



PLANNING DIVISION

ADMINISTRATIVE ADJUSTMENT APPLICATION

PROJECT CASE NO.

HDL PERMIT NO.

PROPERTY INFORMATION

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

REQUESTED ADJUSTMENT

REQUIRED DEVELOPMENT STANDARD
REQUESTED DEVIATION FROM THE REQUIRED STANDARD

APPLICANT INFORMATION

PROPERTY OWNER INFORMATION

APPLICANT NAME			PROPERTY OWNER NAME		
APPLICANT ADDRESS			PROPERTY OWNER ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
PHONE	FAX		PHONE	FAX	
MOBILE	E-MAIL (REQUIRED)		MOBILE	E-MAIL (REQUIRED)	

AUTHORIZED AGENT (if different from above)

ARCHITECT/DESIGNER

AUTHORIZED AGENT NAME			ARCHITECT/DESIGNER NAME		
AUTHORIZED AGENT ADDRESS			ARCHITECT/DESIGNER ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
PHONE	FAX		PHONE	FAX	
MOBILE	E-MAIL (REQUIRED)		MOBILE	E-MAIL (REQUIRED)	

PROPERTY OWNER AUTHORIZATION

I declare that I am the legal owner of record of the land specified in this application. As the owner, I hereby affirm under penalty of perjury that the foregoing statements, facts and attachments are true and correct. Further, I declare that I fully understand and authorize all actions proposed within this application, and authorize the foregoing applicant or agent to act on my behalf on all matters relating to this application, including negotiations, discussions and communications with staff from the City of Westminster. This authorization shall remain valid until invalidated in writing.

In accordance with Government Code Section 65105, I further acknowledge that in the performance of their functions, planning agency personnel may enter upon any land and make examinations and surveys, provided that the entries, examinations, and surveys do not interfere with the use of the land by those persons lawfully entitled to the possession thereof.

IF THE PROPERTY OWNER IS NOT THE APPLICANT, CHECK HERE IF THE OWNER WOULD LIKE TO RECEIVE COPIES OF ALL CORRESPONDENCE BETWEEN THE CITY AND APPLICANT.

X **X** **X**

Property Owner Name (Print)	Property Owner Signature	Date of Signature
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TYPE OF ADMINISTRATIVE ADJUSTMENT REQUESTED

STAFF USE ONLY

<input type="checkbox"/> DWELLING UNIT SIZE	<input type="checkbox"/> DRIVEWAY WIDTH	<input type="checkbox"/> FENCES, WALLS, OR HEDGES
<input type="checkbox"/> FRONT YARD SETBACK (R1 DISTRICT ONLY)	<input type="checkbox"/> DISTANCE BETWEEN STRUCTURES	<input type="checkbox"/> OPEN SPACE
<input type="checkbox"/> PARKING	<input type="checkbox"/> PROJECTIONS	<input type="checkbox"/> SETBACKS
<input type="checkbox"/> STRUCTURE HEIGHT	<input type="checkbox"/> REC VEHICLE DEVELOPMENT STANDARDS	

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ADMINISTRATIVE ADJUSTMENT APPLICATION PACKET

SUBMITTAL CHECKLIST

This checklist is intended to assist you in assembling a complete application packet. Some of the items listed may not be required. To determine which are required, contact the Planning Division at 714-548-3247.

