

## PLANNING AND DEVELOPMENT APPLICATION PACKET

### Welcome to the City of Fountain Valley's Planning and Development process.

Our goal at the City is to make your experience as efficient and effective as possible. As you are probably aware, there are different regulations related to developing a property or operating a business within the City. Some of these requirements are needed by the City and others are required by the County, Federal, and State agencies. Our objective is to inform you of what is needed in order to submit a complete application package.

Prior to submitting an application, applicants should discuss their proposed projects and conceptual plans with a member of the Planning Department. Planning staff often recommends that certain projects be scheduled for a pre-submittal meeting with representatives from various City Departments in order to get further initial feedback on a project proposal before conceptual plans are finalized.

The attached packet will serve as your guide to the application submission process. Please review each section and make sure to complete all necessary forms that apply to your situation. Once you have completed the application, call 714-593-4425 to schedule a pre-submission meeting with a Planner. This meeting will review your application to make sure it is complete prior to submission. This is also a great time to have your questions answered regarding the timing of the process.

If you have any questions regarding the application process, please contact a Planner at 714-593-4425.



## PLANNING AND DEVELOPMENT APPLICATION PACKET

### DEVELOPMENT FLOW CHART

Application Pre-submittal meeting is held with applicant and various City Departments

Applicant schedules a submittal meeting with the Planning Department.

Planning Department solicits comments from various Departments and provides a written comment letter to the Applicant within 30-days of submittal

Applicant resubmits addressing the comments provided and Planning staff works to prepare the appropriate environmental clearance document

Staff prepares a report and the item is scheduled for a future Planning Commission Agenda where the Commission will decide whether to grant the application request

#### IF APPROVED:

Submit plans to Building Department if doing construction.

Obtain business license.

Code Amendments,  
General Plan Amendments,  
Specific Plans, Zone Changes,  
Tract/Parcel maps all get  
forwarded to City Council  
for final approval.

#### IF DENIED:

Project applicant may appeal decision to City Council.\*

\* All decisions of the Planning Commission may be appealed to the City Council in accordance with FVMC 21.60.

*The process chart is intended for general information only. Processing times may vary based on the project and or land use. This chart does not include projects that are not exempt from CEQA law.*



## PLANNING AND DEVELOPMENT APPLICATION PACKET

### SUBMITTAL REQUIREMENTS

The checklist below should be completed prior to submitting an application to the Planning Department. Any questions regarding these requirements can be asked at the public counter or over the phone during normal business hours. Missing items and/or information may cause an application to not be accepted by Planning staff and/or may cause delays in the application process.

#### **WHAT TO FILE**

- Application Form:** One digital or paper copy of the Planning and Development application, typed or printed, completely filled out and signed by the recorded landowner or his/her designee. This applies even though specific property is in a contingency escrow to be sold on agreement between involved parties.
- Environmental Information Form:** One digital or paper copy of the Environmental Information Form, property filled out, dated and signed shall accompany the application. All questions must be answered. If a question does not apply to your particular development, you may write N/A (not applicable) in the answer space.
- Property Owners and Occupants List and Map:**

Each application must be accompanied by:

- Property Owners and Occupants List in an Excel Spreadsheet on a USB Flash Drive. The Spreadsheets must contain fields for the Assessor Parcel Number, Name, Address, City, State and Zip Code of property within a radius of one-thousand (1,000) feet of the exterior boundaries of the subject property.
- For projects fronting on major arterials (e.g. Brookhurst, Slater) the 1,000-foot radius shall not include the width of the adjacent right-of-way and shall be measured entirely from the opposite side of the street.
- Radius Map illustrating the one-thousand 1,000-foot radius boundary and all parcels within that radius. See sample map included in this packet on page 16. This information shall be obtained from the latest Orange County equalized assessment roll and utilizing the most recent assessor's map(s). Some title companies also provide this service.
- Letter of Affidavit included with the above list of names and addresses, properly filled out and notarized, certifying the above names and addresses are as shown on the latest available assessment roll of Orange County.
- Proof of Property Ownership:** A copy of the deed, title insurance policy, etc., demonstrating legal ownership name for the proposed project site.



