

# CITY OF FOUNTAIN VALLEY CONDITIONAL USE PERMIT FILING FORM

Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

PROJECT ADDRESS:

DETAILED DESCRIPTION OF PROJECT:

Zoning Designation: \_\_\_\_\_  
 General Plan Designation: \_\_\_\_\_

Redevelopment: \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Flood Hazard Zone: \_\_\_\_\_ Yes \_\_\_\_\_ No

**SUBMITTAL:**

\_\_\_\_\_ Application  
 \_\_\_\_\_ Site Plan, Floor Plan and Elevations  
 (11 Sets – 11"x14" or larger)(1 Set – 8 ½ "x11")  
 \_\_\_\_\_ Environmental Information Form  
 \_\_\_\_\_ 500 ft. Property Owner's Map  
 \_\_\_\_\_ Mailing Labels (2 Sets)

\_\_\_\_\_ Letter of Certification  
 \_\_\_\_\_ Photographs  
 \_\_\_\_\_ Letter of Authorization  
 \_\_\_\_\_ Letter of Description  
 \_\_\_\_\_ Type of Business  
 \_\_\_\_\_ Hours of Operation  
 \_\_\_\_\_ Number of Employees

CUP Filing Fee: \$3,455.00  
 Account # 11.3.31313.1.3151  
 CUP Modification: \$2,415.00  
 Account # 11.3.31313.1.3151  
 Negative Dec. Fee: \$3,425.00  
 Account # 11.3.31313.1.3516  
 Initial Study Fee: \$1,455.00  
 Account # 11.3.31313.1.3516  
 Notice of Exemption Fee: \$495.00  
 Account # 11.3.31313.1.3516

CUP No. \_\_\_\_\_  
 Receipt No. \_\_\_\_\_  
 Date Filed: \_\_\_\_\_  
 Date Paid: \_\_\_\_\_



**City of Fountain Valley**  
 Planning Department  
 10200 Slater Avenue  
 Fountain Valley, CA 92708  
 (714) 593-4425  
 Fax (714) 593-4525

# CITY OF FOUNTAIN VALLEY LETTER OF AUTHORIZATION

**TO: CITY OF FOUNTAIN VALLEY PLANNING DEPARTMENT**

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_

Application Number(s): \_\_\_\_\_

This letter shall serve to notify you and verify that I/we am/are the legal owner(s) of the property located at \_\_\_\_\_, Fountain Valley, CA, and do hereby authorize:

Business Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_

To file and represent my/our interest in the above referenced application(s).

I/We am/are the legal owner(s) of said property, have read the foregoing letter of authorization and know the contents thereof, and do hereby certify that the same is true of my/our own knowledge. I/We declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature(s) of legal property owner(s):

\_\_\_\_\_

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

\_\_\_\_\_

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

ENVIRONMENTAL INFORMATION FORM  
(To Be Completed By Applicant)

Date Filed: \_\_\_\_\_

**General Information:**

1. Name and address of developer or project sponsor: \_\_\_\_\_  
\_\_\_\_\_
2. Address of Project: \_\_\_\_\_  
Assessor's Block and Lot Number: \_\_\_\_\_
3. Name, address, and telephone number of person to be contacted concerning this project: \_\_\_\_\_
4. Indicate number of the permit application for the project to which this form pertains:  
\_\_\_\_\_
5. 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:  
\_\_\_\_\_
6. Existing zoning district: \_\_\_\_\_
7. Proposed use of site (project for which this form is filed): \_\_\_\_\_  
\_\_\_\_\_

**Project Description:**

8. Site size: \_\_\_\_\_
9. Square footage: \_\_\_\_\_
10. Number of floors of construction: \_\_\_\_\_
11. Amount of off-street parking provided: \_\_\_\_\_
12. Existing and proposed impervious surface coverage: \_\_\_\_\_  
(Impervious surface coverage includes all paved areas and building and/or structure footprints).



- 31. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).
- 32. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).
- 33. Relationship to a larger project or series of projects.

Yes	No
_____	_____
_____	_____
_____	_____

**Environmental Setting:**

- 34. 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 Polaroid photos will be accepted.
- 35. 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, setbacks, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

**Certification:**

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

\_\_\_\_\_   
 Date

\_\_\_\_\_   
 Signature

\_\_\_\_\_   
 For

Note: This is only a suggested form. Public agencies are free to devise their own format for initial studies.

# CITY OF FOUNTAIN VALLEY

## CONDITIONAL USE PERMIT FILING FORM

### A. GENERAL

It is recommended that the applicant discuss his proposal with a member of the Planning Department prior to filing. This discussion should cover in detail the applicant's request and the procedural steps required.

