

Development Plan Approval (DPA)

Application Submittal Requirements

New development in the City of Santa Fe Springs may be subject to Development Plan Approval. A request for a Development Plan Approval requires an action by the Planning Commission. An application for Development Plan Approval shall be accompanied by accurately-drawn plans of the subject property showing all existing and proposed buildings and uses. The application materials shall include design plans and any other data required by the Director of Community Development to adequately present the project application to the Planning Commission.

Applications shall be reviewed for compliance with the following submittal requirements. **Applications submitted without the required information may not be accepted for processing and/or may be deemed incomplete and the process will be suspended.**

Application Submittal Requirements

- A. ___ A digital copy of the completed application packet to include ALL of the following:**
- B. ___ Application for Development Plan Approval**
- C. ___ Original Notarized Property Owner(s) Statement**
- D. ___ The required processing fee for entitlements and CEQA review (see current fee schedule).** This fee is for the purpose of defraying the cost of processing the case and is NOT refundable in the event the requested Permit is denied.
- E. ___ Site Plan** - A digital copy of a fully dimensioned site plan indicating:
 - ☐ The exterior boundaries/property lines of the subject property (parcel, site, etc.) accurately dimensioned, drawn to scale no smaller than 1" = 50' and tied to the centerline of the adjoining public street(s).
 - ☐ The name and width of the adjoining public and/or private street(s) providing access and/or frontage to the subject property.
 - ☐ The location and/or width of any public or private easements, parkway improvements (fire hydrants, catch basins, street lights, etc.) oil wells/well access and any other legal or physical constraints affecting the subject property.
 - ☐ The location, dimensions, area, etc. of all existing and/or proposed buildings, parking, building additions and loading facilities and related access, trees and landscaped areas, mechanical equipment, fences and walls, outdoor storage areas, etc., which will constitute the total final development proposal. Also indicate the presence of any metal building(s) on the property.
 - ☐ Vicinity Map showing 1/2 mile radius with project highlighted.

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- ☐ The proposed use of the subject property, if known.
- ☐ A table summarizing the following:
 - a. Area of subject property (site, parcel).
 - b. Gross floor area of all existing and/or proposed buildings and building additions.
 - c. Percent of lot coverage (with buildings).
 - d. Number of legal on-site parking spaces required and provided.
 - e. Area of landscaping required and provided.
 - f. Area of required and provided trash enclosure.
- ☐ Plot plan details including the following:
 - a. The name, mailing address and phone number of the proposed property owner, person and/or firm preparing the building plans (plot plans, floor plans and elevations).
 - b. The scale to which the plot plan has been drawn.
 - c. The north point (where possible, the plot plan should be drawn with north oriented toward the top of the sheet).

F. ___ Floor Plans - A digital copy of a fully dimensioned floor plan indicating:

- ☐ The division and use of space within all existing and/or proposed buildings and building additions (office, warehousing, manufacturing, mezzanine, etc.). Label each area and provide its square footage.
- ☐ The location of loading doors and facilities.
- ☐ The same information itemized above under Plot Plan Detail.

G. ___ Elevations - A digital copy of a fully dimensioned elevation indicating:

- ☐ The detailed architectural treatment of the exterior elevations of all sides of existing and/or proposed building additions in terms of building materials, colors, textures, roof line, etc.

NOTE: A cross section indicating the method of screening for visible roof-mounted structures/mechanical equipment may be required.

- ☐ Any vertical or horizontal features which will extend beyond the exterior building walls.
- ☐ The same information itemized above under plot plan details.

H. ___ Preliminary Landscape Plan - A digital copy of a fully dimensioned preliminary landscape plan indicating:

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- ☐ The exterior boundaries of the subject property (parcel, site, etc.) accurately dimensioned, drawn to scale no smaller than 1" = 50' and tied to the centerline of the adjoining public street(s).
- ☐ The name and width of the adjoining public and/or private street(s) providing access and/or frontage to the subject property.
- ☐ Depict all hardscape and landscape areas. At minimum, preliminary landscape plan shall provide general location of trees and sidewalks/walkways.

NOTE: It should be considered that the Final Landscape and Irrigation Plans shall be in compliance with the state model water efficient landscape ordinance. Said landscape plans shall include a lighting program that is integrated into the overall site, landscape design and building design. Lastly, said landscape plans shall match the civil drawings.