## PLANNING AND DEVELOPMENT APPLICATION PACKET

### SUBMITTAL REQUIREMENTS, CONTINUED

- Proposed Plan:** Two (2) hard copies and one (1) digital copy of the site plan, floor plans, conceptual landscape plans and building elevations (photometric plans and preliminary grading plans as well for new construction), a maximum of 24" x 36" in size, shall be submitted with the application. Plans shall be drawn to scale (minimum scale 1/8" = 1' or 1" = 30'), include all Plan Requirements listed on page 6 of this packet, and be folded to a maximum size of 8-1/2" X 14". Other plans may be required depending on the project.
- Project Description:** A written narrative of the proposed use or project. The narrative shall contain the following minimum information (where applicable):
  - a. Description of the 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 the application.
  - c. Description of the surrounding uses to the north, south, east and west.
- Tenant List (if applicable):** For multi-tenant properties, submit a list of tenants operating on the property. Information should include address/suite number, business name, type of business, hours of operation, gross square footage for each business, required parking ratio for each business, and total parking required/provided on the property.
- Support Findings for Variance Application (if applicable):** In order to support findings for approval of a Variance, provide a written narrative response to the following as outlined in FVMC 21.50.050 below:
  - a. Is necessary for the preservation and enjoyment of substantial property rights possessed by other property owners in the same vicinity and zoning district, and denied to the property owner for which the variance is sought;
  - b. Would not adversely affect the actions, goals, objective and policies of the general plan and any applicable specific plan;
  - c. Would not constitute a grant of special privileges inconsistent with the limitations on other properties in the vicinity and in the same zoning district; and
  - d. Would not be materially detrimental to the public convenience, health, interest, safety or welfare of the city, or injurious to the property or improvements in the vicinity and zoning district in which the property is located.
- Water Quality Management Plan (if applicable):** Certain projects require a plan for managing the quality of storm non-priority project plan water or urban runoff from a developed site after construction is complete and the structure is occupied. See pages 11-13 for applicability and requirements.
- Filing Fees:** Due at the time of project submittal. Current filing fees can be found on page 14-15 of this packet. Please ask a Planner for confirmation in the correct amount before you are ready to submit your application.



## PLANNING AND DEVELOPMENT APPLICATION PACKET

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### SUBMITTAL REQUIREMENTS, CONTINUED

- Optional Data:** Any other data that might be helpful in understanding and evaluating the application. Additional studies may be required as part of the environmental review of each project including view simulations, traffic queuing, circulation, parking, drainage, sewer studies, etc. A Planner can advise you on potential optional data needed.
  
- Completed Checklist:** Completed checklist of the items listed on pages 3 - 5 and a completed checklist of the Plan Requirements contained on page 6 of this application packet.
  
- Electronic Copy:**  
All of the above submittal items are required to be submitted in electronic format (e.g., USB Flash Drive) as determined by the Planning Department.



## PLANNING AND DEVELOPMENT APPLICATION PACKET

### PLAN REQUIREMENTS

Plans shall include the elements listed below (where applicable). All plans shall indicate scale (minimum scale 1/8" = 1' or 1" = 30') and should be oriented with north facing the top of the page and indicated with an arrow.

#### Cover sheet elements:

- Assessor's parcel number, legal description and address of project and vicinity map.
- Name, address and phone number of plan preparer and applicant.
- Zoning district, type of business and use of property, proposed occupancy, etc.
- Zoning conformance matrix that includes information on how the project complies with all aspects of the Fountain Valley Zoning Code, regarding parking, landscaping, site coverage, Floor Area Ratio (FAR), setbacks, height, etc.

#### Site plans/landscape plan/preliminary grading plan elements:

- Frontage street name, centerline, curb line, right-of-way, off-site improvements, and utility poles.
- Location of existing and/or proposed water/sewer storm mains and fire hydrants.
- Property lines dimensions.
- Plot the entire parcel and dimension all pertinent data such as easements, driveways, curbs landscaping, parking, fencing, and distances to all property lines.
- Distinguish between existing (dashed lines) and proposed (solid lines).
- Dimension all existing and proposed structures on the property and indicate setbacks.
- Parking layout showing sizes and location of each stall, back out areas, driving aisles, and loading zones.
- Location and dimension of accessible parking, ramps, signs, and markings.
- Indicate all ADA/Title 24 accessible path of travel (private and public property) throughout the project.
- Preliminary grading and method of draining the site.
- Location and type of all existing and proposed exterior lighting fixtures.
- Existing and proposed landscaping indicating species and frequency of all planting.
- Location of existing easements.