### B. WHAT TO FILE

#### 1. Application Form

One copy of the Conditional Use Permit application properly filled out and signed by the recorded landowner. All applications shall contain the signature of the legal property owner(s) shall be submitted authorizing a third party to present vested interests. This applies even though specific property is in a contingency escrow to be sold on agreement between involved parties.

#### 2. Environmental Information Form

One copy of the Environmental Information Form, property filled out, dated and signed shall accompany the application. All questions must be answered. If a question does not apply to your particular development, you may write N/A (not applicable) in the answer space.

#### 3. Property Owners/Occupants List and Map (Please refer to the City Council Policy of Public Notification attached dated 3/21/89 Exhibit "B")

Each application must be accompanied by:

- a. Two sets of self-adhesive gummed mailing labels containing the names and addresses, including zip code, of owners of property and tenants within a radius of five hundred (500) feet of the exterior boundaries of the subject property. One set address labels is to be typed on 8 ½ x 11 inch plain paper. Include labels for the owner(s) and applicant.
- b. A map illustrating the five hundred (500) foot radius boundary and all parcels within that boundary. This map shall also illustrate current zoning, land use (e.g. residential, commercial, vacant, etc.) and assessor's parcel number. See sample map included in this packet. (Exhibit "C").

## CITY OF FOUNTAIN VALLEY CONDITIONAL USE PERMIT FILING FORM

3. Property Owner/Tenants List and Map (cont.)

This information shall be obtained from the latest Orange County equalized assessment roll and utilizing the most recent assessor's map(s). Some title companies also provide this service.

4. Letter of Certification of Property Owners/Tenants Lists

A letter of Affidavit shall be attached to the above list of names and addresses, property filled out and notarized, certifying the above names and addresses are as shown on the latest available assessment roll of Orange County. (Exhibit "D")

5. Plot Plan

Eleven (11) copies of the plot plan, floor plans building elevations shall be submitted with the application. The plot plan shall be legibly drawn to scale on paper no smaller than 8 ½" x 11" or no larger than 24" x 36", plans must be folded. Form A includes the checklist with complete plot plan requirements. In addition, submit one (1) 8 ½ " x 11" transparency of each.

6. Optional Data

Any other data that might be helpful in understanding and evaluating the application, such as pictures, traffic report, aerial photo, etc.

7. Project Description

Letter description of the project including use, hours of operation, building size, building use, number of parking stalls, percentage of landscaping, types of building materials (including colors) and sign program.

8. Photographs

One (1) set of color photos of subject property which indicate existing land use conditions on the subject property and the properties adjacent to the subject property.

9. Additional Studies

In addition, other studies may be required as part of the environmental review of each project including traffic, drainage, and sewer studies.

# CITY OF FOUNTAIN VALLEY

## CONDITIONAL USE PERMIT FILING FORM

### C. OTHER INFORMATION

#### 1. Processing

Each Conditional Use Permit application has two (2) meetings: (1) Development and Environmental Review Committee, and (2) the Planning Commission.

The typical Conditional Use Permit application requires approximately six (6) weeks to complete from the time the application is formally accepted. The department will provide written verification of formal acceptance. This time could be extended if additional information is required or if environmental problems are encountered. (See exhibit "E" for filing dates)

#### 2. Filing Fees

Specific filing fee is \$3,455.00

#### 3. Filing

File the complete application at the Planning Department any weekday between the hours of 8:00 a.m. and 4:30 p.m. Applications submitted on the day of filing deadline must be filed with the Planning Department prior to 11:00 a.m.

## CITY COUNCIL POLICY



### **ISSUE**                      **PUBLIC NOTIFICATION**

Section 65091 of the Government Code requires that notification for all public hearings be given to all property owners as identified on the latest equalized assessment roll within 300 feet of the subject property, or a local agency may give notice of the hearing in any manner it deems necessary or desirable.

### **POLICY STATEMENT**

The City of Fountain Valley historically has provided public notification which exceeds the minimum established by the Government Code in order to receive testimony on all land use issues. To further insure this policy the City Council hereby adopts the following guidelines for notification of affected property owners.