Once the application is deemed complete a **FINAL DIGITAL** copy of fully dimensioned site plan and floor plan must be submitted. Also, the proposed floor plan and elevations are for internal review only. In accordance with Government Code Section 65103.5 and SB 1214, the City will not reproduce or otherwise share said plans with the public without written authorization

- I. ____ **One (1) colored set of the submitted plans** – Site plan, floor plan, elevations, and preliminary landscape plans.
- J. ____ **Color Perspectives / Renderings** – Rendering must be computer generated. Rendering may include other elements such as trees, people, vehicles, etc. However, at minimum the rendering must include the two primary elevations and specifically the main view of the proposed building/structures from the adjacent street(s). Exceptions: *Metal tanks requiring a DPA, small additions not visible from the street; and other minor façade improvements.*
- K. ____ **Material and Color Sample Board** – Provide digital samples of all materials. Exterior samples must show finishes for walls, fascia, trim, etc; style and color of roofing material; glass used for windows and doors; color of mullions; and any other relevant exterior materials. Images may be submitted in lieu of physical samples is not available and if it is an accurate representation of the material to be used. Confirm with project planner prior to submittal. Please note that the proposed elevations should provide reference to the colors and materials identified on the provided sample board.



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- M. ____ **Photographs of the entire subject site.** Label photographs and key to a location map.
- N. ____ **Completed Environmental Questionnaire – Initial Study Part I.**
- O. ____ **Phase I Environmental Assessment** (with field survey & record search).
- P. ____ **Air Quality Study**
- Q. ____ **Health Risk Assessment**
- R. ____ **Biological Resources Study**
- S. ____ **Noise Study**
- T. ____ **Geotechnical Report/Soils Study**
- U. ____ **Cultural and Paleontological Resources Study**
- V. ____ **Completed Hazardous Waste and Substances Statement:** Fully complete and sign provided form indicating whether the project site is in an area listed as Hazardous Waste or Substance Site pursuant to Government Code Section 65962.5. If the project is included on the list, before the City accepts the application as complete, the applicant must fully describe the nature of the hazard and potential impacts.
- W. ____ **VMT Analysis Screening**
- X. ____ **Local Transportation Assessment:** Submit a traffic study prepared by a California registered Professional Traffic or Civil Engineer. The traffic study shall show the present traffic in the area and projected traffic after the development. Applicant shall refer to the City of Santa Fe Springs Transportation Study Guidelines contained in the General Plan, specifically Section 3.2 "Local Transportation Report Contents" for more info and details. (City Traffic Study requirement utilizes LOS Analysis and is separate and is in addition to the CEQA Traffic Analysis requirements that require VMT analysis). City Traffic Engineer will determine the intersections to be included in the Traffic Impact Analysis or Study and they may be in adjacent jurisdictions.

Disclaimer: The City Traffic Engineer will determine the proposed traffic generation if there is no specific business assigned to the development. Projected traffic, in this instance, shall be of the most demanding condition, in relation to the project development."



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- Y. ____ Wet Utility Plan:** Submit a Preliminary Wet Utility Plan that shows any proposed potable water, fire water, sewer, and storm drain pipe alignments, sizes, and points of connections from the building, or existing join point, to public infrastructure.” Please note that the preliminary wet utility plan will be for information purposes only and there will be no approvals made in the cases in which we receive said plan.
- Z. ____ The Preliminary Title Report:** Provide a digital copy of a current Preliminary Title Report (within three (3) months of application submittal) and Complete Legal Description.
- AA. ____ Deed Restrictions:** Provide a digital copy of all Covenant and Deed Restrictions associated with the subject site.
- BB. ____ Financial Interest Disclosure**
- CC. ____ Development Schedule** - If this is a phased project.
- DD. ____ A digital copies of a Land Use/Property Ownership Map (500’ radius) indicating and including:**
- ☐ Subject property
 - ☐ All surrounding properties and current lot lines within the 500’ radius (measured from exterior boundaries of subject property)
 - ☐ All streets, highways, alleys, right-of-ways, bike paths, paseos, trails, etc.
 - ☐ Ownership of all properties within a 500’ radius (number the lots to correspond to the property owners list described below).
 - ☐ Two (2) complete sets of mailing labels for all property owners within a 500’ radius from the exterior boundaries of the subject property.
- EE. ____ Notarized Certified Property Owner’s List Affidavit.**
- FF. ____ Property Owners / Tenant List with the following information:**
Names and mailing addresses of current owners as they appear on the latest available assessment roll of the Los Angeles County Assessor of each property or portion of property within a 500’ radius of the subject property. If the project is located within an commercial or industrial center, provide the name and address of each tenant within the center. Assign a number to each name on the list and indicate the corresponding numbers on the lots or parcels on the Property Ownership Map discussed above (section DD).



