



## SUBMITTAL INSTRUCTIONS FOR PROJECT APPLICATIONS

Project applications shall be submitted directly to the Planning Division through electronic email. Starting August 15, 2022, the Planning Division is no longer been accepting in-person submittal. Please see instructions below for the electronic project application submission.

### SUBMITTAL INSTRUCTIONS:

By email: Project applications shall be submitted to [planner@cityofbrea.net](mailto:planner@cityofbrea.net). To confirm your application has been received, contact a Planner at 714-990-7674.

*Please see pages 5-8 for submittal requirements.*

**\*\*It is HIGHLY RECOMMENDED to speak with a Planner prior to formal submittal. To speak with a Planner regarding your project, please contact the Planning Division at [planner@cityofbrea.net](mailto:planner@cityofbrea.net) or 714-990-7674.**

No application will be considered submitted for Plan Review until the following is satisfied:

1. The required application deposit has been paid, as outlined in the Development Processing Fees. Check and credit card (Visa or Mastercard) are accepted over the phone at 714-990-7674. Checks can be dropped off at the 3<sup>rd</sup> floor front counter of 1 Civic Center Circle, Brea, CA, 92821 or mailed. If a check is mailed, please address to ATTN: Planning Division.
2. Completed Uniform Application, pages 1-4.
3. Accompanying plans and documents outlined in pages 5-8

### **Application Completeness:**

Once the uniform application has been submitted, no later than thirty (30) days as determined in the [application processing schedule](#), the Director shall determine, in writing, if such application is complete, and immediately transmit such determination to the applicant. If an application is determined not to be complete, the Director determination shall specify the deficiencies and the manner in which the application can be made complete. Upon determination that an application is complete and meets the requirements for acceptance, or expiration of the thirty (30) day period if no determination regarding completeness is made, the application shall be deemed accepted.

### **IMPORTANT UPDATE:**

Starting August 1, 2022, all planning development applications are accepted and reviewed bases on the established application processing schedule, which includes a weekly submittal deadline. View the latest processing schedule on this page: <https://www.ci.brea.ca.us/177/Planning>

**SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE  
PLANNING DIVISION AT 714-990-7674 OR  
[PLANNER@CITYOFBREA.NET](mailto:PLANNER@CITYOFBREA.NET)**



# PROJECT APPLICATION

## GENERAL INFORMATION REQUIRED: *(Print or Type)*

Name of Proposed Project:

Location of Project *(Address Required)*:

Legal Description of Project Location *(Assessor's Parcel No.)*:

## APPLICANT INFORMATION:

Applicant's Name:

Phone:

Email:

Address:

City:

Zip Code:

## TRUST ACCOUNT OWNER: *(see page 4 before completing)*

Name of Individual or Corporation Financially Responsible for the Project:

Address:

City:

Zip Code:

Email:

Phone:

## PROJECT CONTACT PERSON:

Contact Person:

Phone:

Email:

### STAFF USE ONLY

Accela Record Number:

**Project Manager:**

**Entitlement File Number(s):**

**Related Files:**

### SUBMITTAL INFO:

Date Time Received:

Received by:

Deposit Received:

**PROJECT INFORMATION:** *(Print or Type)*

Zoning Designation:

General Plan Designation:

Existing Use:

Proposed Use:

Type of Development:

Residential

Commercial

Industrial

Mixed-Use

Lot Size (*square feet*):

Lot Width:

Lot Depth:

Existing Floor Area (*square feet*):

Existing FAR:

Existing Lot Coverage:

Proposed No. of Stories:

Proposed Building Height:

Existing Parking Stalls:

Proposed Parking Stalls:

**Project Description:** The project description should include a detailed description of demolition, on-side improvements, proposed use & operations, e.tc. In addition, please describe all building material and color as well as description of signage and their location. Please provide a separate PDF attachment labeled "Project Description if more space is needed.

