



CITY OF MOORPARK

COMMUNITY DEVELOPMENT DEPARTMENT | 323 Science Drive, Moorpark, California 93021
 Main City Phone Number (805) 517-6289 | Fax (805) 532-2540 | www.moorparkca.gov

DISCRETIONARY PERMIT APPLICATION SUBMITTAL REQUIREMENTS

For: Commercial Planned Development (CPD), Industrial Planned Development (IPD), Residential Planned Development (RPD), and Conditional Use Permit (CUP) (for non-alcoholic or land use request)

Required	Document	No. of Copies	Submitted
	Universal Application (Project Information Questionnaire)	1 (wet signature)	
	Project Narrative and Findings Summary	1	
	Assessor's Parcel Map (with subject property outlined)	1	
	Title Report (dated within six months of application)	1	
	Plan Submittal (required size for all plans is 24"x36"): ___ Site Plan ___ Floor Plan ___ Elevations ___ Engineering ___ Demolition Plan ___ Phasing Plan	1*	
	Conceptual Landscape Plan (folded)	1*	
	Colored Elevations (submit rolled, not mounted or folded)	1	
	Preliminary Drainage Report	1	
	Preliminary Post-Construction Stormwater Quality Report	1	
	Digital copies of all submittal materials (saved in a flash drive or via weblink)	1	
	Materials Sample Board	1	
	Planning Permit Application Fees (All checks payable to "City of Moorpark")**	1	

*Title blocks must be visible (showing name of the project and title of sheet). All plans must be internally consistent with regard to layout, setbacks, etc. Additional sets of plans may be required after completeness review (see page 2).

**Verify required fees with Planning Division staff.

Working with City of Moorpark Community Development Department

Our goal is to help you develop the best project possible, while meeting the City's goals and policies and complying with relevant laws and regulations. We understand that processing your application with minimal delays is important to you, and it is important to the City as well.

In the course of preparing an application for submittal, we strongly encourage you to reach out the Community Development Department early and often. We are here to help and welcome the opportunity to work with you to answer your questions and make the process proceed as smoothly and predictably as possible. **Call or email us today at (805) 517-6230 or pneumann@moorparkca.gov**

