



## INTRODUCTION

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Certain land use and development proposals require review and approval by the Planning & Building Director ("Director"), Planning Commission, and/or City Council. The City of Anaheim project entitlement process consists of the Application Phase, and the Administrative Review Phase or the Public Hearing Phase as outlined below. The filing deadlines for each phase are available on-line or at the Planning Services Counter. Planners are also available to help you at the Planning Services Counter, Monday through Friday between 8 a.m. and 5 p.m. or by calling the counter at (714) 765-5139.

## PROCEDURES

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**Application Phase:** City staff reviews an application to ensure that all of the required information is provided and to evaluate the project. Staff presents a recommendation to the decision making body and prepares recommended conditions of approval. Staff also conducts a preliminary review of the project's impact on the environment and prepares the proper environmental documentation for the project. An architectural review may be conducted during this phase if City staff deems that it is necessary for the project. At the end of this 29-day review period, staff provides written comments, a recommendation, and recommended conditions of approval at the end of this phase, whether or not the application is ready to proceed to the next phase. If the application is complete, you will be provided with a tentative hearing date. After the comments are provided, you have the option to meet with City departments to address issues and discuss conditions of approval.

**Administrative Review Phase:** The purpose of the administrative review is to provide for Director review of *Minor Conditional Use Permit* applications. City staff reviews an application to ensure that all of the required information is provided and to evaluate the project. Once the application is deemed complete, staff conducts an environmental review and public notices will be mailed to neighboring property owners and tenants as required by the Zoning Code. After completion of the public notice period, the Director will approve, conditionally approve, deny, or refer a project to the Planning Commission based upon staff's analysis and any public comments received on the project. The Director's decision may be appealed to the Planning Commission. If appealed, staff will schedule the application for a hearing before the Planning Commission; this process is described in the Public Hearing Phase section below.

**Public Hearing Phase:** Once the Application Phase is complete, staff schedules the application for a hearing before the Planning Commission. Staff also conducts the final environmental review in compliance with the California Environmental Quality Act during this phase. For more complex cases, the environmental documentation is completed prior to commencing the Public Hearing Phase. All legal noticing is prepared in accordance with State Law. There are very few or no plan changes during this phase. Staff prepares the staff report and a copy is sent to the applicant five days prior to the public hearing. At the public hearing, the Planning Commission will approve, conditionally approve, or deny the project based upon staff's recommendation and any public testimony received. It is important that the applicant attend the hearing and be prepared to address any questions from the Planning Commission. Testimony from the public in written form or provided in person at the hearing will also be considered. The decision of the Planning Commission may be appealed to the City Council within 10 days of the decision.

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**OFFICE USE** Case Number(s): \_\_\_\_\_

Application Phase - Comments Due: \_\_\_\_\_ Optional IDC Meeting Date: \_\_\_\_\_

## **SUBMITTAL REQUIREMENTS**

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All plans must be **collated, folded, drawn to scale** and have one of the following minimum dimensions: 11" x 17", 15" x 21", 18" x 24", 24" x 36", or 30" x 42". If you have obtained this application through our website, please contact a planner at 714-765-5139 to confirm applicability of the submittal items.

### **APPLIES TO ALL APPLICATIONS**

- 1. DEVELOPMENT APPLICATION FORM – Must include Property Owner signature with *notarized acknowledgement*
- 2. PRELIMINARY TITLE REPORT- Must be dated within one (1) year. A Grant Deed and most recent year Tax Bill showing ownership may be submitted together instead of a title report.
- 3. [DEPOSITOR'S TRUST FUND \(DTF\) SETUP FORM](#) - Must include a check in the amount identified in the [Planning and Zoning Fee Schedule](#).
- 4. [ENVIRONMENTAL/PROJECT INFORMATION FORM](#)
- 5. LETTER OF REQUEST- Describe the project/proposal and reason for the request. For businesses, include operations, number of employees, hours of operation, property tenant list, alcohol requests and any other pertinent information. For residential projects, include number of units, phasing/ timing plan and any other pertinent information.
- 6. DIGITAL PHOTOGRAPHS - Includes interior and exterior project site photos. Label file names with the direction of the photo and a description (ex. West view of existing parking lot)
- 7. [SITE PLAN](#) - 12 copies. (*See Appendix*)
- 8. [FLOOR PLAN](#) - 12 copies. (*See Appendix*)
- 9. ~~E~~LECTRONIC PLAN COPIES - USB drive or CD containing PDF or JPEG format digital copies of all submitted plans, photographs and a photograph of the colors and materials board in minimum 300 D.P.I. (dots per square inch) format for presentation purposes. A clean site plan and colored landscape plan with no construction information or dimensions is required for presentation purposes. Include one 750KB or less jpeg image of the proposed rendering to be displayed on the City's online project tracking system.

