



PLANNING DIVISION

PRELIMINARY PLAN REVIEW APPLICATION

PROJECT CASE NO.

HDL PERMIT NO.

PROPERTY INFORMATION

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

PROJECT DESCRIPTION

See attached project description, which includes complete details of the proposed development and/or land use operation.

APPLICANT INFORMATION

PROPERTY OWNER INFORMATION

APPLICANT NAME			PROPERTY OWNER NAME		
APPLICANT ADDRESS			PROPERTY OWNER ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
MOBILE PHONE	OTHER PHONE		MOBILE PHONE	OTHER PHONE	
E-MAIL (REQUIRED)			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 the attached 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 identified in the attached application to act on my behalf on all matters relating to said 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 CITY STAFF AND APPLICANT.

X **X** **X**

Property Owner Name (Print)	Property Owner Signature	Date of Signature
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PRELIMINARY PLAN REVIEW APPLICATION PACKET

SUBMITTAL CHECKLIST

The Preliminary Plan Review is an *optional* service offered to property owners, developers, and business owners/operators. It presents an opportunity for preliminary review of a project, which results in written comments from applicable City departments identifying potential issues and areas of code noncompliance. You do not need to submit full and complete plans with a Preliminary Plan Review application. However, if limited information is provided you will receive limited comments in return. Please note the preliminary process does *not* result in an official approval or disapproval of a project. For questions or more information, contact the Planning Division at 714-548-3247.

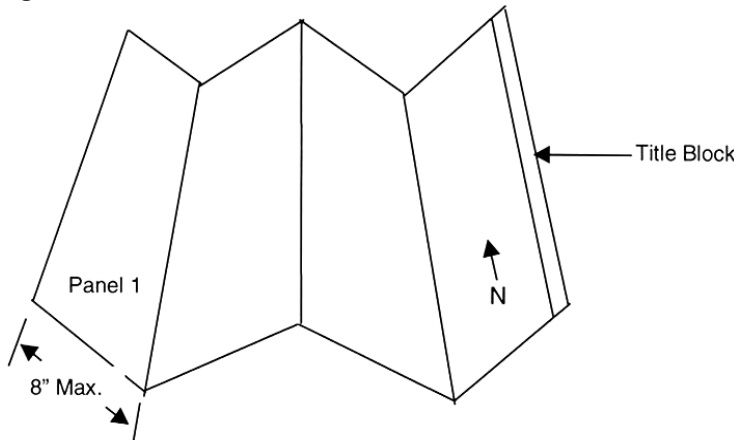
DESCRIPTION	PAGE
<input type="checkbox"/> COMPLETED APPLICATION FORM	1
Submit a completed application form.	
<input type="checkbox"/> DETAILED PROJECT DESCRIPTION	
Submit a detailed description of the proposed project and/or land use operation.	
<input type="checkbox"/> PLANS AND MAPS	3
Submit five sets of plans including some or all of the plan sheets listed below. All plan sheets must be collated and stapled to form a plan set, which is then folded in accordance with the instructions in this packet. Staff will review and comment only on those plans that are submitted for review.	
<input type="checkbox"/> ALTA Survey	
<input type="checkbox"/> Site plan	
<input type="checkbox"/> Floor plan(s)	
<input type="checkbox"/> Building elevations	
<input type="checkbox"/> Colored building elevations	
<input type="checkbox"/> Roof plan(s)	
<input type="checkbox"/> Cross Section(s)	
<input type="checkbox"/> Conceptual landscape plans	
<input type="checkbox"/> Grading plans	
<input type="checkbox"/> Tentative Parcel Map/Tentative Tract Map	
<input type="checkbox"/> Three dimensional colored renderings	
<input type="checkbox"/> Photo simulations	
<input type="checkbox"/> ORANGE COUNTY FIRE AUTHORITY PLANNING AND DEVELOPMENT SERVICE REQUEST	4-5
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 may submit an OCFA service request form (obtained in 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.	
<input type="checkbox"/> DIGITAL COPIES OF ALL DOCUMENTS	
Submit 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"/> APPLICATION PROCESSING FEES	
Submit processing fees in the amount of \$3,075.00. The city accepts all forms of payment. Checks must be made payable to the City of Westminster.	



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.

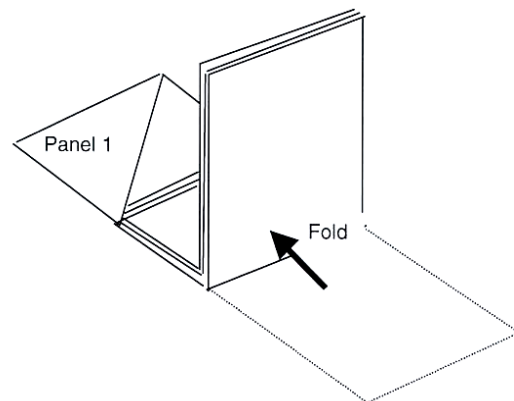
Figure 1



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





ORANGE COUNTY FIRE AUTHORITY

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

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- 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.