1. At a minimum all property owners within a 500 foot radius measured from the exterior property lines should be notified of all public hearing items presented before the planning Commission and City Council.
  - a) Notification boundaries should always include all lots on both sides of interior residential streets.
  - b) All developed property not identified on the latest equalized assessor's tax role but for which Certificate of Occupancies have been issued by the City should be notified and addressed as "Occupant."
2. For projects fronting on major arterials (e.g. Brookhurst, Slater) the 500 foot radius shall not include the width of the adjacent right-of-way and shall be measured entirely from the opposite side of the street.
3. For properties located adjacent to freeway right-of-way the entire 500 ft. radius shall be measured from the opposite side of the freeway.

CITY COUNCIL POLICY  
PUBLIC NOTIFICATION  
PAGE 2

4. Projects located next to mobile home parks should require notification of the occupants of each mobile home space affected by the application located within the 500 ft. radius.
5. When a project is adjacent to a known and active homeowners' association whose names and addresses of officers are on file, all officers of said group should be notified.
6. Projects having more regional significance require a significantly larger area of notification as determined by the Planning/Building Director or the Planning Commission.
7. Projects located within or adjacent to commercial or industrial centers should give notice to all commercial/industrial tenants located within the 500 foot radius.

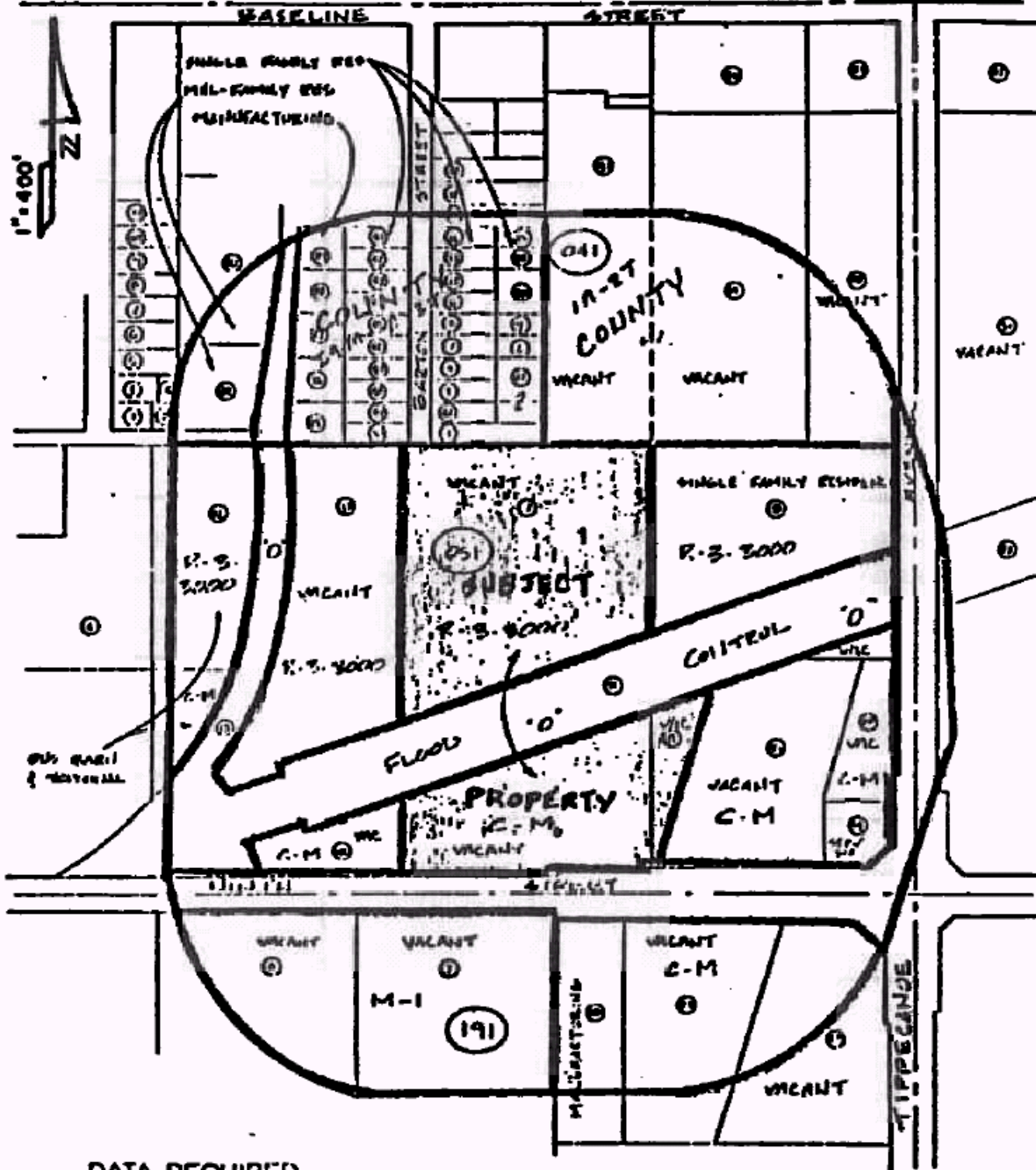
These guidelines are staff directives that should be complied with. Nothing contained herein is meant to create legal duties, however.