#### Floor plans elements:

- Provide the square footage of each building and/or addition.
- Provide dimensions for each structure and its rooms.
- Label existing and proposed uses of all rooms of the building.
- Label the location of equipment/fixtures.
- Indicate location of all existing doors and windows.
- Indication if an existing structure is equipped with automatic sprinklers and/or other fire protection equipment.

#### Elevation plan elements:

- Dimension the height of all structures from the finished grade to the roof peak.
- Depict all sides of the structures and indicate colors and materials existing/proposed.
- Provide a section drawing for buildings, walls, and grade differentials.
- Indicate location and type of exterior light fixtures proposed.
- Provide parapet height of building from the roof on all elevations.
- Rooftop equipment.



PROJECT CASE NO.	DATE FILED:
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## APPLICATION FORM

PLEASE PRINT

ADDRESS/LOCATION	ASSESSOR'S PARCEL NUMBER (APN)	ZONING DISTRICT
GENERAL PLAN DESIGNATION	LEGAL DESCRIPTION	

### PROJECT NAME

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### PROJECT DESCRIPTION


### CHECK THE APPLICABLE PLANNING APPLICATION

<input type="checkbox"/> CONDITIONAL USE PERMIT <input type="checkbox"/> PRECISE PLAN <input type="checkbox"/> CODE AMENDMENT <input type="checkbox"/> TENTATIVE PARCEL/TRACT MAP <input type="checkbox"/> SPECIFIC PLAN	<input type="checkbox"/> VARIANCE (INCLUDE VARIANCE FINDING FORM) <input type="checkbox"/> ZONE CHANGE <input type="checkbox"/> GENERAL PLAN AMENDMENT <input type="checkbox"/> LOT LINE ADJUSTMENT <input type="checkbox"/> DEVELOPMENT PLAN REVIEW
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### APPLICANT INFORMATION

APPLICANT NAME:			
APPLICANT ADDRESS:	CITY	STATE	ZIP CODE
PHONE:	EMAIL:		

### PROPERTY OWNER INFORMATION

PROPERTY OWNER NAME:	CONTACT PERSON:		
PROPERTY OWNER ADDRESS:	CITY	STATE	ZIP CODE
PHONE:	EMAIL:		

### PROPERTY OWNER AUTHORIZATION

I, \_\_\_\_\_ 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 \_\_\_\_\_ 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 limited to, the name and address may be included on public records that are posted on the internet.

PROPERTY OWNER NAME (PLEASE PRINT)	PROPERTY OWNER SIGNATURE	DATE
APPLICANT NAME (PLEASE PRINT)	APPLICANT SIGNATURE	DATE



**PLANNING AND DEVELOPMENT APPLICATION PACKET**  
**ENVIRONMENTAL INFORMATION FORM**

**General Information:**

1. Name and address of developer or project sponsor: \_\_\_\_\_  
\_\_\_\_\_
2. Address of Project: \_\_\_\_\_
3. Assessor's Block and Lot Number: \_\_\_\_\_
4. Name, address, and telephone number of person to be contacted concerning this project:  
\_\_\_\_\_
5. Indicate number of the permit application for the project to which this form pertains:  
\_\_\_\_\_
6. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies: \_\_\_\_\_  
\_\_\_\_\_
7. Existing zoning district: \_\_\_\_\_
8. Proposed use of site (project for which this form is filed): \_\_\_\_\_  
\_\_\_\_\_

**Project Description:**

9. Site size \_\_\_\_\_
10. Square footage: \_\_\_\_\_
11. Square footage of impervious area: \_\_\_\_\_
12. Number of floors of construction: \_\_\_\_\_
13. Amount of off-street parking provided: \_\_\_\_\_
14. Existing and proposed impervious surface coverage: \_\_\_\_\_  
(Impervious surface coverage includes all paved areas and building and/or structure footprints).
15. Attach project plans including preliminary grading plans, erosion and sediment control plans, drainage plans, preliminary Water Quality Management Plans (WQMPs) Non-Priority Projects, construction site Best Management Practices (BMPs) Plans, and post construction BMPs.
16. Proposed scheduling: \_\_\_\_\_



**PLANNING AND DEVELOPMENT APPLICATION PACKET**  
**ENVIRONMENTAL INFORMATION FORM**

- 17. Associated project: \_\_\_\_\_
- 18. Anticipated incremental development: \_\_\_\_\_
- 19. If residential, include the number of units, schedule of unit size, range of sale prices or rents, and type of household size expected: \_\_\_\_\_
- 20. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities. \_\_\_\_\_
- 21. If industrial, indicate type, estimated employment per shift, and loading facilities: \_\_\_\_\_
- 22. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project. \_\_\_\_\_
- 23. If the project involves a Variance, Conditional Use Permit or rezoning application, state this and indicate clearly why the application is required: \_\_\_\_\_

