i>See latest Fee Schedule adopted by City Council.</i></p> <p><b>CEQA Environmental Document Filing Fees -</b> <i>See latest fee schedule approved by the State.</i></p>

**\*Minimum mandatory fee plus actual direct labor costs (DLC).**



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*Please check the type(s) of approval requesting:*

<input type="checkbox"/> Parcel & Tract Maps (MAP) <b>MAP Filing Fees – Payable to the City of La Palma</b> Tentative <input type="checkbox"/> \$700.00* Final <input type="checkbox"/> \$700.00 <b>Environmental Assessment -</b> <i>See latest Fee Schedule adopted by City Council.</i> <b>Fire Authority Review –</b> <i>See latest Fee Schedule adopted by Fire Authority.</i> <b>CEQA Environmental Document Filing Fees - See</b> <i>latest fee schedule approved by the State.</i>	<input type="checkbox"/> Master Sign Plan (MSP) <b>MSP Filing Fees – Payable to the City of La Palma</b> New <input type="checkbox"/> \$600.00* Amendment <input type="checkbox"/> \$600.00* <b>Environmental Assessment -</b> <i>See latest Fee Schedule adopted by City Council.</i> <b>Fire Authority Review –</b> <i>See latest Fee Schedule adopted by Fire Authority.</i> <b>CEQA Environmental Document Filing Fees - See</b> <i>latest fee schedule approved by the State.</i>
<input type="checkbox"/> Appeal <b>Appeal Filing Fees – Payable to the City of La Palma</b> <input type="checkbox"/> \$311.90	<input type="checkbox"/> Environmental Actions (to be determined) ** – Payable to the City of La Palma

\* **Minimum mandatory fee plus actual direct labor costs (DLC).**

\*\* **Upon completion of an “Environmental Assessment” by City, a price quote from the City’s Environmental Consultant will be provided to the Applicant for the “Environmental Action” required.**

Please Note: These charges are preliminary. Additional fees (e.g. fire review, environmental filing) may be required depending on the scope and assessment of the Project.



## Submittal Requirements

The following specific must be submitted, along with the application. Check if Complete

*(All items submitted are open to public examination)*

Yes No

- A. Three (3) sets of detailed plans plus (1) set of 11 inch x 17 inch reductions.**
- All plans shall be drawn on uniform size sheets no greater than 30" x 42"
  - All plans shall be stapled together along the left margin, into sets, and shall be folded into 8.5" x 11" format
  - All plans must be clear, legible, and scaled accurately
  - A digital copy of all plans and supplements documents on a CD
  - Site Plans (*1/8 inch scale*) Development Plans (*1/4 inch scale*)

**B. Site Plan (fully dimensioned) 1/8 Scale**

1. Address, legal description, and designated zoning of the project site.
2. Vicinity map which clearly shows the location of the project site showing nearest cross street(s), and zoning designations and existing land uses of surrounding properties..
3. Title Block (name and address for property owner of record and the plan preparer).
4. Scale, north arrow, and date prepared.
5. Identify and label all property lines and the lot dimensions.
6. Dimension all yards and space between buildings.
7. Dimension all existing and proposed structure setbacks.
8. Identify all easements, their locations, purposes and widths.
9. Buildings: existing and proposed, location and size, showing distances from property lines, existing and proposed rooflines.
10. Location and dimensions of all property to be dedicated to public purposes or public utilities.
11. Location, dimension and construction design of trash areas and enclosures.
12. Approximate site grades and drainage (existing and proposed).
13. List of utilities and the utility servicing agency.
14. Number of subdivisions (Tentative Parcel or Tract Number).
15. All easements, existing and proposed and their width.
16. Location of proposed and existing fire hydrants.
17. Storm drains, sewer lines and water lines.

**Yes No**

- 18. Location of all existing on-site trees and existing street trees.
- 19. Date of preparation and delta revisions.
- 20. Ultimate street right-of-way lines, street dedications, improvements, and easements designated.
- 21. Streets: name, location, width and existing improvements including sidewalks and parkways.
- 22. Access (driveways, etc.): existing and proposed location, add dimensions and materials.
- 23. Existing and proposed walls and fences, non-retaining walls: type, location, height, and materials.
- 24. Retaining walls existing or proposed: type, location, height, and materials.
- 25. Topography, showing existing and proposed grades.
- 26. Trash facilities: Show location and identify the proposed method of screening.
- 27. Off-Street Parking: location, number of spaces, and dimensions of parking area; location of curbing and wheel stops; identify paving materials and internal circulation patterns.
- 28. Loading Areas: location, dimensions, number of spaces, and internal circulation pattern.
- 29. Show all exterior lighting; indicate style, placement and height.
- 30. Calculations of total site area (total net acreage), site coverage by structures, gross building area, occupancy, parking required and provided (include ADA), landscape area required and provided.
- 31. Pedestrian and vehicular ingress and egress points.
- 32. Internal circulation patterns, turning radii, drive aisles, delivery truck routes.
- 33. All driveways on adjacent and properties on the opposite side of the street for a distance of 100 feet beyond the limits of the subject site.
- 34. Location, height, and materials of all walls and fences.

