



**PLANNING DIVISION**  
**DEVELOPMENT REVIEW APPLICATION**

PROJECT CASE NO.

**PROPERTY INFORMATION**

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

**PROJECT DESCRIPTION**

**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**

<b>Property Owner Name (Print)</b>	<b>Property Owner Signature</b>	<b>Date of Signature</b>
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## DEVELOPMENT REVIEW APPLICATION PACKET SUBMITTAL CHECKLIST

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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"/> <b>COMPLETED APPLICATION FORM</b> All projects require submittal of a completed application form.	<b>1</b>
<input type="checkbox"/> <b>DETAILED PROJECT DESCRIPTION</b> All projects require submittal of a detailed description of the proposed project and requested entitlements.	
<input type="checkbox"/> <b>HOUSING QUESTIONNAIRE: ENERGY EFFICIENCY/CONSERVATION</b> All projects involving new residential development require submittal of this form.	<b>5</b>
<input type="checkbox"/> <b>HAZARDOUS WASTE AND SUBSTANCES STATEMENT</b> All projects involving development require submittal of this form.	<b>6</b>
<input type="checkbox"/> <b>OWNERSHIP VERIFICATION</b> 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"><li>For <i>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.</li><li>For <i>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.</li><li>For <i>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.</li><li>For <i>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.</li></ul>	
<input type="checkbox"/> <b>FULL TITLE REPORT</b> 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"/> <b>APPLICATION PROCESSING FEES</b> All projects are subject to processing fees. Consult staff in the Planning Division for all applicable fees. The city accepts all forms of payment. Checks must be made payable to the City of Westminster.	
<input type="checkbox"/> <b>ORANGE COUNTY FIRE AUTHORITY PLANNING AND DEVELOPMENT SERVICE REQUEST</b> 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.	<b>7-8</b>

**DESCRIPTION****PAGE** **PLANS****9-12**

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.

- ALTA Survey
- Site plan
- Floor plan(s)
- Building elevations
- Roof plan(s)
- Cross Section(s)
- Conceptual landscape plans
- Grading plans

Once it is determined which plans are required for your project, prepare and submit plan sets that are folded in the quantity and sizes identified below.

Decision Maker	Number and Size of Plans	Plan Preparation
Planning Commission	15 sets, size 11 inches by 17 inches	Folded in half
	3 sets, size 24 inches by 36 inches	Folded per attached instructions
Director	3 sets, size 24 inches by 36 inches	Folded per attached instructions

 **COLORED BUILDING ELEVATIONS**

All projects that involve new development require submittal of colored building elevations.

 **THREE DIMENSIONAL COLORED RENDERINGS**

Some projects that involve new development may require submittal of three dimensioned colored renderings.

 **PHOTO SIMULATIONS**

For projects that involve new development it is optional to submit photo simulations.

 **MATERIALS AND COLORS BOARD**

All projects that involve new development require submittal of a materials and colors board that is not larger than 8-inches by 14-inches. Photographs of the materials (but not colors) may be accepted. Such board shall identify manufacturer's name and product numbers of all proposed materials and colors, and shall be keyed and numbered to the plans.

 **WATER QUALITY MANAGEMENT PLAN****13-14**

All projects that involve new development or significant redevelopment may require submittal of a conceptual Water Quality Management Plan (cWQMP). See the attached document to aid you in determining the type of cWQMP required. You may also contact the development engineer, Daniel Hsieh, at 714-548-3466 or at [dhsieh@westminster-ca.gov](mailto:dhsieh@westminster-ca.gov) for more information.

- Conceptual Water Quality Management Plan
- Non-priority water quality plan

 **WATER QUALITY MANAGEMENT PLAN AFFIDAVIT****14**

All projects that involve new development or significant redevelopment require submittal of this form.

 **PUBLIC NOTIFICATION RADIUS MAP****15-19**

If public notification is required, a 500-foot radius map must be prepared by a City-approved firm. A hard copy and digital copy of the radius map must be submitted. See the attached document for detailed instructions.

<b>DESCRIPTION</b>	<b>PAGE</b>
<input type="checkbox"/> <b>PUBLIC NOTIFICATION NAME AND ADDRESS MAILING LIST</b>	<b>15-19</b>
If public notification is required, an ownership and occupant address list must be prepared by a City-approved firm corresponding to the radius map requested above. A hard copy and digital copy of the list must be submitted. See the attached document for detailed instructions.	
<input type="checkbox"/> <b>PUBLIC NOTIFICATION MAILING LIST AFFIDAVIT</b>	<b>19</b>
If public notification is required, this affidavit must be completed and submitted.	
<input type="checkbox"/> <b>RESIDENTIAL DEVELOPMENT PARK IMPACT FEE ACKNOWLEDGEMENT</b>	<b>20-25</b>
If you propose a residential development that adds a net total of one or more residential units to the City, then the project is subject to a residential development park impact fee (unless the project is exempt per Ordinance No. 2560) and you must submit a completed Applicant/Property Owner Acknowledgement Form for Park Fees New Residential Development Applications. For more information, see the attached handout.	
<input type="checkbox"/> <b>REPLACEMENT HOUSING DETERMINATION FORM</b>	<b>26-29</b>
All projects involving new residential development (within a residential or mixed-use zoning district) require completion of this form. See the attached document for more information and detailed instructions.	
<input type="checkbox"/> <b>DIGITAL COPIES OF ALL DOCUMENTS</b>	
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.	
<input type="checkbox"/> <b>APPLICATION PROCESSING FEES</b>	
All projects are subject to processing fees. Consult staff in the Planning Division for all applicable fees. The city accepts all forms of payment. Checks must be made payable to the City of Westminster.	
<b>Description</b>	<b>Fee<sup>1</sup></b>
Development Review – Administrative – Stand Alone Application	\$4,625
Development Review – Planning Commission – Exempt from CEQA	\$5,915
Development Review – Planning Commission – Not Exempt from CEQA	\$8,055
<sup>1</sup> Includes a \$775.00 environmental exemption fee	
<input type="checkbox"/> <b>ENVIRONMENTAL (CATEGORICAL EXEMPTION) FILING FEE</b>	
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.	
<input type="checkbox"/> <b>SHOPPING CART CONTAINMENT PLAN</b>	
Projects or land uses that involve 10 or more shopping carts requires the submittal of a Shopping Cart Containment application, which may be obtained at City Hall; processing fees in the amount of \$150.00; and written shopping cart containment plan, which identifies design and implementation measures that comply with the requirements of <a href="#">Westminster Municipal Code Chapter 8.78 (Mandatory Shopping Cart Containment Program and Retrieval by Owners)</a> ; for review by the Code Enforcement Division. The processing fee may be combined with project filing fees into one check made payable to the City of Westminster.	



