



CITY OF FOUNTAIN VALLEY
PLANNING AND DEVELOPMENT
APPLICATION PACKET

City Hall | 10200 Slater Ave | Fountain Valley, CA | 92708

714-593-4425



PLANNING AND DEVELOPMENT APPLICATION PACKET

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PLANNING AND DEVELOPMENT APPLICATION PACKET

SUBMITTAL REQUIREMENTS

GENERAL

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

WHAT TO FILE

- Application Form:** One copy of the Planning and Development application properly filled out and signed by the recorded landowner or his/her designee. This applies even though specific property is in a contingency escrow to be sold on agreement between involved parties.
- 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.
- Property Owner List and Map:** (Please refer to the City Council Policy of Public Notification attached dated 3/21/89)

Each application must be accompanied by:

- Two sets of self-adhesive gummed mailing labels containing the names and addresses, including zip code, of owners of property within a radius of five hundred (500) feet of the exterior boundaries of the subject property. One set address labels are to be typed on 8 ½ x 11 inch plain paper. Include labels for the owner(s) and applicant.
- A map illustrating the five hundred (500) foot radius boundary and all parcels within that radius. See sample map included in this packet. 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.
- Proposed Plan:** Eleven (11) copies of the site plan, floor plans building elevations shall be submitted with the application. The site plan shall be legibly drawn to scale on paper no smaller than 11" x 17" and no larger than 24" x 36", plans must be folded. Provide one copy of reduced plans 8 ½" x 11". Page 6 includes the checklist with complete site plan requirements.
- Letter of Affidavit of Property Owners:** 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.

- **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.
- **Optional Data:** Any other data that might be helpful in understanding and evaluating the application. Additional studies may be required as part of the environmental review of each project including traffic, drainage, and sewer studies.
- **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.
- **Water Quality Management Plan:** Certain projects require a plan for managing the quality of storm water or urban runoff from a developed site after construction is complete and the structure is occupied. See page 17 for applicability and requirements.

OTHER INFORMATION

- **Processing:** Conditional Use Permits, Variances, and Precise Plan applications, unless associated with other applications are required to be reviewed by the Development and Environmental Review Committee. The ERC Committee is comprised of a staff representative from the Planning, Building, Fire, Police, and Public Works Departments. Staff then prepares a report and presented to the Planning Commission meeting where a decision is made regarding the proposed application. Applications may be appealed to the City Council for a final review.

The typical Conditional Use Permit and Variance applications require approximately six (6) to eight (8) weeks to complete from the time the application is deemed complete by the Planning Department. The Department will provide written verification of completeness. This time could be extended if additional information is required or if environmental issues are encountered.

Code Amendments, General Plan Amendments, Zone Changes, Specific Plans, Tentative Parcel Maps and Tentative Tract Maps all require approval from City Council and take additional time for processing.

- **Filing Fees:** See page 12.
- **Environmental Fees:** Pursuant to Fish and Game Code Section 711.4, the California Department of Fish & Game shall impose and collect a filing fee to defray the costs of managing and protecting California's vast fish and wildlife resources, including, but not limited to, consulting with other public agencies, reviewing environmental documents, recommending mitigation measures, and developing monitoring programs.

The CEQA filing fee may be waived if a project will have no effect on fish and wildlife (Fish and Game Code section 711.4(c)(2)(A)). Projects that are statutorily or categorically exempt from CEQA are also not subject to the filing fee, and do not require a no effect determination (sections 15260 through 15333, Title 14, CCR, Fish and Game Code Section 711.4(d)(1)). Regional Department environmental review and permitting staff are responsible for determining whether a project within the City of Fountain Valley will qualify for a no effect determination and if the CEQA filing fee will be waived

The City of Fountain Valley shall charge a fee for reviewing the following environmental documents to ensure compliance with the California Environmental Quality Act:

- Negative Declaration Fee: \$3,425.00
 - Initial Study Fee: \$1,455.00
 - Notice of Exemption Fee: \$495.00
- **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 Hall is closed every other Friday.



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DEVELOPMENT FLOW CHART

Applicant submits application, plans, and pays all applicable fees.