**C.Roof Plan (Fully Dimensioned) ¼ Scale**

- 1. Identify all roof pitches, ridges, crickets etc.
- 2. Identify all roof equipment, dishes, vents, projections etc.
- 3. Identify roof mounted screening, parapets etc.

**D.Elevations ¼ Scale**

- 1. Illustrative Building Elevations showing all sides of existing and proposed building and structures, and indicating building and structure height in feet, typical materials to be used, trees, and shadows.
- 2. Provide views of elevations for all areas of improvement

**Yes**   **No**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Indicate height limit and proposed height on elevations   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Height dimensioned from lowest point of structure   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Height dimensioned above grade of all floor, eaves, and ridges  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Exterior wall openings locations  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Signs: location, size, height, and content  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Exterior elevations, including height and identification of materials used on all sides of the building |

**E. Floor Plans (Fully Dimensioned) ¼ Scale**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Dimensions of all individual rooms and the overall building, including square footage calculations |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. All existing proposed and demolished interior walls and partitions. Please include a wall legend   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Label all rooms  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Show all proposed and existing window and door locations   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Window and door schedule   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Light and ventilation calculations   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Cross-sections of the project area   |

**F. Landscape / Irrigation Plan 1/8 Scale**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Landscape Plan: with call outs for all ground cover, shrubbery, and trees (existing and proposed); include plant names and sizes |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Indicate percentage of lot that is landscaped and size, type and location of landscaping   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Provide landscape materials and plant legend on plan   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Verify compliance with utilities (e.g. Water, SCE, Gas) etc.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. A landscape documentation package verifying compliance with the City's Water Efficient Landscape Code.                           |

**G. Grading Plan 1/8 Scale**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Rough Grading Plan & Soils Report            |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Water Quality Management Plan (WQMP)         |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Stormwater Pollution Prevention Plan (SWPPP) |

Yes No

**H. Photometric Plan 1/8 Scale**

1. Lighting Site Plan with Photometric Study

**I. Striping Plan 1/8 Scale**

1. Provide a parking and striping plan on a separate sheet in the plans for the proposed project. The parking and striping plan should provide dimensions of all parking stalls, drive aisle widths, double striping, ADA elements etc. Note: Double striping (white paint) having a minimum width of four (4) inches centered on the minimum parking stall width. The outside dimension of the double striping shall not exceed sixteen (16) inches.

**J. Survey**

1. Wet stamped copy of the lot survey
2. Show existing topographic data

**K. Notification Package**

1. (2) sets of printed address labels for all properties within the notification area.
2. A certified list of the names and addresses of all property owners (including all condominium unit owners) within a 300-foot radius of the exterior boundary of the subject property prepared from the latest tax rolls.
3. A certified list of all known tenants and business owners who live or have a place of business on the subject property for which an application was filed. and any adjacent municipalities shall receive a copy of the notice.
4. Include APN on the mailing label for the property being noticed within the 300-foot radius.
5. Copies of the Assessor's maps indicating properties and area within the 300-foot radius

**L. Additional Materials**

1. Preliminary Title Report
2. One (1) color board/material sample board including color chips and samples of materials to be used.
3. One (1) set of colored plans which shall include an illustrated site plan and building elevations.
4. A "Property Owner's Certification and Agent Form" approving of the applicant's request.
5. Comprehensive Master Sign Plan / Sign Program

## **FINDINGS FOR CONDITIONAL USE PERMITS (CUP) AND AMENDMENTS**

The La Palma Municipal Code requires that the Planning Commission must be able to make each of the following findings before granting a Conditional Use Permit.

**Yes    No**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The proposed use is conditionally allowed within the subject zoning district, would not impair the integrity and character of the district, and complies with all applicable provisions of this Development Code.           |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The proposed use is consistent with the goals, policies, general land uses, and programs of the General Plan, and any applicable specific plan and is in compliance with all City, State, and federal laws and regulations. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. The approval of the conditional use permit, or amendment, for the proposed use is in compliance with the requirements of the California Environmental Quality Act (CEQA) (Public Resources Code § 21000 et seq.).           |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. The site is suitable for the type and intensity of use or development that is proposed.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. The proposed project will have no adverse effect on abutting or adjacent properties and is compatible with those properties.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. The proposed use will not be adverse to the public health, safety, or general welfare.  |

## **FINDINGS FOR A PRECISE PLAN PERMITS (PPP) AND AMENDMENTS**

The La Palma Municipal Code requires that the Planning Commission must be able to make each of the following findings before granting a Precise Plan Permit.

