

SUBMITTAL INSTRUCTIONS FOR PROJECT APPLICATIONS

Project applications shall be submitted directly to the Planning Division through electronic email. Since August 15, 2022, the Planning Division no longer accepts hard copy application submittals. Please see instructions below for the electronic project application submission.

SUBMITTAL INSTRUCTIONS:

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

NOTE: No application will be considered submitted for review until the following is satisfied:

1. The required application flat fee or deposit has been paid, as outlined in the Development Processing Fees. Credit card (Visa or Mastercard) is accepted over the phone at 714-990-7674. Checks can be dropped off at the 3rd floor front counter of 1 Civic Center Circle, Brea, CA, 92821, or mailed. If a check is mailed, please address it to ATTN: Planning Division. Note: A processing fee will apply to all credit card transactions collected by our third-party payment processor.
2. Completed Application, pages 2-4.
3. Accompanying plans and documents outlined on pages 5-8.

****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.gov or 714-990-7674.**

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's 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:

Since August 1, 2022, all planning development applications are accepted and reviewed based on the established application processing schedule, which includes a weekly submittal deadline. View the latest processing schedule on this page: www.cityofbrea.gov/177/Planning

SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE PLANNING DIVISION AT 714-990-7674 OR PLANNER@CITYOFBREA.GOV

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 Name:

Company:

Phone:

Email:

Address:

City:

State:

Zip Code:

PROJECT CONTACT PERSON: *(If Different)*

Contact Person:

Company:

Phone:

Email:

PROJECT INFORMATION:

Zoning Designation:

General Plan Designation

Existing Use:

Proposed Use:

Type of Development:

☐ **Residential**

☐ **Commercial**

☐ **Industrial**

☐ **Mixed-Use**

Lot Size *(sq. ft.)*:

Existing Parking Stalls:

Proposed Parking Stalls:

Lot Width:

Existing Lot Coverage:

Proposed Lot Coverage:

Lot Depth:

Existing Floor Area *(sq. ft.)*:

Proposed Floor Area *(sq. ft.)*:

Existing FAR:

Proposed FAR:

Proposed No. of Stories:

Proposed Height:

STAFF USE ONLY

Accela Record Number:

Project Manager:

Entitlement File Number(s):

Related Files:

SUBMITTAL INFO:

Date & Time Received:

Received by:

Payment Received:

Project Description: The project description should include a detailed description of demolition, on-site improvements, proposed use & operations, ect. 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

- | | | |
|---|---|--|
| ☐ Certificate of Compatibility | ☐ Planned Community | ☐ Zone Change |
| ☐ Conditional Use Permit | ☐ Precise Development Plan | ☐ Zone Variance |
| ☐ Development Agreement | ☐ Temporary Trailer | ☐ Other _____ |
| ☐ General Plan Amendment | ☐ Tentative Parcel Map | |
| ☐ Historic Designation | ☐ Tentative Tract Map | |

Administrative/Community Development Director

- | | | |
|---|--|--|
| ☐ Administrative Remedy | ☐ Plan Review | ☐ Tree Removal <i>(see pg. 9)</i> |
| ☐ Minor Conditional Use Permit | ☐ Public Convenience or Necessity | ☐ Other _____ |

PROPERTY OWNER INFORMATION & AUTHORIZATION

(as listed in the Orange County Assessor's records)

Legal Owner 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)

INDEMNIFICATION AGREEMENT

PLEASE READ, FILL IN, AND SIGN AT THE BOTTOM

I, the undersigned, certify that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof, and state that the same is true and correct to the best of my knowledge and belief, and further certify that I shall comply with each and every condition of approval as stated herein.

Furthermore, _____, on behalf of _____ hereby agrees to defend, indemnify, and hold free and harmless the City of Brea, its elected officials, officers, employees, and agents, with respect to any and all liabilities, claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including the payment of actual attorney's fees, court costs, and any and all other costs of defense.

Applicant Signature

Date

***REQUIRED ONLY FOR DEPOSIT BASED APPLICATIONS ***

TRUST ACCOUNT OWNER INFORMATION

Project applications with a deposit-based fee require the specified minimum deposit to a Trust Account. Additional funds and/or subsequent deposits may be required depending on the specified project and level of staff time necessary. All unused funds will be reimbursed following the completion of the project and/or review. Staff time devoted to your project and application fees 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 and consultant time, if necessary.

TRUST ACCOUNT OWNER

Name of the Organization, unless there is an Individual Financially Responsible for the Project:

Address:

State:

City:

Zip Code:

Email:

Phone:

*** Please note: Name and address will be used to generate invoices and refund checks ***

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 that the City will stop working on the application. If the final costs are less, the unused portion of the deposit will be issued to the contact information in the above section and returned to the organization and/or individual above 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 THE AUTHORITY TO BIND MY BUSINESS BY SIGNING ON ITS BEHALF.

Trust Account Owner 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. *For tree removal permits, a statement indicating the reason for the removal or relocation of tree(s).*
- ☐ **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 (existing/allowed/proposed)
- ☐ **5. SITE PLAN**
 - ☐ Show entire Parcel with property lines and dimensions
 - ☐ Development Summary Table – noting 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 poles, 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

☐ **6. 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)

☐ **7. PAYMENT** - The application will **NOT** be considered submitted until payment is received. Please visit our [Development Processing Fees](#) to verify the deposit or flat fee amount.

☐ **8. 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.

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

☐ **9. PRELIMINARY TITLE REPORT** - Must be dated within six (6) months.

☐ **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. ENVIRONMENTAL INFORMATION FORM**

☐ **18. COLOR & MATERIAL BOARD**

☐ **19. 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.

☐ **20. FIRE MASTER PLAN** (applies to new commercial, multifamily residential, and subdivisions).
Contact the Fire Department for more information.

- ☐ Fire access road on property and streets
- ☐ Fire hydrant locations(s) new and existing
- ☐ Fire department connection location and control valve location

APPLIES TO TREE REMOVAL PERMIT:

☐ **20. TREE REMOVAL SITE PLAN**

- ☐ Property Boundary with Property Line Dimensions
- ☐ Tree(s) Locations(s)
- ☐ Lot and Easements Lines
- ☐ Scale
- ☐ Pavement Areas
- ☐ Structures
- ☐ Fences, Gates, and Walls
- ☐ Grading

☐ **21. ARBORIST REPORT** (A written technical report and photographs from a certified arborist regarding the size, information, health, and value of the tree(s) proposed for removal.

- ☐ Tree Protection Plan

OTHER DOCUMENTS OR STUDIES

- ☐ **21. PARKING JUSTIFICATION** *(for shared parking agreements or parking variance)*
- ☐ **22. PARKING STUDY** *(if applicable)*
- ☐ **23. ENVIRONMENTAL STUDIES** *(if applicable)*
 - ☐ Traffic Impact Analysis/Traffic Assessment
 - ☐ Air Quality Study
 - ☐ Habitat Assessment/Jurisdiction Delineation
 - ☐ Noise Study
 - ☐ Phase 1 and/or 2 Assessment
- ☐ **24. [ART IN PUBLIC PLACES](#)**
- ☐ **25. [PUBLIC NOTIFICATION PACKET](#)** *(if applicable)*
- ☐ **26. ON-SITE PROJECT INFORMATION SIGN** *(if applicable)*