



**For your convenience, you may request an appointment to submit your entitlement application by contacting the Planning Department at 714-536-5271**

**City of Huntington Beach**

Planning Department  
 2000 Main Street  
 Huntington Beach, CA 92648  
 (714) 536-5271  
[www.surfcity-hb.org/CityDepartments/Planning](http://www.surfcity-hb.org/CityDepartments/Planning)

**GENERAL APPLICATION:**

- Planning Commission
- Zoning Administrator
- Staff Review
- Design Review

**Applicant or Authorized Agent (Contact Person)**

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

**Property Owner**

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

**REQUEST** (Use additional page if necessary): \_\_\_\_\_

**EXISTING USE:** \_\_\_\_\_

**LOCATION AND DESCRIPTION OF PROPERTY:**

- Street Address: \_\_\_\_\_
- Nearest Major Intersection: \_\_\_\_\_
- Assessor's Parcel Number(s): \_\_\_\_\_ Lot Area: \_\_\_\_\_
- Tract: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

I, (Print Property Owner's name) \_\_\_\_\_, 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 Print Agent's name \_\_\_\_\_ 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.

Signature of \_\_\_\_\_  
 Property Owner Date Authorized Agent Date

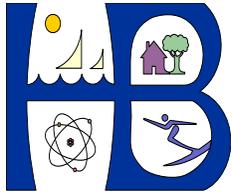
FOR OFFICIAL USE ONLY		
Present Zone _____	DM _____	
General Plan Designation _____		
<b>PLANNING APPLICATION NO.</b> _____		
<b>ENTITLEMENT</b>	<b>\$FEE</b>	<b>CASE #</b>
Coastal Development Permit		CDP -
Conditional Use Permit		CUP -
Design Review		DR -
Entitlement Plan Amendment		EPA -
General Plan Amendment		GPA -
Local Coastal Program Amend		LCPA -
Planned Sign Program		PSP -
Sign Code Exception		SCE -
Temporary Use Permit		TUP -
Variance		V -
Zoning Map Amendment		ZMA -
Zoning Text Amendment		ZTA -
Environmental Review	Flood Zone	_____
___ Exempt	Earthquake Fault Zone	_____
Sec. _____ Class _____	Oil District	_____
___ Assessment Req.	Methane District	_____
EA _____	Redevelopment Area	_____
Coastal Area Yes ___ No ___	Noise/CNEL	_____
___ Categorical Exclusion	Seismic Hazard Zone	_____
___ Appeal. ___ Non. App	Scenic Corridor	_____
___ Exempt Sec. _____	Military Buffer Zone	_____
	<a href="http://www.ceres.ca.gov/planning">www.ceres.ca.gov/planning</a> (services)	
___ Ownership Verification	Pursuant to: _____	
___ Applicant Authorization	_____	
___ APN	In Lieu of: _____	
___ Plans	_____	
___ Notification Req.	Date Received _____	
___ Narrative	Receipt # _____	
___ Photographs/Slides	Received by _____	
___ Entertainment Permit	Project Planner _____	
___ HOA approval	Distributed by _____	
___ Computer Log	Concurrent Cases	
___ Map Book Log	_____	
___ Plans Date Stamped	Previous Cases	
	_____	

**APPLICATION REQUIREMENTS:** (Complete/submit the following circled items prior to submittal and return this application with your submittal)