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

- 24. Change in existing features of any bays, tidelands, beaches, or hills or substantial alteration of ground contours.
- 25. Change in scenic views or vistas from existing residential areas or public lands or roads.
- 26. Change in pattern, scale or character of general area of project.
- 27. Significant amounts of solid waste, organic waste or litter.
- 28. Change in dust, ash, smoke, fumes or odors in vicinity.
- 29. Change in the percentage of pervious vs. impervious surfaces. (for new construction / redevelopment only)
- 30. Change in the amount of storm water discharged (for new construction/redevelopment only)
- 31. Change in ocean, bay, lake, stream, or ground water quality or quantity, or alteration of existing drainage patterns.
- 32. Substantial change in existing noise or vibration levels in the vicinity.

YES	NO
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



## PLANNING AND DEVELOPMENT APPLICATION PACKET

### ENVIRONMENTAL INFORMATION FORM

33. Site on filled land or on slope of 10 percent or more.
34. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.
35. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).
36. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).
37. Relationship to a larger project or series of projects.

YES	NO
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

#### Environmental Setting:

38. Describe the project site as it exists before the project, including information on topography, percentage of pervious area vs. percentage of impervious area, 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 photos will be accepted. \_\_\_\_\_
39. 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, setbacks, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos 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

\_\_\_\_\_  
Print Name



## PLANNING AND DEVELOPMENT APPLICATION PACKET

### WATER QUALITY MANAGEMENT PLAN (WQMP) TRACKING FORM

#### Applicant Information (please print)

1. Project Address: \_\_\_\_\_
2. City Planning Project Number (if applicable): \_\_\_\_\_
3. Project Name (if applicable): \_\_\_\_\_
4. Project Description: \_\_\_\_\_
5. Applicant: \_\_\_\_\_
6. Applicant Address: \_\_\_\_\_
7. Applicant E-mail Address: \_\_\_\_\_ 8. Phone Number: \_\_\_\_\_
9. Signature of Project WQMP Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

**Staff Use Only:** Every Priority Project is required to have an approved WQMP.

#### Priority Projects are:

- a. All significant redevelopment projects, where significant redevelopment is defined as projects that include the addition or replacement of 5,000 square feet or more of impervious surface on a 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 required to protect public health and safety. Where redevelopment results in the addition or replacement of less than fifty percent of the impervious surfaces of a previously existing developed site, and the existing development was not subject to WQMP requirements, the LID criteria applies to the addition or replacement, and not to the entire developed site. Where redevelopment results in the addition or replacement of more than fifty percent of the impervious surfaces of a previously existing developed site, the LID criteria applies to the entire development.
- b. New development projects that create 10,000 square feet or more of impervious surface (collectively over the entire project site) including commercial, industrial, residential housing subdivisions (i.e., detached single family home subdivisions, multi-family attached subdivisions (town homes), condominiums, apartments, etc.), mixed-use, and public projects.



## **PLANNING AND DEVELOPMENT APPLICATION PACKET**

### **WATER QUALITY MANAGEMENT PLAN (WQMP) TRACKING FORM**

This category includes development projects on public or private land, which fall under the planning and building authority of the City.

- c. Automotive repair shops with SIC codes 5013, 5014, 5541, 7532-7534, 7536-7539 (S-1).
- d. Restaurants where the land area of development is 5,000 square feet or more (A-2).
- e. All hillside developments on 5,000 square feet or more, which are located on areas with known erosive soil conditions or where the natural slope is twenty-five percent or more.
- f. Parking lots of 5,000 square feet or more of impervious surface exposed to storm water. Parking lot is defined as a land area or facility for the temporary storage of motor vehicles.
- g. Streets, roads, highways and freeways of 5,000 square feet or more of paved surface shall incorporate USEPA guidance, "Managing Wet Weather with Green Infrastructure: Green Streets" in a manner consistent with the maximum extent practicable standard. This category includes any paved surface used for the transportation of automobiles, trucks, motorcycles and other vehicles and excludes any routine road maintenance activities where the footprint is not changed.
- h. Retail gasoline outlets of 5,000 or more square feet.