DESCRIPTION	PAGE
<input type="checkbox"/> COMPLETED APPLICATION FORM	1
An application form must be completed and submitted for the appropriate entitlement. If you are applying for more than one entitlement, complete the general Land Use and Development Application Form, which is found in the Land Use and Development Application Packet.	
<input type="checkbox"/> DETAILED PROJECT DESCRIPTION	
All projects require submittal of a detailed description of the proposed project and requested entitlements.	
<input type="checkbox"/> STATEMENT OF JUSTIFICATION	4
Provide reasons why the Administrative Adjustment(s) should be granted. The reasons are your answers to the findings seen in the attached document.	
<input type="checkbox"/> OWNERSHIP VERIFICATION	
All projects require submittal of a recent copy of a Grant Deed, Deed Trust, Title Report, or Escrow Closing Statement verifying property ownership.	
<ul style="list-style-type: none">▸ <i>For property(ies) owned by more than one individual or more than one entity:</i> Submit a separate sheet that references the subject property address and lists those names, mailing addresses, phone numbers, and email addresses; and provide signatures of those persons or entities having an interest in the real property(ies) involved in the application.▸ <i>For trust-owned property(ies):</i> Submit a copy of the trust agreement identifying the applicant as a trustee or executor with signatory authority for the property.▸ <i>For Corporation, LLC or Partnership-owned property(ies):</i> Submit a copy of the operating agreement or corporate paperwork from the time the corporation was formed, which identifies the applicant as the President, Vice-President, CEO, Partner, or Managing Member.▸ <i>For condominiums and townhomes:</i> If the project is in the common area or exterior of a condominium building, submit a letter of authorization signed by the HOA president along with documentation (e.g. HOA minutes) verifying the authenticity of the president's position with the HOA. Alternatively, authorization from all condominium owners may be considered.	
<input type="checkbox"/> FULL TITLE REPORT	
All projects involving development require submittal of a title report prepared within the last six months along with all exhibits; easements; and conditions, covenants, and restrictions referenced in the report.	
<input type="checkbox"/> APPLICATION PROCESSING FEES	
Submit processing fees in the amount of \$2,770.00 (this includes a \$775.00 environmental exemption fee). Each adjustment requested beyond the first will cost an additional \$598.50. Checks must be made payable to the City of Westminster.	
<input type="checkbox"/> ORANGE COUNTY FIRE AUTHORITY PLANNING AND DEVELOPMENT SERVICE REQUEST	5-6
See the Orange County Fire Authority (OCFA) plan review submittal criteria forms to determine if OCFA review is required for your project. If OCFA review is required, you must submit an OCFA service request form (which may only be obtained at City Hall) and fees in the amount of \$483.75. This fee may be combined with project filing fees into one check made payable to the City of Westminster.	

DESCRIPTION	PAGE
<input type="checkbox"/> ARCHITECTURAL PLANS AND SITE PLAN	7-9
<p>Consult staff in the Planning Division to determine the plans and maps required for your project. Also, see the plans and maps requirements for more information.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site plans <input type="checkbox"/> Floor plans <input type="checkbox"/> Building elevations <input type="checkbox"/> Roof plans <p>Once it is determined which plans are required, submit 3 sets of full-size (24 inches by 36 inches) plans that are folded in accordance with instructions in this packet.</p>	
<input type="checkbox"/> PUBLIC NOTIFICATION MAP	10-13
<p>A map, drawn to scale, showing all properties located <i>adjacent to</i> the exterior boundaries of the subject property or properties must be prepared by a City-approved firm. A hard copy and digital copy of this map must be submitted. See the attached document for detailed instructions.</p>	
<input type="checkbox"/> PUBLIC NOTIFICATION NAME AND ADDRESS MAILING LIST	10-13
<p>An ownership and occupant address list must be prepared by a City-approved firm. A hard copy and digital copy of the list must be submitted. See the attached document for detailed instructions.</p>	
<input type="checkbox"/> PUBLIC NOTIFICATION MAILING LIST AFFIDAVIT	14
<p>This affidavit must be completed by the ownership listing firm.</p>	
<input type="checkbox"/> DIGITAL COPIES OF ALL DOCUMENTS	
<p>All projects require submittal of a compact disc or flash drive which includes digital copies of all documents, plans, and maps. If your project requires review by the OCFA submit an additional compact disc or flash drive with digital copies of the plans and maps only.</p>	
<input type="checkbox"/> ENVIRONMENTAL (CATEGORICAL EXEMPTION) FILING FEE	
<p>If your project is exempt from the California Environmental Quality Act, you must submit an environmental filing fee of \$50.00 in the form of a check made payable to the County of Orange. This check must be separate from city filing fees, and must be submitted when and if the project is approved.</p>	



ADMINISTRATIVE ADJUSTMENT APPLICATION PACKET
STATEMENT OF JUSTIFICATION

An administrative adjustment may be approved by the Community Development Director, with or without conditions, only after making all of the following findings. Provide your own statement describing how the proposed project satisfies all of these findings.

1. ***The strict application of the applicable development standard creates an unnecessary, involuntarily created hardship or unreasonable regulation that makes it obviously impractical to require compliance with the development standards;*** (Describe how application of the subject development standard in relationship to some unique characteristic of the property or special circumstance makes it difficult for the property owner to follow the specific standard.)