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GG. ____ Property Owners Mailing Labels and Envelopes:

Three (3) complete sets of mailing labels for all property owners and tenants (if applicable) within a 500' radius from the exterior boundaries of the subject property.

HH. ____ Other: _____

_____.

If you have questions regarding these submittal requirements, you can contact the Planning Division at (562) 868-0511 x7550, or visit the Planning Division at City Hall, 11710 Telegraph Road, CA 90670. ***Please provide all of the application materials in .pdf format and submit digitally via email to vincevelasco@santafesprings.gov. File(s) larger than 20 MB must be submitted via email with a downloadable link. EACH LETTERED ITEM SHALL BE A SEPARATE .PDF FILE.***



Development Plan Approval (DPA) Application

The undersigned hereby petition for Development Plan Approval:

Project and Land Use Data

Property Address: _____

Assessor's Parcel Number: _____

Distance From the Nearest Street Intersection: _____

Zoning Classification of the Subject Property: _____

Zoning Classification of Adjacent Properties:

North: _____ South: _____ East: _____ West: _____

Lot Area-per Parcel (S.F./Acres): _____

Building (footprint) Square Footage: _____

Percentage of Lot Coverage: _____

Landscaping Square Footage: _____

Number of Required Parking Spaces: _____

Number of Provided Parking Spaces: _____

Are there Oil Wells on Site? If YES how many: ☐ Yes ☐ No

YES: _____

Is the property within the Methane Zone? ☐ Yes ☐ No

Are there any Public Utilities on Site? If YES describe them: ☐ Yes ☐ No

YES: _____

Are there any Wireless Facilities on site? ☐ Yes ☐ No

Describe the Development Proposal. (See "Development Plan Approval (DPA) Application Submittal Requirements" for information as to required accompanying plot plans, floor plans, elevations, etc.)

NOTE

To be considered a formal submittal, this application must be accompanied by the filing fee, plans, and other data specified in the "Application Submittal Requirements" section.



Development Plan Approval (DPA) Application

PROPERTY LOCATION:

Give the correct legal description of the property involved (include **only** the portion to be utilized for the Development Plan Approval. If description is lengthy, attach supplemental sheet if necessary):

Describe any easements, covenants or deed restrictions controlling the use of the property or portions there of:

Record Owner of the property

Name: _____ Phone No: _____

Mailing Address: _____

Date of Purchase: _____ Fax No: _____

E-mail: _____

Is this application being filed by the Record Owner? (If filed by anyone other than the Record Owner, written authorization signed by the Owner must be attached to the application.)

Representative authorized by the Record Owner to file this application

Name: _____ Phone No: _____

Mailing Address: _____

Date of Purchase: _____ Fax No: _____

E-mail: _____

Relationship to owner:

☐ OWNER ☐ ARCHITECT ☐ CONTRACTOR ☐ ENGINEER ☐ OTHER _____

Design Professional

Name: _____ Phone No: _____

Mailing Address: _____

Date of Purchase: _____ Fax No: _____

E-mail: _____



Property Owners Statement

We, the undersigned, state that we are the owners of all of the property involved in this petition (Attach a supplemental sheet if necessary):

Name (please print): _____

Mailing Address: _____

Phone No: _____ Fax No: _____

E-mail: _____

Signature: _____

Name (please print): _____

Mailing Address: _____

Phone No: _____ Fax No: _____

E-mail: _____

Signature: _____

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.

I, _____, being duly sworn, depose and say that I am the petitioner in this application for a Development Plan Approval, and I hereby certify under penalty of law that the foregoing statements and all statements, maps, plans, drawings and other data made a part of this application are in all respects true and correct to the best of my knowledge and belief.

Signed: _____
(If signed by other than the Record Owner, written authorization must be attached to this application)

(seal)

On _____ before me, _____,
Personally appeared _____
personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal

Notary Public



Initial Study

Part 1

Date Filed: _____ Type of Project: _____

File No: _____

Environmental Information Form

(To be completed by applicant)

GENERAL INFORMATION

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

2. Address of project: _____

Assessor's Block and Lot Number: _____

3. Name, address and telephone number of person to be contacted concerning this project: _____

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

5. List and describe any other related permits and other public approvals required for this project, including those required by the City, State, and Federal agencies: _____

6. Existing zoning district: _____

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

PROJECT DESCRIPTION:

8. Site Size: _____

9. Square Footage: _____

10. Number of floors of construction: _____

11. Amount of off-street parking provided: _____

12.: Attach Plans: _____

13. Proposed Scheduling: _____

14. Associated project: _____

15. Anticipated incremental development: _____

16. If residential, include the number of unit, schedule of unit sizes, range of sale prizes or rents, and type of household size expected: _____

