



City of La Habra Planning Division
110 East La Habra Blvd., La Habra, CA 90633-0337
Phone: (562) 383-4100 Fax: (562) 383-4476

NOTICE TO ALL APPLICANTS FOR PLANNING

General Information

Regular meetings of the Planning Commission are held on the second and fourth Mondays of each month, beginning at 6:30 p.m. in the City Council Chamber. The Planning Commission is composed of five Commissioners who are appointed by the City Council and serve for four-year terms.

The applicant or the applicant's representative must be present at the meeting to address any questions the Commission or Public may have regarding your proposal. The Planning Commission **MAY NOT** take any action on any proposal without a representative of the proposed project in attendance.

Planning Commission meetings are open to the public and public comment is welcomed. You will be informed of the date of the hearing of your project at least 10 days before the meeting is held. **A report for your project will be prepared by the Planning Staff and will be available for public review on the Thursday before the Planning Commission Meeting.** A copy of the report can be emailed; faxed, mailed or other arrangements can be made. Following public comments on your case, the Commission will announce their findings and will include an explanation of their action. The decision of the Commission is final for **CONDITIONAL USE PERMITS, DESIGN REVIEW, MASTER PLANS, PRECISE PLANS, TENTATIVE PARCEL AND TRACT MAPS, and ZONE VARIANCES** unless appealed to the City Council within 10 working days after the meeting. **Please be aware that any application for a discretionary permit, such as design review, conditional use permit, tentative map, zone variance, planned unit development, etc., shall become null and void within 6 months after date of the project having been deemed initially incomplete. An extension of 6 months may be approved by the Director of Community and Economic Development upon the submittal of a continuance request fee, as per the fee schedule, to cover the costs of extending the application.**

Other actions such as **GENERAL PLAN AMENDMENTS, PLANNED UNIT DEVELOPMENTS, and ZONE CHANGES** are forwarded to the City Council, with the Commissioners' recommendation, for final approval.

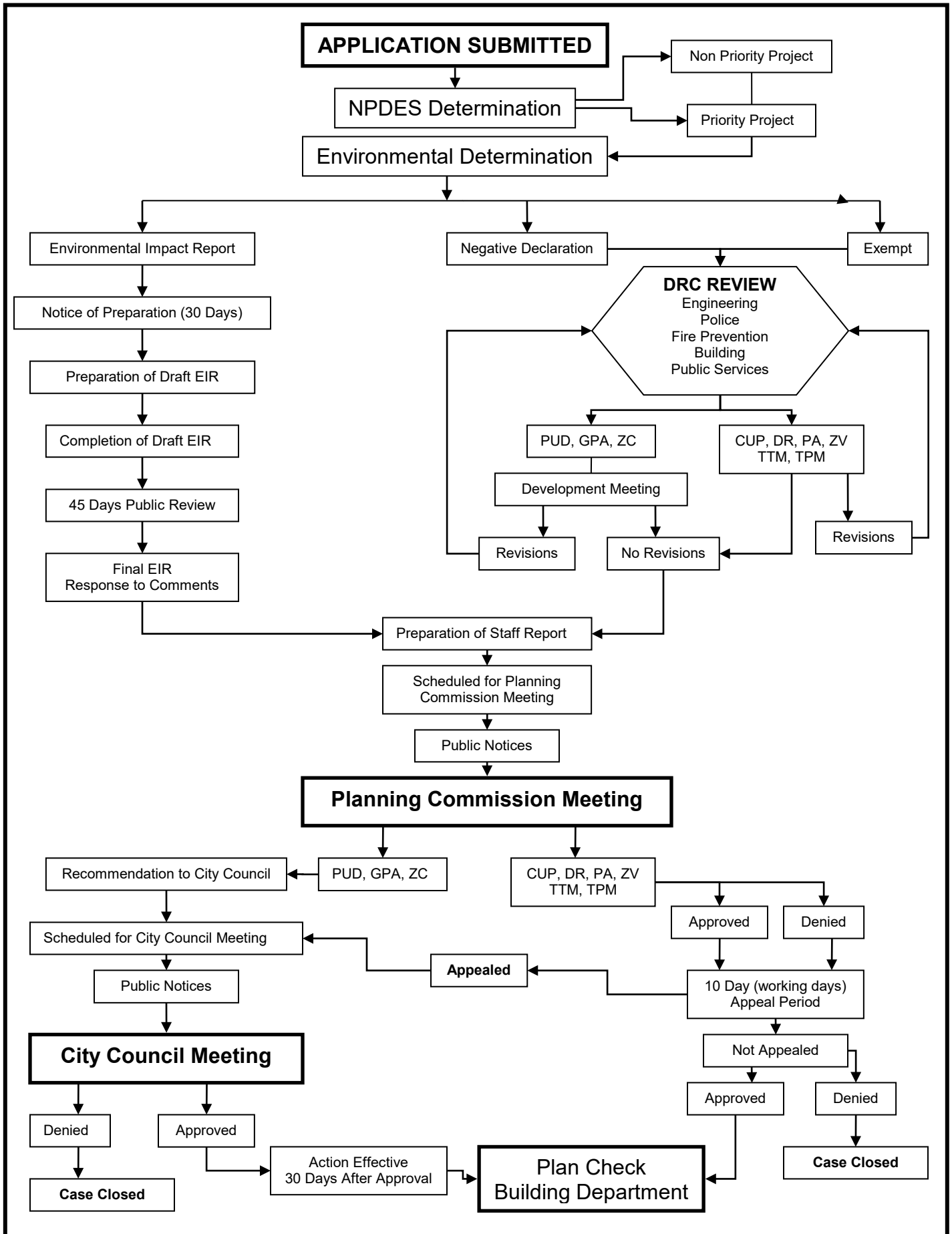
Developments that result in the employment of 250 employees or more are subject to the Transportation Demand Management (TDM) Ordinance, which requires site improvements that encourage alternative means of transportation. Site improvements may either be approved by the Staff or by the Planning Commission in accordance with the TDM Ordinance.

