

CITY OF CYPRESS

5275 Orange Avenue
Cypress, California 90630
(714) 229-6720

APPLICATION REQUIREMENTS FOR A VARIANCE

Application shall be accompanied by the following:

1. Prior to filing a formal application, submit a Preliminary Design Review Application. *Preliminary Design Review approvals are required prior to the submission of a formal application.* Refer to the Preliminary Design Review Application for information on the Review Process and Requirements.
2. A complete formal application on the form furnished by the City of Cypress.
3. Three (3) complete sets of plans (11" x 17"), with written dimensions and clearly indicating the following information:
 - a. Lot dimensions, north arrow and scale.
 - b. All buildings and structures; location, height, size and proposed use.
 - c. Yards and space between buildings.
 - d. Walls and fences; location, height and materials.
 - e. Off-street parking; location, number of spaces and dimension of parking area, internal circulation pattern.
 - f. Access, pedestrian, vehicular, service, points of ingress and egress.
 - g. Loading; location, dimensions, number of spaces, internal circulation.
 - h. Lighting; location and general nature, hooding devices.
 - i. Street dedications and improvements.
 - j. All existing and proposed signs (if applicable).
 - k. Existing and proposed easements.
 - l. Existing driveways, alleys and other traffic access points adjacent and across from property being developed.
 - m. Owner and developer of property.
 - n. Name and address of person who prepared the map, including license number.
 - o. Date of submittal of development plans.
 - p. Name, location and width of each adjacent street.

Effective June 1, 2004, ALL applicants for any discretionary permit (Subdivision, CUP, Variance, Design Review, Staff Review, Zone Change, General Plan Amendment, etc.) are to provide ALL plans (Site Plans, Floor Plans, and Elevations) on a CD in pdf and jpeg formats along with hard copy paper plans as listed above.

4. Architectural drawings showing all affected elevations for proposed structures and/or buildings.
5. All plans shall clearly indicate revision dates.
6. Such other data or drawings as may be required by the Community Development Department to make the required findings.
7. A verified (notarized) list of the name and address of each property owner within three hundred feet (300') of the exterior boundaries of the property involved, as shown on the last assessment roll of the County of Orange.
8. Two (2) sets of typed gummed labels, *plus one* (1) photo copy, with the names and addresses of the property owners required above.
9. If this application is filed individually, and not concurrent with any another development application, an additional environmental processing fee will be required. The appropriate processing fee will be determined by Planning staff at the time of project submittal.

CITY OF CYPRESS

Application For Variance

Assessor's Parcel No. _____ File No. _____ Filing Fee \$1,000.00
 Minimum Fee/Actual Cost

Property Owner	Address		Phone ()
Authorized Agent	Address		Phone ()
Property Address	Lot	Tract	
(If legal description is incomplete, attach two (2) copies of metes and bounds.)			
Application is hereby made for a variance from Section _____ to permit;			
Hardship involved:			
Said property is now improved as follows:			
Signature of property owner X _____			Date
Signature of authorized agent X _____			Date
(Authorized agent may not sign unless written authorization from owner is attached)			
Received by	Date Received		Receipt No.



City of Cypress Checklist for Development Planning Priority Project Categorization

Project Name: _____
 Project Location: _____
 Project Description: _____

Part A. Planning Priority Projects Subject to WQMP:	YES	NO
1. Home subdivisions of ten or more housing units. [Subject to Numerical Design Criteria]		
2. Commercial/Industrial buildings over 100,000 square feet in area, including parking areas.		
3. Automotive repair shops, gas stations, auto body shops, or auto parts stores (NAICS codes 8111, 4471, 4413).		
4. Restaurants over 5,000 square feet, including parking areas (NAICS codes 722110 or 722211).		
5. Hillside developments on a least 10,000 square feet, which are located on areas with known erosive soil conditions or where natural slopes is 25% or more (highly unlikely in Cypress)		
6. Additions of impervious surface of at least 2,500 square feet located within, directly adjacent to (within 200 feet), or discharging directly to receiving water within Environmentally Sensitive Areas (ESAs). (No ESAs have been identified in the City of Cypress).		
7. Additions of a parking lot of at least 5,000 sq.ft. or with 15 or more parking spaces, and potentially exposed to urban runoff.		
8. Redevelopment projects in subject categories that meet Redevelopment thresholds. [Subject to Numerical Design Criteria]		
9. Addition of 5,000 or more square feet of impervious surface on al already developed site.		