APPLICATION SUBMITTAL CHECKLIST

<input type="checkbox"/>	UNIVERSAL APPLICATION (PROJECT INFORMATION QUESTIONNAIRE)
<input type="checkbox"/>	PROJECT NARRATIVE AND FINDINGS SUMMARY
<input type="checkbox"/>	<ul style="list-style-type: none"> Statement explaining the applicant's objective for the project, including outline of scope of work and anticipated timelines.
<input type="checkbox"/>	ASSESSOR'S PARCEL MAP
<input type="checkbox"/>	<ul style="list-style-type: none"> Show the subject property clearly outlined or highlighted. Assessor's parcel maps are available at the County of Ventura Assessor's Office, 800 South Victoria Avenue, Ventura, CA 93009-1270. Parcel maps may also be obtained online at: http://assessor.countyofventura.org/research/mappage.asp
<input type="checkbox"/>	TITLE REPORT
<input type="checkbox"/>	<ul style="list-style-type: none"> May not be more than 6 months old at time of application submittal. Must include all subject properties in the application.
<input type="checkbox"/>	PLAN SUBMITTALS
<input type="checkbox"/>	<p>Minimum size for all plan set sheets is 24" x 36" and must include the following information:</p> <ul style="list-style-type: none"> Scale (for example 1" = 100' or less, based on engineering scale) with a north arrow. Provide "Reference North" if true north is not perpendicular or parallel to the property lines. All plans (site, floor, landscape and engineering plans, etc.) shall face the same direction (preferably with north to the top or left of the page). Title block including applicant's name, name of project (if any), project address, tract number and subdivision name (if applicable) and revision date.
<input type="checkbox"/>	SITE PLAN
<input type="checkbox"/>	<ul style="list-style-type: none"> Property boundaries, dimensions (length of property lines). Show and label any property lines to be removed or moved, and new property lines to be created.
<input type="checkbox"/>	<ul style="list-style-type: none"> Existing land uses, buildings and other structures (show as an outline on the plan), including walls, fences, and other improvements within 50 feet of the project boundaries. Identify by type, such as single-family residence, retail store, office, 6-foot-tall block wall, garage, etc.
<input type="checkbox"/>	<ul style="list-style-type: none"> List and include square footage of the buildings in each phase if project will be built in phases.
<input type="checkbox"/>	<ul style="list-style-type: none"> Phasing lines and designation of each phase by number or letter. Include description of phasing in the Project Description.
<input type="checkbox"/>	<ul style="list-style-type: none"> A table listing in square feet, acres and percentage: 1) building coverage; 2) impervious area(s); 3) landscape area(s); and 4) total land area 5) the number of parking spaces required (for each land use type) and number of spaces provided (by type), including standard, accessible, bicycle and motorcycle parking spaces.
<input type="checkbox"/>	<ul style="list-style-type: none"> Required and proposed building setback dimensions, from building(s) to all property lines and between buildings. Show all required setbacks as dashed lines.
<input type="checkbox"/>	<ul style="list-style-type: none"> Height and materials (e.g., slumpstone, vinyl, wood, etc.) of existing and proposed walls and fences.
<input type="checkbox"/>	<ul style="list-style-type: none"> Location, size, type (pole-mounted, building-mounted, etc.), and lighting type (fluorescent, LED, etc.) of all exterior light fixtures.
<input type="checkbox"/>	<ul style="list-style-type: none"> Label and provide dimensions of landscape planters (existing and proposed).
<input type="checkbox"/>	<ul style="list-style-type: none"> Type of proposed paving materials, including asphalt, concrete, scored concrete and enhanced pavement.
<input type="checkbox"/>	<ul style="list-style-type: none"> Parking areas, showing dimensions, intended users (e.g., employees, customers, visitors, etc.), and striping/markings for parking spaces, painted arrows, loading areas, drive aisles, and driveway throats.
<input type="checkbox"/>	<ul style="list-style-type: none"> Show location of standard, motorcycle and handicap parking spaces, as well as location of bike racks. The specifications for parking space size and striping must be shown on the site plan. (Use the specification figures from Section 17.32 <u>Off-Street Parking Requirements</u> of the Moorpark Municipal Code.)
<input type="checkbox"/>	<ul style="list-style-type: none"> Identification and dimensions of loading areas and loading area striping, including ridesharing facilities.
<input type="checkbox"/>	<ul style="list-style-type: none"> Location and dimensions of existing and proposed curb cuts on the site, within 50 feet of the project boundaries, and across the street from the site.
<input type="checkbox"/>	<ul style="list-style-type: none"> Location of any existing or proposed transit/bus stops within 50 feet of the project boundaries and across the street from the site. Show existing/proposed transit stop amenities (i.e., shelter, bench, bike racks, trash, and lighting).
<input type="checkbox"/>	<ul style="list-style-type: none"> Dimension from property line(s) to center of adjacent street(s).