2. ***Approval of the administrative adjustment would not be detrimental to the public health, interest, safety, or general welfare and would not be detrimental or injurious to property or improvements in the vicinity and in the same zoning district;*** (Describe how the requested adjustment will not be detrimental to public health, safety or welfare or injurious to property in the vicinity. This description may include the assurance of adequate sight distance for traffic, adequate separation of the proposed project from other properties or structures, concurrences of other public agencies such as the Department of Environmental Health and adequate screening such as vegetation and topography.)

3. ***The project is consistent with the General Plan and complies with all other applicable provisions of this Title.*** (Give reasons why approval of the requested adjustment will be consistent with goals of the City's master plan, especially the City's land use goals and policies, and community design goals and policies. The City's General Plan may be found online at <https://www.westminster-ca.gov/civicax/filebank/blobdload.aspx?blobid=11158>.)

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ORANGE COUNTY FIRE AUTHORITY

Required for Commercial, Multi-Family Residential, and Residential Tract Development Projects in Orange County

COM

- Complete and sign the applicant certification below, along with the required project information:
- Answer questions 1 through 10. Check the box if *any part* of the question is applicable to your project. Then submit the plan type noted *in italics* to OCFA. Please be advised for certain projects, other OCFA plan types, not indicated herein, may be required.
- Read and initial items 11 and 12.

I certify, under penalty of perjury, under the laws of the State of California, that the information below is true:

Print Name: _____ Signature: _____ Date: _____
 Phone Number: _____ Email: _____

Project Information

Address: _____ Suite: _____ City: _____ ZIP: _____
 Business Description: _____
 Scope of Work: _____

Check "Each" Item Applicable to the Proposed Project or Business

- Construction of a new building, a new story, or increase the footprint of an existing building? Changes to roadways, curbs, or drive aisles? Addition, relocation, or modification of fire hydrants or fences/gates? Construction within 300 feet of an active or proposed oil well? (*OCFA Fire Master Plan: PR145*)
- Property is adjacent/near to a wildland area, or non-irrigated native vegetation or slope? (*OCFA Fire Master Plan, PR145, and possibly a Fuel Modification Plan, PR120/PR124*)
- Located in or < 100' from a Division of Oil, Gas, and Geothermal Resources (DOGGR) field boundary, < 300' from an oil/gas seep, or < 1000' from a landfill? (*OCFA Methane Work Plan, PR170*)
- Installation/modification/repair of underground piping, backflow preventers, or fire department connections serving private fire hydrant/sprinkler/standpipe systems? (*OCFA Underground Plan, PR470/ PR475*)
- Drinking/dining/recreation/religious functions or other gatherings in a room >750 sq. ft. or > 49 people? Healthcare/outpatient services for > 5 people who may be unable to immediately evacuate without assistance? Education for children (academic tutoring for ages 5+ is exempt unless classified as an E occupancy by the Building Official)? Adult/child daycare? 24-hour care/supervision? Incarceration or restraint? Hotel/apartment or residential facility with 3+ units and 3+ stories (3-story townhouses/rowhouses where an independent direct exit to grade is provided for dwelling are exempt)? Congregate housing/dormitories with 17+ people? High-rise structure (55+ feet to highest occupied floor level)? (*OCFA Architectural Plan, PR200 - PR285*)
- Installation/modification of locks delaying or preventing occupants from leaving a space or requiring use of a card, button, or similar action to open a door in the direction of exit travel? (*OCFA Architectural, Sprinkler, and/or Alarm Plan, depending on the occupancy and type of device installed, PR200 - PR280, PR420 - PR425, or PR500-PR520*)
- Installation/modification/use of spray booths; dust collection; dry cleaning; industrial ovens/drying equipment; industrial/commercial refrigeration systems; compressed gasses; tanks for cryogenic or flammable/combustible liquids; vapor recovery; smoke control; battery back-up/charging systems (> 50 gal. electrolyte, > 1,000 lb. lithium ion); welding/brazing/soldering, open flame torches, cutting/grinding; or other similar operations? (*OCFA Special Equipment Plan, PR315, PR340 - PR382*)
- Storage/use/research with flammable/combustible liquids or other chemicals? Motor vehicle/aircraft maintenance/repair? Cabinetry/woodworking/finishing facility? (*OCFA Chemical Classification & Floor Plan, full OCFA Architectural Plan if H occupancy; OCFA Special Equipment Plans may be necessary, PR315 - PR360, PR232 - PR240*)
- Storage or merchandizing areas in excess of 500 sq. ft., where items are located higher than 12' (6' for high-hazard commodities, plastic, rubber, foam, etc.)? (*OCFA High-piled Storage Plan, PR330*)
- Cooking under a Type I commercial hood?; installation or modification of a fire extinguishing system located in a commercial cooking hood? (*OCFA Hood & Duct Extinguishing System Plan, not just the hood mechanical plan, PR335*)