**Yes    No**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The proposed use is allowed within the subject zoning district and complies with all applicable provisions of this Development Code.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The proposed use would be consistent with the objectives, policies, general land uses, and programs of the General Plan and any applicable specific plan and is in compliance with all City, State, and federal laws and regulations. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. The approval of the precise plan or an amendment to precise plan for the proposed use is in compliance with the requirements of the California Environmental Quality Act (CEQA) (Public Resources Code § 21000 et seq.).              |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. The location, size, design, and operating characteristics of the proposed use would be compatible with existing land uses within the general area in which the proposed use is to be located.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. The subject site is physically suitable for the type and density/intensity of the use being proposed.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. The proposed project will have no adverse effect on abutting or adjacent properties and is compatible with those properties.  |

## **ADDITIONAL FINDINGS FOR PND ZONING DISTRICT**

In addition, in approving Precise Plan Permits, Conditional Use Permits or other development plan applications under the Planned Neighborhood Development (PND) zoning regulations, the La Palma Municipal Code requires that the Planning Commission must be able to make each of the following findings for any project located within the PND Zoning District.

**Yes**   **No**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The precise plan, conditional use permit, and any development plan for the site are consistent with the General Plan and objectives of this division   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The proposed development will create an economically viable commercial environment of sustained desirability and stability, and it will complement and harmonize with the character of the surrounding neighborhood and community  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. The location, design, and proposed uses are compatible with the character of existing development in the vicinity and will be well integrated into its setting   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. The proposed rezoning will help enhance necessary sales tax revenues needed to support General Fund City services  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. That provision is made for common area use and maintenance   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. The proposed development integrates elements such as the location of structures, circulation pattern, parking, open space, utilities and other amenities, together with a program for provision, operation and maintenance of all areas, improvements, facilities and services provided for the common use |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. The proposed development is consistent with the adopted PND design guidelines  |

## **FINDINGS FOR AMENDMENTS TO THE GENERAL PLAN/ZONING MAP/DEVELOPMENT CODE**

The La Palma Municipal Code requires that the City Council must be able to make each of the following findings before granting a General Plan Amendment, Zoning Map, or Development Code Amendment.

**Yes**   **No**   Mandatory required findings for all amendments. The following shall be required for all amendments to the General Plan, zoning map, and Development Code:

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The proposed amendment is consistent with all of the applicable objectives, policies, general land uses, programs, and actions of all applicable elements in the General Plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The proposed amendment shall not be detrimental to the public convenience, health, safety, or general welfare of the City.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. The proposed amendment is in compliance with the provisions of the California Environmental Quality Act (CEQA).  |

**Yes**   **No**   Additional required finding for zoning map amendments.

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 4. The site is physically suitable, including access, provision of utilities, compatibility with adjoining land uses, and absence of physical constraints, for the requested zoning designation and anticipated land use development. |
|--------------------------|--------------------------|---|

**Yes**   **No**   Additional required finding for Development Code amendments.

5. The proposed amendment is internally consistent with other applicable provisions of this Development Code.

### **FINDINGS FOR A VARIANCE**

The La Palma Municipal Code requires that the Planning Commission must be able to make each of the following findings before granting a Variance.

**Yes**   **No**

1. There are special circumstances applicable to the property (e.g., location, shape, size, surroundings, or topography), so that the strict application of this Development Code denies the property owner privileges enjoyed by other property owners in the vicinity and under identical zoning districts.
2. Granting the variance would not constitute a grant of special privilege inconsistent with the limitations on other properties classified in the same zoning district.
3. Granting the variance would not authorize a use of activity that is not otherwise expressly authorized by the zoning district regulations governing the subject property.

### **FINDINGS FOR A TENTATIVE PARCEL MAP (TPM) OR A TENTATIVE TRACT MAP (TTM)**

The La Palma Municipal Code requires that the Planning Commission must be able to make each of the following findings before granting a Tentative Parcel Map or Tentative Tract Map. Final Map approval authority rest with the City Council.

**Yes**   **No**

- The proposed map is consistent with the City's General Plan.
- The design and improvement of the proposed subdivision is consistent with the City's General Plan.
- The design and improvement of the proposed subdivision is consistent with the City's General Plan.
- The site is physically suitable for the proposed type of development.
- The requirements of the California Environmental Quality Act have been satisfied.
- The site is physically suitable for the proposed density of development.
- The design of the subdivision and the proposed improvements are not likely to cause substantial environmental damage or substantial and avoidable injury to fish or wildlife or their habitat.