**PLANNING AND DEVELOPMENT APPLICATION PACKET**

**WATER QUALITY MANAGEMENT PLAN (WQMP) TRACKING FORM**

**STAFF USE ONLY**

Is a WQMP required?      Yes \_\_\_ No \_\_\_

**Project type: A B C D E F** (Circle one)

Is a Non-Priority Project Water Quality Plan required?      Yes \_\_\_ No \_\_\_

**First Conceptual WQMP Review**  
 WQMP Received on: \_\_\_\_\_ (Initial \_\_\_)  
 Review Completed on: \_\_\_\_\_ (Initial \_\_\_)

**Second Conceptual Review**  
 WQMP Received on: \_\_\_\_\_ (Initial \_\_\_)  
 Review Completed on: \_\_\_\_\_ (Initial \_\_\_)

**Final or Third Conceptual WQMP Review**  
 WQMP Received on: \_\_\_\_\_ (Initial \_\_\_)  
 Review Completed on: \_\_\_\_\_ (Initial \_\_\_)

Is a Non-Priority Project Water Quality Plan approved?      Yes \_\_\_ No \_\_\_

**Is the General Construction Permit Notice of Intent Completed and verified?** \_\_\_\_\_

**If yes, the NOI number is:** \_\_\_\_\_

**Certificate of Occupancy**

A Certificate of Occupancy can only be issued following confirmed implementation the Project WQMP as attested through signature of the Building Official.

The operator/owner has implemented all conditions of the Project WQMP. All BMPs have been verified as complete and functioning.

\_\_\_\_\_  
 Building Official

\_\_\_\_\_  
 Date

Structural BMPs:	Verified	
	Yes	No
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

LID BMPs:	Verified	
	Yes	No
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



## PLANNING AND DEVELOPMENT

### Fee Schedule - Effective 10/20/2025

FEE DESCRIPTION	FEE
<b>Chapter 21.02 – Interpretation of Development Code Provisions</b>	
<i>Filing Fee</i>	\$1,369.90
<b>Chapter 21.20 – Landscaping</b>	
<i>Landscape Inspection Fees</i>	
Planning	\$292.50 plus
	\$109.15 per plan sheet
<b>Chapter 21.24 - Signs</b>	
Banners – Temporary sign permit filing fee	\$49.40
Sign Permit Fee – Sign Committee	\$1,094.85
<b>Chapter 21.32 -Applications, Processing &amp; Fees</b>	
Annexation	\$6,059.45 + Engineering Staff Cost
Development Plan Review	\$5150 fee plus postage
Environmental Impact Report	Cost of EIR Consultant + 30% plus postage & filing fees for County and California Fish & Game
Negative Declaration (CEQA)	Cost of EIR Consultant + 30% plus postage & filing fees for Orange County and Fish & Game
Pre-Application Review Fee	\$1,489.35
<b>Chapter 21.34 - Amendment</b>	
<i>Application and Filing</i>	
Development Code Amendment	\$5,047 fee plus postage
General Plan Amendment	\$8,240 fee plus postage
Specific Plan Amendment	\$10,000 deposit
Zone Change Amendment	\$7,519 fee plus postage
<b>Chapter 21.36 – Conditional Use Permits</b>	
<i>Application Filing, Processing and Review</i>	
Full Conditional Use Permit	\$4,017 fee plus postage
Add-On Application to a Primary Application	\$2,657.40 fee plus postage
Modifications to Conditions of Approval	\$865.20
Resolution Review	\$209.05
<b>Chapter 21.38 – Development Agreements</b>	
<i>Application Filing, Processing and Review</i>	
Processing Fee	\$10,000 deposit
Modifications to Conditions	\$5,000 deposit
Periodic Reviews	\$1,616.05
<b>Chapter 21.40 – Development Review</b>	
<i>Application Filing, Processing and Review</i>	
Processing Fee	\$2,460.65