If all answers to Part A are NO, continue to Part B.

Part B. Non-Priority Projects - Subject to Site Specific Mitigation:	YES	NO
10. Vehicle or equipment fueling areas		
11. Vehicle or equipment maintenance areas, including washing or repair		
12. Commercial or industrial waste handling or storage		
13. Outdoor handling or storage of hazardous materials		
14. Outdoor manufacturing areas		
15. Outdoor food handling areas or processing		
16. Outdoor animal care, confinement, or slaughter		
17. Outdoor horticulture activities		

If all answers to Part B are NO, continue to Part C.

Part C. Project is Greater Than One Acre:	YES	NO
1. Project is Greater Than One Acre		

- Planning Priority Project** If any question in Part A and/or Part B is answered “YES”, the project is a planning priority project subject to the Development Planning Program of the LIP and will require post development storm water quality mitigation, either WQMP or site-specific.
- Planning Exempt Project** If every question in Part A, Part B and Part C is answered “No”, project is exempt from the Development Planning program but must still submit the “Owner’s Certification of Compliance with Minimum Requirements” and comply with construction requirements.
- One Acre or Greater Project** If the project is one acre or greater, the project is subject to the General Construction Permit, requiring a NOI, SWPPP and “Owner’s Certification of Compliance.”

DEFINITIONS

“Best Management Practice (BMP)” means methods, measures, or practices designed and selected to reduce or eliminate the discharge of pollutants to surface waters from point and nonpoint source discharges including storm water. BMPs include structural and non structural controls, and operation and maintenance procedures, which can be applied before, during, and/or after pollution producing activities.

“Hillside” means property located in an area with known erosive soil conditions, where the development contemplates grading on any natural slope that is twenty-five percent (25%) or greater.

“Numerical Design Criteria”

A. Mitigate (infiltrate or treat) storm water runoff volume from either:

- 1) The 85th percentile 24-hour runoff event determined as the maximized capture storm water volume for the area, from the formula recommended in Urban Runoff Quality Management, WEF Manual of Practice No. 23/ASCE Manual of Practice No. 87, (1998); or
- 2) The volume of annual runoff based on unit basin storage water quality volume, to achieve 80 percent or more volume treatment by the method recommended in California Storm water Best Management Practices Handbook – Industrial/Commercial, (2003); or
- 3) The volume of runoff produced from a 0.75 inch storm event, prior to its discharge to a storm water conveyance system; or
- 4) The volume of runoff produced from a historical-record based reference 24-hour rainfall criterion for “treatment” (0.75 inch average for the Los Angeles County area) that achieves approximately the same reduction in pollutant loads achieved by the 85th percentile 24-hour runoff event

OR

B. Mitigate (infiltrate or treat) storm water runoff flows from either:

- 1) The flow of runoff produced from a rain event equal to at least 0.2 inches per hour intensity; or
- 2) The flow of runoff produced from a rain event equal to at least two times the 85th percentile hourly rainfall intensity for Los Angeles County; or
- 3) The flow of runoff produced from a rain event that will result in treatment of the same portion of runoff as treated using volumetric standards above

Redevelopment” means (a) land-disturbing activity that results in the creation, addition, or replacement of 5,000 square feet or more of impervious surface area on an already developed site. Where Redevelopment results in an alteration to **more than 50%** of impervious surfaces of a previously existing development, and the existing development was not subject to post development storm water quality control requirements, the entire project must be mitigated. Where Redevelopment results in an alteration to **less than 50%** of impervious surfaces of a previously existing development, and the existing development was not subject to post development storm water quality control requirements, the alteration must be mitigated, but not the entire development (b) Redevelopment does not include routine maintenance to maintain original line and grade, hydraulic capacity, or original purpose of facility, nor does it include emergency construction activities required to immediately protect public health and safety (c) Existing single-family structures are exempt from Redevelopment requirements.