<input type="checkbox"/>	<ul style="list-style-type: none"> • Identification and dimensions of existing and proposed sidewalks, curbs and streets.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Width and configuration of streets (including striping, deceleration lanes, left-turn pockets and medians, etc.) from which the development has access, and within 50 feet of the project boundaries.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Location and identification of amenities, including site accessories and furnishings to be included in any outdoor private or common areas. Include outdoor seating areas, fountains, trash and recycling containers, and other similar street furniture.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Location, size, intent (e.g., tenant identification, directional, project identification) of existing and proposed directional, freestanding and monument signs.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Identification and dimensions of trash and recycling enclosures.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Location of aboveground utility vaults, transformers, freestanding mailboxes, gas meters, building backflow preventers and other similar utility facilities. Contact Southern California Edison Company to determine where new utility vaults and transformers should be placed for the project.
<input type="checkbox"/>	ENGINEERING SITE PLAN
<input type="checkbox"/>	<ul style="list-style-type: none"> • The Engineering Site Plan is generally a separate plan sheet. This information may be included on the Site Plan, if approved by the Engineering Division. Contact Daniel Kim, Senior Civil Engineer, at 805-517-6255 if you have questions regarding the Engineering Site Plan. The following information must be included:
<input type="checkbox"/>	<ul style="list-style-type: none"> • Gross (if applicable) and net site acreage.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Boundary lines and/or property lines, with dimensions, along with the legal description.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Horizontal control (dimensions) for proposed and existing improvements. (e.g., drive aisle and sidewalk widths, parking stall dimensions, driveway curve radii, etc.)
<input type="checkbox"/>	<ul style="list-style-type: none"> • Preliminary drainage scheme, including existing and proposed topographic information. This includes contours, spot elevations, and drainage conveyance devices. Plan must include adequate offsite information to determine if the project will affect adjoining properties. Typically, 50 feet of offsite contour information is required.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Proposed location of all post-construction stormwater treatment Best Management Practices (BMPs) proposed for the project. Refer to Ventura County Technical Guidance Manual for Stormwater Quality Control Measures for feasibility, sizing requirements, site design, and BMP selection.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Location of existing and/or proposed detention basins, drainage inlets, channels or other watercourses on or adjacent to the property.
<input type="checkbox"/>	<ul style="list-style-type: none"> • A section showing proposed bioswale(s), detention ponds or other filtration devices, relative to adjacent parking, street and other parts of the site. Cross-sections to be horizontally and vertically to scale, with dimensions shown.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Proposed location, side slopes, top of slope set back (minimum of height of slope divided by 3 or 40'), toe slope setback (height of slope divided by 2, or 15') and required volume, if detention basins are required. Preliminary basin sizing calculations shall be included in the drainage report.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Location (and names, if applicable) of all existing public and private facilities (streets, alleys, sidewalks, curbs, driveways and drive aisles, bike lanes and paths, sewer, water, storm drain, water wells, fire hydrants, transformers, power poles, overhead utilities or other structures) onsite and directly adjacent to the site (within 100 feet) or within the adjacent right-of-way. Information shall include size, material and spot elevations.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Location of any existing or proposed transit/bus stops within 100 feet of the project boundaries and across the street from the site. Show existing/proposed transit stop amenities (i.e., shelter, bench, bike racks, trash, and lighting.)
<input type="checkbox"/>	<ul style="list-style-type: none"> • Show how proposed improvements will join existing improvements, and show facilities to be removed and replaced.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Location and width of existing and proposed curb cuts onsite and within 100 feet of the project, including driveways on the opposite side of the street or alley. Additional information may be required depending on project-specific conditions.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Where applicable, provide fire truck turning templates on the site plan. Fire Department approval of the proposed site plan may be required. Show wheel tracking for trucks (fire trucks, delivery trucks and refuse truck access paths) in parking areas, loading areas and for serving the refuse enclosure(s).
<input type="checkbox"/>	<ul style="list-style-type: none"> • Dimensioned typical cross-sections of all new and widened streets or alleys (public and private). Plan views must also specify the proposed curb dimensions for each street and the proposed sidewalk/parkway layout.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Show all easements on the property.