DEVELOPMENT REVIEW APPLICATION PACKET

**HOUSING QUESTIONNAIRE: ENERGY EFFICIENCY & CONSERVATION**

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If your application includes new residential development, modification of existing residential units, or conversion to residential uses, please answer the questions listed below:

1. Do you plan to incorporate energy efficient features into the design of your project? If yes, describe the proposed design features below. YES  NO

2. Are you aware of the various programs available related to energy efficiency/conservation? If yes, list the programs you intend to use. YES  NO

3. Would you be interested in meeting with staff to discuss available programs, funding and/or regulatory assistance related to energy efficiency/conservation? If yes, use to the information listed below to contact us. YES  NO

Planning Division Contact Information  
Phone: (714) 548 -3247  
E-mail: [planning@westminster-ca.gov](mailto:planning@westminster-ca.gov)





DEVELOPMENT REVIEW APPLICATION PACKET  
**HAZARDOUS WASTE AND SUBSTANCES STATEMENT**

Pursuant to California Government Code Section 65962.5(f), before the City accepts as complete an application for any development project which will be used by any person, the applicant shall consult the following:

- 1) State's lists of hazardous waste facilities subject to corrective action,
- 2) Land designated as hazardous waste property or border zone property,
- 3) Hazardous waste disposals on public land,
- 4) Sites listed pursuant to Section 25356 of the Health and Safety Code,
- 5) Sites included in the Abandoned Site Assessment Program,
- 6) Underground storage tanks for which an unauthorized release report is filed pursuant to Section 25295 of the Health and Safety Code,
- 7) Solid waste disposal facilities from which there is a migration of hazardous waste and for which a California regional water quality control board has notified the Department of Toxic Substances Control,
- 8) Sites subject to cease and desist orders pursuant to Section 13301 of the Water Code and cleanup or abatement orders issued pursuant to Section 13304 of the Water Code,
- 9) That concern the discharge of wastes that are hazardous materials, and
- 10) Solid waste disposal facilities from which there is a known migration of hazardous waste [compiles per Government Code Sections 65962.5(a)(b)(c)(d) and available from the California Secretary for Environmental Protection per Government Code Section 65962.5(e)], and shall submit a signed statement to the City indicating whether the project and any alternatives are located on a site that is included on any of the lists compiled pursuant to this section and shall specify any list. If the site is included on a list, and the list is not specified on the statement, the City shall notify the applicant pursuant to Section 65943.

	YES	NO
Are the development project and any alternatives proposed in this application, contained on the lists compiled pursuant to Section 65962.5 of the California Government Code?	<input type="checkbox"/>	<input type="checkbox"/>

If yes then, accordingly, the project applicant is required to submit a signed statement that contains the following information.

Name of applicant: \_\_\_\_\_

Applicant address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address of site (street name and number if available, and Zip Code): \_\_\_\_\_

Local agency (city/county): \_\_\_\_\_

Assessor's book, page, and parcel number(s): \_\_\_\_\_

Specify any list pursuant to Government Code Section 65962.5: \_\_\_\_\_

Regulatory identification number: \_\_\_\_\_

Date of list: \_\_\_\_\_

**Signature of Applicant(s)**

**Date**







# ORANGE COUNTY FIRE AUTHORITY

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## Plan Submittal Criteria Form

Required for Single Family or Duplex Residences  
(Use Commercial form for lots with 3+ dwelling units or new residential tracts)

Complete the Project Information and Questionnaire below, then sign and date the Applicant Certification.