Initial each of the following two items, indicating that you have read and understand the statement:

- (Initials: _____) * Sprinkler/Alarm Requirements: Consult California Building/Fire Codes and local ordinances to determine sprinkler or alarm system requirements. If a system is required, plans shall be submitted to OCFA. Existing buildings undergoing remodel must be evaluated by a licensed contractor to determine if modification is needed. If so, the licensed contractor shall submit plans for approval, prior to any changes taking place.
- (Initials: _____) Fire Hazard Severity Zone: Consult maps available at building department or on OCFA website to determine if your site is located in a FHSZ. Buildings in a FHSZ may be subject to special construction requirements detailed in CBC Chapter 7A or CRC R327—the building department will determine specific requirements.)

(Initials: _____) **Attention Planning & Building Departments:** If you've verified all questions were answered accurately, and the project does not otherwise require OCFA review of *sprinkler or alarm plans, you may accept this signed form as a written release that an OCFA review is not required. If you still require that the applicant have plans approved by OCFA, please initial this, and provide an explanation on the OCFA Referral Form, along with the appropriate plans and fees for an OCFA review.

For questions and submittal information, please visit ocfa.org, or call OCFA at (714) 573-6100.



ORANGE COUNTY FIRE AUTHORITY

Required for Single Family or Duplex Residences in Orange County



- Complete and sign the applicant certification below, along with the required project information:
- Answer questions 1 through 10 and check the box if *any part* of the question is applicable to your project. Then, submit the plan type noted *in italics* to OCFA. Please be advised for certain projects, other OCFA plan types, not indicated herein, may be required.

I certify, under penalty of perjury, under the laws of the State of California, that the information below is true:

Print Name: _____ Signature: _____ Date: _____

Phone Number: _____ Email: _____

Project Information

Address:		Suite:	City:	ZIP:
Scope of Work:				
Existing Area:	Area to be Added:	Total Resulting Area:	Stories:	Existing Sprinklers (Y/N):
Indicate if Brand New Home or Remodel:			Area Added in Past 2 Years (excl. this project):	

Check "Each" Item Applicable to the Proposed Project

- Area** - Will total square feet of any structure on the property be > 3,600 sq. ft. (6,200 sq. ft. for sprinklered buildings), including the area of all enclosed spaces, such as garages, closets, and stairs, and detached structures, separated by less than 10' (*OCFA Residential Site Plan: PR160*)
- Distance** - Is the most remote portion of the structure/addition/modification > 140' from the street, or for sprinklered structures, > 290' to the main entry? Note: measure along an unobstructed, walkable path around the outside of the structure starting at the curb on the street in front of the property. (*OCFA Sprinkler Plan may be required*)
- Grade** - Does the street providing access to the property have a grade > 10% (10' of elevation change for each 100' of horizontal distance)? (*OCFA Sprinkler Plan will be required*)
- Cul-de-Sac** - Is the property located in the dead-end "bulb" portion of a cul-de-sac street, with a radius < 38' or containing a center island? (*OCFA Sprinkler Plan may be required*).
- Gate** - Are you installing a gate across a driveway or road that is designated as a fire department access roadway, or one that serves more than a single home/duplex? (*OCFA Residential Site Plan and/or Pedestrian/Vehicle Gate Plan may be required*)
- Hydrant** - Is the nearest fire hydrant > 250' from the property line, as measured along the street providing access to the property? (*OCFA Sprinkler Plan may be required*)
- Location** - Is the property located in any of the following neighborhoods: Midway City; Lemon Heights/Cowan Heights; Orange Park Acres; the unincorporated canyon areas accessed from Santiago Canyon Road; "The Ranch", near San Juan Capistrano? (*OCFA Fuel Modification and Sprinkler Plans may also be required*)
- Methane** - Is the project located in or < 100' from a Division of Oil, Gas, and Geothermal Resources (DOGGR) field boundary or well (active or abandoned), < 300' from an oil/gas seep, or < 1000' from a landfill? (*OCFA Methane Plan PR172 is required*). (Note for projects in Yorba Linda, this requirement only applies to a new home; enclosed, detached accessory structures; or 1000+ sq. ft. additions to existing structures). To determine if a property is located near wells or an oil field, consult the oil and gas field maps available on the California Department of Conservation's DOGGR website or contact DOGGR at (714) 816 - 6847.
- Sprinklers** - Is this a new residence; or new accessory building (detached garage/workshop/etc.) exceeding the commercial sprinkler area threshold per local ordinance; or addition/remodel requiring a sprinkler retrofit per local ordinance; or an addition to a currently sprinklered building? Existing sprinklered buildings undergoing remodel must be evaluated by a licensed contractor to determine if modification is needed; if so, plans shall be submitted and approved prior to concealing interior construction. (*OCFA Sprinkler Plan will also be required*). Installation/modification/repair of underground piping, backflow preventers, or fire department connections serving private fire hydrant/sprinkler/standpipe systems? (*OCFA Underground Plan, PR470/ PR475*)
- Vegetation** - Is the property in/adjacent/near slopes, hills, open space or a wildland area containing non-irrigated vegetation, or is the property in/adjacent/near a fuel modification zone/interface (Note: consult address list at the Building Department)? (*OCFA Fuel Modification Plan and/or OCFA Accessory Structure Exhibit is required*)

