



City of San Clemente Planning Division

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ZONING ADMINISTRATOR WAIVER OF MINOR CULTURAL HERITAGE PERMIT FILING INSTRUCTIONS

Purpose

The purpose of the Zoning Administrator waiver process is to eliminate the need for Minor Cultural Heritage Permits for residential projects that, because of their scale, location, or nature, do not have the potential to adversely impact properties on the City's Designated Historic Structures List. The Zoning Administrator waiver process is intended to address projects that are too large to be eligible for staff waivers from Cultural Heritage.

Review Process

Step 1 - Applicant Consideration of Project

Early in the consideration of a Waiver, the applicant should determine what the General Plan and Zoning Ordinance outline for the site under consideration. It is important that the proposed project be consistent with the City's General Plan and Zoning Ordinance. Planning staff may be consulted for opinions on compatibility and compliance with City standards.

Step 2 - 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 3 - Assignment of a Project Planner

Once an application has been submitted to the City, a project planner will be assigned to process your application. This project planner is the project manager for the application. 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 4 - 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 if additional information is required. If the application is incomplete, all processing will stop until the application is made complete by the applicant.

Step 5 - Zoning Administrator Review

Once the application has been deemed complete, it will be calendared for the next regularly scheduled meeting of the Zoning Administrator as a New Business item. At the meeting, the Zoning Administrator will rule on the waiver request.

Appeal to City Council

Zoning Administrator actions may be appealed to the City Council by filing an appeal notice and associated fees with the City Clerk or the Planning Division within the time limits specified within the City's Zoning Ordinance. After the filing of an appeal, a public hearing will be scheduled for the City Council.

Initial Submittal

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 Form** (see page 4 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 pages 5 and 6 of this application)
This form provides the City with project data necessary for determining potential impacts of the proposed project.
- **Plans**
Unless exempted by Planning staff, 3 complete sets of plans, including site plan, floor plans, elevations, height analysis and location map, shall be provided as part of the initial submittal.
- **Fees**
The filing fee collected with this application is used solely to cover the City's cost of discretionary review. Depending on the scope of the proposed project, additional fees may be required. If this application receives Zoning Administrator approval, fees may be required for administrative review (review for the purpose of receiving building permits and/or a business license).

Additional Submittal Requirements

During the review process, the following additional items may be required:

1. Photographs and photographic location map
2. Sample materials board
3. Other information deemed necessary by staff to adequately review the project

APPLICATION CHECKLIST

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

	Submitted	Not Submitted	Not Required
<u>Completed Application</u>			
Application Certification (Form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Description (Form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Development Plans and Related Information</u>			
Plans (3 Sets)	<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"/>

Zoning Administrator Waiver of a Minor Cultural Heritage Permit
[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 _____

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				