The following are suggested steps in preparing your applications and exhibits:

1. Contact the Planning Department for zoning and related information. Money and time can usually be saved by consulting the City Planning staff at an early point in the formulation of your application.
2. You may wish to submit a preliminary plan to the Planning Department for review prior to official submittal of your application.
3. Professional assistance is recommended in the preparation of your plans. Numerous reputable planners, architects, engineers, and designers are available in the area for professional consultation.



City of La Habra DEVELOPMENT PROCESS





ENVIRONMENTAL DESCRIPTION

City of La Habra Planning Division
 110 East La Habra Blvd., P.O. Box 337, La Habra Ca 90633-0337
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ACTION #

Property Owner	Name of Representative
Name _____	Name _____
Address _____	Address _____
Phone: Home () _____	Phone () _____
Work () _____	Fax: () _____
Fax () _____	E-mail _____
E-mail _____	

A. Project Location

1. Please attach: a) Plot Plan, b) Map showing location, c) [optional] any Photographs which will assist in determining the significance of any impact.
2. Address _____
3. Nearest street intersections _____

B. Project Description

1. Projected land area (square feet or acres) _____
2. Proposed Use _____
3. Relationship to surrounding area: _____

	Existing Area	Existing Zoning
Area to the north		
Area to the south		
Area to the east		
Area to the west		

4. Is the subject site located within 1,000 feet of any School, Hospital or Extended Care Facility?
 Yes No Name of Facility _____
5. What is the trip generation of the project? _____
6. Is the Project located within 1,000 feet of an adjacent City? _____ What City? _____
7. Will the project be developed in phases? Yes No
 a) Explain timing: _____
 b) Timing for public improvements: _____
8. For Residential developments:
 - a. Type of unit [single family, condo, apt, etc.] _____
 - b. Number of units _____
 - c. Size of units _____
 - d. Anticipated selling price or rental rate _____

9. For new commercial or industrial developments:
- a. Describe type or types of commercial or industrial activities proposed
 - b. Size of building(s) _____
 - c. What is the anticipated number of jobs to be generated by the project after completion?

