



City of San Clemente Planning Division

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PURPOSE AND REVIEW PROCESS

Purpose

In accordance with Section 12.20.010 of the City of San Clemente Municipal Code, this is the process for requesting the abandonment of public right-of-way or City easement to private ownership and requesting private construction within or use of public right-of-way or easements. Generally, with regard to abandonment, the subject property is not needed or utilized by the City. The City may seek compensation from the applicant for abandoning any public interest in City streets right-of-way or easements.

If discretionary review is required for an encroachment request, then applicant shall complete this application. With regard to encroachments, the City may require the applicant to release the City from liability within the area of encroachment and require certification from all applicable utility agencies that the encroachment will not interfere with existing or proposed facilities.

Review Process

Step 1 - Applicant Consideration of Project

Early in the consideration of Abandonment/Encroachment permits, the applicant should determine the existing location of utilities, property lines, and currently what the General Plan and Zoning Ordinance outline for the site under consideration and surrounding areas. Planning staff may be consulted for opinions on compatibility and compliance with City Standards.

Step 2 - Pre-Application Conference

Prior to submitting a formal application, the applicant is advised to make an appointment with a member of the Planning Division and the Engineering Division to discuss the feasibility of the request. This will allow staff to provide a cursory review of the request and identify for the applicant some of the significant issues and community concerns that may arise as the project moves through the process. Planning staff may also refer the applicant to other divisions or departments for preliminary comments.

Step 3 - Filing of Application

The applicant should submit the completed application, filing fee, and other required information to the Planning Division of the Community Development Department. It is important to submit a complete application, as incomplete applications cause delay in the processing of the project.

Step 4 - Assignment of a Project Planner

Once an application has been submitted to the City, the City Planner assigns a project planner to process the application. The project planner is the project manager for the discretionary application, acting as the applicant's contact person during the process, coordinating the application through various review procedures, and noticing requirements. Processing a project requires significant coordination between

the applicant, project planner, and all of the other various components of this process. Whenever you have questions as to where your application is in the process or what steps need to be taken, please contact the project planner.

Step 5 - Determination of an Application's Completeness

The project planner's first task will be to review the application to make sure all the required information is provided. The applicant will be notified within 30 days after filing as to whether the application is complete or what additional information is required. If the application is incomplete, all processing will stop until the application is made complete by the applicant.

Step 6 - Development Management Team (DMT) Review

Once an application has been deemed complete and any additional information needed for review submitted by the applicant, the Development Management Team (DMT) will review the proposal and make comments regarding the project's compliance with applicable City codes. The DMT consists of staff members from various City departments who have a stake in the proposed project. The Planning staff will consider their concerns and recommendations in the final analysis and recommendation. The DMT responses may require redesign of the project, which may require additional review by the DMT, or become recommended conditions of approval, forwarded to the Planning Commission for approval with the project.

Step 7 - Environmental Review

All Abandonment/Encroachment requests are subject to the California Environmental Quality Act (CEQA) and reviewed to determine whether they are exempt from environmental review or require a Negative Declaration or Environmental Impact Report (EIR). If a Negative Declaration or EIR is required, State law requires a certain amount of public review for the document.

▪ Step 8 –Zoning Administrator Review (only if applicable for encroachment permit)

Following DMT review, the Planning staff will study the application by reviewing the relationship of the request with the City's General Plan, Zoning Ordinance and other applicable Planning documents, and analyze the architectural, environmental, land use, traffic, site plan, and other elements of the proposed project. If the Zoning Ordinance requires design review or staff determines that the project may not comply with applicable design guidelines, then the project must be referred to the City's Design Review Subcommittee (a subcommittee of the Planning Commission) for recommendations. A written staff report will be prepared for the Zoning Administrator, which will include Design Review Subcommittee recommendations (if required), a description of the project, and staff recommendations. A copy of this report will be forwarded to the applicant prior to the Zoning Administrator hearing. Copies are also available to the public after they have been sent to the Zoning Administrator.

The Zoning Administrator is required to hold at least one public hearing on the Minor Architectural Permit application. At least ten days prior to the meeting, owners of property within 300 feet of the subject site will be notified by mail of the forthcoming hearing, and a notice of the public hearing will be posted at City Hall, the library, and at the project site, and will be published in the local newspaper.

