

# Project Application



Community Development Department

*This form must be completed in full. Please print.*

**Project Application for:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Admin Site Plan & Design Review | <input type="checkbox"/> Conditional Use Permit |  |
| <input type="checkbox"/> Site Plan & Design Review       | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Zoning Ord. Amendment |
| <input type="checkbox"/> Zone Change                     | <input type="checkbox"/> Tentative Parcel Map   | <input type="checkbox"/> Lot Merger            |
| <input type="checkbox"/> Lot Line Adjustment             | <input type="checkbox"/> House Moving           | <input type="checkbox"/> Variance              |
| <input type="checkbox"/> Appeal                          | <input type="checkbox"/> Tentative Tract Map    | <input type="checkbox"/> Other                 |

Date Submitted: _____
Deposit Received: _____
Date Deemed Complete _____

Initial Application Deposits:

Planning: \_\_\_\_\_ Public Works: \_\_\_\_\_ Other: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Property Address/Location: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Authorized Agent: \_\_\_\_\_

Signature(s): \_\_\_\_\_

Signature: \_\_\_\_\_

Email Address\*: \_\_\_\_\_

Address: \_\_\_\_\_

Company: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Telephone: \_\_\_\_\_

\* A copy of your staff report may be transmitted via email upon request.

## REQUEST FOR HEARING

*(All required information must be provided or application will be deemed incomplete.)*

### I. Applicant

A. Name: \_\_\_\_\_

B. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

C. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

D. Email: \_\_\_\_\_

E. Indicate under what capacity you are filing:

The recorded owner or purchaser of the property as of \_\_\_\_\_ (date).

Tenant as of \_\_\_\_\_ (date).

An authorized agent (notarized written authorization must be attached). Name of person or organization for whom you are an agent:  
\_\_\_\_\_

### II. Property

A. Complete address of property: \_\_\_\_\_

B. Legal description\*: \_\_\_\_\_

a. \*Include lot or parcel number, block, tract or parcel map number.

b. Attach copy of a grant deed or title report.

C. Assessor's Parcel Number: \_\_\_\_\_.

D. Deed or tract restriction(s) on the property: \_\_\_\_\_

E. Easement(s) on the property: \_\_\_\_\_

F. Said easement(s) will expire on \_\_\_\_\_ (date).

G. Property Owner Name(s): \_\_\_\_\_

H. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

I. Telephone: \_\_\_\_\_

J. Email Address: \_\_\_\_\_

**III. Summary of Request** (Briefly summarize the project.)

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**IV. Justification** (If applicable.)

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_

*(Attach a supplemental sheet if necessary)*

**V. Plan Requirements**

The submittal shall include 8 sets of plans (11x17 size) and 1 PDF of a site plan, floor plan, elevations, preliminary landscape plan, grading, and L.I.D. plan as follows:

**1. Site Plan:**

Fully dimensioned site plan (8 sets size 11x17 if legible and 1 PDF) including the following:

- a. Name, address, and phone number of applicant, property owner, and architect or designer;
- b. The correct legal description, including the assessor's parcel number;
- c. Lot dimensions;
- d. All existing buildings and structures on site and within the public rights-of-way.
- e. Yards and spaces between buildings, including dimensions;
- f. Existing and proposed walls and fences and their location, height and materials;
- g. Off-street parking location, number of spaces and dimensions of parking area, internal circulation pattern, and type of paving;
- h. Pedestrian, vehicular, and service access, points of ingress and egress, internal circulation;
- i. Signs and their location, size, height, materials and lighting;
- j. Handicapped spaces, location and ramps;
- k. Loading location, dimensions, number of spaces and internal circulation;
- l. Light location and details, hooding devices;
- m. Required street dedications and improvements;
- n. For residential construction, a statement of intent to use dwelling units(s) as model home(s), or if no such use is intended, a statement to that effect;
- o. All abandoned oil wells and all accompanying information;
- p. A letter of intent to conduct a property methane assessment and submit a mitigation plan.

**2. Floor Plan:**

Fully dimensioned floor plans (8 sets size 11x17 if legible and 1 PDF) showing the proposed use of each area, and all corridors, doorways and restrooms.

### 3. Elevations Plan:

A fully dimensioned building elevations plan (8 sets size 11x17 if legible and 1 PDF) showing all sides of the proposed building(s) as they appear upon completion, with facing directions labeled (North, South, East, West), including proposed towers, chimneys, roof structures, flagpoles, radio and television masts, mechanical equipment with method of screening, accessory structures, building height, roof, window, door, lighting, color and materials and architectural treatment. Include 1 full color elevation and 1 color and materials board.

