City of Huntington Beach

Department of Community Development
2000 Main Street, 3rd Floor
Huntington Beach, CA 92648
(714) 536-5271
www.huntingtonbeachca.gov

Planning Application Number:

Entitlement Number(s):

☐ Planning Commission ☐ Staff Review
☐ Zoning Administrator ☐ Design Review

PLANNING APPLICATION

Project Address:

Assessor Parcel Number(s):

Project Description / Request:

Nearest Major Intersection:

Lot Area:

Property Owner: Telephone: ( )

Mailing Address: Email:

City: State: Zip:

Applicant / Authorized Agent: Telephone: ( )

Mailing Address: Email:

City: State: Zip:

I, (Print Property Owner's Name)_____ am the property owner of the subject property and have read and understand all statements including the filing requirements on the reverse side of this application. I hereby authorize (Print Agent's Name)_____ to act as my representative and to bind me in all matters concerning this application. I hereby affirm under penalty of perjury that the foregoing statements, facts and attachments are true and correct. I understand that this application for entitlement or variance may be denied, modified or approved with conditions and that such conditions or modifications must be satisfied prior to issuance of building permits. I understand that by filing the application, information on the application including, but not necessarily limited to, the name and address will be included on public records that are posted on the internet.

Property Owner's Signature: Date: Applicant's Signature: Date:

FOR OFFICE USE ONLY

Zoning: DM:

General Plan Designation:

General Plan Sub Area:

Distributed By:

Pursuant To:

Total Fee: Receipt No.:

Received By:

Date Received:

Previous Cases:

	Fee:
☐ Coastal Development Permit	
☐ Conditional Use Permit	
☐ Design Review	
☐ Entitlement Plan Amendment	
☐ Planned Sign Program	
☐ Sign Code Exception	
☐ Temporary Use Permit	
☐ Variance	
☐ Administrative Permit	
☐ General Plan Amend	
☐ Zoning Map Amend	
☐ Zoning Text Amend	
☐ Local Coastal Program Amend	
☐ _____	

Environmental Review

☐ Exempt Section:

☐ EA Required

EA Fee: $

☐ Coastal Area:
☐ Cat. Exclusion
☐ Appeal Area:
☐ Flood Zone
☐ Earthquake Zone
☐ Oil District
☐ Methane District
☐ Noise/CNEL

☐ Ownership Verification
☐ Applicant Authorization
☐ APN
☐ Plans
☐ Notification Req.
☐ Narrative
☐ Photos/Slides
☐ Entertainment Permit
☐ HOA Approval
☐ Plans Date Stamped

☐ Seismic Hazard
☐ Scenic Corridor
☐ Residential Infill
☐ Military Buffer
www.ceres.ca.gov/planning (services)

APPLICATION REQUIREMENTS: (Complete/submit the following circled items prior to submittal and return this application with your submittal)

1. CALL 714-536-5271 TO SCHEDULE A MANDATORY PRE-APPLICATION SUBMITTAL MEETING BEFORE PRINTING 12 SETS OF PLAN.
   Bring the following to the meeting: One (1) complete set of site plan, floor plan and elevations plus all items circled below:
2. **An electronic copy of the plans, narrative, proof of ownership, public notification requirements, and photos are required at the time of submittal.**
3. If the applicant is not the property owner, the property owner shall designate the applicant as the authorized agent to act on his/her behalf and both shall sign this application.
4. Proof of property ownership, e.g., deed, title insurance policy.
5. Chain of title indicating prior ownership and date of lot creation, Certificate of Compliance, or copy of recorded map.
6. Environmental Assessment Form if determined necessary per California Environmental Quality Act (see attached).
7. **Planning Commission:** Twelve (12) preliminary site plans, floor plans and building elevations (and for new construction submit preliminary grading plans) a maximum of 24" X 36" in size. Upon acceptance and scheduling of hearing date, eight (8) additional full sized sets, two (2) sets of plans reduced to 8-1/2" X 11" and one (1) set of plans colored to illustrate the design and development concept of the project shall be submitted. Other plans may be required depending on the complexity of the project.
8. **Zoning Administrator:** Twelve (12) sets of site plans, floor plans and building elevations (and for new construction submit preliminary grading plans) a maximum of 24" X 36" in size, and one (1) set of plans reduced to 11" X 17". Other plans may be required depending on the complexity of the project.
9. **Staff Review or Design Review:** Twelve (12) sets of site plans, floor plans and building elevations a maximum of 24" X 36" in size. A materials palette, preliminary landscape plans, and colored elevations of all proposed walls are also required for design review. (No additional plans required for PC/ZA projects requiring Design Review). **Administrative Permits require only three (3) sets of plans.**
10. Preliminary Grading Plan with all existing and proposed grades as well as all walls/fences shown on plan.
11. Provide a digital copy of the plans (pdf) and color elevations.
12. Plans conforming to the following requirements:
    (a) An electronic version (PDF) of the plans shall be required.
    (b) Draw to scale (minimum scale 1/8"= 1' or 1"= 30'); indicate scale; indicate dimensions of building and floor uses; and north direction arrow. Plans shall be oriented so that north points to the top of the page.
    (c) Plot the entire parcel and dimension all pertinent data such as easements, driveways, landscaping, parking, fencing; and distances to all property lines. Indicate any grade differential between adjacent properties, alleys, or streets.
    (d) Depict existing property improvements on abutting parcels and across streets and/or alleys within fifty (50) feet of the subject parcel. Improvements should include location and dimension of parking, landscaping, driveways, building layouts and uses, windows and entryway locations and any other information useful to analyze the project.
    (e) Plot all existing and proposed physical features, fences/walls, and structures on the subject property and abutting properties. (Window locations on adjacent properties required for all Residential Infill properties.)
    (f) Dimension to the nearest intersecting street and identify all street names.
    (g) Dimension height of all structures from the highest adjacent curb to the top of slab and to the roof peak on all elevations.
    (h) Building elevations shall depict all sides of building and indicate colors and materials proposed.
    (i) Locate and dimension existing and proposed reciprocal driveway access and parking.
    (j) Include a legend (locate in lower right corner of the site plan) which lists the name, address, and phone number of the recorded owner and the applicant.
    (k) Identify the legal description of the subject property on the site plan.
    (l) Label existing and proposed uses of each room on floor plan.
    (m) Dimension section drawings for walls, grade differential, and buildings.
    (n) Fold all plans to a maximum size of 8-1/2" X 14" (lower right corner out).
13. Public notification requirements for Coastal Development Permit, Variance, Conditional Use Permit, Zoning Map Amendment, Precise Plan Street Alignment, General Plan Amendment, and Sign Code Exception (See attached sheet).
14. A letter from the Property Owner Association or Architectural Committee, if applicable, shall be submitted indicating that the proposed project has been approved, denied, or that the CC&R's do not require Association or Committee review.
15. All entitlements require photographs of the subject site and surrounding properties.
16. All Planning Commission applications require digital photographs of the subject site and surrounding properties.
17. A written narrative of the proposed use or project. The narrative shall contain the following minimum information:
    (a) Description of project and services, including proposed use, square footage, hours and days of operation, number of employees, and other information as appropriate.
    (b) Reasons for initiating this application.
    (c) Description of surrounding uses to the north, south, east and west.
    (d) Description of population served by the proposed use or project.