### Project Information

New Single Family Residence/Duplex     
  Addition/Remodel     
  ADU     
  Other

Address:	Unit #:	City or Unincorporated County Area:	ZIP:
Scope of Work:			
Existing Area:	Area to be Added:	Total Resulting Area:	Stories: Area Added in Past 2 Years (excluding this project):

### Questionnaire

	Yes	No		OCFA Plan Type if "Yes"
1.	<input type="checkbox"/>	<input type="checkbox"/>	<b>New</b> – Is this a new single family residence or duplex?	<i>*(PR160) Residential Site with Water Availability (PR400-402) Fire Sprinkler</i>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<b>ADU</b> – Is this a new Accessory Dwelling Unit (ADU) on the same property as a house that already has fire sprinklers or a house that will have fire sprinklers added as part of this project?	<i>(PR400-402) Fire Sprinkler</i>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<b>Addition</b> – Is this (A) an addition to a currently sprinklered building, or (B) an addition requiring a fire sprinkler retrofit based on a threshold set by local ordinance?	<i>(PR400-402) Fire Sprinkler</i>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<b>Distance</b> – Is the most remote portion of the addition, ADU or other detached structure greater than 140-feet from the fire access roadway?	<i>*(PR160) Residential Site</i>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<b>Total Area</b> – Will the addition result in a total area of greater than 3,600 square feet (sf) for non-sprinklered buildings, or greater than 6,200 sf for sprinklered buildings, including the area of all enclosed spaces, such as garages, stairs, and detached structures separated by less than 10-feet?	<i>*(PR160) Residential Site with Water Availability</i>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<b>Remodel</b> – Is this a remodel of a sprinklered building with a scope of work that includes adding or removing any interior walls? Note: If "Yes", then project must be evaluated by a C-16 licensed contractor to determine if a fire sprinkler modification is needed.	<i>(PR400-402) Fire Sprinkler</i>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<b>Detached Structure</b> – Is this a new detached utility or accessory structure (not an ADU), such as a garage, workshop, game room, pool house, barn, etc., requiring fire sprinklers based on a threshold set by local ordinance?	<i>*(PR160) Residential Site (PR400-402) Fire Sprinkler</i>
8.	<input type="checkbox"/>	<input type="checkbox"/>	<b>Gate</b> – Is a gate being installed across a driveway or road that is designated as a fire department access roadway, or a driveway or road that serves more than a single home/duplex?	<i>(PR180) Gate</i>
9.	<input type="checkbox"/>	<input type="checkbox"/>	<b>Methane</b> – Is project located in or less than 100' from a "Division of Oil, Gas, and Geothermal Resources" (DOGGR) field boundary or well (active or abandoned), less than 300-feet from an oil/gas seep, or less than 1000-feet from a landfill? (Note: For projects in Yorba Linda, this requirement only applies to new homes, enclosed accessory structures, addition to existing structure greater than 1000 sf, and ADU's).	<i>*(PR160) Residential Site *(PR172-174) Methane Test/Mitigation Plans</i>
10.	<input type="checkbox"/>	<input type="checkbox"/>	<b>Vegetation</b> – Is the property/structure (A) on the perimeter of a community containing, or adjacent to slopes or hills, or (B) adjacent to an open space or wildland area containing non-irrigated vegetation, or (C) in a State Responsibility Area or Local Responsibility Area "Fire Hazard Severity Zone", as defined by the State, or (D) near an area that could be affected by a wildfire in the open space.	<i>*(PR125) Fuel Modification (PR182) Accessory Structure</i>

\*OCFA approval required before issuance of a grading/building permit. All other plans types may be deferred submittals.

### Applicant Certification

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

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Attention Building Department Staff** – After you've verified all questions were answered accurately as "No", then you may accept this signed form as a written release that an OCFA review is not required. If any questions were answered as "Yes", then the plan type on the right side may be required.

\_\_\_\_\_ If all answers are "No" and the Building Department still requires the applicant to have their plans reviewed by OCFA, or if any answers are "Yes" and the Building Department prefers for OCFA to determine if a review is required, please initial this line and provide an explanation on the Plan Referral Form (on the reverse), to be submitted along with the appropriate plans to OCFA for a determination.



# ORANGE COUNTY FIRE AUTHORITY

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## Plan Submittal Criteria COMMERCIAL projects, MULTIFAMILY RESIDENTIAL projects and RESIDENTIAL TRACT developments

### INSTRUCTIONS:

- Fill in the project/business address and provide a brief description of the scope of work and type of business operation that will take place.
- Answer questions 1 through 10, read and initial items 11 and 12, then complete and sign the certification section.
- If you answer: - "YES" to *any part* of questions 1 through 10, submit the type of plan indicated in italics to OCFA.
- In some cases, other plan types not indicated herein may also be necessary depending on specific conditions or operations.
- Visit [www.ocfa.org](http://www.ocfa.org) for submittal information and locations. If you need assistance in filling out this form or have questions regarding requirements for review, please contact OCFA at 714-573-6108 or visit us at 1 Fire Authority Road, Irvine, CA 92602.

Address	Suite	City
Project Scope/Business Description		

- YES NO
- 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? *Fire Master Plan (PR145)*
  - Property is adjacent to a wildland area or non-irrigated native vegetation? *Fire Master Plan (PR145); a Fuel Modification Plan may also be required. (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? *Methane Work Plan. (PR170)*
  - Installation/modification/repair of underground piping, backflow preventers, or fire department connections serving private fire hydrant/sprinkler/standpipe systems? *Underground Plan. (PR470, PR475)*
  - Drinking/dining/recreation/meetings/training/religious functions or other gatherings in a room > 750 sq.ft. (> 1,000 sq.ft. for training/adult education) 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)? *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? *Architectural, Sprinkler, and/or Alarm Plan depending on the occupancy and type of device installed (PR200-PR280, PR420-PR425, 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? *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? *Chem Class & floor plan (full architectural plan if H occupancy); 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.)? *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? *Hood & Duct Extinguishing System, not just the hood mechanical plan. (PR335)*