At the public hearing, staff will first present an oral report and staff recommendation. This presentation will be followed by testimony from the applicant and then by any interested persons who wish to comment on the application. The Zoning Administrator may then question staff, the applicant or the public and then close the hearing and make a decision approving or conditionally approving the request, denying the request, or postponing the decision to a later date. The Zoning Administrator may also refer the item to the Planning Commission if determined to be in the public interest to do so. Alternatively, the Zoning Administrator may keep the public hearing open and continue it to a specified time, date and

place. The Zoning Administrator's decision is final, unless an appeal is filed as described in the next paragraph.

Step 8 - Staff Review for Planning Commission

Following DMT review, the Planning staff will study the application by reviewing the relationship of the request with the City's General Plan, Zoning Ordinance and other applicable Planning documents, and analyze the architectural, environmental, land use, traffic, site plan, and other elements of the proposed project. If the Zoning Ordinance requires design review or staff determines that the project may not comply with applicable design guidelines, then the project must be referred to the City's Design Review Subcommittee (a subcommittee of the Planning Commission) for recommendations. A written staff report will be prepared for the Planning Commission, which will include Design Review Subcommittee recommendations (if required), a description of the project, and staff recommendations. A copy of this report will be forwarded to the applicant prior to the Planning Commission hearing. Copies are also available to the public after they have been sent to the Planning Commission.

Step 9 - Planning Commission Review

The Planning Commission is required to hold at least one public hearing on the Abandonment/Encroachment Permit application. At least ten days prior to the meeting, owners of property within 300 feet of the subject site will be notified by mail of the forthcoming hearing, and a notice of the public hearing will be posted at City Hall, the library, and at the project site, and will be published in the local newspaper.

At the public hearing, staff will first present an oral report and staff recommendation. This presentation will be followed by a presentation from the applicant and then by any interested persons who wish to comment on the application. The Planning Commission may then question staff, the applicant or the public, then close the hearing, and make a recommendation to the City Council in the form of an approval, denial, conditional approval, or postponing the decision to a later date. Alternatively, the Commission may keep the public hearing open, continue it to a specified time, date, and place for action at that future date. The Planning Commission shall recommend to the City Council that the proposed amendment be approved, approved in modified form, or denied.

Step 10 - City Council Review

Following receipt of a recommendation on the amendment or adoption from the Planning Commission, the City Council shall conduct a public hearing. At least ten days prior to the public hearing date, a notice of the time, date, and place of the hearing will be mailed to the applicant, owners of property within 300 feet of the project site, and to any other person requesting such notice. The City Council may approve, approve with modifications and/or conditions, or deny any proposed amendment or adoption. The City Council shall have a second meeting of the application and the City Council's decision is final.

A General Note About Meeting Schedules

The Development Management Team (DMT), the Design Review Subcommittee, the Planning Commission, and the City Council meet twice a month: the DMT generally meets the 1st and 3rd Thursday of the month; the Design Review Subcommittee generally meets on the 2nd and 4th Thursday of the month; the Planning Commission generally meets the 1st and 3rd Wednesday of each month, and the City Council generally meets the 1st and 3rd Tuesday of each month. The schedule for your project can be affected by these established meeting dates. To allow Planning staff to process an application as expediently as possible, please make sure the application package is complete and that information requested by staff is provided by indicated deadlines. For further information regarding the review of your project and processing periods, please contact the project planner assigned to your application.

INITIAL SUBMITTAL***Completed Application***

To assure that your project is reviewed as expeditiously as possible, please submit a complete package as summarized below. An incomplete application will delay the processing of your project. If you have questions regarding this application or what constitutes a complete application, please contact Planning staff.

Application Certification (see page 12 of this application)

This form must be signed and notarized by the property owner (and the applicant if other than the property owner) before an application may be submitted.

Project Description (see page 13-15 of this application)

This form provides the City with project data necessary for determining potential impacts of the proposed project.

Environmental Check List (see page 16 of this application)

The purpose of this form is to inform the City of the basic component of the proposed project so that the City may review the project pursuant to the California Environmental Quality Act.

Description of Environmental Setting

For large projects or projects that have the potential to impact resources, a description of the environmental setting is required. Describe the project site, as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical, or scenic aspects in detail, as applicable. Describe any existing structures on the site and the use of the structures. Attach photographs of the site (snapshots or polaroid photos will be accepted). If you have any questions as to the applicability of this section, please contact Planning staff.