<input type="checkbox"/>	FLOOR PLAN
<input type="checkbox"/>	<ul style="list-style-type: none"> Existing and proposed building dimensions (outside of wall to outside of wall).
<input type="checkbox"/>	<ul style="list-style-type: none"> Existing and proposed use, dimensions and square footage of each existing and proposed room, including living room, bedrooms, garages, offices, restrooms, mechanical rooms, hallways, etc. Show seating layout if project is a restaurant, church or any use with fixed seating. Provide fixture and shelving layout for stores and other uses with such items. If applicable, show location of alcohol storage, coolers, and shelving. Show dance floor or entertainment area if applicable.
<input type="checkbox"/>	<ul style="list-style-type: none"> For parking structures: show parking spaces, labeled dimensions, intended users (e.g., "Employees Only"), and striping/markings for parking spaces, painted arrows, loading areas, drive aisles, and driveway throats. Identify standard, motorcycle and handicap parking spaces. Include the specifications for parking space size and striping. (Use the specification figures from the Moorpark Zoning Ordinance, Off-Street Parking section.)
<input type="checkbox"/>	<ul style="list-style-type: none"> Location of doors and windows. Specify purpose of doors, such as main entrance, employee entrance, etc.
<input type="checkbox"/>	BUILDING ELEVATIONS
<input type="checkbox"/>	<ul style="list-style-type: none"> All building sides, with dimensions specified, including any interior courtyard and/or recessed elevations, include these as well. Label elevations with north, south, east and west, including a reference point.
<input type="checkbox"/>	<ul style="list-style-type: none"> Architectural features, including windows, doors, trim, exterior light fixtures, roof overhangs, materials, colors, etc.
<input type="checkbox"/>	<ul style="list-style-type: none"> Product, finish and color specification of exterior building materials, wall-mounted lighting, and other features (consistent with materials board).
<input type="checkbox"/>	<ul style="list-style-type: none"> Height of each building, measured from average grade to highest point of the structure and from the average curb height of the adjacent public street(s) to average grade of the site.
<input type="checkbox"/>	<ul style="list-style-type: none"> Height allowed by City Code, illustrated with a dashed line with dimension labeled.
<input type="checkbox"/>	<ul style="list-style-type: none"> Trash and recycling enclosures. Indicate color and materials of the enclosure, gates and cover.
<input type="checkbox"/>	<ul style="list-style-type: none"> All wall-mounted gutters, downspouts, and roof drains.
<input type="checkbox"/>	<ul style="list-style-type: none"> Cross-section of the site, showing berms and bioswales relative to the building, parking area, courtyards, etc., to accurately depict site massing. Cross-sections to be horizontally and vertically to scale, with dimensions shown.
<input type="checkbox"/>	<ul style="list-style-type: none"> Section showing that parapet walls (or roof wells) will prevent visibility of roof-mounted equipment from adjacent roads and other prominent viewpoints.
<input type="checkbox"/>	<ul style="list-style-type: none"> If proposal is an addition, show how addition fits with existing building.
<input type="checkbox"/>	<ul style="list-style-type: none"> Location of existing building signs. Include notations for signs to be removed.
<input type="checkbox"/>	<ul style="list-style-type: none"> Location of proposed building signs, including placeholder business names, materials, and dimensions.
<input type="checkbox"/>	<ul style="list-style-type: none"> Perspective drawings may not be submitted instead of elevations.
<input type="checkbox"/>	CONCEPTUAL LANDSCAPE PLAN
<input type="checkbox"/>	<ul style="list-style-type: none"> Location, container size, spacing dimension, and species identification of trees, groundcover and shrubs.
<input type="checkbox"/>	<ul style="list-style-type: none"> Existing trees that will be relocated or removed, with species and size labeled. (An arborist report including condition and valuation is required for removal of existing trees.)
<input type="checkbox"/>	<ul style="list-style-type: none"> Existing and proposed tree locations relative to existing and proposed light poles and lighting bollards.
<input type="checkbox"/>	<ul style="list-style-type: none"> Height of bermed landscaping and hedges.
<input type="checkbox"/>	<ul style="list-style-type: none"> Identification of bioswale or detention areas. This must be consistent with the engineering (civil) plans.
<input type="checkbox"/>	<ul style="list-style-type: none"> A section showing proposed bioswale(s), detention ponds or other filtration devices, relative to adjacent parking, street and other parts of the site. Cross-sections to be horizontally and vertically to scale, with dimensions shown.
<input type="checkbox"/>	<ul style="list-style-type: none"> A horizontally and vertically dimensioned landscape section that shows the relationship between street frontage adjacent to parking lot areas and the required 36" high visual screen.
<input type="checkbox"/>	<ul style="list-style-type: none"> Location and identification of hardscape and other landscape features (walkways, fountains, pools, etc.).
<input type="checkbox"/>	<ul style="list-style-type: none"> Location, identification, and specifications for outdoor site furniture and recreational amenities.
<input type="checkbox"/>	<ul style="list-style-type: none"> A note indicating that the landscaping will comply with the applicable City of Moorpark Landscape Standards.
<input type="checkbox"/>	<ul style="list-style-type: none"> A note indicating that the landscaping and irrigation will comply with the City of Moorpark Water Efficient Landscape Ordinance (City Council Ordinance No. 383) and Landscape Water Conservation Standards.
<input type="checkbox"/>	COLORED ELEVATIONS AND IN CONTEXT RENDERING
<input type="checkbox"/>	<ul style="list-style-type: none"> Match the specified exterior building materials as closely as possible to the materials sample board.