 - d. Number of off-street parking spaces _____
 - e. Where is the closest comparable project in terms of size or type of activity?

 - f. What type of equipment will be utilized for the business?

 - g. Describe truck traffic as a result of the proposal:
 - a. During construction? _____
 - b. After occupancy? _____

- | 10. During construction or operation will the project: | YES | NO |
|---|--------------------------|--------------------------|
| a. Emit dust, ash, smoke, fumes or odors? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Alter any existing drainage patterns? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Create substantial demand for energy or water? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Discharge water of poor quality? | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Increase noise levels on site or adjoining areas? | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Generate abnormally large amounts of solid waste or litter? | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Store, use or dispose of potentially hazardous materials such as toxic substances, flammables or explosives? | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Require abnormally high demands of such services as police, fire, sewer, schools, water, etc. | <input type="checkbox"/> | <input type="checkbox"/> |

- | | | |
|--|--------------------------|--------------------------|
| 11. After construction will you or any future occupant of this facility: | | |
| a. Use any internal combustion engines greater than 50 horsepower? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Mix, blend, or process any solvents, adhesives, or coatings? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Create any dust or smoke? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Refine any liquids or solids, or reclaim any metals? | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Plate or coat anything? | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Handle or store solvents or motor fuels? | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Use any combustion equipment (i.e. furnaces, broilers, baking ovens, etc.) rated greater than 2,000,000 BTU/HR? | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Store any acids, use any chemical processes, or use solvents for clean up? | <input type="checkbox"/> | <input type="checkbox"/> |

- | | |
|---|-------|
| 12. All Development (New Construction/No construction) | |
| a. Amount of solid waste to be produced during construction? | _____ |
| b. Type of solid waste to be produced during construction? | _____ |
| c. Total amount of solid waste to be recycled during the construction stage? | _____ |
| d. Amount of solid waste to be produced during normal business operation? | _____ |
| e. Type of solid waste to be produced during normal business operation? | _____ |
| f. Total amount of solid waste to be recycled as part of the normal business operation? | _____ |

CERTIFICATION

I certify that the information provided herein is true and correct to the best of my knowledge.

Date _____ Signature _____ Representing _____



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APPLICATION CONTENTS CHECKLIST

An application submittal for Planning Commission or City Council action shall include all of the items check marked below before being accepted for processing. The Planning Division **WILL NOT** accept incomplete application submittals.

- A. APPLICATION FORM: (must be signed by the property owner of record and notarized).
- B. PLANS: The applicant must submit **three (3) folded sets** and **one (1) digital copy** of the site, floor and elevation plans. The plans shall be drawn to a standard architectural or engineering scale [i.e. (1/4" = 1') (1/8" = 1') (1" = 20') etc.] and shall indicate clearly with full dimensions the following information:
 - 1. Location and design of all off street parking and circulation areas.
 - 2. Location of the points of ingress and egress for pedestrians and vehicles.
 - 3. Location and nature of reflective devices (lighting).
 - 4. Location of landscape areas.
 - 5. Location and design of all trash storage areas and related screen walls.
 - 6. Location of all public utilities installations including poles, transformers, vaults and meters.
 - 7. Location of all external mechanical equipment.
 - 8. Location, height and materials of all walls and fences.
 - 9. Calculations showing the percentage of land coverage, the parking requirements and the landscape area provided.
 - 10. Relationship of property to public streets and alleys and any required street dedications and improvements.
 - 11. Surface drainage patterns and structures.
 - 12. Exterior finish materials and colors.
 - 13. Roofing materials and pitches.
- C. WQMP: Priority Determination Form and Either a Non-Priority Project Water Quality Plan or Priority Water Quality Plan.
- D. ENVIRONMENTAL ASSESSMENT: (when required)
- E. FEES: All appropriate fees shall accompany the application at the time of submittal.
(See attached Fee Schedule)
- F. SIGN PLAN: (when required) One (1) printed set rendered in color and one (1) digital set of plans showing the design, colors and location of all signs.
- G. LANDSCAPE PLAN: One (1) printed set and one (1) digital set of a conceptual landscape plan which shows all the proposed landscape areas and materials.
- H. OPERATIONAL CHARACTERISTICS: Please provide a complete description of your proposal including: days/hours of operation, number of employees, business name, etc.
- I. PROPERTY OWNER LIST AND RADIUS MAP: (See attached requirements)
- J. MATERIAL BOARD
- K. COLOR BUILDING ELEVATIONS: One (1) printed set and one (1) digital set of all building elevations fully rendered in color.
- L. COLOR PHOTOGRAPHS: One (1) printed set and one (1) digital set of the subject property showing the existing conditions along with any photo simulations (if applicable) of the proposed improvements (8"x10" or 8½" x 11").
- M. TRANSPORTATION DEMAND MANAGEMENT PLAN: (Per requirements of Chapter 18.20)



