



CITY of WESTMINSTER  
**PLANNING DIVISION**  
**USE PERMIT APPLICATION**

PL - 104

PROJECT CASE NO.	<input type="checkbox"/> AUP
HDL PERMIT NO.	<input type="checkbox"/> CUP

**PROPERTY INFORMATION**

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

**PROPOSED LAND USE(S) REQUIRING A USE PERMIT**

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**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** \_\_\_\_\_

Property Owner Name (Print)	Property Owner Signature	Date of Signature
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## USE PERMIT 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>	<b>1</b>
Submit a completed application form 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"/> <b>DETAILED LAND USE OPERATION DESCRIPTION</b>	
Submit a detailed description of the proposed land use, the proposed land use operation, and the requested entitlement(s).	
<input type="checkbox"/> <b>STATEMENT OF JUSTIFICATION</b>	<b>5</b>
Provide reasons why the Use Permit should be granted. The reasons are your answers to the findings seen in the attached document.	
<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>▸ <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.</li><li>▸ <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.</li><li>▸ <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.</li><li>▸ <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.</li></ul>	
<input type="checkbox"/> <b>APPLICATION PROCESSING FEES</b>	
<u>Administrative Use Permits</u>	
For an Administrative Use Permit application, submit processing fees in the amount of \$3,535.00 (this includes a \$605.00 environmental exemption fee). Each AUP requested beyond the first will cost an additional \$879.00. If a Planning Commission public hearing is requested by a member of the public, additional processing fees in the amount of \$1,365.00 will be required at that time. Checks must be made payable to the City of Westminster.	
<u>Conditional Use Permits</u>	
Consult the Planning Division to determine which one of the two following fees will be applicable to your project:	

**DESCRIPTION**

**PAGE**

1. For a typical Conditional Use Permit application, submit processing fees in the amount of \$7,075.00 (this includes a \$605.00 environmental exemption fee). Each CUP requested beyond the first will cost an additional \$1,941.00. Checks must be made payable to the City of Westminster.
2. For a complex Conditional Use Permit application, submit processing fees in the amount of \$11,965.00 (this includes a \$605.00 environmental exemption fee). Each CUP requested beyond the first will cost an additional \$3,408.00. Checks must be made payable to the City of Westminster.

**ORANGE COUNTY FIRE AUTHORITY PLANNING AND DEVELOPMENT SERVICE REQUEST** **6-7**

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.

**ARCHITECTURAL PLANS AND SITE PLAN** **8-10**

Administrative Use Permits

For all Administrative Use Permit applications, submit 3 full-size (24 inches by 36 inches) sets of plans that include a site plan and floor plan. Plans must be folded in accordance with instructions in this packet.

Additional sets of plans may be required at a later time if a public hearing is requested by any member of the public. See the plan requirements for more information.

Conditional Use Permits

For CUP applications that involve a new land use or intensification of an existing land use where new construction is proposed; submit the following:

Plan Sheets	Number and Size of Plans	Plan Preparation
Site plan, floor plan, building elevations, roof plan	15 sets, size 11 inches by 17 inches	Folded in half
	3 sets, size 24 inches by 36 inches	Folded per Instructions on Page 10

For CUP applications that involve a new land use or intensification of an existing land use where new construction is *not* proposed; submit the following:

Plan Sheets	Number and Size of Plans	Plan Preparation
Site plan, floor plan	15 sets, size 11 inches by 17 inches	Folded in half
	3 sets, size 24 inches by 36 inches	Folded per Instructions on Page 10

**PUBLIC NOTIFICATION MAP** **11-15**

A radius map, drawn to scale, showing all properties located *within 100 feet* (for AUP applications for large family day cares), *within 300 feet* (for all other AUP applications), or *within 500 feet* (for CUP applications) of 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.

**PUBLIC NOTIFICATION NAME AND ADDRESS MAILING LIST** **11-15**

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.

**PUBLIC NOTIFICATION MAILING LIST AFFIDAVIT** **15**

This affidavit must be completed by the ownership listing firm.

**DESCRIPTION**

**PAGE**

**DIGITAL COPIES OF ALL DOCUMENTS**

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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.

**ENVIRONMENTAL (CATEGORICAL EXEMPTION) FILING FEE**

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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.