<input type="checkbox"/>	<ul style="list-style-type: none"> Show all sides of the building(s), including interior courtyards, with color applied to every elevation.
<input type="checkbox"/>	<ul style="list-style-type: none"> Be submitted rolled, not mounted on cardboard or foamboard, and not folded.
<input type="checkbox"/>	<ul style="list-style-type: none"> Reduced color photocopies of the final approved colored elevations and or in context renderings will be required (for permanent Planning Division files) prior to issuance of building permits.
<input type="checkbox"/>	<ul style="list-style-type: none"> Any trees or other vegetation depicted in a building elevation (or colored elevation) shall be illustrated at no more than approximately three years' growth; shall illustrate only those species identified in the Conceptual Landscape Plan; and shall not obscure building elements.
<input type="checkbox"/>	<ul style="list-style-type: none"> Perspective drawings may not be submitted instead of color elevations.
<input type="checkbox"/>	DEMOLITION PLAN
<input type="checkbox"/>	<ul style="list-style-type: none"> Must identify any existing features of the property to be demolished and the proposed finished condition. Include dimensions, construction type, and existing use.
<input type="checkbox"/>	PHASING PLAN
<input type="checkbox"/>	<ul style="list-style-type: none"> Must include all proposed private and public improvements and include lines and shading that distinguish the individual phases of construction. Phases should be clearly identified and include timing that corresponds to the project description/narrative.
<input type="checkbox"/>	PRELIMINARY DRAINAGE REPORT
<input type="checkbox"/>	<ul style="list-style-type: none"> Preliminary Drainage report must be bound, not stapled, and include pre and post-development storm water runoff and volume analysis. Analysis should include peak runoff mitigation for any storm design event.
<input type="checkbox"/>	<ul style="list-style-type: none"> A narrative describing pre- and post-project drainage patterns and conveyance paths. Narrative must describe existing storm drain system in surrounding public or private streets and proposed project use of, and impact on, those systems.
<input type="checkbox"/>	<ul style="list-style-type: none"> A hydrology map and preliminary hydrology calculations using County standard hydrology method. The Ventura County Watershed Protection District (VCQPD) hydrology method may be used only when determined appropriate in advance by the City Engineer.
<input type="checkbox"/>	<ul style="list-style-type: none"> Discussion of project specific drainage requirements (e.g., on-site detention due to downstream deficiencies) and associated calculations demonstrating project implementation.
<input type="checkbox"/>	<ul style="list-style-type: none"> Discussion of project finished floor elevations relative to adjacent streets and potential for flooding during significant storm events. In addition, indicate FEMA FIRM flood zone assigned to project area.
<input type="checkbox"/>	POST-CONSTRUCTION STORMWATER QUALITY REPORT
<input type="checkbox"/>	<ul style="list-style-type: none"> The Post-Construction Stormwater Quality Report is required for projects listed in Section 1.5 of the 2011 Technical Guidance Manual for Stormwater Quality Control Measures (refer TGM, located at http://www.vcstormwater.org/technicalguidancemanual.html for more detail) Must be bound or stapled, demonstrating project compliance with the Countywide Stormwater Quality Municipal Separate Storm Sewer System Permit ("MS4" permit). On smaller, single-lot projects, the Post Construction Stormwater Quality Report may be combined with the Preliminary Drainage Report. The report must include: <ul style="list-style-type: none"> An introduction (narrative) generally describing the project (including key outdoor activities such as material storage, fueling, or vehicle maintenance) and the approach taken to comply with the MS4 permit. The body of the report must be organized to specifically follow the steps outlined in Chapter 2 of the 2011 Technical Guidance Manual for Stormwater Quality Control Measures ("TGM"). All calculations required for a step shall be included with that step. If a step is not applicable, notate as "N/A" with a short note explaining non-applicability. The body of the report must be organized to specifically follow the steps outlined in Chapter 2 of the 2011 Technical Guidance Manual for Stormwater Quality Control Measures ("TGM"). All calculations required for a step shall be included with that step. If a step is not applicable, notate as "N/A" with a short note explaining non-applicability. The Best Management Practices (BMPs) Sizing Worksheets found in Appendix E of the TGM shall be included with the appropriate step from Chapter 2 of the TGM. Engineering site plan shall indicate location of all project BMPs. Engineer shall determine that appropriate space is provided for implementation during construction document phase. As a reference document to Post-Construction Stormwater Quality Report, applicant shall provide a geotechnical study that includes percolation tests, soil borings, and groundwater level when infiltration based BMPs are proposed. (See TGM appendix C for soil test pit investigation and infiltration testing methods.)