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

- \*Sprinklers/Alarms: Consult Building/Fire Codes and ordinances to determine sprinkler/alarm requirements; if a system is required, plans shall be submitted for OCFA review. Existing buildings undergoing remodel must be evaluated by a licensed contractor to determine if modification is needed; if so, contractor shall submit plans prior to making modifications.  
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 \_\_\_\_\_

### I certify under penalty of perjury under the laws of the State of California that the above is true:

Print Name	Signature
Phone Number ( )	Date / /

**Building Department:** If you have verified that all of the questions have been answered accurately as "NO", and the project does not otherwise require OCFA review of sprinkler or alarm plans\*, then you may accept this signed form as a written release that OCFA review is not required. Should you still require that the applicant have plans approved by OCFA, please initial here \_\_\_\_\_ or attach an OCFA referral form and have the applicant submit the form along with the appropriate plans and fees for OCFA review.



## DEVELOPMENT REVIEW APPLICATION PACKET

### PLANS AND MAPS REQUIREMENTS

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**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

**CONCEPTUAL LANDSCAPE PLANS** must include the following information:

- Stamp of approval from the project engineer that prepared the Water Quality Management Plan
- Hydrozone designations identified
- Landscape materials and symbols identified
- Property lines, building footprints, paved areas and paving materials
- Natural and geological features
- Tree staking and planting details and soils information
- Total landscape area in square feet and as a percentage of the site area
- The location and size of proposed trees, major shrubs and groundcover
- Significant vegetation to be retained or removed (if any)
- A plant legend describing plant characteristics for each symbol (where trees or shrubs have significantly different characteristics, different symbols shall be used)
- The location, height, materials, and design of site improvements such as fences, retaining walls, special paving and lights
- Cross sections and/or elevations showing relationships between planting design and site improvements (sections shall show existing and proposed grades)
- Hardscaped areas identified

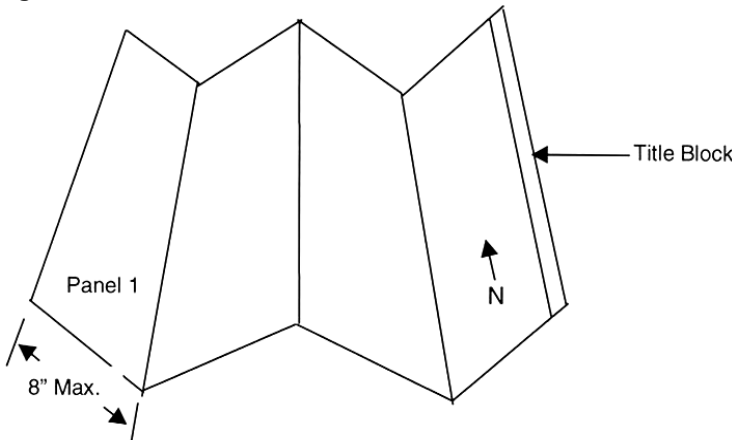
- **WATER QUALITY MANAGEMENT PLAN (WQMP)** must be prepared based upon the Orange County model WQMP, which may be found at <http://ocwatersheds.com/documents/wqmp>. All WQMPs must also be consistent with any landscape plans. The project engineer that prepared the WQMP will be responsible for reviewing and approving any associated landscape plans.



## 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.

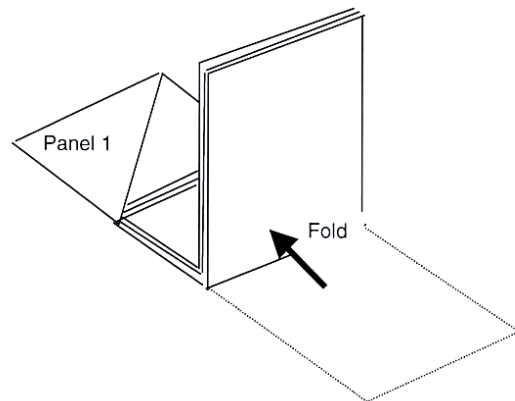
**Figure 1**



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**





**What is a Water Quality Management Plan (WQMP)?**

A project Water Quality Management Plan (WQMP) is a plan for managing the quality of storm water or urban runoff that flows from a developed site after construction is complete and the facilities or structures are occupied and/or operational. It describes the best management practices (BMP) that will be implemented and maintained throughout the life of the project.

**Who needs a WQMP?**

A WQMP is used by property owners, facility operators, tenants, facility employees, maintenance contractors, and similar persons to prevent and minimize water pollution that can be caused by storm water or urban runoff. The city of Westminster requires all new development and significant redevelopment projects to prepare and implement project WQMPs as part of the National Pollution Discharge Elimination Systems (NPDES) program to reduce and eliminate water pollution caused by runoff flowing from developed sites into the nearby receiving waters. A preliminary project WQMP must be approved prior to land use entitlements. A final project WQMP must be approved prior to issuance of building or grading permits. The project WQMP and the post construction BMPs associated with the project must be based on the Orange County model WQMP, which may be found at <http://ocwatersheds.com/documents/wqmp> and the City's website under the Public Works Division/Engineering Division. Guidance documents and templates may also be found at the City's website.

**Which type of WQMP do I need to prepare?**

There are two types of projects: priority projects and non-priority projects, which have different BMP requirements. To determine the type of WQMP needed, answer the questions in the attached affidavit to determine if your project is a priority or non-priority project. If *any* question is answered yes, your project is a priority project. If *all* questions are answered no, your project is a non-priority project.