<b>Chapter 21.44 - Precise Plan of Design</b>	
<i>Application Filing, Processing and Review</i>	
minor projects - < 3,500 sq.ft.	\$3,914 plus postage
major projects - > 3,500 sq.ft.	\$5,459 plus postage
<b>Chapter 21.46 – Specific Plans</b>	
<i>Application Filing, Processing and Review</i>	
Filing Fee	Cost of Consultant + 15% plus postage and filing fees or \$15,000 deposit if applicant prepared
<b>Chapter 21.48 – Temporary Use Permit</b>	
<i>Application Filing, Processing and Review</i>	
Non Profit	\$50
Outdoor Sales and Seasonal Sales	\$380.05
Special Events	\$684.95
<b>Chapter 21.50 - Variance</b>	
<i>Filing Fee</i>	
Major Variance	\$4,223 plus postage
Add on Application to a Primary Application	\$2,317.50 plus postage
Minor Variance	\$1,754.05
Add on Application to a Primary Application	\$688
<b>Chapter 21.54 – Entitlement Implementation, Time Limits and Extensions</b>	
<i>Filing Fee</i>	\$974.35
<b>Chapter 21.56 – Nonconforming Uses, Structures and Parcels</b>	
<i>Loss of Nonconforming Status</i>	
Appeals Filing Fee	\$672.55
<b>Chapter 21.58 – Public Hearings</b>	
<i>Continuance of the Hearing</i>	
No new mailing required	\$1,278.20
If new mailing is required	\$1,369.90 fee plus postage
<b>Chapter 21.70 – Tentative Map Filing and Processing</b>	
<i>General Filing and Processing Requirements</i>	
Tentative Parcel Map	\$1,955.95
Tentative Tract Map	\$3,646.20 fee plus postage
<b>Chapter 21.76 – Lot Line Adjustments and Parcel Mergers</b>	
<i>Adjustments Application and Processing</i>	
Planning - Filing Fee	\$1,419.30
Engineering Filing Fee – for first two plan checks	\$1,020.70
each beyond first two plan checks	\$91.65
<b>Miscellaneous Planning Fees</b>	
CC&R Review	\$383.15 plus Attorney hourly rate
General Plan Conformance Finding	\$383.15
General Plan Maintenance	10% of building permit fee
Finding of Public Need or Convenience/ABC	\$1,081.50
Zoning Compliance Letter	\$380.05



## **PLANNING AND DEVELOPMENT APPLICATION PACKET**

### **PUBLIC NOTIFICATION POLICY**

#### **CITY COUNCIL POLICY**

##### **POLICY STATEMENT**

State law provides various minimum levels of notice that must be provided to the public prior to holding a hearing on a private development project or planning and zoning matter. The City of Fountain Valley has historically provided notice that exceeds the minimum amounts required by State law. This Policy details the City's standards for providing enhanced notice of such projects and matters.

##### **REQUIRED NOTICE**

Notwithstanding anything in this Policy to the contrary, the minimum amount of notice shall be that which is required by State law. Anything above the minimum notice required by State law is referred to herein as "enhancing noticing." The enhanced noticing provisions of this Policy are directive, not mandatory. The failure to provide the enhanced notice discussed in this Policy shall not void or invalidate any City action, discussion, or decision.

##### **ENHANCEMENTS TO STATE LAW NOTICING REQUIREMENTS**

Whenever a public hearing is required to be noticed in accordance with Government Code Section 65091, the following shall apply:

1. When notice is to be mailed or delivered pursuant to 65091(a)(3), the 300-foot noticing distance shall be increased to 1,000 feet. The 1,000-foot noticing distance provided for by this Policy shall be measured from the exterior property lines of the real property that is the subject of the hearing.
  - a. Notification boundaries shall include lots on both sides of interior residential streets.
  - b. All developed property not identified on the latest equalized assessor's tax role but for which Certificate of Occupancies have been issued by the City should be notified and addressed as "Occupant."
2. For a project that is located on real property that fronts an arterial street, the 1,000-foot radius shall not include the width of the arterial street and shall begin on the opposite side of the street.
3. For a project that is located adjacent to freeway right-of-way, the 1,000-foot radius shall not include the width of the freeway right-of-way and shall begin on the opposite side of the freeway right-of-way.



## **PLANNING AND DEVELOPMENT APPLICATION PACKET**

### **PUBLIC NOTIFICATION POLICY**

4. For a project that is located on property next to a mobile home park, notification via delivery or mail shall be provided to the occupants of each mobile home space that is located within the 1,000-foot radius in addition to the owner of the mobile home park.
5. For a project that is adjacent to a homeowners' association, for which the names and addresses of officers of the homeowners' association are on file with the City, all officers of said homeowners' association shall be notified.
6. For a project that has regional significance, the Community Development Director shall provide notice to a significantly larger area as determined in his or her discretion.
7. For a project that is located within or adjacent to commercial or industrial centers, notice shall be provided to the property owner of the commercial or industrial center as well as to all commercial/industrial tenants located within the 1,000-foot radius.