**DATE ADOPTED:**

MARCH 21, 1989



# CITY OF FOUNTAIN VALLEY SAMPLE 500' PROPERTY OWNER'S MAP



### DATA REQUIRED

- 500' RADIUS FROM EXTERIOR BOUNDARIES OF SUBJECT PROPERTY
- CURRENT ZONING WITHIN 500' RADIUS
- LAND USE WITHIN 500' RADIUS
- PROPERTY OWNER'S NAME AND ADDRESS SHALL BE LISTED ON AN ATTACHED SHEET AND KEYED BY ASSESSOR'S PARCEL NUMBER TO THE IDENTIFICATION MAP

**CITY OF FOUNTAIN VALLEY  
LETTER OF CERTIFICATION**

STATE OF CALIFORNIA    )  
  )  
COUNTY OF ORANGE    )

I, \_\_\_\_\_, HEREBY CERTIFY THAT ATTACHED LIST CONTAINS THE NAMES AND ADDRESSES OF ALL PERSONS TO WHOM ALL PROPERTY IS ASSESSED AS THEY APPEAR ON THE LATEST AVAILABLE ASSESSMENT ROLL OF THE COUNTY OF OANGE WITHIN THE AREA DESCRIBED AND FOR A DISTANCE OF FIVE HUNDRED (500) FEET FROM THE EXTERIOR BOUNDARIES OF PROPERTY LEGALLY DESCRIBED AS:

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DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

# CITY OF FOUNTAIN VALLEY

## CONDITIONAL USE PERMIT FILING FORM

The following items shall be shown and labeled on the submitted plot plan. Distinguished between existing (dashed lines) and proposed (solid lines) and show sufficient dimensions to define all items. Plans should be drawn to scale by a qualified individual such as an architect, engineer or licensed building designer.

1. Property lines and dimensions.
2. Building and structure footprints.
3. Preliminary grading and method of draining the site.
4. Driveways: (a) show all points of ingress and egress; (b) show conflict points such as other driveways, streets or alleys within 300 feet of proposed driveway (can be on a separate plan); (c) must show path of travel across driveway.
5. Handicapped parking, ramps, signs and pavement markings.
6. Parking layout showing sizes and location of each stall, back out areas and driving aisles.
7. Wheel or bumper stops or minimum 25 foot landscape divider.
8. Loading zones.
9. Dimensions and nature of all easements.
10. Location map (vicinity map).
11. Location of water/sewer mains.
12. Frontage streets: name, centerline, curblines, right-of-way, improvements and utility poles.
13. Location, height and composition of walls and fences.
14. Location of refuse enclosures with wall height and type of materials.
15. Outside storage area.
16. Location and method of lighting (hooding devices).
17. Location of fire hydrants.
18. Yard and spaces between buildings or between property lines and buildings.
19. Setback distances: (a) zoning; (b) flood control.
20. Sidewalk and interior walks including ramps and curb ramps.
21. Landscaping; building setbacks, parkway and parking lots.
22. Concrete header separating all paved vehicular areas from landscaping.
23. North arrow and scale.

# CITY OF FOUNTAIN VALLEY CONDITIONAL USE PERMIT FILING FORM

The Plans shall contain the following information:

1. Square footage or gross and net acreage of property.
2. Square footage of building or addition.
3. Square footage of landscaping, existing and proposed with dimensions and percent of landscaping.
4. Lot coverage (%).
5. Parking required, parking provided (covered and uncovered).
6. Type of building construction.
7. Automatic sprinklers in building (yes or no).
8. Zoning district.
9. Building occupancy.
10. Number of employees (if known).
11. Square footage of seating and number of seats (if applicable).
12. Nature of business.
13. Assessor's parcel number, legal description and address.
14. Name, address and phone number of plan preparer and applicant.

I HEREBY ACKNOWLEDGE THAT I HAVE INCLUDED ALL THE ITEMS LISTED ABOVE AND UNDERSTAND THAT MISSING ITEMS WILL RESULT IN DELAY OF THE PROCESSING OF MY APPLICATION.

\_\_\_\_\_  
Signature  
(Plan Preparer)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
(Applicant)

\_\_\_\_\_  
Date