18. A massing model for all commercial development and for all residential developments of ten (10) units or more (three [3] units or more in redevelopment project areas). Models shall be submitted prior to sending out the public hearing. Models can be simple and have a minimum scale 1/8"= 1' or 1"= 30'.
19. Draft Affordable Housing Plan for residential projects with new construction of three (3) or more units.
20. In order to support findings for approval for a Variance, respond to the following on a separate page:
    (a) What exceptional circumstances apply to the subject property (including size, shape, topography, location or surroundings) that deprive it of privileges normally enjoyed?
    (b) Explain why the request will not constitute a grant of special privilege.
    (c) Why is this request necessary for the preservation and enjoyment of one or more substantial property rights when compared with other properties in the same zoning designation?
    (d) State reasons why the granting of the request will not be materially detrimental to the public welfare.
21. Entertainment permit requests shall be accompanied by evidence of review and conceptual approval by the Police Department.
22. Photographs of all existing signs on the subject property and at surrounding businesses.
23. Design Review checklist(s). See Attached
24. Location and dimension of existing and proposed reciprocal driveway access and parking.
25. List of tenants for multi-tenant properties. Include the following information for each tenant: address/suite number, business name, type of business, gross business square footage, required parking ratio, provided number of parking spaces, and hours of operation.
26. Include a zoning conformance matrix on the cover sheet of the site plan. The matrix shall include information on how the project complies with all aspects of the Huntington Beach Zoning Subdivision Ordinance regarding setbacks, building height, site coverage, parking, landscaping, etc.

    The following **sample chart** should serve as a **guideline to help you** develop your matrix. **Do not produce this exact chart** on your plans as you need to develop your own matrix using the appropriate code sections applicable to your specific project. Your matrix will most likely include more code sections than the ones used in the following example.

SUBJECT	CODE SECTION	REQUIRED	PROPOSED
Parking	231.04	Retail: 1 space/200 sf 15,000 sf = 75 spaces	84 spaces
Landscaping	232.08	Min. 8% of entire site Site = 55,800 sf 8% = 4,464 sf	8.9% = 4,989 sf
Site Coverage	210.06	Max. 50% of entire site Site = 6,000 sf 50% = 3,000 sf coverage	44.5% = 2,670 sf cov.
Setbacks Front Yard	210.06	Min. dimension = 15 ft.	18 ft.
Etc.			

EXAMPLE

27. Clearly identify all ADA/ Title 24 accessible path of travel (private and public property) throughout the project on a preliminary grading/site plan.
28. Attach additional project plans including preliminary grading plan, preliminary drainage plans, and conceptual Water Quality Management Plans (WQMP's), including construction site Best Management Practices (BMP's) Plans for the following projects:

    (a) All significant redevelopment projects, where significant redevelopment is defined as projects that include the addition or replacement of 5,000 sq. ft. or more of impervious surface on a developed site.
    (b) New development projects that create 10,000 sq. ft. or more of impervious surface (collectively over the entire project site).
    (c) Automotive repair shops.
    (d) Restaurants where the land area of development is 5,000 square feet or more including parking areas.
    (e) Hillside development on 5,000 square feet or more, which is located on areas with known erosive soil conditions or where natural slope is 25 percent or more.
    (f) Development of 2,500 square feet or more of impervious surface, adjacent to (within 200 feet), or discharging directly into Environmentally Sensitive Areas.
    (g) Parking lot area of 5,000 square feet or more of impervious surface, exposed to stormwater. Parking lots include temporary storage of motor vehicles.
    (h) Streets, roads, highways and freeways of 5,000 sq. ft. or more of paved surface.
    (i) Gas station modifications of 5,000 sq. ft. or more (underground storage tank, fuel island, canopy replacement or installations.)