1. This application must be typed or printed and filled in completely.
2. If the applicant is not the property owner, the property owner shall designate the applicant as the authorized agent to act on his/her behalf and both shall sign this application.
3. Proof of property ownership, e.g., deed, title insurance policy.
4. Chain of title indicating prior ownership and date of lot creation, Certificate of Compliance, or copy of recorded map.
5. Environmental Assessment Form if determined necessary per California Environmental Quality Act (see attached).
6. **Planning Commission:** Twelve (12) preliminary site plans, floor plans and building elevations (and for new construction submit preliminary grading plans) a maximum of 24" X 36" in size. Upon acceptance and scheduling of hearing date, eight (8) additional full sized sets, two (2) sets of plans reduced to 8-1/2" X 11" and one (1) set of plans colored to illustrate the design and development concept of the project shall be submitted. Other plans may be required depending on the complexity of the project.
7. **Zoning Administrator:** Twelve (12) sets of site plans, floor plans and building elevations (and for new construction submit preliminary grading plans) a maximum of 24" X 36" in size, and one (1) set of plans reduced to 8-1/2" X 11". Other plans may be required depending on the complexity of the project.
8. **Staff Review or Design Review:** Twelve (12) sets of site plans, floor plans and building elevations a maximum of 24" X 36" in size. A materials palette, preliminary landscape plans, and colored elevations of all proposed walls are also required for design review. (No additional plans required for PC/ZA projects requiring Design Review).
9. Preliminary Grading Plan with all existing and proposed grades as well as all walls/fences shown on plan.
10. Plans conforming to the following requirements:
  - (a) Draw to scale (minimum scale 1/8"= 1' or 1"= 30'); indicate scale; indicate dimensions of building and floor uses; and north direction arrow. Plans shall be oriented so that north points to the top of the page.
  - (b) Plot the entire parcel and dimension all pertinent data such as easements, driveways, landscaping, parking, fencing; and distances to all property lines. Indicate any grade differential between adjacent properties, alleys, or streets.
  - (c) Depict existing property improvements on abutting parcels and across streets and/or alleys within fifty (50) feet of the subject parcel. Improvements should include location and dimension of parking, landscaping, driveways, building layouts and uses, windows and entryway locations and any other information useful to analyze the project.
  - (d) Plot all existing and proposed physical features, fences/walls, and structures on the subject property and abutting properties. (Window locations on adjacent properties required for all Residential Infill properties.)
  - (e) Dimension to the nearest intersecting street and identify all street names.
  - (f) Dimension height of all structures from the highest adjacent curb to the top of slab and to the roof peak on all elevations.
  - (g) Building elevations shall depict all sides of building and indicate colors and materials proposed.
  - (h) Locate and dimension existing and proposed reciprocal driveway access and parking.
  - (i) Include a legend (locate in lower right corner of the site plan) which lists the name, address, and phone number of the recorded owner and the applicant.
  - (j) Identify the legal description of the subject property on the site plan.
  - (k) Label existing and proposed uses of each room on floor plan.
  - (l) Dimension section drawings for walls, grade differential, and buildings.
  - (m) Provide a zoning conformance matrix on the cover sheet of the site. The matrix shall include information on how the project complies with all aspects of the Huntington Beach Zoning and Subdivision Ordinance.
  - (n) Fold all plans to a maximum size of 8-1/2" X 14" (lower right corner out).
11. Public notification requirements for Coastal Development Permit, Variance, Conditional Use Permit, Zoning Map Amendment, Precise Plan Street Alignment, General Plan Amendment, and Sign Code Exception (See attached sheet).
12. A letter from the Property Owner Association or Architectural Committee, if applicable, shall be submitted indicating that the proposed project has been approved, denied, or that the CC&R's do not require Association or Committee review.
13. All entitlements require photographs of the subject site and surrounding properties.
14. All Planning Commission applications require slides or digital photographs of the subject site and surrounding properties.
15. A written narrative of the proposed use or project. The narrative shall contain the following minimum information:
  - (a) Description of 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 this application.
  - (c) Description of surrounding uses to the north, south, east and west.
  - (d) Description of population served by the proposed use or project.
16. A massing model for all commercial development and for all residential developments of ten (10) units or more (three [3] units or more in redevelopment project areas). Models shall be submitted prior to sending out the public hearing. Models can be simple and have a minimum scale 1/8"= 1' or 1"= 30'.
17. Draft Affordable Housing Plan for residential projects with three (3) or more units.
18. In order to support findings for approval for a Variance, respond to the following on a separate page:
  - (a) What exceptional circumstances apply to the subject property (including size, shape, topography, location or surroundings) that deprive it of privileges normally enjoyed?
  - (b) Explain why the request will not constitute a grant of special privilege.
  - (c) Why is this request necessary for the preservation and enjoyment of one or more substantial property rights when compared with other properties in the same zoning designation?
  - (d) State reasons why the granting of the request will not be materially detrimental to the public welfare.
19. Entertainment permit requests shall be accompanied by evidence of review and conceptual approval by the Police Department.
20. Photographs of all existing signs on the subject property and at surrounding businesses.
21. Design Review checklist(s).

**FOR YOUR INFORMATION:** Staff may deem other submittal information necessary. Completion of the application does not presume approval of the application. Such approval is discretionary with the Director, Zoning Administrator or the Planning Commission. The Zoning Administrator or Planning Commission may deny, modify or conditionally approve the application. The Design Review Board's action is a recommendation to the Director, Zoning Administrator, or Planning Commission unless the application has been submitted for Design Review Board final approval.