**Check if project description is attached.**

**TYPE OF REVIEW REQUESTED:** *select all that apply*

Planning Commission/City Council

Conditional Use Permit

Planned Community

Historic Designation

Development Agreement

Precise Development Plan

Zone Change

General Plan Amendment

Temporary Trailer

Zone Variance

Certificate of Compatibility

Other \_\_\_\_\_

Other \_\_\_\_\_

Administrative/Community Development Director

Administrative Remedy

Large Family Day Care

Other \_\_\_\_\_

Certificate of Compatibility

Plan Review

**PROPERTY OWNER INFORMATION & AUTHORIZATION**

*(as listed in the Orange County Assessor’s records)*

Legal Owner’s Name:

Company Name:

Email:

Phone:

Address:

City:

State:

Zip Code:

I hereby certify under penalty of perjury under the laws of the State of California that I am the owner(s) of the subject property, or have been authorized to sign on behalf of the property owner, and consent to the filing of this application on the above referenced property. **If the owner did not sign below, a letter of authorization is required.**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Printed Name)

**DESIGN PROFESSIONAL OR OWNER OF THE COPYRIGHT IF DIFFERENT (OPTIONAL)**

Name(s):

Email:

Phone:

Address:

City:

State:

Zip Code:

**AUTHORIZATION TO REPRODUCE PROJECT PLANS- Gov. Code § 65103.5(f)(2)**

I hereby grant permission for the City of Brea to provide the project plans for inspection as a part of the public record, to copy for members of the public, and post the plans online. This permission shall be constituted as the permission for architectural drawings that contain a copyright annotation and are protected by the federal Copyright Act of 1976 (Government Code Section 65103.5(f)(2)).

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Printed Name)

## TRUST ACCOUNT OWNER INFORMATION

All project applications require the specified minimum deposit to a Trust Account. Additional funds and/or subsequent deposits may be required depending upon the specified project and level of staff time necessary. All unused funds will be reimbursed following the completion of project and/or review. Staff time devoted to your project will be billed according to our [Development Processing Fees](#). The necessary staff time will vary according to the complexity of the project and may include, 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.
- Review of tentative maps and improvement plans by City staff.
- On-site inspections of the project by City staff.
- Consultant services

## STATEMENT OF UNDERSTANDING AND AGREEMENT

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 rate listed in the City fee schedule in effect at the time the work is performed. 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 approximately that the City 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.

As the trust account owner, I assume full financial responsibility for all costs incurred by the City in processing this application(s).

**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.**

\_\_\_\_\_  
Trust Account Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trust Account Owner Printed Name

*Staff Use Only*

ACCELA RECORD NUMBER:

TRUST ACCOUNT NUMBER:

## **SUBMITTAL CHECKLIST**

If you obtained this application through our website, please contact a Planner at 714-990-7674 to confirm applicability of the submittal items. The items listed below are *considered minimum*. Additional information may be necessary for clarification during the review process.

### **APPLIES TO ALL APPLICATIONS**

- 1. COMPLETED PROJECT APPLICATION** - Property owner information & authorization must be included
- 2. PHOTOGRAPHS** - Photographs should include the project site's existing exterior and interior.
- 3. 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.
- 4. PLANS TITLE PAGE**
  - Date (Resubmitted plans shall reflect new date of submittal)
  - Project Address
  - Legal Description
  - Scope of Work
  - List of Required Entitlements
  - Owner Information Architect/Designer Information
  - Zoning Conformance Development Standards Table (existing/allowed/proposed)
- 4. SITE PLAN**
  - Show entire Parcel with property lines and dimensions
  - Development Summary Table – noting pertinent information such as proposed square footage, floor area
  - Provide separate existing and proposed site plans
  - Provide plan drawn to scale with dimensions Show all setbacks (front, rear and side)
  - Truck turning radius (industrial and commercial)
  - Show location of:
    - Carpool/van spaces
    - Bicycle parking area
    - Rideshare vehicle loading area
  - Distance between buildings
  - Location of utility poles and fire hydrants
  - Indicate locations of trash enclosures and SCE transformer
  - Location of proposed monument signs
  - Proposed outdoor storage area, if any, and required screening
  - Label proposed uses for all building sites on site
  - Location of bus stop improvements, if applicable to project
  - Show locations of street and sidewalks, with all improvements (trees, light pole, curbs, etc.)
  - Show all existing and proposed driveways and driveways immediately adjacent to the site
  - Show all curb, gutter and driveway within the full right-of-way adjacent to the project site
  - Photometric plan
  - Circulation plan
- 5. FLOOR PLAN**
  - Provide separate existing and proposed floor plans
  - Provide plans drawn to scale with dimensions
  - Label room and/or areas
  - Provide a window and door schedule (when part of scope)

**6. DEPOSIT** - The application will **NOT** be considered submitted until payment is received. Please visit our [Development Processing Fees](#) to verify the deposit amount.