**Yes**   **No**

- The design of the subdivision and the proposed improvements are not likely to cause serious public health problems.
- The design of the subdivision and the proposed improvements will not conflict with easements of record or established by court judgment, acquired by the public at large, for access through or use of, property within the proposed subdivision; or, if such easements exist, that alternate easements for access or for use will be provided, and that these will be substantially equivalent to ones previously acquired by the public.

- The design and improvement of the proposed subdivision are suitable for the uses proposed and the subdivision can be developed in compliance with the applicable zoning regulations pursuant to Chapter 44 of the City's Municipal Code

### **FINDINGS FOR A MASTER SIGN PLAN**

The La Palma Municipal Code requires that the Development Committee must be able to make each of the following findings before granting a Master Sign Plan.

**Yes    No**

1. The master sign plan complies with the purpose of this Code, including any design guidelines
2. Proposed signs enhance the overall development and are in harmony with other signs included in the plan with the structures they identify and with surrounding development.
3. The master sign plan contains provisions to accommodate future revisions that may be required because of changes in use or tenants.
4. The master sign plan complies with the standards of this Code, except that flexibility is allowed with regard to sign area, number, location, and/or height to the extent that the master sign plan will enhance the overall development, achieve superior quality design, and more fully accomplish the purposes of this Code.



# CITY OF LA PALMA

## LAND USE APPLICATION FACT SHEET

Community Development Department  
 7822 Walker Street., La Palma, CA 90623  
 Phone: (714) 690-3336 Fax: (714) 523-2141

OFFICE USE ONLY	
Application Number:	_____
Date Received:	_____

1. Location: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Lot: \_\_\_\_\_ Tract: \_\_\_\_\_ APN: \_\_\_\_\_

4. Previous Or Concurrent Application Relating To This Property:

\_\_\_\_\_

\_\_\_\_\_

5. Surrounding Land Use:

North	South	East	West

6. Surrounding Zoning Designation:

North	South	East	West

7. Site Land Use:

Existing	Proposed
General Plan:	General Plan:
Zoning:	Zoning:

### DEVELOPMENT FACTS

	Zoning Code	Existing	Proposed
Building Lot Coverage	%	%	%
Site Landscaping	sq. ft.	sq. ft.	sq. ft.
Open Space	sq. ft.	sq. ft.	sq. ft.
Parking	spaces	spaces	spaces
Building height	ft.	ft.	ft.



# CITY OF LA PALMA

## PROPERTY OWNER CERTIFICATION AND AGENT FORM

Community Development Department  
 7822 Walker Street., La Palma, CA 90623  
 Phone: (714) 690-3336 Fax: (714) 523-2141

	Zoning Code	Existing	Proposed
Front Setback			
Side Setback			
Rear Setback			

Lot Area: \_\_\_\_\_

I hereby certify that I(we) am(are) the legal owner(s) of record of the property at \_\_\_\_\_ La Palma, California 90623, which is the subject of this application (APN No. \_\_\_\_\_). I (We) understand that false or otherwise incorrect information shall be grounds for denial of the application or revocation of an approved application.

Please Check One

- I, as property owner, will be the applicant
- The following person(s) is(are) authorized to act on my(our) behalf:

Applicant Name, Title, Company
Address
Telephone
E-Mail

Signature of Property Owner	Date
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Property Owner Name, Title, Company	
Address	
Telephone	E-Mail



# CITY OF LA PALMA

## ENVIRONMENTAL INFORMATION FORM

Community Development Department  
 7822 Walker Street., La Palma, CA 90623  
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Applicant deposes and says that he (she) is the petitioner for a \_\_\_\_\_ (type of Application) in this petition: that he (she) has familiarized himself/herself with relevant provisions of the Zoning Ordinance and General Plan; that he (she) has read the foregoing petition and knows the content thereof to be true to his (her) own knowledge, except as the matters therein state on information or belief and that as to those matters and things he (she) believes them to be true.

Signature of Applicant

Date

**\*\*\* To be completed by private project applicant to assist staff in completing Initial Study \*\*\***

### GENERAL INFORMATION

1. Developer or project sponsor:	Name:
	Address:
2. Project Location – Identify street address and cross streets or attach a map showing project site (preferably a USGS 15' or 7 1/2' topographical map identified by quadrangle name):	
3. Assessor's Block and Lot Number:	
4. Person to be contacted regarding this project:	Name:
	Address:
	Telephone:
5. Permit Application Number for project:	
6. Existing Zoning District:	
7. Proposed use of site (project for which this form is filed):	

List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

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8.	Site size:	
9.	Square footage:	
10.	Number of floors of construction:	
11.	Amount of off-street parking provided:	
12.	Attach plans:	
13.	Proposed scheduling:	
14.	Associated projects:	
15.	Anticipated incremental development:	

16. If residential, include the number of units, schedule of unit sizes, range of sales prices or rents and type of household size expected.