### **ENHANCED NOTICE OF ALL DEVELOPMENT PROJECTS**

For any development project (public or private), notice of the project shall be provided, along with a brief description of the project, in the electronic *Fountain Valley Newsletter*, at least 10 calendar days prior to the City Council or Planning Commission meeting at which the project will be discussed or acted upon.

### **ENHANCED NOTICE OF LARGER DEVELOPMENT PROJECTS**

For any development project (public or private) that is proposed to be 5 stories or more, or 60 feet in height or above (as measured from the ground adjacent to the project) (see FVMC 21.18.050), notice of any discussion or action before the City Council or Planning Commission shall be provided (as used herein, notice is considered provided on the day it is placed for pickup in the US Mail) at least 10 calendar days prior to the public meeting at which the project will be discussed or acted upon, as follows:

1. By advertisement on the Public Cable Television Authority; and
2. By posting the item on the City's website; and
3. By postcard to all residential properties in the City.

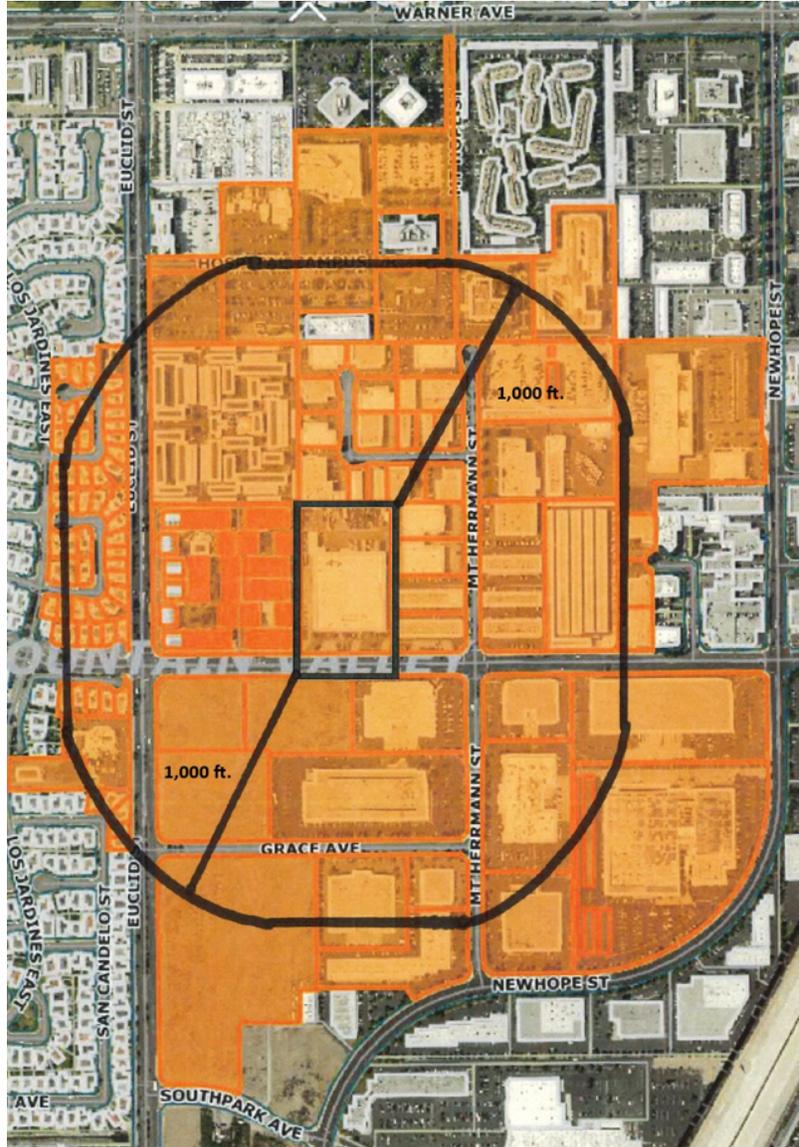
Adopted/Effective: This policy shall supersede the City Council's Policy on Public Notification adopted on March 21, 1989, including any amendments thereto.