Planning Department reviews the application and schedules a preliminary meeting with the Environmental Review Committee to review application with the applicant and various City Departments.



Once the application has been deemed to be complete, the Planning Department prepares a report and makes a recommendation to the Planning Commission for approval/denial/or to continue application.



Public hearing held by the Planning Commission and decision is made.



IF APPROVED:



Submit plans to Building Department if doing construction.



Obtain business license.



Code Amendments, General Plan Amendments, Specific Plans, Zone Changes, Tract/Parcel maps all get forwarded to City Council for final approval.



IF DENIED:



Project applicant may appeal decision to City Council.*

* All decisions of the Planning Commission may be appealed to the City Council in accordance with FVMC 21.60.

The process chart is intended for general information only. Processing times may vary based on the project and or land use. This chart does not include projects that are not exempt from CEQA law.



PLANNING AND DEVELOPMENT APPLICATION PACKET

APPLICATION

TO BE COMPLETED BY CITY STAFF ONLY

PROJECT CASE NO.	DATE FILED:
------------------	-------------

PLEASE PRINT

ADDRESS/LOCATION	ASSESSOR'S PARCEL NUMBER (APN)	ZONING DISTRICT
GENERAL PLAN DESIGNATION	LEGAL DESCRIPTION	

PROJECT DESCRIPTION

CHECK THE APPLICABLE PLANNING APPLICATION

<input type="checkbox"/> CONDITIONAL USE PERMIT <input type="checkbox"/> PRECISE PLAN <input type="checkbox"/> CODE AMENDMENT <input type="checkbox"/> TENTATIVE PARCEL/TRACT MAP <input type="checkbox"/> SPECIFIC PLAN	<input type="checkbox"/> VARIANCE (INCLUDE VARIANCE FINDING FORM) <input type="checkbox"/> ZONE CHANGE <input type="checkbox"/> GENERAL PLAN AMENDMENT <input type="checkbox"/> LOT LINE ADJUSTMENT <input type="checkbox"/> DEVELOPMENT REVIEW
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APPLICANT INFORMATION

APPLICANT NAME	ADDRESS		
APPLICANT ADDRESS	CITY	STATE	ZIP CODE
PHONE	EMAIL		

PROPERTY OWNER INFORMATION

PROPERTY OWNER NAME	ADDRESS		
PROPERTY OWNER ADDRESS	CITY	STATE	ZIP CODE
PHONE	EMAIL		

PROPERTY OWNER AUTHORIZATION

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.

PROPERTY OWNER NAME (PRINT)	PROPERTY OWNER SIGNATURE	DATE
-----------------------------	--------------------------	------



PLANNING AND DEVELOPMENT APPLICATION PACKET

PLAN REQUIREMENTS

The following items shall be shown and labeled on the submitted plot plan. Distinguish 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.

The plans shall contain the following information when applicable:

- Address of project and vicinity map
- Type of business and use of property.
- Assessor's parcel number, legal description and address.
- Name, address and phone number of plan preparer and applicant.
- Property lines and dimensions.
- Building and structure footprints.
- Square footage or gross and net acreage of property.
- Square footage of building or addition.
- Square footage of landscaping, existing and proposed with dimensions and percent of landscaping.
- Lot coverage (%).
- Parking required, parking provided (covered and uncovered).
- Type of building construction.
- Automatic sprinklers in building (yes or no).
- Zoning district.
- Building occupancy.
- Number of employees (approximate).
- Square footage of seating and number of seats.
- Preliminary grading and method of draining the site.
- 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.
- Handicapped parking, ramps, signs and pavement markings.
- Parking layout showing sizes and location of each stall, back out areas and driving aisles and loading zones.
- Dimensions and nature of all easements.
- Location of water/sewer mains.
- Frontage streets: name, centerline, curb line, right-of-way, improvements and utility poles.
- Location, height and composition of walls and fences.
- Location of refuse enclosures with wall height and type of materials.
- Outside storage area.
- Location and method of lighting (including proposed screening).
- Location of fire hydrants.
- Sidewalk and interior walks including ramps and curb ramps.
- Landscaping; building setbacks, parkway and parking lots.
- Concrete header separating all paved vehicular areas from landscaping.
- North arrow.