	<ul style="list-style-type: none"> • A Maintenance Covenant and Owner Operations and Maintenance Manual for all proposed storm water quality BMPs must be submitted for review. The Maintenance Covenant shall be recorded on to the property by the County Recorder's Office prior to any approvals.
<input type="checkbox"/>	<p><u>MATERIALS SAMPLE BOARD</u></p> <ul style="list-style-type: none"> • Illustration board with small color samples, cut sheets or catalog cuts of each exterior material mounted upon it. Materials board may not be larger than 8½" x 14" x ¼", including materials samples. Must include samples or photos of all exterior materials and fixtures in correct colors.
<input type="checkbox"/>	<p><u>HAZARDOUS WASTE SITE AFFIDAVIT</u></p> <ul style="list-style-type: none"> • <i>Use attached form.</i> The Hazardous Waste Site Affidavit is a statement required by State law indicating if the proposed project is located on a site which is included on any of the hazardous waste lists compiled by the State Office of Planning and Research (OPR). If the project site is on a state Hazardous Waste list (Government Code Section 65962.5 "Cortese" List), provide a status report indicating which list the project site is listed upon, and specific actions that will be taken to remove the project site from the list, including by whom and when (include a time schedule).

**CITY OF MOORPARK HAZARDOUS
WASTE SITE AFFIDAVIT**

I, _____ (property owner, agent, other)
Name (print) (Circle one)

hereby certify that I have read and understand Section 65962.5 of the California Gov.

Code (reprinted on reverse side) and hereby confirm that the proposed project, to be

located at _____, is*/ is not
(Project address and APN #) (Circle one)

contained on at least one of the hazardous site lists prepared by the State Department of Health Services, State Water Resources Board and the California Waste Management Board.

I further certify, under penalty of perjury, that the foregoing is true and correct.

(Signed): _____

Name: _____

Applicant's Address: _____

Applicant's Phone No.: _____

Check one: Agent Owner Other (specify) _____

Date: _____

*If the project site is identified on one of the lists specified by Section 65962.5 of the California Government Code, the following information must be submitted with this form:

1. Specify list(s) where the site is identified,
2. Date of list(s),
3. Regulatory identification number of site on each list, and
4. Corrective measures that will be taken to remove the site from the State list.