17. If commercial, indicated number of unit, schedule or unit sizes, range of sale prices or rents, and type of tenants expected: _____

18. If industrial, indicated type, estimated employment per shift, and loading facilities: _____

19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project: _____

20. If the project involves a Variance, Conditional Use Permit, or Zone Change, state this and indicated clearly why the entitlement is required: _____

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

	Yes	No
21. Change in existing features of any hills, or substantial alterations of underground contours	()	()
22. Change in scenic views or vistas from existing residential areas or public lands or roads	()	()
23. Change in pattern, scale, or character of general area of project	()	()
24. Significant amounts of solid waste or litter	()	()
25. Change in dust, ash, smoke, fumes, or odors in vicinity	()	()
26. Change in streams, or ground water quality or quantity, or alteration of existing drainage patterns	()	()
27. Substantial change in existing noise or vibration levels in the vicinity	()	()
28. Site on filled land or on a slope of 10 percent or more	()	()

	Yes	No
29. Use or disposal of potentially hazardous materials such as toxic substances, flammable, or explosives	()	()
30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.)	()	()
31. Substantial increase fossil fuel consumption (electricity, oil, natural gas, etc.)	()	()
32. Relationship to a large project or series of projects	()	()

ENVIRONMENTAL SETTING

33. Describe the project sites as it exists before the project, including information on topography, soil, stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid will be accepted.

34. Describe the surrounding properties, including information on plants and animals and any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.) Attach photographs of the vicinity. Snapshots or Polaroid will be accepted.

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

Date: _____ Signature: _____

Firm Name: _____

Address: _____

Phone Number: _____



HAZARDOUS WASTE AND SUBSTANCES STATEMENT

11710 Telegraph Road, Santa Fe Springs, CA 90670-3679 • (562) 868-0511 • www.santafesprings.org

Pursuant to State of California Government Code Section 65962.5, I have consulted the Hazardous Waste and Substances Sites List compiled by the California Environmental Protection Agency and hereby certify that (check one):

- ☐ The development project and any alternatives proposed in this application **are not** contained on the lists compiled pursuant to Section 65962.5 of the State Government Code.
- ☐ The development project and any alternatives proposed in this application **are** contained on the lists compiled pursuant to Section 65962.5 of the State Government Code.

APPLICANT INFORMATION

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Address of Site: _____

Local Agency (City and County): _____

Assessor's book, page and parcel number: _____

Specify list(s): _____

Regulatory Identification Number: _____

Date of List: _____

DATE: _____ OWNER SIGNATURE: _____

DATE: _____ APPLICANT SIGNATURE: _____

The Hazardous Waste and Substances Sites List (Cortese List) is used by the State, local agencies and developers to comply with the California Environmental Quality Act requirements in providing information about the location of hazardous materials release sites.

Per the California Environmental Protection Agency's website, "While Government Code Section 65962.5 [referred to as the Cortese List] makes reference to the preparation of a "list," many changes have occurred related to web-based information access since [the amended statute's effective date in] 1992 and this information is now largely available on the Internet sites of the responsible organizations. Those requesting a copy of the Cortese "list" are now referred directly to the appropriate information resources contained on the Internet web sites of the boards or departments that are referenced in the statute."

Below is a list of agencies that maintain information regarding hazardous waste and substances sites.

Department of Toxic Substances Control

www.calepa.ca.gov/sitecleanup/CorteseList/default.htm

www.calepa.ca.gov/database/calsites

www.envirostor.dtsc.ca.gov/public

EnviroStor Help Desk (916) 323-3400

State Water Resources Control Board

<http://geotracker.waterboards.ca.gov/>

Environmental Protection Agency

National Priorities Sites ("Superfund" or "CERCLIS")