**7. ELECTRONIC PLAN COPIES** - PDF format digital copies of all submitted plans, photographs and photographs 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 development map. If you are submitting in person, all submitted material shall be saved in a USB Drive or CD.

**8. PAPER PLAN COPIES** - If you are submitting paper plans, all plans must be collated, folded, drawn to scale and have one of the following minimum dimensions: 11"x17", 15" x 21", 18" x 24", 24" x 36", or 30" x 42". Please contact a planner at (714)-990-7674 to confirm applicability of the submittal size and amount.

**APPLIES TO ALL NEW CONSTRUCTION, BUILDING ADDITIONS, AND BUILDING REMODELS:**

**9. PRELIMINARY TITLE REPORT** - Must be dated within six (6) months. A Grant Deed and most recent year Tax Bill showing ownership may be submitted together instead of a title report.

**10. ELEVATIONS**

- Show all sides of proposed elevations
- Provide plans drawn to scale with dimensions
- Provide the height of all structures
- Label proposed colors, materials (with level of quality and longevity)
- Location and size of signs
- Provide details of architectural elements, walls, and fences, as needed
- Line of sight drawings

**11. RENDERING(S) – COLOR**

**12. SECTION PLAN**

**13. SIGN PLANS**

- Show location of all signs and on building and site plan
- Label size of signs

**14. ROOF PLAN**

- Provide plans drawn to scale with dimensions
- Show roof pitches and slope
- Show all-roof mounted equipment
- Cross-section demonstrating the roof-mounted equipment will be fully screened from view by the architectural design of the building

**15. CONCEPTUAL LANDSCAPE PLAN**

- Proposed and existing improvements as shown on the site plan
- Dimensions such as setbacks and street widths shall be excluded
- Identify plan materials by botanical and common names
- Identify size and spacing of plants
- Identify mounted areas, turf, ground covered areas, shrub locations, accent trees, street trees, sloping planting materials. Private yard areas.
- Location of community amenities including common or public recreation areas (open play areas, barbecue area, pool, spa, recreation building)
- Location of primary and secondary entry point areas and their treatment (textured paving, security gates, accent or special planting, entry walls, monument signs)
- Location of emergency vehicle access, trail locations, public walkways, hardscape amenities (paving, benches etc.)

**16. [WATER QUALITY MANAGEMENT PLAN \(WQMP\) CHECKLIST](#)**

**17. COLOR & MATERIAL BOARD**

**18. PRELIMINARY GRADING PLANS**

- Proposed items should be designated with solid lines, existing with small dashes, and future with long dashes if a phased project.
- Cross sections at all site boundaries (maximum & minimum conditions)
- Drainage and flood control facilities-size, type, etc.
- Easements, property lines, right-of-way
- Earthwork quantities-borrow and disposal areas
- Erosion control measures
- Existing features within and 50 feet beyond the site boundaries (label to remain or to be removed)-natural ground, trees, structures, drainage courses, streets, trails, slopes, etc.
- Grading (Proposed)-structures, curbs, walls (height), gutters, pavement, walks, swales, mounding, slopes, open space, trails
- Natural areas to be preserved
- Parkway culverts where drainage is directed to streets, except for single family residences
- Retaining walls-top and footing elevations
- Separate cut and fill areas with a line. In addition, one copy of the plan shall be submitted with fill areas colored in green and cut areas in red
- Shade pavement areas and slopes 3:1 or steeper
- Location, elevation, and size of proposed buildings pads
- Streets-cross sections, improvements, right-of-way, etc.

**OTHER DOCUMENTS OR STUDIES**

- 19. FULL SIZE PAPER SITE PLAN AND MASSING DIAGRAM COPIES** *(required if the authorization to reproduce project plans on Page 3 is not signed)*
- 20. PARKING JUSTIFICATION** *(for shared parking agreements or parking variance)*
- 21. PARKING STUDY** *(if applicable)*
- 22. TREE REMOVAL PLAN** *(if applicable)*
- 23. ENVIRONMENTAL STUDIES** *(if applicable)*
  - Air Quality Study
  - Habitat Assessment/Jurisdiction Delineation
  - Noise Study
  - Phase 1 & 2 Assessment
- 24. ARTS AND PUBLIC PLACES**
- 25. ENVIRONMENTAL FORM**
- 26. PUBLIC NOTIFICATION PACKET** *(if applicable)*