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PLANNING DEPARTMENT FEES

ACCOUNT #113000-4455

Administrative Adjustment.....	\$334.00
Annexation.....	\$12,530.00
Appeals.....	\$2,705.00
CC&R and Association By-Law Review.....	\$1,820.00
CEQA Exemption (see below for account #'s)	\$412.00
(\$50.00 - 26094-2175) and (\$362.00 - 113000-4455)	
Certificate of Compatibility.....	\$6,079.00
Conditional Use Permit	\$6,079.00
Continuance (Requested by Applicant).....	\$471.00
Continuance (Additional Review).....	\$506.00
Condominium Conversion.....	\$6,079.00
Developer Agreement.....	\$173.00/hour*
Design Review	\$6,079.00
Environmental Impact Report	\$25% of contract
General Plan Amendment.....	\$7,296.00
Home Occupation Permit.....	\$264.00
Landscape Plan Check.....	\$825.00
Lot Line Adjustment.....	\$5,949.00
Modification (Planning Commission).....	\$3,956.00
Negative Declaration of Environmental Impacts.....	\$25% of contract
Planning Commission Interpretation.....	\$6,079.00
Planned Unit Development.....	\$9,694.00
PC-I Master Plan Review.....	\$9,694.00
PC-I Precise Plan Review	\$9,694.00
Reasonable Accommodation.....	\$173.00/hour
Sidewalk Vending Permit.....	\$202.00
Sign Program review.....	\$747.00
Specific Plan.....	\$173.00/hour
Specific Plan Amendment.....	\$173.00/hour
Staff Research	\$173.00/hour
Tentative Parcel Map.....	\$6,079.00
Tentative Tract Map.....	\$6,079.00
Time Extension.....	\$1,240.00
Transportation Demand Management Plan (Planning Commission).....	\$2,236.00
Wireless Facility Deposit.....	\$1,000.00
Zone Change	\$7,458.00
Zone Variance	\$6,079.00
Zoning Verification Letter.....	\$173.00/hour
Seasonal Commercial Sales	
Fire Inspection	\$248.00
Clean Up Deposit.....	\$283.00
Commercial Cannabis	
Application Deposit.....	\$30,000.00
Live Scan for Supervisory Staff.....	\$370.00
Live Scan for Line Staff Employees.....	\$211.00
* plus actual legal fees	



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PREPARING THE PUBLIC NOTICE INFORMATION

RADIUS MAP AND PROPERTY OWNERS LIST

The City of La Habra has changed its policy regarding public notification for all applications, which require a Public Hearing. The applicant is now responsible for submitting a Radius Map and Property Owner's List, which must be prepared by a business certified to produce such documentation.

The necessary documentation shall include the following:

- a. A **verified/certified list** of the names and addresses of each property owner within three hundred (300) feet of the exterior boundaries of the property involved. In addition, **two (2) sets of typewritten mailing labels** (self-adhering) containing the assessor's parcel number, the name of the owner and address, which are numbered consecutively and accurately correspond to the numbered properties on the radius map shall be submitted.
- b. A letter size (8-1/2" x 11") **radius map** which identifies the subject property and all properties within a 300-foot radius. All affected properties shall be labeled with their assessor's parcel number.