IMPORTANT - Applicant Initials for "Fire Hazard Severity Zones" (FHSZ): Consult maps available at the Building Department, or on OCFA.org to determine if your project is located in a FHSZ. Buildings in a FHSZ may be subject to special construction requirements detailed in CBC Chapter 7A or CRC R327 (The Building Department will determine specific requirements.)

Planning & Building Department Initials: If you've verified all questions were answered accurately, and the project does not otherwise require OCFA review of *sprinkler or alarm plans, you may accept this signed form as a written release that an OCFA review is not required. If you still require that the applicant have plans approved by OCFA, please initial this, and provide an explanation on the OCFA Referral Form, along with the appropriate plans and fees for an OCFA review.

For questions and submittal information, please visit ocfa.org, or call OCFA at (714) 573-6100.



ADMINISTRATIVE ADJUSTMENT APPLICATION PACKET
PLANS AND MAPS REQUIREMENTS

- SITE PLANS** must include the following information:
 - A tabular legend showing the following information (if applicable):
 - Address;
 - Zoning;
 - Current use of the site and adjacent properties;
 - Building setbacks;
 - A calculation of the number of parking spaces required and provided;
 - The total area (in square feet) of the project site;
 - The area of the site to be covered by buildings and paved surfaces;
 - The total area (percentage) of existing landscaping and proposed landscaping;
 - Floor area ratio for commercial developments;
 - Total common driveway area (in square feet) for residential developments;
 - Allowable and proposed densities for residential projects;
 - The total open space areas (in square feet) for residential developments;
 - The total number of proposed dwelling units and existing units that will remain, listed by number of bedrooms;
 - The total area (in square feet) of the project site covered by pervious surface; and
 - The total area (in square feet) of the project site covered by impervious surface.
 - Accurate property lines that are fully dimensioned
 - A north arrow
 - Accurate scale of drawings (scale should not be smaller than 1/8" = 1')
 - The building footprint clearly outlined, including any 2nd floor cantilever or overhang
 - All proposed improvements and existing improvements, which will be retained
 - Dimensions of parking spaces, drive aisles, backup spaces, handicap accessible spaces, turning radii, wheel stops, parking striping, and flow of traffic noted by arrows
 - Access and circulation of pedestrians and vehicles
 - Adjacent properties with setback dimensions, building footprints, and labeled as one or two-story structures
 - Building setbacks to 1st and 2nd floor
 - Building separation dimensions
 - Existing and proposed utility structures (i.e., a/c units, cable, utility or telephone poles)
 - Existing and proposed public improvements to centerline of street and curb
 - Location, name, and width (including required widening of adjacent street)
 - Locations of signs
 - Existing and proposed fences, walls, or gates and height and materials identified
 - Existing and proposed landscaped areas
 - Driveway width dimensioned
 - Existing and proposed public and private easements
 - Parkway
 - Private street or alleys
 - Existing and proposed streetlights
 - Open space areas both private and common
 - Phasing plan (for those projects that involve phased development)
- FLOOR PLANS** must include the following information:
 - Dimensioned floor plan drawn to scale, including the location and size of rooms, walkways, and other internal features

- Use (including walkways and other internal features) and size of rooms and common areas in square feet labeled on the plans
- Identify fixtures (e.g., toilets, sinks, tables, chairs, etc.)
- Distinguish between new walls, existing walls to remain, and existing walls to be demolished
- For restaurants, include a table identifying total square feet of kitchen area, dining area, and other areas.