OFFICIAL USE ONLY

Planning Project Number:

65962.5. (a) The Department of Toxic Substances Control shall compile and update as appropriate, but at least annually, and shall submit to the Secretary for Environmental Protection, a list of all of the following:

(1) All hazardous waste facilities subject to corrective action pursuant to Section 25187.5 of the Health and Safety Code.

(2) All land designated as hazardous waste property or border zone property pursuant to Article 11 (commencing with Section 25220) of Chapter 6.5 of Division 20 of the Health and Safety Code.

(3) All information received by the Department of Toxic Substances Control pursuant to Section 25242 of the Health and Safety Code on hazardous waste disposals on public land.

(4) All sites listed pursuant to Section 25356 of the Health and Safety Code.

(5) All sites included in the Abandoned Site Assessment Program.

(b) The State Department of Health Services shall compile and update as appropriate, but at least annually, and shall submit to the Secretary for Environmental Protection, a list of all public drinking water wells that contain detectable levels of organic contaminants and that are subject to water analysis pursuant to Section 116395 of the Health and Safety Code.

(c) The State Water Resources Control Board shall compile and update as appropriate, but at least annually, and shall submit to the Secretary for Environmental Protection, a list of all of the following:

(1) All underground storage tanks for which an unauthorized release report is filed pursuant to Section 25295 of the Health and Safety Code.

(2) All solid waste disposal facilities from which there is a migration of hazardous waste and for which a California regional water quality control board has notified the Department of Toxic Substances Control pursuant to subdivision (e) of Section 13273 of the Water Code.

(3) All cease and desist orders issued after January 1, 1986, pursuant to Section 13301 of the Water Code, and all cleanup or abatement orders issued after January 1, 1986, pursuant to Section 13304 of the Water Code, that concern the discharge of wastes that are hazardous materials.

(d) The local enforcement agency, as designated pursuant to Section 18051 of Title 14 of the California Code of Regulations, shall compile as appropriate, but at least annually, and shall submit to the California Integrated Waste Management Board, a list of all solid waste disposal facilities from which there is a known migration of hazardous waste. The California Integrated Waste Management Board shall compile the local lists into a statewide list, which shall be submitted to the Secretary for Environmental Protection and shall be available to any person who requests the information.

(e) The Secretary for Environmental Protection shall consolidate the information submitted pursuant to this section and distribute it in a timely fashion to each city and county in which sites on the lists are located. The secretary shall distribute the information to any other person upon request. The secretary may charge a reasonable fee to persons requesting the information, other than cities, counties, or cities and counties, to cover the cost of developing, maintaining, and reproducing and distributing the information.

(f) Before a lead agency accepts as complete an application for any development project which will be used by any person, the applicant shall consult the lists sent to the appropriate city or county and shall submit a signed statement to the local agency indicating whether the project and any alternatives are located on a site that is included on any of the lists compiled pursuant to this section and shall specify any list. If the site is included on a list, and the list is not specified on the statement, the lead agency shall notify the applicant pursuant to Section 65943. The statement shall read as follows:

HAZARDOUS WASTE AND SUBSTANCES STATEMENT

The development project and any alternatives proposed in this application are contained on the lists compiled pursuant to Section 65962.5 of the Government Code. Accordingly, the project applicant is required to submit a signed statement that contains the following information:

Name of applicant: Address: Phone number: Address of site (street name and number if available, and ZIP Code): Local agency (city/county): Assessor's book, page, and parcel number: Specify any list pursuant to Section 65962.5 of the Government Code: Regulatory identification number: Date of list:

Applicant, Date

(g) The changes made to this section by the act amending this section, that takes effect January 1, 1992, apply only to projects for which applications have not been deemed complete on or before January 1, 1992, pursuant to Section 65943.