Project Narrative

In addition to the information requested in this section, please provide on an attached sheet a detailed description of the proposed project, including the use, hours of operation, number of employees, and other details, which would help the City understand the impacts of the proposed project.

Fees

The filing fee collected with this application is used solely to cover the City's cost of discretionary review (review by the Planning Commission). Depending on the scope of review necessary to evaluate properly the proposed project, additional fees may be required. If this application receives Planning Commission approval, fees may be required for administrative review (review for receiving building permits and/or a business license). The Engineering staff review requires additional fees and it will be based on time and material bases and a cash deposit account needs to be initiated prior to the Engineering staff reviewing the documents.

Development Plans and Related Information

Unless exempted by Planning staff or indicated otherwise in this form, all of the following plans and other materials must be provided as part of a complete application. Only plans conforming to the following guidelines will be deemed complete by the project planner and forwarded to the appropriate review bodies:

Abandonment/Encroachment Permit

- 1) All plans shall be drawn on uniform sheets of 24" x 36" or 30" x 42"
- 2) All site, landscape, grading and drainage plans shall be drawn to an engineering scale of 1" = 20', 1" = 30', 1" = 40', or 1" = 50', with the scale clearly labeled (grading plan scale shall not exceed 1" = 40')
- 3) All elevations shall be drawn to an architectural scale no smaller than $\frac{1}{4} = 1'$. A scale of $\frac{1}{8} = 1'$ may be used for larger commercial or industrial buildings or other large buildings as determined by the Planning Division
- 4) All required plans shall be prepared as indicated in the following pages, collated and stapled together into development package sets, and folded to 8" x 12" for submittal
- 5) The site plan shall be the first sheet of the development package
- 6) All plans shall be professionally drafted, clear, legible, and accurately scaled
- 7) All plans shall be clearly labeled with sheet title and type of application (Tract, CUP, SPP, etc.)
- 8) The submittal shall include an 8.5x11 sheet with legal descriptions and plat maps prepared by a Registered Civil Engineer or a Registered Surveyor of the project. The documents shall be signed and wet stamped by the Engineer or the Surveyor.

Detailed Site Plan (15 Sets)

- 1) Location and vicinity map
- 2) Precise legal description
- 3) All site plans shall contain a north arrow, preferably oriented to the top of the sheet, and a legend identifying any symbols
- 4) All existing and proposed street, alleys, driveways, drainage facilities, streetlights, and curb cuts on site and within 100 feet of the site (full right-of-way of streets and alleys shall be shown). Indicate whether streets and alleys are public or private
- 5) Subject property dimensions, lot lines and size of site in square feet and acres
- 6) Existing and proposed land use
- 7) Existing structures indicated by dashed lines, with structures or portions of structures to be removed clearly labeled
- 8) Location, dimensions, nature and status of all existing and proposed easements
- 9) All existing trees (common name, height and trunk dimension) and any special topographical features, landmarks, etc. with trees to be removed or relocated indicated by dashed lines
- 10) All existing and proposed street improvements including, sidewalks, curb, gutter, pavement, street lights, fire hydrants, fire protection service lines, street trees, water meters, drainage structures, all above and underground utility services, sewer and water main and service lines (Indicate whether public or private)
- 11) Distance between structures on the subject site
- 12) Distance from structures to front, side and rear property lines
- 13) All existing and proposed bicycle, pedestrian and equestrian trails (Indicate whether public or private)
- 14) All on-site parking and circulation facilities, existing and proposed including dimensions for aisles, curb cuts, driveways, loading zones and standard and handicap parking stalls
- 15) Path of travel from handicap parking stalls to primary entrance(s) to the building(s)
- 16) Location of any proposed and existing freestanding signage
- 17) Location, height and composition of all walls and fences, existing and proposed
- 18) Location and dimensions of all trash enclosures, including wall and gate materials
- 19) Table Indicating:
 - a) Square footage of lot
 - b) Parking breakdown by use
 - c) Square footage of proposed structures
 - d) Required and proposed square footage and lot percentage of landscaping
 - e) Floor area ratio

Abandonment/Encroachment Permit

- 20) Location of all fire protection devices including post indicator valves, detector check (backflow prevention equipment) and fire department connection
- 21) Locate all existing and proposed utility boxes and vaults and any relocation sites if applicable
- 22) Location of existing and proposed bike racks