BUILDING ELEVATIONS must include the following information:

- A legend of materials, colors, and design features keyed to elevations
- The building length and height dimensioned and drawn to scale
- Gutters and down spouts
- Window trims and door moldings
- The exterior wall finish identified
- Details including screening materials for trash enclosures
- Details including screening materials for utilities
- Aluminum and flashing finishes, cornices, eaves, corbels, columns, chimney, awning, and other exterior architectural features
- Balconies and patios
- Window recessing
- Colored catalog cut sheets provided for the following items: windows, doors, garage doors, exterior lighting fixtures, and roofing materials

ROOF PLANS must include the following information:

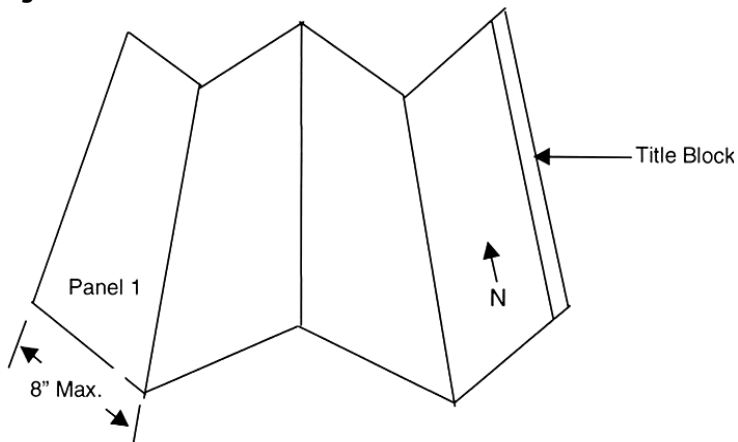
- Depth of eaves
- The existing and proposed roof design
- Roof pitch
- Height of parapets
- Locations of proposed and existing rooftop equipment



AN APPLICANT'S GUIDE TO THE STANDARD PLAN FOLD

Plans submitted to the Planning Division must be folded in the following manner. If you have any questions please contact staff in the Planning Division and we will be happy to assist you.

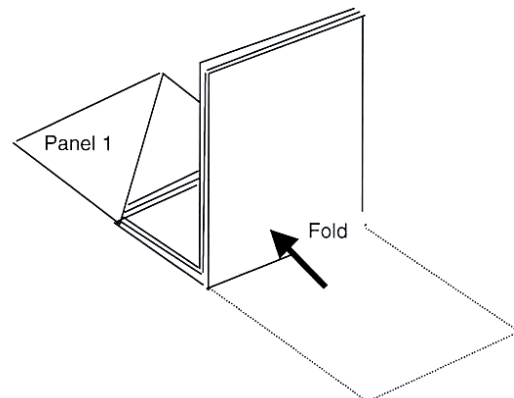
Figure 1



Begin by folding the plans accordion style, with no panel greater than 8 inches in width. For multi-sheet plan sets, fold all sheets **together**, not separately.

Fold the bottom of the plans up and leave about 2 inches at the top exposed. Length of the folded plan set should not exceed 14 inches, maximum. For extra-long plans, it may be necessary to make too folds to stay within the 14-inch maximum length.

Figure 2



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PUBLIC NOTIFICATION INSTRUCTIONS FOR PROJECT APPLICANTS

Project applicants must follow the notification instructions below.

- Step 1.** You are required to hire and retain one of the firms listed on the next page to provide public notification services, which must include mailing services.
- Step 2.** Give the public notification instructions and affidavit on Pages 12-14 of this application packet to the hired firm.
- Step 3.** Once the ownership/occupant listing and notification firm has prepared the map, mailing lists, and affidavit, submit these documents to the Planning Division as part of your application packet.
- Step 4.** After submitting your application packet to the Planning Division, wait for further notification mailing instructions.