All entitlement decisions are final unless appealed within ten (10) days of such decision. The appeal shall be in writing specifying the areas of grievance. In no case shall building permits, certificates of occupancy, or licenses be issued until the appeal period has elapsed. All applicable fees shall accompany appeals. All applications shall become null and void if the approved use or project has not been initiated within one (1) year from the approval date unless a later date is granted.



# CITY OF HUNTINGTON BEACH PLANNING DEPARTMENT

## SUPPLEMENTAL APPLICATION SUBMITTAL REQUIREMENTS

The following information is required in order to assist the Planning Staff in analyzing your proposed project. Please read through the information carefully and prepare detailed comprehensive responses to each item checked.

- 1. **Return this original form at the time of application submittal.**
- 2. Depict existing property improvements on abutting parcels and across streets and/or alleys within fifty (50) feet of the subject parcel. Improvements include the location and dimension of parking, landscaping, driveways, building layouts and uses, windows and entryway locations and any other information useful to analyze the project.
- 3. Depict existing property improvements across all streets (see No. 2 for type of improvements).
- 4. Location and dimension of existing and proposed reciprocal driveway access and parking.
- 5. Proof of property ownership, e.g., deed, title insurance policy.
- 6. Chain of title indicating prior ownership and date of lot creation, Certificate of Compliance or copy of recorded map.
- 7. List of tenants for multi-tenant properties. Include the following information for each tenant: address/suite number, business name, type of business, gross business square footage, required parking ratio, provided number of parking spaces, and hours of operation.
- 8. Affordable Housing Plan for residential projects with three or more (3) units.
- 9. Photographs of all existing signs on the subject property and at surrounding businesses.
- 10. Include a zoning conformance matrix on the cover sheet of the site plan. The matrix shall include information on how the project complies with all aspects of the Huntington Beach Zoning Subdivision Ordinance regarding setbacks, building height, site coverage, parking, landscaping, etc. A sample chart has been provided to help you format your matrix. You will need to address the code sections applicable to your specific project. Your matrix will most likely include more code sections than the ones used in the following example.

The following **sample chart** should serve as a **guideline to help you** develop your matrix. **Do not produce this exact chart** on your plans as you need to develop your own matrix using the appropriate code sections. Your matrix will most likely include more code sections than the ones used in the following example.

SUBJECT	CODE SECTION	REQUIRED	PROPOSED
Parking	231.04	Retail: 1 space/200 sf 15,000 sf = 75 spaces	84 spaces
Landscaping	232.08	Min. 8% of entire site Site = 55,800 sf 8% = 4,464 sf	8.9% = 4,989 sf
Site Coverage	210.06	Max. 50% of entire site Site = 6,000 sf 50% = 3,000 sf coverage	44.5% = 2,670 sf cov.
Setbacks Front Yard	210.06	Min. dimension = 15 ft.	18 ft.
Etc.			

- 11. Preliminary Grading Plan with all existing and proposed grades as well as all walls/fences shall be shown on plan.
- 12. Clearly identify all ADA/Title 24 accessible path of travel (private and public property) throughout the project on a preliminary grading/site plan.

- 13. Attach project plans including preliminary grading plan, preliminary drainage plans and conceptual Water Quality Management Plans (WQMP's), including construction site Best Management Practices (BMP's) Plans for projects.

The following is a list of projects:

- a. Residential Development of 10 units or more.
  - b. Commercial and industrial development greater than 100,000 square feet including parking spaces.
  - c. Automotive repair shops.
  - d. Restaurants where the land area of development is 5,000 square feet or more including parking areas.
  - e. Hillside development on 10,000 square feet or more, which is located on areas with known erosive soil conditions or where natural slope is 25 percent or more.
  - f. Impervious surface of 2,500 square feet or more located within, directly adjacent to (within 200 feet), or discharging directly to receiving water within Environmentally Sensitive Areas.
  - g. Parking lot area of 5,000 square feet or more, or with 15 or more parking spaces, and potentially exposed to urban runoff.
  - h. Gas station modifications (Underground storage tank, fuel island, canopy replacement or installations.)
  - i. All significant redevelopment projects, where significant development is defined as the addition of 5,000 or more square feet of impervious surface on an already developed site.
- 14. Developers of projects with 50 or more units or 5 acres or larger shall conduct an analysis to determine their base flood elevation (BFE) if their project is located in a flood zone without a BFE noted on the flood map (such as flood zone A).