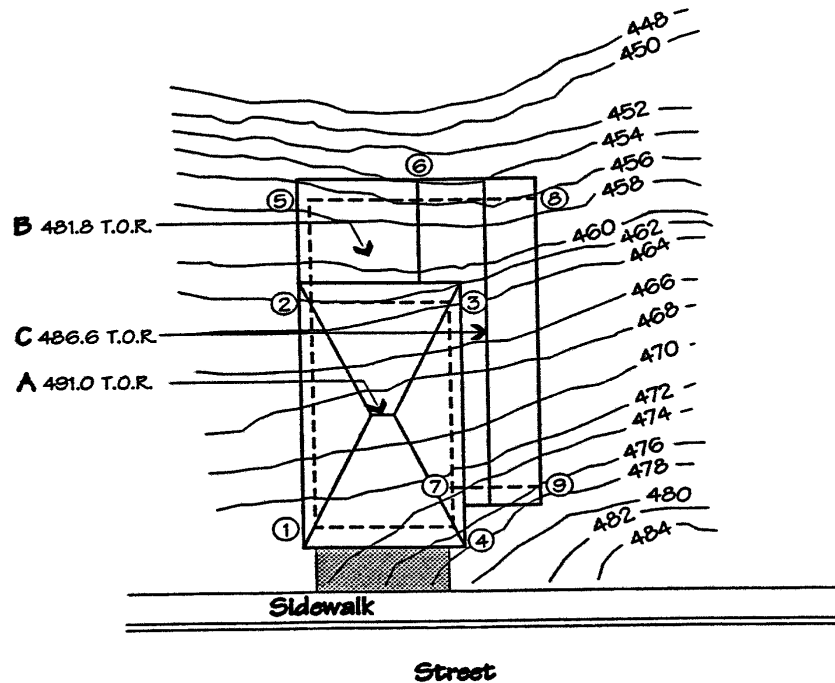
Floor Plans (15 Sets)

- 1) Interior layout and dimensions of all floors
- 2) Finished floor elevations of ground floors
- 3) Show all rooms and their use to satisfy Uniform Building Code exiting requirements
- 4) Distance from structures to front, side and rear property lines

Roof Plans (15 Sets)

- 1) Direction and pitch of all roof elements
- 2) Roofing material
- 3) Location and dimension of all roof mounted equipment and required screening
- 4) Height analysis

Note: The City of San Clemente measures height from either existing or finished grade, depending on the location of the site within the City. Please refer to the City's Zoning Ordinance for a determination of which method to use. The following height analysis applies to sites where height is measured from original grade.



Height Analysis

	①	②	③	④		
A Ridge Elevation	491.0	491.0	491.0	491.0		
Existing Grade	<u>472.5</u>	<u>461.5</u>	<u>462.7</u>	<u>477.0</u>	$= \frac{90.3}{4}$	$= 22.6$
	18.5	29.5	28.3	14.0		
B Roof Elevation	481.8	481.8	481.8	481.8		
Existing Grade	<u>461.5</u>	<u>463.4</u>	<u>450.8</u>	<u>452.0</u>	$= \frac{99.9}{4}$	$= 25$
	20.3	18.4	31.0	29.8		
C Ridge Elevation	486.6	486.6	486.6	486.6		
Existing Grade	<u>452.0</u>	<u>469.0</u>	<u>454.5</u>	<u>472.0</u>	$= \frac{98.9}{4}$	$= 24.7$
	34.6	17.6	32.1	14.6		

Figure 1. Height Analysis

Elevations (15 Sets)

- 1) Detailed plans illustrating all proposed exterior features
- 2) Label the type of construction materials for each architectural feature
- 3) Label colors for each architectural feature
- 4) Label screening materials for roof mounted equipment including HVAC
- 5) All exterior elevations including those surrounding courts and patios
- 6) Indicate all doors, windows, canopies, and other architectural features
- 7) Specify all materials to be used
- 8) Indicate the height of the highest wall and/or roof element, the height of any architectural features such as towers or cupolas, and the maximum height of free-standing walls or fences
- 9) Indicate all existing and/or proposed signs (proposed signs may be subject to a discretionary process)

Section Details (15 Sets)