**Who prepares a WQMP?**

It is the responsibility of the project applicant to find and hire a licensed professional engineer to prepare a conceptual WQMP. The engineer must coordinate with the project architect, designer, landscape architect, and other members of the development team to ensure the WQMP is consistent and coordinated with architectural, structural, and landscape plans.

**What are impervious surfaces?**

Impervious surfaces are areas covered by material that do not permit water to infiltrate (soak into) the ground or soil. For help determining which materials qualify as impervious surfaces, please contact the Engineering Division at 714-548-3466.



DEVELOPMENT REVIEW APPLICATION PACKET  
**WATER QUALITY MANAGEMENT PLAN AFFIDAVIT**

**PROJECT CASE NO.**

For development projects, answer the following questions to determine if your project is considered a priority project or non-priority project.

**PROJECT INFORMATION**

ASSESSOR'S PARCEL NUMBER (APN)	ADDRESS/LOCATION
TOTAL AMOUNT OF IMPERVIOUS SURFACE (IN SQUARE FEET) ADDED OR REPLACED ON THE PROJECT SITE BY THE PROPOSED DEVELOPMENT	

**PRIORITY PROJECTS**

If your private new development or redevelopment project is listed below, then check YES in the corresponding box. This means your project is a priority project, and a Water Quality Management Plan must be prepared by a licensed engineer in accordance with best management practices (BMP) for priority projects.

Description	Yes	No
1. Significant redevelopment project, where significant redevelopment is defined as the addition or replacement of 5,000 or more square feet of impervious surface on an already developed site.	<input type="checkbox"/>	<input type="checkbox"/>
2. New development project that create 10,000 square feet or more of impervious area.	<input type="checkbox"/>	<input type="checkbox"/>
3. Automotive repair shop (SIC codes 5013, 5014, 5541, 7532-7534, and 7536-7539).	<input type="checkbox"/>	<input type="checkbox"/>
4. Restaurant, where the land area of development is 5,000 square feet or more including parking areas (SIC code 5812).	<input type="checkbox"/>	<input type="checkbox"/>
5. Parking lot area of 5,000 square feet or more of impervious surface exposed to storm water.	<input type="checkbox"/>	<input type="checkbox"/>
6. Retail gasoline outlets of 5,000 or more square feet with a projected ADT of 100 or more vehicles per day.	<input type="checkbox"/>	<input type="checkbox"/>

**NON-PRIORITY PROJECTS**

If your project is not listed above, but is listed below, then check YES in the corresponding box. This means your project is a non-priority project, and a Non-Priority Project Water Quality Plan must be prepared in accordance with BMPs for non-priority projects.

Description	Yes	No
1. New development or redevelopment requiring discretionary action that will include a grading plan, except for those projects exempted by the Permittee Water Quality Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>
2. New development or redevelopment requiring issuance of a non-residential plumbing permit for pipelines conveying hazardous materials (e.g., gasoline) as defined in the Permittee Water Quality/Stormwater Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>

**DECLARATION**

<b>Project Type (Check One):</b> <input type="checkbox"/> <b>Priority</b> <input type="checkbox"/> <b>Non-Priority</b> <input type="checkbox"/> <b>N/A</b>
<i>I certify under penalty of perjury under the laws of the State of California that the above is true. Furthermore, I understand that if it is determined through the architectural plans or construction documents that the aforementioned is not true I am responsible for all incurred fees, changes, and additional entitlements that may result.</i>
<b>X</b>
<b>Project Applicant Name (Print)</b>
<b>X</b>
<b>Project Applicant Signature</b>
<b>Date</b>





DEVELOPMENT REVIEW APPLICATION PACKET

**PUBLIC NOTIFICATION INSTRUCTIONS FOR PROJECT APPLICANTS**

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**Project applicants must follow the notification instructions below.**

**Step 1.** Determine the public noticing requirements applicable to your proposed development project by looking in the table below. Contact the Planning Division if you need assistance at 714-548-3247.

Description	Public Noticing Requirement
If the Director requires a public notice and defers the application to the Commission for action	Public notice must be mailed to the owners and occupants of all property within a radius of 500 feet, and posted on the project site
If the application is not exempt from CEQA	Public notice must be mailed to the owners and occupants of all property within a radius of 500 feet, and posted on the project site
All other proposed development projects	No public notice required

**Step 2.** If your project requires a public notice, you must hire and retain one of the firms listed on the next page to provide public notification services, which must include mailing services. You may also choose to have the firm provide posting services; however, you, as the project applicant, may perform this task yourself. Instructions for mailing and posting notices will be given to you, and the notification firm you selected, at a later time.

**Step 3.** Give the public notification instructions and affidavit on Pages 17-19 of this application packet to the hired firm.

**Step 4.** Once the ownership/occupant listing and notification firm has prepared the radius map, mailing lists, and affidavit on Page 19 of this application packet, submit these documents to the Planning Division as part of your application packet.