### **APPLIES TO NEW CONSTRUCTION, BUILDING ADDITIONS, AND BUILDING REMODELS**

- 10. [ELEVATIONS](#) - 11 copies black and white, 1 colored copy. (*See Appendix*)
- 11. RENDERING - 1 colored copy. (*See Appendix*)
- 12. [SECTION PLAN](#) (*for roof-mounted equipment, retaining walls or height variances*)- 12 copies.
- 13. [ROOF PLAN](#) (*for roof-mounted equipment or height variances only*) - 12 copies.
- 14. [LANDSCAPE PLAN](#) (*if not included on site plan*) - 12 copies. All commercial construction with landscape areas over 500 square feet or residential projects with a landscape area over 1,000 square feet must comply with the Water Efficiency Landscape Ordinance. (*See Appendix*)
- 16. COLOR & MATERIAL BOARD (for new construction and major remodel) – 1 board
- 15. [SIGN PLAN](#) (*if applicable*) - 12 copies. (*See Appendix*)
- 17. PRELIMINARY GRADING PLAN (*if applicable*) - 12 copies

## **TENTATIVE TRACT OR PARCEL MAPS**

- 18. [TENTATIVE TRACT OR PARCEL MAP](#) - 12 copies. (See Appendix)

## **DENSITY BONUSES**

- 19. [DENSITY BONUS APPLICATION AND MEMORANDUM](#) - Applicants requesting a Density Bonus and or Development Incentives pursuant to Chapter 18.52) of the Anaheim Municipal Code are required to attend a joint Pre-Application Conference with the Planning and Community Development Departments and submit a Density Bonus Application.

## **FINAL SITE PLAN**

- 20. CIRCULATION PLAN - (Parking, pedestrian and vehicle circulation plans, including access to adjoining public rights-of-way) – 4 copies
- 21. EXTERIOR LIGHTING PLAN – 4 copies
- 22. LINE-OF-SIGHT DRAWINGS – 4 copies
- 23. [SUPPLEMENTAL ANAHEIM RESORT SUBMITTAL REQUIREMENTS](#)
- 24. [SUPPLEMENTAL PLATINUM TRIANGLE SUBMITTAL REQUIREMENTS](#)
- 25. [STANDARDIZED DEVELOPMENT AGREEMENT](#) (applies only to projects in the Platinum Triangle)

## **OTHER DOCUMENTS OR STUDIES**

- 26. Application-Specific Submittal Items (if applicable):
  - [Conditional Use Permit/Minor Conditional Use Permit Justification Letter](#)
  - [General Plan Amendment Justification Letter](#)
  - [Parking Variance Information](#)
  - [Public Convenience or Necessity Justification Letter](#)
  - [Reclassification Justification Letter](#)
  - [Reinstatement Justification Letter](#)
  - [Variance Justification Letter](#)
  - Amendment to Zoning Actions and Determination of Substantial Conformance Justification Letter (*description of the amendment and reason for the change*).
  - Code Amendment Letter of Request (*description of the amendment and justification*)
  - Development Agreement Letter of Request (*include the entity requesting the agreement and justification for the agreement*)
  - Specific Plan Amendment Letter of Request (*description of the requested amendment and justification*)