- 1) Cross section of building or buildings
- 2) Longitudinal section of the building or buildings

- 3) Typical details of any architectural feature such as cornice bands, wall caps, railing including wrought iron, chimney detailing, wall detailing, fascias, and any decorative detailing

Landscaping and Irrigation Plans (15 Sets)

- 1) A list of proposed plant species
- 2) Conceptual landscape and irrigation design
- 3) Existing trees shown in existing locations and note whether the tree is to remain, be relocated or removed
- 4) Identify landscaped medians or other areas in public right-of-way intended for City maintenance
- 5) Location of fire protection devices and method of screening

Note: All landscape plans should be prepared by a qualified individual such as a registered landscape architect and will be reviewed by the City's landscape architect consultant. A registered landscape architect will be required for the preparation of the detailed landscape and irrigation plans prior to the issuance of permits.

Grading Plans (15 Sets)

- 1) Existing and proposed contours at an interval of 5 feet (2 feet interval may be required)
- 2) Existing and proposed flow lines
- 3) All existing and proposed retaining walls
- 4) All top and tow of existing and proposed slopes
- 5) All existing and proposed terrace and down drains
- 6) All cross sections of manufactured cut and fill areas
- 7) All existing and proposed pad elevation
- 8) Cross sections from side property line to side property line and center line of street to rear property
- 9) Existing trees shown in existing locations and note whether the tree is to remain, be relocated or removed

Note: All rough grading plans (over 50 cubic yards) shall be prepared and signed by a civil engineer registered in the State of California. Applicants must provide a soils and geology report prepared by a soils engineer and geologist registered in the State of California. Grading and drainage plans may be combined on one sheet provided the information remains clear.

Drainage Plans (15 Sets)

- 1) Flow lines
- 2) Retaining structures
- 3) Drainage facilities and structures
- 4) Hydrology calculations
- 5) Indicate whether the drainage facilities are to be publicly or privately owned and maintained
- 6) If improvements are minimal they may be placed on the grading plan

Note: All drainage plans shall be prepared and signed by a civil engineer registered in the State of California. Grading and drainage plans may be combined on one sheet provided the information remains clear.

Building Sample Materials Board

Provide a sample of all proposed building materials and colors including but not limited to, brick, stucco, siding, wood, glass, pavers, roofing material, paint, tile, railings, etc.

Illustrated and Colored Elevations

Renderings of the proposed project, colored to reflect proposed building materials and colors as noted above.

Photographs and Photographic Location Map

Please mount the photographs on 8 ½” x 11” paper and include a photographic location map as shown below.