OWNERSHIP LISTING AND NOTIFICATION FIRMS

<p>Susan W. Case 917 Glenneyre St., Suite 7 Laguna Beach, CA 92651 Tel: (949) 494-6105 Fax: (949) 494-7418 orders@susancaseinc.com</p>	<p>Szeto, Tran + Associates 2714 Stingle Ave. Rosemead, CA 91770 Tel: (626) 512-5050 Fax: (323) 838-0515</p>
<p>Donna Scales, Donna's Radius Maps 684 S. Gentry Lane Anaheim, CA 92807 Wk: (714) 921-2921 Cell: (714) 458-4798 Fax: (714) 921-0990 ddradiusmaps@sbcglobal.net</p>	<p>Advanced Listing Services P.O. Box 2593 Capistrano Beach, CA 92624 Tel: (949) 361-3921 Fax: (949) 361-3923 Denise@AdvancedListing.com</p>
<p>Radius Maps/Bonnie Perkins 7901 La Carta Circle Buena Park, CA 90620 Tel: (888) 272-3487 Fax: (714) 739-1212</p>	<p>Notificationmaps.com / Karen Martin 668 N Coast Hwy, #401 Laguna Beach, CA 92653 Tel: (866) plancom (752-6266) www.notificationmaps.com</p>
<p>T-square Mapping Service/Darla Hammond 969 S. Raymond Ave. Pasadena, CA 91105 Tel: (626) 403-1803 Fax: (626) 403-2972</p>	<p>Cathy McDermott Ownership Listing Service P.O. Box 890684 Temecula, CA 92589-0684 Tel: (951) 699-8064 Fax: (951) 699-8064</p>
<p>Foothill Project Management 117 ½ 28th Street Newport Beach, CA 92660 Tel: (949) 673-3565 Fax: (949) 434-9228</p>	<p>Steven Harvey Property Profilers Tel: (714) 891-2861 www.propertyprofilers.net</p>
<p>Alcoholic Beverage Licensing Company 8530 Wilshire Blvd. #404 Beverly Hills, CA 90211-3127 Tel: (310) 854-5386</p>	<p>Dependable Business Services, Inc. Dennis Stout Tel: (714) 744-2845 Fax: (714) 744-5123</p>
<p>Matt Warmuzek Mailing Pros, Inc. 5261 Business Dr. Huntington Beach, CA 92649 Tel: (714) 892-7251 matt@mailingprosinc.com</p>	<p>Ownership Listing Solutions Coralee Newman & Joshua Canter 1048 Irvine Ave, #618 Newport Beach, 92660 Tel: (949) 717-7942 josh@govsol.com</p>
<p>Robert Simpson City Radius Maps 300 East Bonita #3641 San Dimas, CA 91773 Tel: (818) 850-3382 robert@cityradiusmaps.com</p>	<p>Rosa Falcon Quality Mapping Service 14549 Archwood St. #301 Van Nuys, CA 91405 Tel: (818) 997-7949 www.qualitymapping.com</p>



ADMINISTRATIVE ADJUSTMENT APPLICATION PACKET
PUBLIC NOTIFICATION INSTRUCTIONS FOR NOTIFICATION FIRMS

The ownership listing and notification firm hired and retained by the project applicant must follow the public notification instructions below.

Step 1. Prepare the initial application submittal requirements listed below for the project applicant.

1. **Radius map**, prepared in accordance with the following:
 - a. Show all properties located *adjacent to* the exterior boundaries of the subject property or properties. For projects located in a shopping center, the outermost boundary of the center shall serve as the radius starting point. The Director has the discretion, on a case-by-case basis, to require the applicant to expand the radius beyond the minimum notification area.
 - b. Drawn to scale
 - c. All properties on the radius map shall be identified by a consecutive numbering system which corresponds with the ownership/occupant labels described below.
2. **Name and mailing address list** for the following:
 - a. The *applicant, occupants, and owner(s), or their agents*, of the property being considered.
 - b. The *owners and occupants* of all property within the notification area on the map. These owners and occupants shall be numbered corresponding to the consecutive numbering system on the map, and the assessor's parcel number (APN) of each lot shall also be identified. The name and address of each property owner as identified in the records of the Orange County Assessor shall be used, unless a more current source of this information is known. The address of occupants shall be determined by visual site inspection or other reasonably accurate means.
 - c. Each local agency expected to provide water, schools, or other essential public facilities or services to the project, whose ability to provide the facilities and services may be significantly affected.
 - d. A person who has filed a written request for notice with the Director and has paid the fee established by the most current City Council Fee Resolution for the notice.