17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area and loading facilities.

18. If industrial, indicate type, estimated employment per shift and loading facilities.

19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities and community benefits to be derived from the project.

20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects?

- | <b>Yes</b>               | <b>No</b>                |     | <i>Discuss below all items checked yes (attach additional sheets as necessary).</i>  |
|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 21. | Change in existing features of any bays, tidelands, beaches, lakes, hills or substantial alteration of ground contours.                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. | Change in scenic views or vistas from existing residential areas or public lands or roads.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. | Change in pattern, scale or character of general area of project.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. | Significant amounts of solid waste or litter.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. | Change in dust, ash, smoke, fumes or odors in vicinity.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. | Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.                       |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. | Substantial change in existing noise or vibration levels in the vicinity.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. | Site on filled land or on slope of 10 percent or more.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 29. | Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 30. | Substantial change in demand for municipal services (police, fire, water, sewage, etc.).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 31. | Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 32. | Relationship to a larger project or series of projects.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 33. | Has a prior environmental impact report been prepared for a program, plan, policy or ordinance consistent with this project?               |
| <input type="checkbox"/> | <input type="checkbox"/> | 34. | If you answered yes to question 33, may this project cause significant effects on the environment that were not examined in the prior EIR? |

**ENVIRONMENTAL SETTING**

35. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. (Snapshots or instant photos acceptable.)

36. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. (Snapshots or instant photos acceptable.)

There are three types of water quality documents that could be required as part of a construction project:

- **Water Quality Management Plans**, which prescribe methods of ensuring water quality upon completion of the construction phase of the project;
- **Stormwater Pollution Prevention Plans**, which identify methods of ensuring water quality during the construction phase of large scale projects; and
- **Erosion and Sediment Control Plans**, which identify methods of ensuring water quality during the construction phase of smaller projects.

The **Water Quality Document Checklists** form is intended to assist you in deciding whether you will need to develop one or more of these plans.

Depending on the size and scope of your project, the water quality regulations mentioned in this document could affect the layout and design of your project. As a result, the earlier in the process you consider these standards, the easier it will be for you to anticipate and plan for their impact.

While the City will make every effort to make the process as simple as possible, please be aware that failure to comply with state and federal water regulations can result in substantial fines not only for private property owners but for the City as well; as such, adherence to these standards is imperative and enforcement will be rigorous.

**Water Quality Management Plans (WQMP)**

The purpose of a WQMP is to address potential post-construction urban runoff and stormwater pollution from all new development and significant redevelopment projects. The goal for the WQMP is to achieve practicable policies to minimize the effects of urbanization on hydrology and pollutant loads through site-specific, project based controls. The WQMP identifies appropriate measures, which are referred as Best Management Practices, or BMPs.

If it is determined that a WQMP is required, it must be determined whether your project is a “Priority” or “Non-Priority” Project. Non-Priority Projects will require routine Structural and Non-Structural Source Control BMPs, as appropriate, and will need to consider site design BMPs. In addition to these factors, Priority Projects will be required to include Treatment Control BMPs in the project design. A brief description of each BMP category is

given below. More comprehensive lists of standard project BMPs are available on CD-ROM by contacting the Planning Division staff.

### **Determining If a WQMP is Required**

The Planning Division staff will use the **Water Quality Document Checklists** form to determine if the proposal will require a WQMP. The questions in the form are based on guidelines developed in the Drainage Area Management Plan adopted by the City under the Orange County Permit for the National Pollutant Discharge Elimination System (NPDES) regulations.

**EXEMPT PROJECTS** that do not require a WQMP are:

Construction of a (one) single-family detached residence of 5,500 square feet or less

**OR**

Improvements, for which a building permit is required, to a (one) single-family detached residence of 5,500 square feet or less

**PRIORITY PROJECTS** must submit a preliminary (1<sup>st</sup> Draft) WQMP along with the initial project application. An approved WQMP must be submitted along with the project improvement plans, and 3 copies of the approved plan must be received before the City will issue grading and building permits for a project. The WQMP must be approved by the City of La Palma's Water Quality Permit Coordinator/City Engineer before the city will issue final permits for a project.