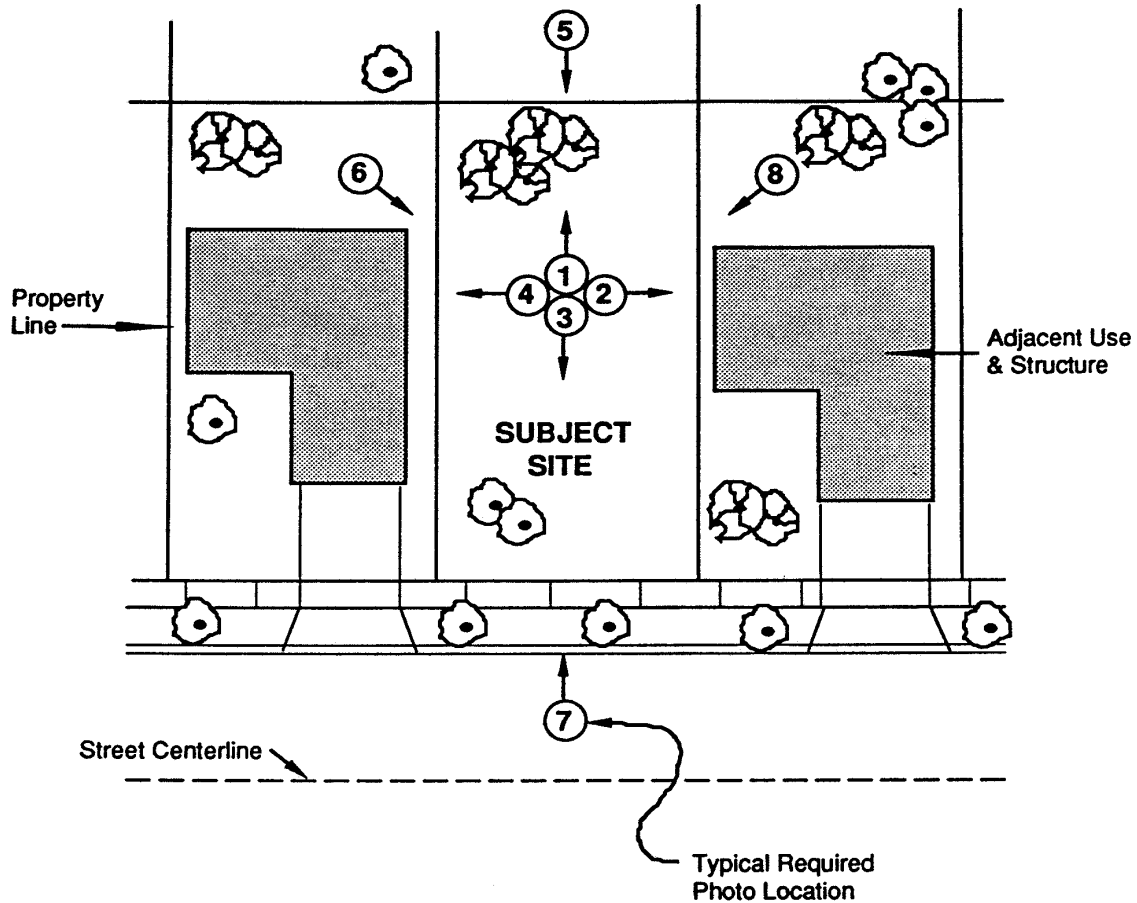


Figure 2. Photographic Location Map

Public Noticing Information

The City of San Clemente requires that applicants for development proposals be responsible for providing certain information in the public notice process. The information for which the applicant is responsible is detailed below. All required noticing information must be submitted to the City before an application will be accepted.

Property Owner List

From the current county tax assessor’s rolls, the applicant shall compile a mailing list containing the names, addresses, and assessor’s parcel numbers of all the owners of real property within 300 feet, as measured from the exterior boundaries of the subject property.

The mailing list shall also include the property owners of the subject property, the principal agents, and/or consultants involved in the application, and homeowners or property owners' associations covering adjacent property or properties within 300 feet of the subject property. The mailing list shall be submitted with the application. Typically the list can be prepared by a title company or ownership listing service which will issue the list on a set of gummed labels. These labels can be used to address the noticing envelopes (See below). A copy of the labels will be acceptable as the property owner list.

Notification Radius Map

The applicant shall prepare a map at 1:100 scale, which indicates the location of the subject property and illustrates the 300-foot radius boundary and all parcels within the boundary. The map shall be submitted with the application.

Notification Envelopes

The applicant shall prepare a business-sized envelope for mailing to each name on the property owner list. Envelopes must be return addressed to the City of San Clemente. The assessor's parcel number must appear on the envelope and should not be placed at or near the bottom of the address as it may be mistaken for a zip code. It is the applicant's responsibility to pay for postage. Each envelope shall include a postage stamp. One set of envelopes must be provided with the application unless a Tentative Parcel Map, Tentative Tract Map, General Plan Amendment, Specific Plan Amendment, Zoning Amendment, Abandonment, or Encroachment application is included, in which case two sets of envelopes are required.