This list shall be prepared in Microsoft Excel in the following format:

Number	APN	Name	Address	City	State	Zip Code

3. **Signed Owner/Occupant Mailing List Affidavit** (page 14) verifying that the radius map and list has been prepared in compliance with the requirements of this Section.
4. **Digital copies** of the radius map, address list, and signed affidavit on a compact disc or flash drive.

Step 2. Wait for the Planning Division to generate a public notice

Sometime following the applicant's formal submittal of an application to the Westminster Community Development Department, the Planning Division will establish an action date. Approximately two weeks prior to this action date, the Division will generate a public notice. The notice will then be e-mailed to ownership listing and notification firm, along with affidavits to be completed by the preparer of the mailing and posting verifying completion of the tasks described below.

Step 3. Mail public notices

1. The ownership listing firm is then required to perform all duties necessary to mail the notice to all individuals on the aforementioned address list. This includes, but is not limited to: printing public notices, inserting notices into envelopes, placing address labels on envelopes, and placing prepaid postage on envelopes.
2. The ownership listing firm must then mail out public notices, and the Planning Division will coordinate with the firm to ensure notices are mailed within the required legal timeframe. All notices will be required to include the following return address:

(Insert Planner Name)
Westminster Planning Division
8200 Westminster Blvd.
Westminster, CA 92683

3. Once mailed, a signed affidavit of mailing on a form prescribed by the Director (which will be e-mailed to the ownership listing firm) must be submitted to the Planning Division.
4. If a decision or action is appealed, the firm will be required to mail public notices for an appeal and for any new hearing if an item is continued.

Step 4. Post public notices (only if the applicant determined the listing and notification firm will complete this task)

1. In addition to the mailed notice, notice(s) must also be conspicuously posted at the project site in a manner approved by the Director. The Director has the discretion to require posting of multiple notices to ensure appropriate level of visibility.
2. Unlike the mailed notice, posting of the notice may be completed by the applicant or the ownership listing firm. Both parties must coordinate to determine who will complete the required posting. The Planning Division will coordinate with the applicant or ownership listing firm to ensure notices are posted within the required legal timeframe.
3. The applicant shall submit a signed affidavit of sign posting on a form prescribed by the Director (which will be e-mailed to the ownership listing firm) and a photograph of the sign(s) on-site.
4. If a decision or action is appealed, the listing firm or applicant will be required to post notice(s) for an appeal and for any new hearing if an item is continued.



ADMINISTRATIVE ADJUSTMENT APPLICATION PACKET
PUBLIC NOTIFICATION MAILING LIST AFFIDAVIT

For a project located at _____, I present this affidavit certifying the attached list of mailing addresses was prepared for all properties *adjacent to (contiguous)* to the project site.

I certify this list includes mailing addresses for the following:

- a. The applicant, occupants, and owner(s), or their agents, of the property being considered.
- b. The owners *and* occupants of all property within the determined area on the radius map. These owners and occupants shall be numbered corresponding to the consecutive numbering system on the radius map, and the assessor's parcel number (APN) of each lot on the radius map shall also be identified. The last known name and address of each property owner as identified in the records of the Orange County Assessor shall be used, unless a more current source of this information is known. The address of occupants shall be determined by visual site inspection or other reasonably accurate means.
- c. Each local agency expected to provide water, schools, or other essential public facilities or services to the project, whose ability to provide the facilities and services may be significantly affected.
- d. A person who has filed a written request for notice with the Director and has paid the fee established by the most current City Council Fee Resolution for the notice.

I further certify this list to be true and correct to the best of my knowledge and belief. The last known name and address of each property owner was obtained from the records of the Orange County Assessor, or other more current source of this information. The address of occupants was also determined by visual site inspection or other reasonably accurate means.

This list includes a total of _____ mailing addresses. To prepare a public notice for a mailing of this size, I must receive a notice prepared by the Planning Division at least _____ days prior to mailing.

Signed

(Print or Type Name)

Mailing Address

City, State, Zip Code

Telephone Number

E-Mail Address

Date of Preparation