USE PERMIT APPLICATION PACKET  
**STATEMENT OF JUSTIFICATION**

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An Administrative Use Permit or Conditional Use Permit may be approved by the appropriate decision-making authority, 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.

- A. *The proposed use is allowed within the subject zoning district with the approval of an Administrative or Conditional Use Permit and complies with all other applicable provisions of this Title and the WMC.*

- B. *The proposed use is consistent with the General Plan and any applicable Specific Plan.*

- C. *The design, location, size, and operating characteristics of the proposed use are compatible with the existing and future land uses in the vicinity of the subject site.*

- D. *The subject site is physically suitable for the type and intensity of use being proposed, including access, compatibility with adjoining land uses, shape, size, provision of utilities, and the absence of physical constraints.*

- E. *The establishment, maintenance, or operation of the proposed use will not be detrimental to the public interest, health, safety, or general welfare, or injurious to persons, property, or improvements in the vicinity and zoning district in which the property is located.*



# 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](http://ocfa.org), or call OCFA at (714) 573-6100.



# ORANGE COUNTY FIRE AUTHORITY

## Required for Single Family or Duplex Residences in Orange County

# SFR

All OC

- 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](http://ocfa.org), or call OCFA at (714) 573-6100.**



USE PERMIT 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:

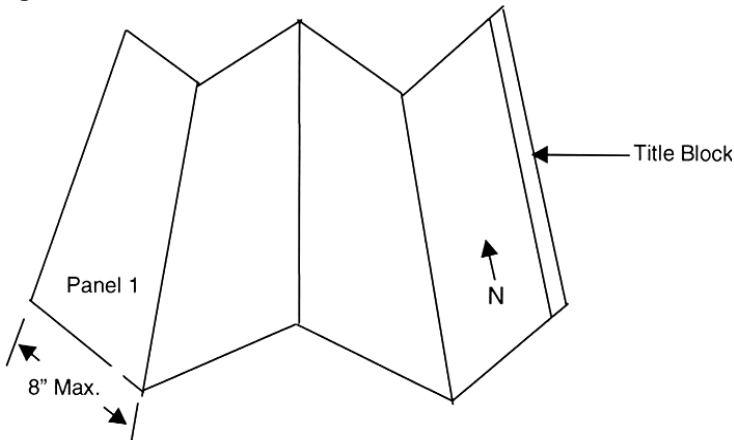
- Depth of eaves
- The existing and proposed roof design
- Roof pitch
- Height of parapets
- Locations of proposed and existing rooftop equipment



## 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.

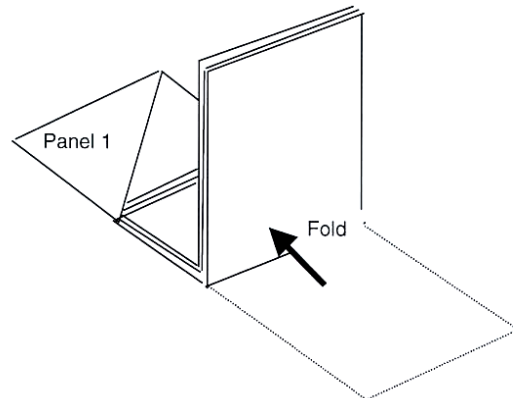
**Figure 1**



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**





USE PERMIT APPLICATION PACKET  
**PUBLIC NOTIFICATION INSTRUCTIONS**

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

**Step 1.** Determine the notification area that applies to your project by looking in the table below. Once determined, check the correct box on Pages 13 and 15 of this application packet.

MINIMUM NOTIFICATION REQUIREMENTS	
APPLICATION TYPE	MINIMUM MAILING NOTIFICATION AREA <sup>1,2</sup>
AUP for Large Family Day Cares	100-foot radius
All other AUPs	300-foot radius
CUPs	500-foot radius
1. The requirements seen above establish the minimum mailed notice requirements and shall not preclude the Director from determining the provision of notice to a greater number of persons is necessary. 2. For projects located in a shopping center, the outermost boundary of the center shall serve as the radius starting point.	

**Step 2.** You are required to hire 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. Instructions for mailing and posting notices will be provided at a later time.

**Step 3.** Give the public notification instructions and affidavit on Pages 13-15 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, 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**

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**

**300-foot radius**

**100-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 15) 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.



USE PERMIT 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 certain radius from the project site as identified below.

- 500-foot radius       300-foot radius       100-foot radius

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