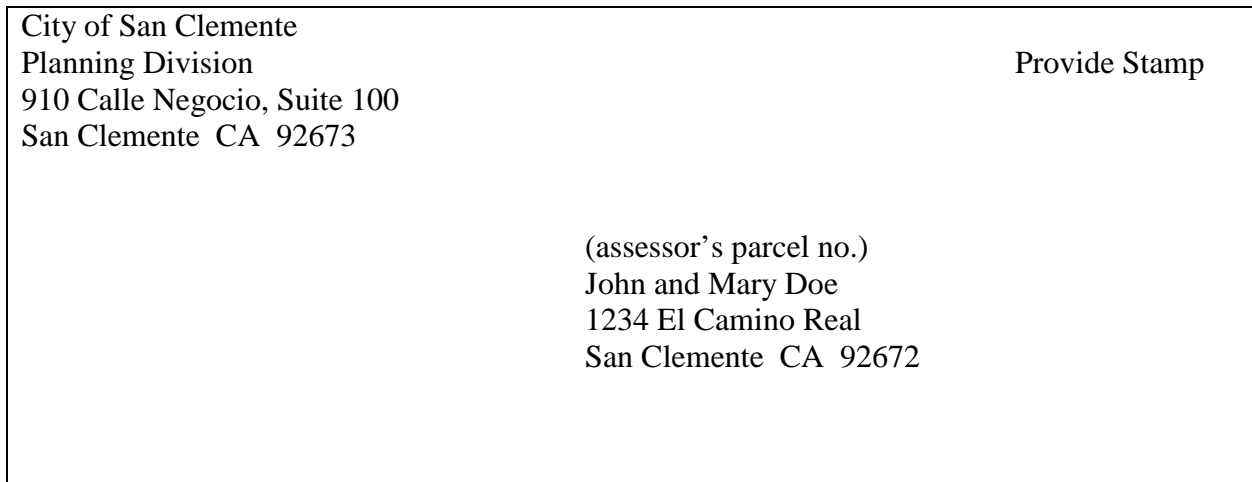


Figure 3. Properly Prepare Envelope

Letter of Notification Certification

The applicant shall submit with the application, a letter of certification (attached) which assures that the property owner list contains the names, addresses and assessor's parcel numbers of all persons to whom all property is assessed as they appear on the latest available assessment rolls of the County of Orange within the area described by the appropriate radius as measured from the exterior boundaries of the subject property.

Mailing, Posting and Publishing

Ten (10) calendar days prior to the schedule public hearing, the City will mail the public notices, and cause a public notice to be published in a newspaper of general circulation. The applicant shall be

responsible for posting notification of the public hearing upon the subject property. The City will notify the applicant of this obligation and will provide the posting notification. Failure to comply with these procedures will result in delays in the scheduling of public hearings.

ADDITIONAL SUBMITTAL REQUIREMENTS

Prior to scheduling for review by the Planning Commission, the following items may be required:

- 8 ½” x 11’ KP5 reduction 1 each of the following (upon determination that application is complete.):
 1. Site plan
 2. Floor plans
 3. Elevations
 4. Roof plans
 5. Landscape plans
- Additional sets of plans for Commission/Council (revised, as needed)
- Revised building materials sample board
- Revised Illustrated and colored elevations
- Traffic study
- Noise Study
- Preliminary title report
- Visual analysis
- Scale model
- Soils report
- Topographical survey
- Other information deemed necessary by staff to adequately review the project

APPLICATION CHECKLIST

(TO BE COMPLETED BY PLANNING DIVISION)

Application Date	_____	File Number	_____
Received By	_____	Receipt Number	_____
Fees	_____	Related File(s)	_____

	Submitted	Not Submitted	Not Required
<i>Completed Application</i>			
Application Certification (Form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Description (Form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Checklist (Form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of Environmental Setting (Letter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative (Letter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Development Plans and Related Information</i>			
Plans (15 Sets)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Sample Materials Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Illustrated and Colored Elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photographs and Photographic Location Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Public Noticing Requirements</i>			
Property Owner List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notification Radius Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notification Envelopes (1 Set)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Notification Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPLICATION CERTIFICATION

[TO BE COMPLETED BY THE APPLICANT AND THE OWNER(S)]

AFFIDAVIT

STATE OF CALIFORNIA)
COUNTY OF ORANGE)
CITY OF SAN CLEMENTE)

I, _____ (print), being duly sworn, depose and say 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.

Applicant (Signature)

Address

Telephone

Application Authorization

IF YOU ARE THE APPLICANT AND THE OWNER(S), YOU MUST SIGN IN BOTH LOCATIONS

I, _____ (print), the owner of the real property involved in this application, do hereby consent to the filing of this application.

Owner (Signature)

Address

Telephone

Subscribed and sworn before me this _____ day of _____, _____.