Priority Projects must address:

- Site Design Best Management Practices (BMPs)
- Routine structural and non-structural Source Control BMPs
- Treatment Control BMPs, including consideration of a regional or watershed approach
- The mechanism(s) by which long-term operation, inspection and maintenance of all structural BMPs will be provided
- The mechanism(s) for education and training of applicable groups such as property owners, tenants, occupants, employees, etc.

**NON-PRIORITY PROJECTS** must submit a preliminary (1<sup>st</sup> Draft) WQMP along with the initial project application.

Non-Priority Projects must address:

- Consideration of Site Design BMPs
- Routine structural and non-structural Source Control BMPs
- The Mechanism(s) by which long-term operation, inspection and maintenance of all structural BMP's will be provided.

\*Non-priority projects do not require Treatment Control BMPs like Priority Projects.

Structural BMPs are those that have physical characteristics and may require maintenance or replacement. For example, trash receptacles, irrigation systems, detention basins, curb inlet stenciling, gravel/sand or grass filters, mechanical filters, posted signs, grassy swales, wetlands, etc. Non-structural BMPs include pollution prevention methods such as education, alternate non-pollutant producing design and/or process methods, and employee training.

A WQMP template and Guidelines are available at the planning counter or may be downloaded from the Community Development Department section of the City of La Palma's website [www.cityoflapalma.org](http://www.cityoflapalma.org).

### **Submittal of the WQMP**

A preliminary (1<sup>st</sup> Draft) WQMP must be submitted as part of the initial planning application for the project. Planning application(s) for a project will not be scheduled for Public Hearings until a satisfactory preliminary WQMP has been accepted by the City's Water Quality Permit Coordinator/City Engineer and Planning Staff. This will allow City staff to consider the WQMP in light of how your site design and overall project could be affected by the Treatment Control and Site Design BMPs. The final WQMP must be approved by the City before grading or building permits will be issued and any work begins on the project.

The goal in requiring a preliminary (1<sup>st</sup> Draft) WQMP early in the planning process is to give the applicant enough time to address the project's stormwater runoff while designing the project. That allows for the implementation of innovative, technically sound, cost effective, and multi-beneficial Best Management Practices (BMPs). If the applicant/developer waits until the end of the planning process to address the project's quality and quantity of stormwater runoff, they may be faced with a very limited number of costly alternatives.

While we will strive to review all documents as quickly as possible, please allow at least 30 days for staff to review your WQMP submittal(s).

### **Preliminary WQMP Preparation**

The level of detail in the required preliminary WQMP will depend upon the level of detail known about the overall project design at the time project approval is sought. However, the BMPs identified in a preliminary WQMP must be appropriate to the project and compatible with site characteristics as known at the time the preliminary WQMP is prepared. The combination of Site Design, Source Control, and Treatment Control BMPs must adequately address all identified potential or anticipated pollutants and hydrologic conditions of concern. Detailed narrative descriptions of how BMPs will be implemented, operated, and maintained are not required for a preliminary WQMP, but will be required for the final WQMP.

In accordance with the above requirements, at a minimum, a preliminary WQMP must address the following items:

- Provide a project description.
- Identify the most proximate and all downstream receiving waters for the project.
- Identify the known impairments of the receiving waters, including established Total Maximum Daily Loads (TMDLs) and impairments included in the Clean Water Act Section 303(d) List.
- Identify the project's potential/anticipated pollutants (see Section 7.II-3.2.3 of the Model WQMP).
- Identify the project's primary pollutants of concern (see Section 7.II-3.2.3 of the Model WQMP).

- Identify hydrologic conditions of concern (see Section 7.II-3.2.4 of the Model WQMP).
- Identify and show on a site plan the Site Design BMPs that will be incorporated as a project feature (see Section 7.II-3.3.1 of the Model WQMP).
- Identify the routine non-structural Source Control BMPs applicable to the project (see Section 7.II-3.3.2 of the Model WQMP).
- Identify and show on a site plan the routine structural Source Control BMPs that will be incorporated as a project feature (see Section 7.II-3.3.2 of the Model WQMP)
- Identify and show on a site plan the Treatment Control BMPs that will be incorporated as a project feature (see Sections 7.II-3.3.3 and 7.II-3.3.4 of the Model WQMP)

### Stormwater Pollution Prevention Plans (SWPPP)

A SWPPP is required for every project requiring a grading permit that is larger than one acre or for a project that is part of a larger common plan of development that in total disturbs more than one acre. Construction activity subject to this requirement includes clearing, grading, and disturbances to the ground such as stockpiling or excavation, but does not include regular maintenance activities performed to restore the original line, grade, or capacity of the facility. The purpose of the SWPPP is to identify BMPs that will be implemented during the construction phase of development.