*All property owner lists/maps shall be prepared using the latest property owner information, as indicated by the most recent City or County Tax Assessment Roll.

QUALIFIED MAP/LIST PREPARERS

The businesses listed below provide property ownership information and radius maps. Please note that this list is for reference only and that Staff does not provide referrals or imply endorsement of any business.

Donna's Radius Maps
684 S. Gentry Lane
Anaheim Hills, CA 92807
(714) 921-2921

Ownership Listing Service
P.O. Box 890684
Temecula, CA 92589-0684
(951) 699-8064

TMG Solutions Inc
6733 Sepulveda Blvd. #265
Los Angeles, CA 90045
(310) 337-7290

Advance Listing Services
P.O. Box 2593
Dana Point, CA 92624
(949) 361-3921

Radius Maps
211 S. State College Blvd. #5
Anaheim, CA 92806
(888) 272-3487

Susan Case Inc
917 Glenneyre St #7
Laguna Beach, CA 92651
(949) 494-6105

Kimberly Wendell
P.O. Box 264
Los Alamitos, CA 90720
(562) 431-9634

T-Square Mapping Services
969 S. Raymond Ave. Flr 2
Pasadena, CA 91105
(626) 403-1803

City Radius Maps
300 E. Bonita #3641
San Dimas, CA 91773
(818) 850-3382

Notice This
301 Forest Ave.
Laguna Beach, CA 92651
(949) 494-9218

NotificationMaps.com
668 N Coast Hwy, #401
Laguna Beach, CA 92651
(866) 752-6266

NPS Associates
396 W. Avenue 44
Los Angeles, CA 90065
(323) 801-6393



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CERTIFIED PROPERTY OWNERS AFFIDAVIT

LIST OF CERTIFIED PROPERTY OWNERS
AFFIDAVIT

I/We _____ do hereby certify that the
(QUALIFIED MAPPING/LISTING SERVICE)
attached list contains the correct names and addresses of all owners of property within
the area described in this petition and for a distance of three hundred feet (300') from
the exterior boundaries of the property, such names and addresses are taken from the
latest available assessment roll of the County.

Map/list Preparer's Signature

Date

Map/list Preparer's Signature

Date

Subscribed and sworn to before me on this _____ day of _____, 20_____

by _____ proved to me on the basis of satisfactory
evidence to be the person(s) who appeared before me.

Signature



Water Quality Management Plan (WQMP)

Priority Determination Form for New Development & Significant Redevelopment

Project Name/Address: _____

Date: _____

Priority Projects require a Water Quality Management Plan for all Private and Public Projects that meet any of the following:

PRIORITY PROJECT	YES
1. New development that creates 10,000 square feet or more of impervious surface (including residential, commercial, industrial, mixed-use and public projects).	<input type="checkbox"/>
2. A development of or addition to an Automotive Repair Shop. *SIC Codes: 5013, 5014, 5541, 7532-7534 and 7536-7539.	<input type="checkbox"/>
3. Restaurant where the land area of development is 5,000 square feet or more including parking areas. *SIC Code 5812.	<input type="checkbox"/>
4. Hillside development of 5,000 square feet or more of impervious surface, which is located on areas with known erosive soil conditions or where natural slope is 25% or more.	<input type="checkbox"/>
5. Impervious surface of 2,500 square feet or more located within, directly adjacent to (within 200 feet), or discharging directly to receiving water within Environmentally Sensitive Areas.	<input type="checkbox"/>
6. Parking lot area of 5,000 square feet or more, and potentially exposed to urban runoff.	<input type="checkbox"/>
7. Streets, roads, highways and freeways of 5,000 square feet or more of paved surface (excluding routine maintenance activities).	<input type="checkbox"/>
8. All significant redevelopment projects, where significant redevelopment is defined as the addition of 5,000 square feet or more of impervious surface on an already developed site. (Redevelopment does not include routine maintenance activities that are conducted to maintain original line and grade, hydraulic capacity, original purpose of the facility, or emergency redevelopment activity of the facility required to protect the public health and safety. If the redevelopment results in the addition or replacement of less than 50 percent of the impervious area on-site and the existing development was not subject to WQMP requirement, the numeric sizing criteria (see Section 7.II-2.0 of Model WQMP) only applies to the addition or replacement area, the project WQMP requirements apply to the entire development).	<input type="checkbox"/>
9. Retail gasoline outlets that meet the following criteria: a) 5,000 square feet or more, or b) A projected Average Daily Traffic (ADT) of 100 or more vehicles per day	<input type="checkbox"/>
10. Extending, relocating, or replacing linear drainage and utility lines disturbing 5,000 square feet or more of impervious surface (storm drain projects that alter the original line and grade and/or alter the hydraulic capacity of the storm drain facilities).	<input type="checkbox"/>