PLANNING AND DEVELOPMENT APPLICATION PACKET

ENVIRONMENTAL INFORMATION FORM

General Information:

1. Name and address of developer or project sponsor: _____

2. Address of Project: _____
3. Assessor's Block and Lot Number: _____
4. Name, address, and telephone number of person to be contacted concerning this project:

5. Indicate number of the permit application for the project to which this form pertains:

6. 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: _____

7. Existing zoning district: _____
8. Proposed use of site (project for which this form is filed): _____

Project Description:

9. Site size: _____
10. Square footage: _____
11. Square footage of impervious area: _____
12. Number of floors of construction: _____
13. Amount of off-street parking provided: _____
14. Existing and proposed impervious surface coverage: _____
(Impervious surface coverage includes all paved areas and building and/or structure footprints).
15. Attach project plans including preliminary grading plans, erosion and sediment control plans, drainage plans, preliminary Water Quality Management Plans (WQMPs) for large-scale developments, construction site Best Management Practices (BMPs) Plans, and post construction BMPs.
16. Proposed scheduling: _____

- 17. Associated project: _____
- 18. Anticipated incremental development: _____
- 19. If residential, include the number of units, schedule of unit size, range of sale prices or rents, and type of household size expected.
- 20. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
- 21. If industrial, indicate type, estimated employment per shift, and loading facilities.
- 22. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
- 23. If the project involves a Variance, Conditional Use Permit or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

- 24. Change in existing features of any bays, tidelands, beaches, or hills or substantial alteration of ground contours.
- 25. Change in scenic views or vistas from existing residential areas or public lands or roads.
- 26. Change in pattern, scale or character of general area of project.
- 27. Significant amounts of solid waste or litter.
- 28. Change in dust, ash, smoke, fumes or odors in vicinity.
- 29. Change in the percentage of pervious vs. impervious surfaces (for new construction / redevelopment only)
- 29. Change in the amount of storm water discharged (for new construction only)
- 30. Change in ocean, bay, lake, stream, or ground water quality or quantity, or alteration of existing drainage patterns.
- 31. Substantial change in existing noise or vibration levels in the vicinity.

YES	NO
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



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ENVIRONMENTAL INFORMATION FORM

- 32. Site on filled land or on slope of 10 percent or more.
- 33. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.
- 34. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).
- 35. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).
- 36. Relationship to a larger project or series of projects.

YES	NO
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Environmental Setting:

- 37. Describe the project site as it exists before the project, including information on topography, percentage of pervious area vs. percentage of impervious area, 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.
- 38. 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.



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FEE SCHEDULE

Permit Type	Fee
ABC – Letter of PNC	\$1,940
Annexation	\$6,540 + PW Costs
CC&R Review	\$120 + Attorney Fees
Code Amendment	\$5,495
Conditional Use Permit	\$3,455.00
CUP Resolution Review	\$330
Development Agreement	\$7,460
Development Review	\$1,645
Environmental Impact Report	Cost + 15%
Extension of Time	\$850
General Plan Amendment	\$9,265
GP Conformance Finding	\$1,060
GP Maintenance	5% of Building Permit
Hearing Continuance –w/ out New Mailing	\$765
Hearing Continuance – w/ New Mailing	\$915
Home Occupation Permit	\$35
Initial Study (CEQA)	\$1,455
Loss of Nonconforming Status – Appeal	\$1,205
Lot Line Adjustment	\$1,575
Major Variance	\$2,960
Minor Variance	\$770
Modification to CUP	\$2,415
Modifications to Conditions	\$2,415
Negative Declaration (CEQA)	\$3,425
Negative Declaration (CEQA) Non-Staff prepared	Cost + 15%
Notice of Exemption (CEQA)	\$495
PC Appeal – Resident	\$1,140
PC Appeal – Others	\$2,280
PC Interpretation	\$1,590
Precise Plan of Design	\$3,830
Sign Committee Approval	\$890
Specific Plan	\$10,100
Subdivision Directional Sign	\$1,205
Temporary Banner Permit	\$50
Tentative Parcel Map	\$2,180
Tentative Tract Map	\$4,580
TUP – Outdoor Sales	\$115
TUP – Seasonal Sales	\$115
TUP – Special Events	\$345
Zone Change	\$4,795
Zoning Compliance Letter	\$140

(Fees adopted 7/16/08)



PLANNING AND DEVELOPMENT APPLICATION PACKET

PUBLIC NOTIFICATION POLICY

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 at least ten (10) days prior to the hearing.
 - 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.
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 500 ft. radius.