The City of La Palma does not review or approve the SWPPP. Rather, the SWPPP must be held onsite and an application for a Construction General Permit must be transmitted to the State Water Resources Control Board. All questions or comments related to the SWPPP process should be directed to: [stormwater@swrcb.ca.gov](mailto:stormwater@swrcb.ca.gov) or (916) 341-5537.

**It is not necessary to submit the SWPPP with your planning application.** Developers that are required to prepare a SWPPP and obtain coverage of a Construction General Permit will need to show proof of coverage prior to pulling grading or building permits.

The application for a Construction General Permit begins by submitting a Notice of Intent package (along with required fees) to the State Water Resources Control Board. Within 10 days, a letter and Water Discharger Identification (WDID) number will be issued for the project. The City will need a copy of the WDID letter prior to issuing building or grading permits. A copy of the Construction General Permit application and additional information is available for download at:

[http://www.swrcb.ca.gov/stormwtr/gen\\_const.html#const\\_permit](http://www.swrcb.ca.gov/stormwtr/gen_const.html#const_permit)

### Erosion and Sediment Control Plans

Erosion and Sediment Control Plans are required for every project that requires a grading permit; however, if you are required to prepare a SWPPP you may submit it as the Erosion and Sediment Control Plan for the project. Construction activity subject to this requirement includes clearing, grading, and disturbances to the ground such as stockpiling or excavation, but does not include regular maintenance activities performed to restore the original line, grade, or capacity of the facility. The purpose of an Erosion and Sediment Control Plan is to identify BMPs that will be implemented during the construction phase of smaller development projects.

**It is not necessary to submit the Erosion and Sediment Control Plan with your planning application.**

Developers that are required to prepare an Erosion and Sediment Control Plan will need to obtain approval of the Plan prior to pulling grading or building permits.

At a minimum, the Erosion and Sediment Control Plan must include the following:

- Address of the site
- North arrow
- Major roadways, geographic features, & landmarks
- General topography
- Existing & proposed buildings, lots, & roadways
- Areas of vegetation onsite
- Anticipated discharge locations, drainage patterns, & relevant drainage or ponding areas
- Slopes after major grading
- Areas of soil disturbance that will be exposed and/or stabilized during the rainy season
- Location of areas designated for:
  - Soil or waste storage
  - Vehicle storage & service
  - Construction material loading, unloading, & access
  - Equipment storage, cleaning, & maintenance
- BMPs for:
  - Waste handling & disposal areas
  - Onsite storage & disposal of construction materials
  - Controlling wind erosion
  - Preventing increased sediment load in discharge
  - Diverting offsite drainage from going through the site
  - Protecting stormwater inlets or receiving water
  - Minimizing contact of contaminants with stormwater
  - Minimizing exposure of stormwater to construction materials, equipment, vehicles, & waste
- BMP sequencing schedule including supplemental pre-rain action plan
- Runoff & run-on coefficient (before & after construction)
- Percent of the site that is impervious (before & after construction)
- Construction activity schedule
- Contact information

Most of the information required above can be incorporated into one or more blueprints. The professional plans should be a minimum of 18” by 24”, drawn to scale, folded to 8.5” by 11” in size.

If using routine BMPs, you may indicate the BMP title and number on the blueprints and attach a photocopy of the BMP sheet to the drawings. Three copies of the draft Erosion and Sediment Control Plan should be submitted no later than the submittal of your construction drawings for plan check. This will ensure that the project is not delayed due to water quality reviews.

## Water Quality Document Checklist

Project File No.:	
Project Name:	
Project Location:	
Project Description:	
Project Applicant:	

### Part I – Water Quality Management Plan

If you answer “Yes” to any of the following questions, or if the subject site(s) has been identified by the City with a High Priority Status, then a Water Quality Management Plan (WQMP) must be submitted for review with your planning application. The WQMP will need to be incorporated into your project early on in the design process and at a minimum include a landscape plan, grading plan, Routine Structural and Non-Structural Source Control Best Management Practices (BMPs) as well as consideration of Site Design BMPs. **A WQMP addresses water quality after construction is completed. It is separate from an erosion control plan, which addresses water quality during the construction phase.** The WQMP must be approved by the City of La Palma Water Quality Permit Coordinator prior to the issuance of any permits (demolition, grading, building permits, etc.).

#### **Determining If A WQMP Is A Priority Project**

If your project is on a site already identified by the City as a Priority Project Site, or if you answer “Yes” to any of the questions below, your project will be considered a Priority Project and Treatment Control BMPs will also be required to be included in your WQMP. A WQMP is required for all Priority Sites. The Applicant shall initial next to each “Yes” or “No” answer.