www.epa.gov/superfund/sites/cursites

(800) 424-9346 or (702) 284-8214

National Priorities List Sites in the United States

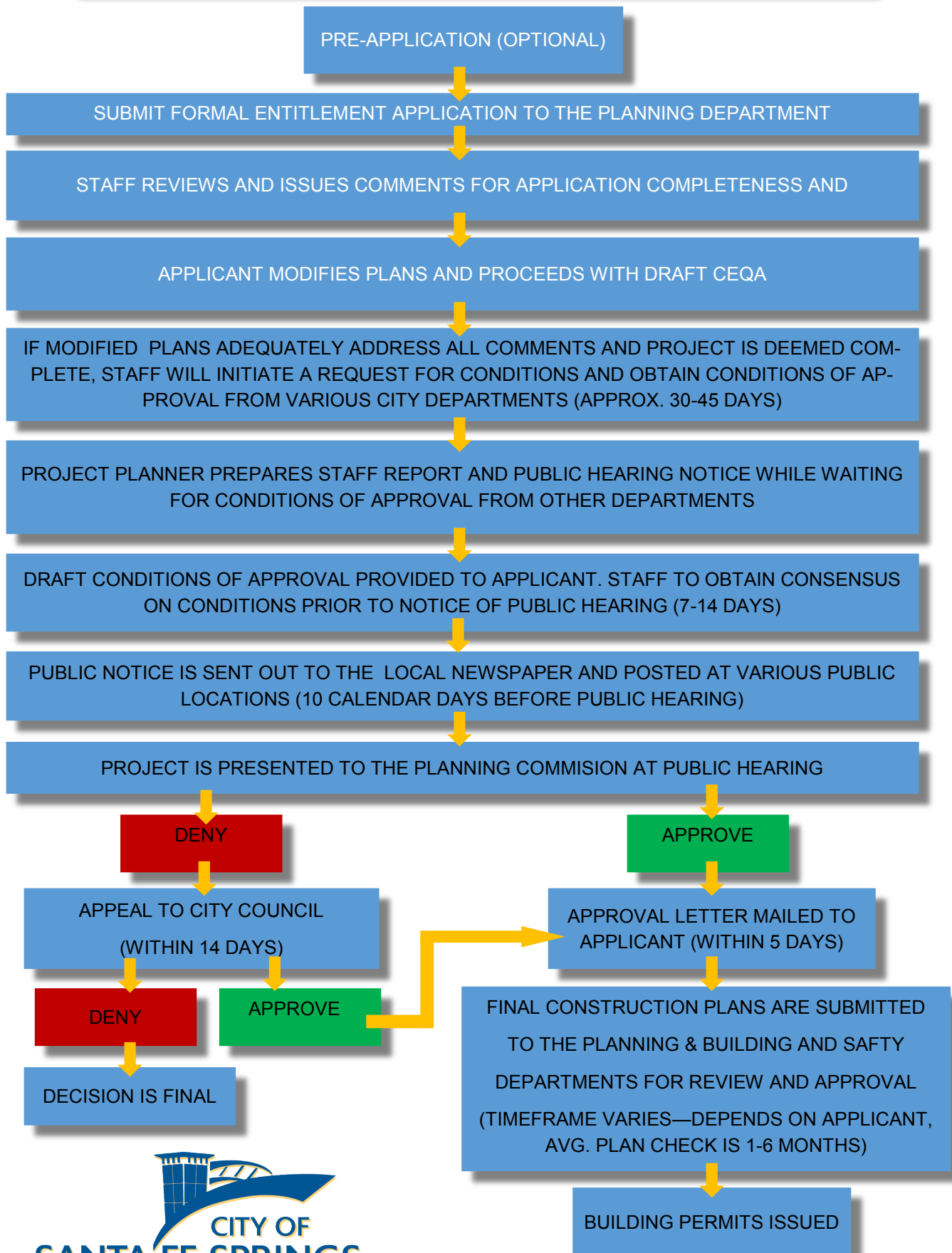
www.epa.gov/superfund/sites/npl/npl.htm

County of Los Angeles

Environmental Programs Division

<http://dpw.lacounty.gov/epd/cleanla/>

Flowchart of the Development Review Process



Development Plan Approval (DPA) Application Submittal Checklist

FOR DEPARTMENT USE ONLY

CASE NO.: _____ DATE FILLED: _____

FILING FEE: _____ RECEIPT NO.: _____

APPLICATION COMPLETE? _____

Application Submittal Checklist

☐ Digital copies of the following:

☐ Site Plans

☐ Floor Plans

☐ Elevations

☐ Prelim. Landscape Plans

☐ Colored Set

☐ Color Renderings

☐ Color & Material Sample Board

☐ Digital Copy of all plans

☐ Justification Statement

☐ Notarized Property Owners Statement

☐ Initial Study Questionnaire

☐ Completed Hazardous Waste and Substances Statement

☐ Preliminary Title Report

☐ Deed Restrictions

☐ A digital copy of a Property Ownership Map (500' radius) *including mailing labels

☐ Notarized Certified Property Owner's List Affidavit

☐ Property Owners / Tenant List (Info)

☐ Property Owners Mailing Labels and Envelopes

☐ Development Plan Approval Fee

☐ Public Hearing Fee

☐ CEQA Review –Initial Study Fee