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PUBLIC NOTIFICATION POLICY

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.

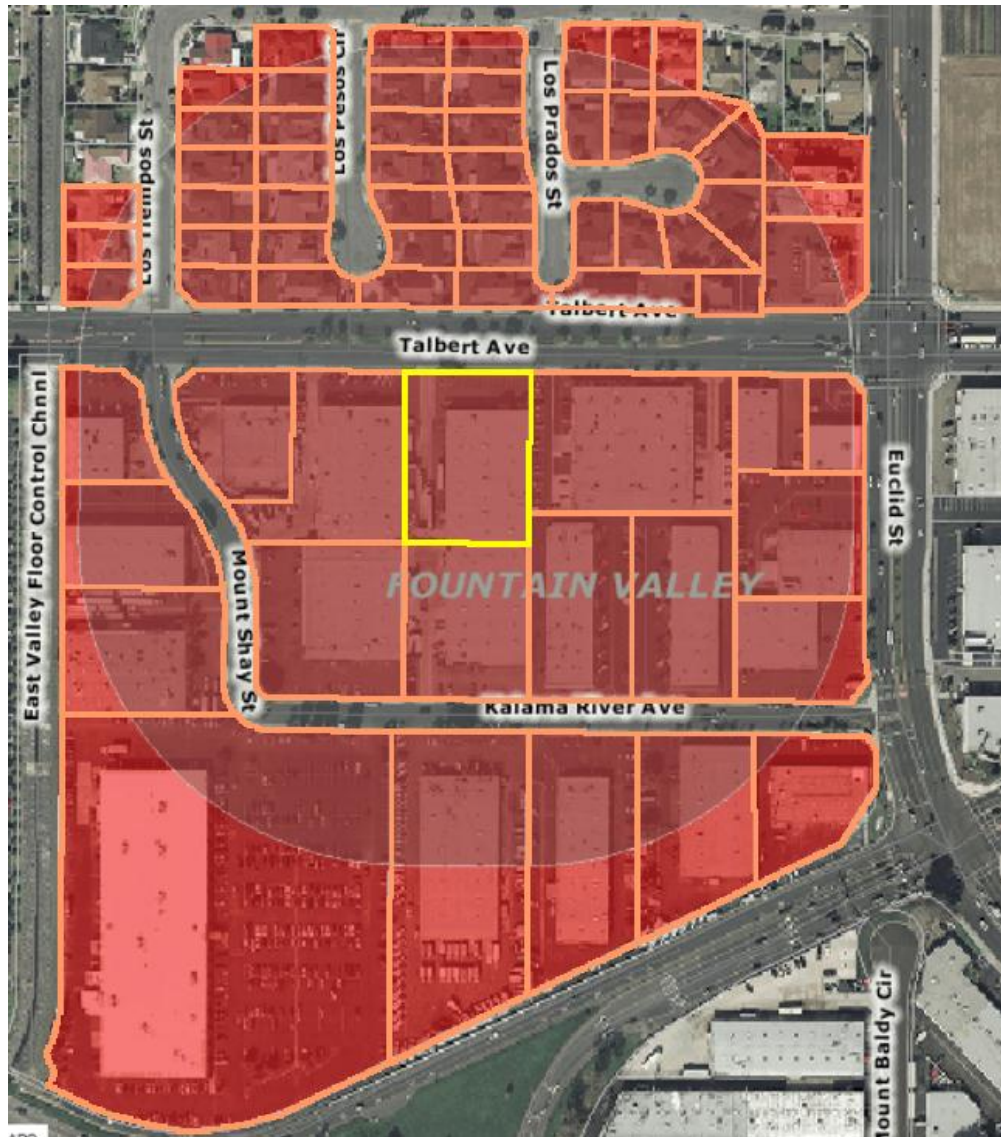
These guidelines are staff directives that should be complied with. Nothing contained herein is meant to create legal duties, however.