**Step 5.** After submitting your application packet to the Planning Division, wait for further notification mailing and posting 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  <a href="mailto:orders@susancaseinc.com">orders@susancaseinc.com</a></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  <a href="mailto:ddradiusmaps@sbcglobal.net">ddradiusmaps@sbcglobal.net</a></p>	<p>Advanced Listing Services            P.O. Box 2593            Capistrano Beach, CA 92624            Tel: (949) 361-3921            Fax: (949) 361-3923  <a href="mailto:Denise@AdvancedListing.com">Denise@AdvancedListing.com</a></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)  <a href="http://www.notificationmaps.com">www.notificationmaps.com</a></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  <a href="http://www.propertyprofilers.net">www.propertyprofilers.net</a></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  <a href="mailto:matt@mailingprosinc.com">matt@mailingprosinc.com</a></p>	<p>Ownership Listing Solutions            Coralee Newman &amp; Joshua Canter            1048 Irvine Ave, #618 Newport Beach, 92660            Tel: (949) 717-7942  <a href="mailto:josh@govsol.com">josh@govsol.com</a></p>
<p>Robert Simpson            City Radius Maps            300 East Bonita #3641            San Dimas, CA 91773            Tel: (818) 850-3382  <a href="mailto:robert@cityradiusmaps.com">robert@cityradiusmaps.com</a></p>	<p>Rosa Falcon            Quality Mapping Service            14549 Archwood St. #301            Van Nuys, CA 91405            Tel: (818) 997-7949  <a href="http://www.qualitymapping.com">www.qualitymapping.com</a></p>



**PUBLIC NOTIFICATION INSTRUCTIONS FOR NOTIFICATION FIRMS**

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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 within a 500-foot radius. The radius must be measured from 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 circumscribed by the radius 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 radius 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 19) 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 a public hearing or action date. Approximately two weeks prior to this public hearing or action date, the Division will generate a public notice. The notice will then be e-mailed to the ownership listing 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.



DEVELOPMENT REVIEW APPLICATION PACKET  
**PUBLIC NOTIFICATION MAILING LIST AFFIDAVIT**

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For a project located at \_\_\_\_\_, I present this affidavit certifying the attached list of mailing addresses was prepared for all properties within a 500-foot radius from 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





## **NOTICE: RESIDENTIAL DEVELOPMENT PARK IMPACT FEES PER ORDINANCE No. 2560**

The availability of parks and open space deeply impacts quality of life, and makes neighborhoods more desirable. As we add new residential units to the community, the demand for parks increases. As a result, the City Council adopted Ordinance No. 2560 on September 11, 2019 to create a development impact fee program requiring residential projects to contribute their fair share towards the development or improvement of parks and recreational facilities. You may obtain a copy of the ordinance at <https://www.westminster-ca.gov/civicax/filebank/blobdload.aspx?t=56931.16&BlobID=16829>.

### **Who Must Pay the Fees and When?**

The developer/owner of a residential project that adds a net total of one (1) or more residential units is subject to this impact fee, unless the project is exempt per Ordinance 2560. Park impact fees are due when the project submits construction documents to the Building Division. For projects with a vesting tentative map, the park fee is due when the application is deemed complete.

### **Are There Exemptions?**

The following projects are exempt from the development impact fee:

- 1) Housing projects where there is a net increase of zero (0) units on a lot.
- 2) Room additions and re-occupancy of square footage in an existing building/structure with no change of use.
- 3) Multi-family residential housing projects developed by a nonprofit housing provider who is receiving financial assistance through a public agency. The multi-family rental housing project must be an affordable housing project where rent restrictions are secured by an agreement/recorded covenant with the City for a minimum period of fifty-five years.
- 4) Affordable housing units deed restricted to extremely low, very-low income, or low income households.

### **What Happens If My Project Expires, Is Vacated, or Voided Before Start of Construction?**

If the project is expired, vacated, or voided before the start of construction, the developer will be entitled to a refund of the park impact fee paid, less a portion of the fee used to cover the cost of collection and administration of the fee paid. A request for refund must be submitted in writing to the Community Development Director within one year from the date that the permit expires, or is vacated or void.

**How Much Are The Impact Fees?**

The table below indicates how impact fees must be computed:

<h2 style="text-align: center; background-color: #1a3d54; color: white; padding: 10px;">Development Park Impact Fees Per Unit</h2>		
<b>Non-ADU Units</b>	Single-Family	\$13,760 per unit
	Multi-Family (Includes senior housing)	\$10,158 per unit
<b>Accessory Dwelling Units (ADUs)</b>	ADUs 750 sq. ft or greater constructed with a single-family primary dwelling onsite	Proportional to the square footage of the primary dwelling (e.g. if living area is 30% of the living area for the main house, then fees are 30% of the primary unit fees of \$13,760) . A maximum of \$13,760 will be charged if the ADU is equal to or greater than the main house.
	ADUs 750 sq. or greater constructed with a multi-family primary dwelling onsite	Proportional to the square footage of the primary dwelling. (e.g. if living area is 30% of the living area for the main house, then fees are 30% of the primary unit fees of \$10,158). A maximum of \$10,158 will be charged if equal to or greater than the main unit.  <b>Note:</b> Detached ADUs or converted ADUs not located directly within a primary unit, use the average square footage of all the primary units as the bases for identifying the square footage of the primary dwelling.

See worksheet for assistance on calculating the fees.