Notary Public

PROJECT DESCRIPTION

(TO BE COMPLETED BY APPLICANT)

Name of Proposed Project _____

Location of Project _____

Lot(s) _____ Block _____ Tract _____

Assessor's Parcel Number(s) _____

General Plan Designation _____ Zoning Designation _____

APPLICANT:

Name _____

Street/city/state/zip _____

Phone Number _____ Cell Number _____

FAX number _____

Email address _____

OWNER:

Name _____

Street/city/state/zip _____

Phone Number _____ Cell Number _____

FAX number _____

Email address _____

ARCHITECT:

Name _____

Street/city/state/zip _____

Phone Number _____ Cell Number _____

FAX number _____

Email address _____

ENGINEER:

Name _____

Street/city/state/zip _____

Phone Number _____ Cell Number _____

FAX number _____

Email address _____

PRIMARY CONTACT FOR APPLICANT

Name _____

Phone Number _____ Cell Number _____

FAX number _____

Email address _____

Revised 5/4/10

Residential Project Summary

(TO BE COMPLETED BY APPLICANT)

PROJECT AREA		Acres	Sq. Ft.	
Gross (Including area to centerline of abutting streets)				
Net (Exclusive of dedication for major external and secondary streets)				
AREA DISTRIBUTION (Based on net Area)		Acres/ Sq. Ft.	% of Net Area	
Lot Coverage				
Landscape Coverage				
DWELLING UNITS (Based on Net Area)		Number	Net Density	
Dwelling Units				
BUILDING HEIGHT		Allowed	Proposed	
Top of Roof				
Plateline (if applicable)				
Number of Stories				
SETBACKS		Required	Proposed	
Front Side				
Right Side (facing property)				
Left Side (facing property)				
Rear				
Canyon/ Bluff				
PARKING	Spaces Required		Spaces Provided	
	Covered	Uncovered	Covered	Uncovered
Single Family				
Duplex				
Multi-family/ Condominium:				
Studio				
One Bedroom				
Two Bedroom				
Three Bedroom				
Four Bedroom				
Guest Parking				
Total				

Non Residential Project Summary

(TO BE COMPLETED BY APPLICANT)

PROJECT AREA		Acres	Sq. Ft.
Gross (Including area to centerline of abutting streets)			
Net (Exclusive of dedication for major external and secondary streets)			
AREA DISTRIBUTION (Based on Net Area)		Acres/ Sq. Ft.	% of Net Area
Building Coverage			
Landscape Coverage			
FLOOR AREA RATIO		Allowed	Proposed
Building Square Footage			
FAR (Building Square Footage/ Lot Area)			
BUILDING HEIGHT		Allowed	Proposed
Top of Roof			
Plateline			
Number of Stories			
SETBACKS		Required	Proposed
Front Side			
Right Side (facing property)			
Left Side (facing property)			
Rear			
Canyon/ Bluff			
OCCUPANCY CLASSIFICATION			
Occupancy Code			
Type of Construction			
Roof Material			
PARKING (Calculate Each Use Within a Building Separately)			
Type of Use	Parking Ratio	# Spaces Req'd.	# Spaces Provided
Totals			

ENVIRONMENTAL CHECKLIST

(TO BE COMPLETED BY APPLICANT)

Will the proposed project result in:

	Yes	No
1. Change in existing features of any bays, tidelands, beaches lakes, or hills, or substantial alterations of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
2. Change in scenic views or vistas from existing residential areas, public lands, or roads.	<input type="checkbox"/>	<input type="checkbox"/>
3. Change in pattern, scale, or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
4. Significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
5. Change in dust, ash, smoke, fumes, or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
6. Change in ocean, bay, lake, stream, or ground water quality or quantity, or alteration of existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>
7. Substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
8. Site is on filled land or on slope of 10 percent or more.	<input type="checkbox"/>	<input type="checkbox"/>
9. Use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
10. Substantial change in demand of municipal services: police, fire, water, sewer, etc.	<input type="checkbox"/>	<input type="checkbox"/>
11. Substantially increase fossil fuel consumption: electricity, oil, natural gas, etc.	<input type="checkbox"/>	<input type="checkbox"/>
12. Related to a large project or series of projects.	<input type="checkbox"/>	<input type="checkbox"/>

If you answered yes for any of the items above, please discuss in detail below. If you need more space for your response, continue on a separate sheet.

LETTER OF NOTIFICATION CERTIFICATION

(TO BE COMPLETED BY APPLICANT)

I _____, hereby certify that the attached list contains the names, addresses and assessor's parcel numbers of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of Orange within the area described by the required 300 foot radius measured from the exterior boundaries of the property legally described as:

Applicant/Representative: _____ Date: _____