Date Adopted March 21, 1989



PLANNING AND DEVELOPMENT APPLICATION PACKET

SAMPLE 500 ft. PROPERTY OWNER'S MAP



REQUIREMENTS:

- 500 ft. radius from exterior boundaries of subject property
- Property owner's name and address shall be listed on an attached sheet and keyed by assessor's parcel number to the identification map.



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SAMPLE MAILING LABELS

<p>APN: 144-053-12 JOHNSON, STEVE 17899 SAN MARCOS ST FOUNTAIN VALLEY CA 92708</p>	<p>APN: 144-053-20 LOPEZ, JUAN TR 18903 SAN MARCOS ST FOUNTAIN VALLEY CA 92708</p>	<p>APN: 144-053-28 BENDER, JOHN 18707 SAN MARCOS ST FOUNTAIN VALLEY CA 92708</p>
<p>APN: 144-053-13 WILSON, ROMEO 911 JACARANDA ST FULLERTON, CA 92058</p>	<p>APN: 144-053-21 ADAMS, RYAN 29066 LOCKHAVEN RD MENIFEE CA 92584</p>	<p>APN: 144-053-29 TRUMAN, RONALD L 9837 FLAMINGO AVE FOUNTAIN VALLEY CA 92708</p>
<p>APN: 144-053-14 NGUYEN, TO 10627 LA PERLA AVE FOUNTAIN VALLEY CA 92708</p>	<p>APN: 144-053-22 DELONG, HOWARD 10071 SPARROW AVE FOUNTAIN VALLEY CA 92708</p>	<p>APN: 144-053-30 WASHINGTON, RICHARD TR 10067 SPARROW AVE FOUNTAIN VALLEY CA 92708</p>
<p>APN: 144-053-15 JOHNSON, WOLFGANG 1943 GARFIELD LN LAGUNA BEACH, CA 92651</p>	<p>APN: 144-053-23 CHAU, VO P O BOX 853 FOUNTAIN VALLEY CA 92728</p>	<p>APN: 144-053-31 FLORES, REBECCA 10053 SPARROW AVE FOUNTAIN VALLEY CA 92708</p>
<p>APN: 144-053-16 MCNEIL, ALLISON 10049 SPARROW AVE FOUNTAIN VALLEY CA 92708</p>	<p>APN: 144-053-24 FRANKLIN, LEE 10043 SPARROW AVE FOUNTAIN VALLEY CA 92708</p>	<p>APN: 144-053-32 HYATT, JOHN TR 10039 SPARROW FOUNTAIN VALLEY CA 92708</p>
<p>APN: 144-053-17 PENA, ADRIANA 8523 PHOENIX AVE FOUNTAIN VALLEY CA 92708</p>	<p>APN: 144-053-25 LOPEZ, ALBERT TR 10031 SPARROW AVE FOUNTAIN VALLEY CA 92708</p>	<p>APN: 144-053-33 ROBERTS, LAURA 18730 BROOKHURST ST FOUNTAIN VALLEY CA 92708</p>
<p>APN: 144-053-18 TRAN, RICHARD 18726 BROOKHURST ST FOUNTAIN VALLEY CA 92708</p>	<p>APN: 144-053-26 RODRIGUEZ, VINCE 6568 Long Beach Blvd LONG BEACH CA 90806</p>	<p>APN: 144-053-34 WALSH, RYAN TR 18718 BROOKHURST ST FOUNTAIN VALLEY CA 92708</p>
<p>APN: 144-053-19 LAMAR, RANDY 18712 BROOKHURST ST FOUNTAIN VALLEY CA 92708</p>	<p>APN: 144-053-27 GAMBINO, ESTEBAN 18708 BROOKHURST ST FOUNTAIN VALLEY CA 92708</p>	<p>APN: 144-053-35 YOUNG, OLIVIA 18704 BROOKHURST ST FOUNTAIN VALLEY CA 92708</p>



PLANNING AND DEVELOPMENT APPLICATION PACKET

PUBLIC NOTIFICATION FIRMS

Advanced Listing Services

Tony Kaspar
P.O. Box 2593
Dana Point, CA 92624
949-361-3921
www.advancedlisting.com

A M Mapping Service

Anna M. Smit
8001 – B Archibald Ave
PO Box 4710
Rancho Cucamonga, CA 91730

Dependable Business Services, Inc.