# Park Impact Fee Worksheet (Multi-Family)

1) Determine the net total number of units to be developed on the lot:

$$\begin{array}{rcccl}
 & & \text{(Minus)} & & \\
 \underline{\hspace{2cm}} & - & \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} \\
 \text{\# of New Units} & & \text{\# of Demolished Units} & & \text{Net Total of New Units}
 \end{array}$$

2) Determine the park fee for the net total of primary multi-family dwelling units:

$$\begin{array}{rcccl}
 \text{\underline{Multi-Family Dwelling:}} & \underline{\hspace{2cm}} & \times & \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} \\
 & \text{Net \# of New Units} & & \text{Fee for Single} & & \text{\textbf{TOTAL FEE}} \\
 & & & \text{Multi-Family Unit} & & 
 \end{array}$$

3) Determine the park fee for the net total of Accessory Dwelling Units to be constructed on the lot. If the ADU is a detached ADU or if the ADU is converting a garage space or uninhabitable space of the existing dwelling where the space is not located within one of the units, use section A. The primary dwelling will be the average of all the units. Otherwise Use Section B where the primary dwelling is defined. A maximum of \$10,158 is charged if the ADU is the same size or greater than the primary unit.

**Section A: Detached ADU or ADU is Not Located Within a Single Multi-Family Unit.**

Detached Unit #1:

$$\begin{array}{rcccl}
 \underline{\hspace{2cm}} & / & \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} \\
 \text{Total Living Area of all Primary Units} & & \text{Total Number of Primary Units} & & \text{Average Sq. Ft. of Units}
 \end{array}$$

$$\begin{array}{rcccl}
 \underline{\hspace{2cm}} & / & \underline{\hspace{2cm}} & \times 100 = & \underline{\hspace{2cm}} \\
 \text{Living Area of ADU Unit} & & \text{Average Sq. Ft of All Units} & & \text{ADU\% of Primary Unit}
 \end{array}$$

$$\begin{array}{rcccl}
 \underline{\hspace{2cm}} & \times & \text{\$10,158} & = & \underline{\hspace{2cm}} \\
 \text{ADU \% of Primary Unit} & & \text{Fee for Single Unit} & & \text{Park Fee for ADU}
 \end{array}$$

**Section A: Detached ADU or ADU is not Located Within a Single Multi-Family Unit**

Detached Unit #2

$$\frac{\text{_____}}{\text{Total Living Area of all Primary Units}} \div \frac{\text{_____}}{\text{Total Number of Primary Units}} = \frac{\text{_____}}{\text{Average Sq. Ft. of Units}}$$

$$\frac{\text{_____}}{\text{Living Area of ADU Unit}} \div \frac{\text{_____}}{\text{Average Sq. Ft of All Units}} \times 100 = \frac{\text{_____}}{\text{ADU\% of Primary Unit}}$$

$$\frac{\text{_____}}{\text{ADU \% of Primary Unit}} \times \text{\$10,158} = \frac{\text{_____}}{\text{Park Fee for ADU}}$$

**Section B: ADU Located Within a Single Multi-Family Unit**

Calculate the percentage of the proposed total living area of the ADU to the total living area of the primary dwelling and multiply that percentage by the park fee required of the primary unit.

$$\frac{\text{_____}}{\text{Living Area of ADU}} \div \frac{\text{_____}}{\text{Living Area of Primary Dwelling}} \times 100 = \frac{\text{_____}}{\text{ADU\% of Primary Unit}}$$

$$\frac{\text{_____}}{\text{ADU \% of Primary Unit}} \times \text{\$10,158} = \frac{\text{_____}}{\text{Park Fee for ADU Unit}}$$

# Applicant/Property Owner Acknowledgement Form Park Fees New Residential Development Applications

For residential development projects, answer the following questions. If you mark yes to any of the questions, your project is subject to park impact fees. If you mark no to all of the questions, your project is not subject to park impact fees.

Yes   No

- I am constructing a new single family or multifamily dwelling unit where the net total number of new units is one (1) or more.
  
- I am constructing a net total of one (1) or more ADUs and at least one or more of the ADUs are 750 square feet or greater.

*I acknowledge that my project is a residential project that is subject to the City of Westminster's park impact fees. I have been informed of the park fees. I certify that I am the owner of the property and will be fully responsible for payment of fee at the time that the fee is due. The fee is due when construction documents are submitted to the Building Division for review and the plan check process will not commence until the park fees are paid. I also understand that the fees are based on the information provided at this time and may be subject to change. The fee calculated on this worksheet may also be slightly different than the computer generated invoice due to a difference in rounding. I also understand that the fee may be different if the net total of new units is modified, the square footages of living area has been modified, or the inputs were inaccurate for my construction project.*

\_\_\_\_\_  
Property Owner/ Applicant Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner/ Applicant Signature

\_\_\_\_\_  
Date





## **SB330 HOUSING CRISIS ACT – REPLACEMENT OF “PROTECTED” UNITS**

California Senate Bill 330, “The Housing Crisis Act of 2019,” was signed into law by Governor Newsom on October 9, 2019 and became effective January 1, 2020. The bill establishes a statewide housing emergency to be in effect until January 1, 2025. The Housing Crisis Act requires housing projects that will demolish existing residential units to replace those units, as specified. The following requirements shall only be applied to housing development projects that submit a complete development application after January 1, 2020 and/or where the application has not been deemed complete prior to January 1<sup>st</sup>.

Certain conditions must be applied to housing development projects that would demolish any existing “protected” units occupied by renter households, including units that are or were in the five years prior to development application: (1) affordable units deed-restricted to households earning below 80 percent of area median income (AMI), (2) subject to a local rent control program, (3) occupied by low-income households earning below 80 percent of AMI. Documentation verifying the existence of “protected” units on the subject property will be required.