## PLANNING AND DEVELOPMENT APPLICATION PACKET

### SAMPLE 1,000-FOOT RADIUS MAP

SAMPLE:



### REQUIREMENTS:

-1,000 foot radius from exterior boundaries of subject property

-For projects fronting on major arterials (e.g. Brookhurst, Slater, Warner, etc.) the 1,000-foot radius shall not include the width of the adjacent right-of-way and shall be measured entirely from the opposite side of the street.

-The notification package shall include an electronic file with the occupants and owners listed in the specific fields as shown in the example.

ID	APN_D	OCCUPANT	NUMBER	STREET NAME	SFX	CITY	STATE	ZIP
1	144-221-26	OCCUPANT	16414	SAN JACINTO	ST	FOUNTAIN VALLEY	CA	92708
3	144-221-27	OCCUPANT	16402	SAN JACINTO	ST	FOUNTAIN VALLEY	CA	92708
9	144-221-29	OCCUPANT	16378	SAN JACINTO	ST	FOUNTAIN VALLEY	CA	92708
10	144-221-35	OCCUPANT	16425	HARBOR	BLVD	FOUNTAIN VALLEY	CA	92708

ID	APN_D	OWNER	NUMBER	STREET NAME	SFX	CITY	STATE	ZIP
1	144-221-26	JAMES DANG	2515	SEASIDE	DR	SAN CLEMENTE	CA	92672
3	144-221-27	GODWIN TRUST	16402	SAN JACINTO	ST	FOUNTAIN VALLEY	CA	92708
9	144-221-29	JOHN SMITH	16378	SAN JACINTO	ST	FOUNTAIN VALLEY	CA	92708
10	144-221-35	ANDY NGUYEN	9942	MAIN	ST	HOUSTON	TX	77002



## PLANNING AND DEVELOPMENT APPLICATION PACKET

### PUBLIC NOTIFICATION FIRMS

#### **1000 Realty Mapping**

James Chang  
1073 Kendall Drive  
San Gabriel, CA 91775  
626-383-5050  
1000realtymappingservice@gmail.com

#### **Advanced Listing Services**

Tony Kaspar  
P.O. Box 2593  
Dana Point, CA 92624  
949-361-3921  
advancedlisting.com

#### **AM Mapping Service**

Anna M. Smit  
7211 Haven Ave., Suite E #375  
Alta Loma, CA 91701  
909-466-7596

#### **City Radius Maps**

Robert Simpson  
300 East Bonita #3641  
San Dimas, CA 91773  
818-850-3382  
maps@cityradiusmaps.com  
CityRadiusMaps.com

#### **Dependable Business Services**

Dennis Stout  
504 E. Palmyra Ave.  
Orange, CA 92866  
714-744-2845  
dbsinc1.com

#### **Donna's Radius Maps**

Donna Scales  
684 S Gentry Lane  
Anaheim Ca 92807  
714- 921-2921  
ddradiusmaps@sbcglobal.net

#### **Foothill Project Management & The Urban Design Center**

Sandra Gunn  
P.O. Box 4403  
Costa Mesa, CA 92626  
714-434-9228

#### **Kimberly Wendell Radius Map & Listing Service**

Kimberly Wendell  
PO Box 264  
Los Alamitos, CA 90720  
562-431-9634

#### **Mailing Pros Inc.**

Chris West  
5261 Business Drive  
Huntington Beach, CA 92649  
714-892-7251  
mpi@mailingprosinc.com

#### **NotificationMaps.com**

Karen Martin  
668 N. Coast Hwy., Suite 401  
Laguna Beach, CA 92651  
1-866-752-6266

#### **Radius Maps**

1-888-2-RADIUS

#### **Susan Case Inc.**

Susan Case  
917 Glenneyre St #7  
Laguna Beach, CA 92651  
949-494-6105  
orders@susancaseinc.com

#### **Zoning and Land Solutions**

E.R. Odom  
6285 E. Spring St. #306 N  
Long Beach, CA 90808  
562-841-2188

#### **N.P.S. + Associates**

Nick Vasuthasawat  
396 W. Avenue 44  
Los Angeles, CA 90065  
323-801-6393

#### **Ownership Listing Service**

Cathy McDermott  
951-699-8064  
ownershiplistingservice@hotmail.com

#### **OLS - Ownership Listing Solutions**

1048 Irvine Ave., #618  
Newport Beach, CA 92660  
949-717-7942

#### **FOR REFERENCE ONLY**

This information is provided as a courtesy.

Applicants are not limited to the above firms nor does the City of Fountain Valley endorse any specific firm.