Dennis Stout
714-744-2845
dstout@socal.rr.com

Donna Scales

684 S Gentry Lane
Anaheim, CA 92807
714-921-2921

Foothill Project Management

The Urban Design Center
3087 Warren
Costa Mesa, CA 92626
714-434-9228

Kimberly Wendel

Radius Map & Listing Service

PO Box 264
Los Alamitos, CA 90720
562-431-9634

Mailing Pros Inc.

Chris West
15564 Producer Lane
Huntington Beach, CA 92649
mpi@mailingprosinc.com

NotificationMaps.com

23412 Moulton Parkway, Suite 140
Laguna Hills, CA 92653
1-866-PLAN COM
sales@notificationmaps.com

Radius Maps

1-888-2-RADIUS

Susan Case Inc.

917 Gleeneyre St #7
Laguna Beach, CA 92651
949-494-6105
949-494-7418
orders@susancaseinc.com

Zoning and Land Solutions

E.R. Odom
6285 E Spring St 306N
Long Beach, CA 90808
562-841-2188

FOR REFERENCE ONLY

This information is provided as a courtesy. Applicants are not limited to the above firms nor does the City of Fountain Valley endorse any specific firm.



PLANNING AND DEVELOPMENT APPLICATION PACKET

WATER QUALITY MANAGEMENT PLAN (WQMP) TRACKING FORM

Applicant Information (please print)

1. Project Address:

2. City Planning Project Number (if applicable):

3. Project Name (if applicable):

4. Project Description:

5. Applicant:

6. Applicant Address:

7. Applicant E-mail Address:

8. Phone Number: _____

9. Signature of Project WQMP Reviewer: _____ Date: _____

Staff Use Only: Every Priority Project is required to have an approved WQMP. **Priority Projects are:**

a. All significant redevelopment projects, 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 LID criteria applies 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 LID criteria applies to the entire development.

b. 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.



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WATER QUALITY MANAGEMENT PLAN (WQMP) TRACKING FORM

This category includes development projects on public or private land, which fall under the planning and building authority of the City.

- c. Automotive repair shops (with SIC codes 5013, 5014, 5541, 7532-7534, 7536-7539).
- d. Restaurants where the land area of development is 5,000 square feet or more.
- e. All hillside developments on 5,000 square feet or more, which are located on areas with known erosive soil conditions or where the natural slope is twenty-five percent or more.
- f. Parking lots 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.
- g. Streets, roads, highways and freeways 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.
- h. Retail gasoline outlets of 5,000 or more square feet.



PLANNING AND DEVELOPMENT APPLICATION PACKET
WATER QUALITY MANAGEMENT PLAN (WQMP) TRACKING FORM

STAFF USE ONLY

Is a WQMP required? Yes ___ No ___

First Conceptual WQMP Review
 WQMP Received on: _____ (Initial ___)
 Review Completed on: _____ (Initial ___)

Second Conceptual Review
 WQMP Received on: _____ (Initial ___)
 Review Completed on: _____ (Initial ___)

Final or Third Conceptual WQMP Review
 WQMP Received on: _____ (Initial ___)
 Review Completed on: _____ (Initial ___)

Is the General Construction Permit Notice of Intent Completed and verified? _____

If yes, the NOI number is: _____

Certificate of Occupancy

A Certificate of Occupancy can only be issued following confirmed implementation the Project WQMP as attested through signature of the Building Official.

The operator/owner has implemented all conditions of the Project WQMP. All BMPs have been verified as complete and functioning.

 Building Official

 Date

Structural BMPs:	Verified	
	Yes	No
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		

Notes: _____

LID BMPs:	Verified	
	Yes	No
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		

Notes: _____

w:\steve\ncdes\wqmp\wqmp review process checklist 7 18 11