- In accordance with the City View Policy, elevations may be required to include graphic representation of official datum line and maximum building height.

### 4. Preliminary Landscape Plan:

A preliminary landscaping and irrigation plan (8 sets size 11x17 if legible and 1 PDF) and a Water Efficiency in Landscaping (WELO) submittal package. In addition to the WELO requirements, the landscape plan shall show location, spacing and size of landscape materials with a list of proposed species including the common botanical name. Street trees and existing on-site trees must also be shown and identified where necessary. Existing trees to be removed or retained shall also be shown and identified.

### 5. Preliminary Grading Plan:

A preliminary grading plan (2 sets size 24 X 36 and a PDF version) using the City Engineer's standard template showing existing and proposed drainage patterns at sufficient intervals to determine approximate direction and slope of site. Plan shall depict all existing and proposed structures (including any existing or proposed utilities) or improvements including L.I.D. BMPs devices with method of stormwater capture whether retention, or infiltration. Plan shall show typical sections to identify any retaining walls, basins, sumps, culverts, underground conduits, or surface drainage (**Reference the City's Guide for Preliminary Grading Plans**).

6. Oil wells within fifty feet of subject property.

7. Detailed sign plan, indicating sign location, dimensions, materials, colors, lighting and mounting details for all signs, including directional, advertising, business and project identification signs.

8. Environmental data and supporting documentation sufficient for the Director of Community Development, or his/her/their designee to make adequate findings pursuant to the requirements of California Environmental Quality Act of 1970.

9. For any new development which proposes to locate any portion of any dwelling within six hundred feet of an operating oil well, injection well or any other appurtenant oil field equipment, the applicant shall, as part of the site plan and design review application, comply with all the requirements of Section [9.16.085](#), including preparation of a joint oil field equipment noise mitigation plan and/or a development applicant oil field equipment noise mitigation plan, and shall be required to implement the plan in conjunction with the development of the residential projects. No site plan and design review application shall be deemed complete until the plan is submitted to and approved by the Director of Community Development, or his/her/their designee.

10. A current Title Report.

11. In addition to the above, the Director of Community Development, or Planning Commission may require additional information including the following:

- a. Section through sites;
- b. Preliminary grading plans;
- c. Colored renderings and/or perspective drawings;

- d. Site line drawings indicating relationship of proposed buildings and structures to existing structures on adjacent properties and to any public street or other public areas where views may be affected. Site line drawings are to include the view of the hill from major, secondary and secondary modified streets and any other public areas, if, in the determination of the Director of Community Development, or his/her/their designee the size and/or location of such structure may affect views of or vistas to the hill;
- e. Traffic studies required if project is in traffic study area;
- f. Acoustical reports;
- g. A scale model of proposed structures which may be required to indicate structures on adjoining properties;
- h. Any other information pertinent to the application.

**VI. Affidavit of Statement (signature(s) must be notarized)**

**ACKNOWLEDGMENT**

State of California  
 County of \_\_\_\_\_)

On \_\_\_\_\_ before me, \_\_\_\_\_  
(insert name and title of the officer)

personally appeared \_\_\_\_\_,  
 who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
 subscribed to the within instrument and acknowledged to me that he/she/they executed the same in  
 his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the  
 person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
 paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

**VII. Not in Scope**

I hereby acknowledge that in making this request, I have not relied upon any statement of any member of the City of Signal Hill staff as indicating that this request will be favorably acted upon.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Name (please print)

**VIII. Time of Hearing**

The act of submitting an application form for a Zoning Code Amendment, Variance or Conditional Use Permit, and paying the necessary fees does not constitute the legal filing of an application until verified by the Director of Community Development, or his/her/their designee, in written form or email, as to the accuracy and completeness of the application.

Such verification shall be made within thirty (30) days of the submittal of such application. Said date of verification shall be noted on the PROJECT APPLICATION form. All times for hearings shall begin from the completion certification date for all such hearings and shall not be less than 30 days from the completion certification date unless approved by the Director of Community Development, or his/her/their designee.

**IX. Owner's Affidavit of Statement (signature(s) must be notarized)**

**ACKNOWLEDGMENT**

State of California  
County of \_\_\_\_\_ )

On \_\_\_\_\_ before me, \_\_\_\_\_  
(insert name and title of the officer)

personally appeared \_\_\_\_\_,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
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person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)