- 27. [PARKING JUSTIFICATION WORKSHEET](#) (for shared parking agreements and parking variances)
- 28. PARKING STUDY - 2 copies of Parking Study (required at the time of submittal if the City's consulting traffic engineer is not used to prepare the study). Use of one of the city's traffic consultant can streamline this process; otherwise, a peer review by the City's consulting engineer will be required for all parking studies prepared by others.
- 29. SPECIMEN TREE REMOVAL PLAN (*if applicable*) - Must include location of specimen trees to be removed, reason for removal and the replacement trees.
- 30. CONSULTANT SERVICES (if applicable): You may be required to authorize the use of a third party consultant for a parking study, architectural review or environmental studies. A planner will inform you when they review this application with you if this will be required. If required, you will be responsible for all costs associated with such work.
  - Architectural Review as outlined in the [Scope of Work for Architectural Services](#).
  - Parking Study as outlined in the [Scope of Work for Parking Study](#). If you are using your own parking consultant to prepare the study, you must authorize the City's consultant to conduct a peer review.
  - Environmental Studies.
    - Air Quality Study
    - Habitat Assessment/Jurisdictional Delineation
    - Noise Study
    - Phase 1 & 2 Assessment

**ENGINEERING STUDIES** – Contact the Public Works Department at (714)765-5176 regarding the applicability of the following requirements prior to Planning Department submittal. A separate deposit account with required deposit amount will be required to be established through the Public Works Department. If you are using your own consultant to prepare the studies, such studies may require the City's consultants to conduct a peer review. In this case, you will be responsible for all costs associated with such peer review.

- 31. SEWER STUDY (*if applicable*) - 3 copies.
- 32. PRELIMINARY DRAINAGE REPORT (*if applicable*) - 3 copies.
- 33. GEOTECHNICAL REPORT (*if applicable*) - 3 copies.
- 34. HYDROLOGY AND HYRAULIC CALCULATIONS (*if applicable*) - 3 copies.
- 35. PRELIMINARY WATER QUALITY MANAGEMENT PLAN (*if applicable*) - 3 copies.
- 36. TRAFFIC STUDY (*if applicable*) - 3 copies.

**APPLIES TO TIME EXTENSIONS**

- 1. REQUEST LETTER: Letter from the property owner or authorized agent indicating the amount of time needed to comply with conditions of approval and justification for the requested extension.
- 2. PHOTOGRAPHS DIGITAL PHOTOGRAPHS - Includes interior and exterior project site photos. Label file names with the direction of the photo and a description (*ex. West view of existing parking lot*)

# DEVELOPMENT APPLICATION FORM

## PROJECT INFORMATION

<b>Project Name</b>	<i>Conceptual Development Review No. (if applicable)</i>
<b>Project Address or Location</b>	<b>Assessor's Parcel Number(s)</b>
<b>Project Description</b>	
<b>Current Land Use</b>	

## APPLICATION TYPE – Check all permits being requested:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Affordable Housing/Density Bonus<br><input type="checkbox"/> Conditional Use permit - Minor<br><input type="checkbox"/> Conditional Use permit – Regular<br><input type="checkbox"/> Development Agreement<br><input type="checkbox"/> Final Site Plan<br><input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Modification of Approved Permit<br><input type="checkbox"/> Public Convenience of Necessity<br><input type="checkbox"/> Reclassification<br><input type="checkbox"/> Reinstatement<br><input type="checkbox"/> Specimen Tree Removal (Discretionary) | <input type="checkbox"/> Tentative Parcel Map<br><input type="checkbox"/> Tentative Tract Map<br><input type="checkbox"/> Time Extension<br><input type="checkbox"/> Variance<br><input type="checkbox"/> Zoning Code Amendment<br><input type="checkbox"/> Other: _____ |
|--|---|--|

## APPLICANT INFORMATION (the individual or entity financially responsible for the project)

<b>Applicant Name</b>	<b>Company Name</b>	
<b>Phone No</b>	<b>E-mail Address</b>	
<b>Address</b>	<b>City</b>	<b>Zip Code</b>

*I have read and understand the obligations regarding the filing and processing of the attached application. Further, the information submitted as part of this application, including maps, plans, drawings, statements and answers contained herein, are in all respects true and correct. The applicant name should match the DTF Setup Form and is the person financially responsible for the payment of fees associated with this request.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## AGENT INFORMATION (if applicable)

<b>Agent Name</b>	<b>Company Name</b>	
<b>Phone No</b>	<b>E-mail Address</b>	
<b>Address</b>	<b>City</b>	<b>Zip Code</b>

## PROPERTY OWNER INFORMATION

<b>Property Owner</b>	<b>Company Name</b>	
<b>Phone No</b>	<b>E-mail Address</b>	
<b>Address</b>	<b>City</b>	<b>Zip Code</b>

*I am the owner of record, or his/her authorized representative, of the property which is the subject of this application. I approve of the action requested. **ATTACH A NOTARIZED ACKNOWLEDGEMENT.***

(CHECK HERE IF APPLICABLE)  I ALSO HEREBY AUTHORIZE THE ABOVE APPLICANT AND AGENT TO ACT ON MY BEHALF IN SUBMITTING THIS APPLICATION.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# DEPOSIT ACCOUNT APPLICATION FORM

PLANNING DIVISION DEPOSITOR'S TRUST FUND (DTF)

200 South Anaheim Boulevard, Anaheim, CA 92805  
Phone (714) 765-5139 FAX (714) 765-5280 [www.anaheim.net](http://www.anaheim.net)

**APPLICANT INFORMATION** (the individual or entity financially responsible for the project):

Applicant Name:		Company Name:	
Phone No: ( ) ( )	Fax No: ( ) ( )	E-mail Address:	
Address:		City/State:	Zip Code:

**STATEMENT OF UNDERSTANDING AND AGREEMENT**

I understand that charges for staff time spent processing this application will be based on the current City Council-approved fee schedules.

Further, I understand that my initial deposit is a retainer and not a fee. This deposit will be used to set up an account, against which fees shall be charged based on the hourly rates listed in the City fee schedule in effect at the time the fees are incurred. I understand that should the costs exceed the deposit, I will be billed monthly for any additional deposit amount intended to cover future charges. If I fail to pay the fees when due, I understand that City staff will stop working on the application. If the final costs are less, the unused portion of the deposit will be returned to me approximately 60 days after the conclusion of the process or final inspection of the completed project, whichever occurs later. The necessary staff time will vary according to the complexity of the project and may include, but is not limited to:

1. Initial review and ongoing project processing by City staff including, but not limited to:
  - Reviewing plans / submittal packages.
  - Routing plans to, and communicating with other city staff and outside agencies.
  - Researching documents relative to site history and site visits/inspections.
  - Consulting with applicant and other interested parties (e.g. neighbors, adjacent property or business owners) in person or by phone.
  - Preparing environmental documents, staff reports, presentations, and resolutions.
  - Preparing pertinent maps, graphs and exhibits.
  - Attending meetings / public hearings before the Planning Commission / City Council.
2. Review of final subdivision maps and improvement plans by City staff subsequent to receiving discretionary approvals.
3. Review of construction drawings submitted for building permits by City staff.
4. Final, on-site inspections of the project by City staff.
5. Enforcement by City staff of any conditions of approval imposed by the City.

I also understand that receipt of all discretionary approvals does not constitute an entitlement to begin work. Administrative approvals may be required during the permit process. Refer to the City Fee Schedule for fees to be assessed prior to the issuance of project permits.

A deposit may be accepted for other services, including but not limited to, the following:

1. Building permit, plan check, and inspection.
2. Material and mailing costs related to requests for records.

**As the applicant, I assume full responsibility for all costs incurred by the City in processing this application(s).**

I HEREBY ADVANCE \$ \_\_\_\_\_ AS SECURITY FOR PAYMENT OF SERVICES PERFORMED BY THE CITY OF ANAHEIM FOR THE FOLLOWING PROJECT: \_\_\_\_\_

BY SIGNING BELOW, I HEREBY CONSENT THAT I UNDERSTAND THE MATTERS AS DESCRIBED ABOVE AND AGREE TO THE TERMS. I HEREBY FURTHER REPRESENT THAT I HAVE AUTHORITY TO BIND MY BUSINESS BY SIGNING ON ITS BEHALF.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Date

**PLANNING DEPARTMENT USE ONLY:**

\_\_\_\_\_  
Case Number

\_\_\_\_\_  
DTF Number

\_\_\_\_\_  
DEV Number

\_\_\_\_\_  
Planning Department Representative

\_\_\_\_\_  
Date