Priority Project: Any question answered "YES" (numbers 1-10 above)

Non-Priority Project Plan is required for all private and public projects that do not qualify as a priority project and meet any of the following:

NON - PRIORITY PROJECT	YES
11. Require discretionary action that will include a precise plan of development. Projects excluded from this category must meet one of the following: a) A new or redeveloped (one) single-family detached residence of 3,900 square foot footprint or less; and b) Any project that requires the disturbance of soil of 1,000 square feet or less.	<input type="checkbox"/>
12. Require issuance of a non-residential plumbing permit for pipelines conveying hazardous material (e.g. gasoline).	<input type="checkbox"/>
13. Below ground linear drainage (storm drain lines, sewer lines, water lines) and utility construction that disturb 5,000 square feet or more of impervious surface, where the original line and grade and/or the hydraulic capacity of the facilities are not altered (i.e. maintenance/replacement of existing line).	<input type="checkbox"/>

Non - Priority Project: Any question answered "Yes" (numbers 11-13 above)

DETERMINATION This project is a: Priority Non-Priority Exempt

Applicant Name

Applicant Signature

Date



Water Quality Management Plan (WQMP) Fact Sheet

Priority Determination Form for New Development & Significant Redevelopment

PRIORITY PROJECTS must submit a preliminary WQMP along with the initial project application. An approved WQMP must be submitted along with the project improvement plans, and 3 copies of the approved plan must be received before the City will issue grading and building permits for a project. The Operation and Maintenance (O&M) Plan component of the WQMP must be approved and Recorded with the County Recorder's Office before the City will issue final permits for a project.

Priority Projects require the preparation of a WQMP. The WQMP documents must address:

- Site Design Best Management Practices (BMPs)
- Routine structural and non-structural Source Control BMPs
- Treatment Control BMPs, including consideration of a regional or watershed approach, and
- The mechanism(s) by which long-term operation, inspection and maintenance of all structural BMPs will be provided.
- The mechanism(s) for education and training of applicable groups such as property owners, tenants, occupants, employees, etc.
- Specific information related to LID BMPs is available in the Technical Guidance Document.

http://www.ocwatersheds.com/Documents/OC_TGD_5-19-11.pdf

NON-PRIORITY PROJECT PLAN also requires a WQMP and must incorporate the following in their design submittal:

- Consideration of Site Design BMPs and
- Routine structural and non-structural Source Control BMP's
- The mechanism(s) by which long-term operation, inspection and maintenance of all structural BMPs will be provided

****Non-Priority Projects do not require Treatment Control BMPs like Priority Projects. Non-Priority Projects do not require a Preliminary WQMP like Priority Projects.**

Structural BMPs are those that have physical characteristics and may require maintenance or replacement. For example, trash receptacles, irrigation systems, detention basins, curb inlet stenciling, gravel/sand or grass filters, mechanical filters, posted signs, grassy swales, wetlands, etc. Non-structural BMPs include pollution prevention methods such as education, alternate non-pollutant producing design and/or process methods, and employee training.