Does the Proposed Project Include:	Yes	No	INITIALS
<p>1. A significant redevelopment project, where significant redevelopment is defined as projects that include the addition or replacement of 5,000 square feet or more of impervious surface on a developed site? Redevelopment does not include routine maintenance activities that are conducted to maintain original line and grade, hydraulic capacity, original purpose of the facility, or emergency redevelopment activity required to protect public health and safety. Where redevelopment results in the addition or replacement of less than fifty percent of the impervious surfaces of a previously existing developed site, and the existing development was not subject to WQMP requirements, the numeric sizing criteria discussed below applies only to the addition or replacement, and not to the entire developed site. Where redevelopment results in the addition or replacement of more than fifty percent of the impervious surfaces of a previously existing developed site, the numeric sizing criteria applies to the entire development.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>2. New development projects that create 10,000 square feet or more of impervious surface (collectively over the entire project site) including commercial, industrial, residential housing subdivisions (i.e., detached single family home subdivisions, multi-family attached subdivisions (town homes), condominiums, apartments, etc.), mixed-use, and public projects? This category includes development projects on public or private land, which fall under the planning and building authority of the City of La Palma.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>3. An automotive repair shops (with SIC codes 5013, 5014, 5541, 7532-7534, 7536-7539)?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>4. A restaurant where the land area of development is 5,000 square feet or more?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>5. A hillside development of 5,000 square feet or more, which is located on areas with known erosive soil conditions or where the natural slope is twenty-five percent or more?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>6. A development of 2,500 square feet of impervious surface or more, adjacent to (within 200 feet) or discharging directly into environmentally sensitive areas, such as areas designated in the Ocean Plan as Areas of Special Biological Significance or water bodies listed on the CWA Section 303(d) list of impaired waters?</p>	<input type="checkbox"/>	<input type="checkbox"/>	

7. A parking lot of 5,000 square feet or more of impervious surface exposed to storm water? Parking lot is defined as a land area or facility for the temporary storage of motor vehicles.	<input type="checkbox"/>	<input type="checkbox"/>	
8. A street, road, highway and freeway of 5,000 square feet or more of paved surface shall incorporate USEPA guidance, "Managing Wet Weather with Green Infrastructure: Green Streets" in a manner consistent with the maximum extent practicable standard. This category includes any paved surface used for the transportation of automobiles, trucks, motorcycles and other vehicles and excludes any routine road maintenance activities where the footprint is not changed.	<input type="checkbox"/>	<input type="checkbox"/>	
9. A retail gasoline outlet of 5,000 or more square feet with a projected average daily traffic of 100 or more vehicles per day?	<input type="checkbox"/>	<input type="checkbox"/>	
Notes: An emergency and public safety project in any of the above-listed categories may be excluded if the delay caused due the requirement for a WQMP compromises public safety, public health and/or environmental protection.			

**Part II – Stormwater Pollution Prevention Plan**

If you answer "Yes" to any of the following questions, a Stormwater Pollution Prevention Plan (SWPPP) will be required for your project. While it is not necessary for you to submit the SWPPP as part of your planning application, the City will require that you show proof of having obtained a Construction General Permit (WDID Number) from the State Water Resources Control Board prior to obtaining grading permits.

**Determining If A SWPPP Is Required For The Project**

<b>Is the Proposed Project:</b>	<b>Yes</b>	<b>No</b>	<b>INITIALS</b>
1. On a site that is larger than one acre and requires a grading permit?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Part of a larger project whose total area is more than one acre and requires a grading permit?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Subject to the Construction General Permit requirements of the State Water Resource Control Board for any other reason that you are aware of?	<input type="checkbox"/>	<input type="checkbox"/>	

For questions regarding the SWPPP, please contact the State Water Resources Control Board at [stormwater@swrcb.ca.gov](mailto:stormwater@swrcb.ca.gov) or (916) 341-5537.

**Part III – Erosion & Sediment Control Plan**

If your project includes a grading component, you must submit an Erosion and Sediment Control Plan and/or a copy of your SWPPP in order to demonstrate that you have a plan for controlling sediments and containing runoff on your site during construction. While it is not necessary for you to submit the Erosion and Sediment Control Plan with your planning application, the Erosion and Sediment Control Plan must be approved prior to obtaining

your grading permit. All projects that trigger a grading permit are required to have an erosion an Erosion and Sediment Control Plan.

<b>For Official Use Only</b>			
<b>WQMP</b>		Date Submitted	Date Approved
Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Priority?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>SWPPP</b>		Date Submitted	WDID Number
Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>ESCP</b>		Date Submitted	Date Approved
Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Reviewed By</b>			<b>Date</b>