Any housing development project that would demolish any protected units shall as a condition of approval provide replacement units of the same number of bedrooms, and at an affordable rent or sales price to households of the same or lower income category as that of the last household in occupancy in the past five years. Such rental units shall remain under the affordability restriction for a period of 55 years. The low-income categories defined in state law are: (1) “extremely low income” households earning up to 30% of AMI, (2) “very low income” households earning up to 50% of AMI, and (3) “lower income” households earning up to 80% of AMI.

Where the household income of current or previous occupants is not known, the replacement units shall be provided as affordable to low-income households (earning up to 80% of AMI) in an amount proportional to the number of low-income households present in the jurisdiction according to the most current data from the Comprehensive Housing Affordability Strategy (CHAS) database provided by the Department of Housing and Urban Development (HUD).



**CITY OF WESTMINSTER**  
**PLANNING DIVISION**  
**8200 WESTMINSTER BLVD**  
**WESTMINSTER, CA 92683**  
**TEL: (714) 548-3247**  
**planning@westminster-ca.gov**  
[www.westminster-ca.gov](http://www.westminster-ca.gov)

**REPLACEMENT UNIT DETERMINATION FORM**  
**Government Code §66300(d)**  
 (To Be Completed By Applicant)

*The State of California has implemented legislation that regulates the demolition of housing units. Pursuant to Government Code §66300(d), all housing projects (as defined in Gov. Code §66589.5) demolishing existing residential rental units, or being developed on properties where units have been demolished within the last five (5) years, must provide replacement units at the same affordability level, or more affordable level, for those units that have been, and/or are proposed to be demolished. A housing project cannot reduce the number of existing residential rental units on a property. Applicants must complete the following form at the time of review in order to determine the affordability characteristics of the units on, or previously on (up to five years prior), the subject property, and whether or not replacement units are required. Whenever tenant incomes are unknown, it must be presumed that lower-, and very-low income renter households occupied those units in the same proportion of lower-, and very-low income renter households to all renter households within the City. Therefore, the housing project must provide a number of lower-, and very-low income units proportional to the number of lower-, and very-low renter households found Citywide.*

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

<b>GENERAL INFORMATION:</b>
Project Address:
APN(s):
Zoning & General Plan Land Use:
Proposed Number of Residential Units:
<b>PRIMARY CONTACT INFORMATION:</b>
Name:
Mailing Address:
City, State, Zip Code:
Phone No.:
E-mail:

**PROJECT DESCRIPTION:**

- Will the project require any existing residential dwelling units to be demolished?  
 Yes       No
- If so, how many existing dwelling units will be demolished? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- As of the date of the application, how many of the existing units that will be demolished are occupied by renters? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



4. What is the greatest number of residential dwelling units that existed on the project site within the last five (5) years? \_\_\_\_\_
5. Have any residential dwelling units that existed on the project site within the last five (5) years been demolished?  Yes  No
6. If so, identify the number of dwelling units that have been demolished, and the date each was demolished. \_\_\_\_\_
7. For each dwelling unit that is proposed to be demolished, or that was previously demolished within the last five (5) years (whether occupied or vacant):
- Was or has any dwelling unit been subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of lower- or very-low income within the last five (5) years?  
 Yes  No  Unknown
  - Was or has any dwelling unit been subject to any form of rent or price control imposed by a public entity within the last five (5) years?  
 Yes  No  Unknown
  - Was or has any dwelling unit been occupied by one or more lower-income households within the last five (5) years?<sup>1</sup>  
 Yes  No  Unknown
  - Was or has any dwelling unit been occupied by one or more very-low income households within the last five (5) years?<sup>1 2</sup>  
 Yes  No  Unknown
  - Was, or has any dwelling unit been withdrawn from rent or lease while subject to rent or price controls imposed by a public agency within the last ten (10) years?  
 Yes  No  Unknown
8. For each existing dwelling unit occupied by renters that will be demolished, provide the following information<sup>2</sup>:
- The number of bedrooms in the dwelling unit
  - The number of persons residing in the household
  - The annual income level of the household

<sup>1</sup>“Lower income households” refers to §50079.5, and “very-low income households” refers to §50105 of the California Health and Safety Code (refer to current list of HCD’s State Income Limits). If it is unknown whether each dwelling unit is/was occupied, by a lower-, or very-low income household within the last five (5) years, it shall be rebuttably presumed that lower-, and very-low income renter households occupied these units in the same proportion of lower-, and very-low income renter households to all renter households within the City, as determined by the most recently available data from the United States Department of Housing and Urban Development’s Comprehensive Housing Affordability Strategy database.

<sup>2</sup>To verify this information, applicants need to provide the number of persons, bedrooms, and verified annual income level of the household, according to the City’s *Tenant Information Packet*. The applicant certifies and declares under penalty of perjury under the laws of the State of California that the answers furnished in their responses, and that the facts, statements, and information presented are true and correct.

**CERTIFICATION:**

I certify and declare under penalty of perjury under the laws of the State of California that the answers furnished above, and in the attached exhibits, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. I further understand that additional information may be required to be submitted to the City of Westminster to complete my review.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(Attachment)

<b>Replacement Unit Determination (Office Use Only)</b>		
Number of demolished Protected Units:		
Number of demolished units rented (or presumed) for very low income:		
Number of demolished units rented (or presumed) for low income:		
Replacement residential rental units required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If "yes," how many, at what affordability level, and the number of bedrooms?		
<b>Income</b>	<b>Units Required</b>	<b>Bedrooms per Unit</b>
Very Low:		
Low:		
Staff Analysis: _____ _____		
Completed by:		Date: