



CITY OF SAN CLEMENTE | PLANNING DIVISION

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Potential Required Materials for Public Hearing Applications

The purpose of this document is to describe potential materials that may be required for an application involving a public hearing process, in addition to fees. Please contact a planner to get guidance on which permits are required, the review process, and the required materials to submit in order to have a complete application. Unless exempted by City planning staff, all of the following plans and other materials must be provided as part of a complete application. Only plans conforming with the following guidelines will be deemed complete by the project planner and forwarded to the appropriate review bodies:

Application Certification Form

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.

Environmental Checklist Form

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.

Storm Water Quality Assessment Form

The purpose of this form is to inform the City if a Water Quality Master Plan is required to meet State and Regional Water Control Board requirements.

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 will be accepted). If you have any questions as to the applicability of this section, please contact Planning staff.

Fees

The filing fee collected with this application is used solely to cover the City's cost of discretionary review (review by the Zoning Administrator, Planning Commission, or City Council). Depending on the scope of review necessary to properly evaluate the proposed project, additional fees may be required. If this application receives discretionary approval, fees may be required for administrative review (review for the purpose of receiving building permits and/or a business license).

Development Plans

1. All plans shall be drawn to scale and on uniform sheets no smaller than 11" x 17", and no larger than 30" x 42".
2. All site, landscape, grading and drainage plans shall be drawn to scale (ex. 1" = 20', 1" = 30', 1" = 40', or 1" = 50') with the scale clearly labeled. Grading plans shall be in an engineering scale not to exceed 1" = 40'.
3. All elevations shall be drawn to an architectural scale no smaller than 1/4" = 12". A scale of 1/8" = 12" may be used for larger commercial or industrial buildings or other large buildings as determined by the Planning Division.
4. All necessary plans may be required to provide the information in the following pages, and shall be collated and stapled together into development package sets, and **folded** to 8.5" x 12" for submittal.
5. A copy of all plans shall be provided as PDFs on either a CD or flash drive.
6. The site plan shall be the first sheet of the development package, or second if a cover sheet is provided.
7. All sheets shall include a title block with the project name and project location.
8. All plans shall be clear, legible, and accurately scaled and drawn.
9. All plans shall be clearly labeled with sheet title and type of application.
10. Title report(s) no older than six months may be required.
11. A completed water quality checklist form shall be submitted.
12. Required story pole plan if required for the proposal (see Planning staff).

Detailed Site Plans

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 contours, streets, sidewalks, alleys, driveways, drainage facilities, street lights, and curb cuts on site and within 20 feet of the site (full right-of-way of streets and alleys) shall be shown. Indicate whether streets and alleys are public or private. Larger developments are subject to additional requirements.
5. Subject property dimensions, lot lines and size of site in square feet and acres.
6. Existing and proposed land use.
7. Indicate existing structures with solid lines. Structures or portions of structures to be removed shall be clearly labeled as dashed lines.
8. Location, dimensions, nature and status of all existing and proposed easements.
9. All existing trees (common name, estimated 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, 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 and show required setbacks.
13. 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.

14. Path of travel from public way and handicap parking stalls to primary entrance(s).
15. Show edge of roof, roof overhang, and distance to property line to roof edge.
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. applicable development standards and the project's compliance/noncompliance with each requirement;
 - b. square footage of lot;
 - c. parking breakdown by use;
 - d. square footage of proposed structures, additions, and remodel area;
 - e. cover sheet shall include building data (occupancy classification, construction type, building height, number of stories, area of existing buildings, building area of proposed addition, and proposed remodel area); and
 - f. indicate whether existing structure(s) has/have fire sprinklers.
20. Location of all fire protection devices including post indicator valves, detector check (backflow prevention equipment) and fire department connection.
21. Location of all existing and proposed utility boxes and vaults and any relocation sites if applicable.
22. Location of existing and proposed bike racks.

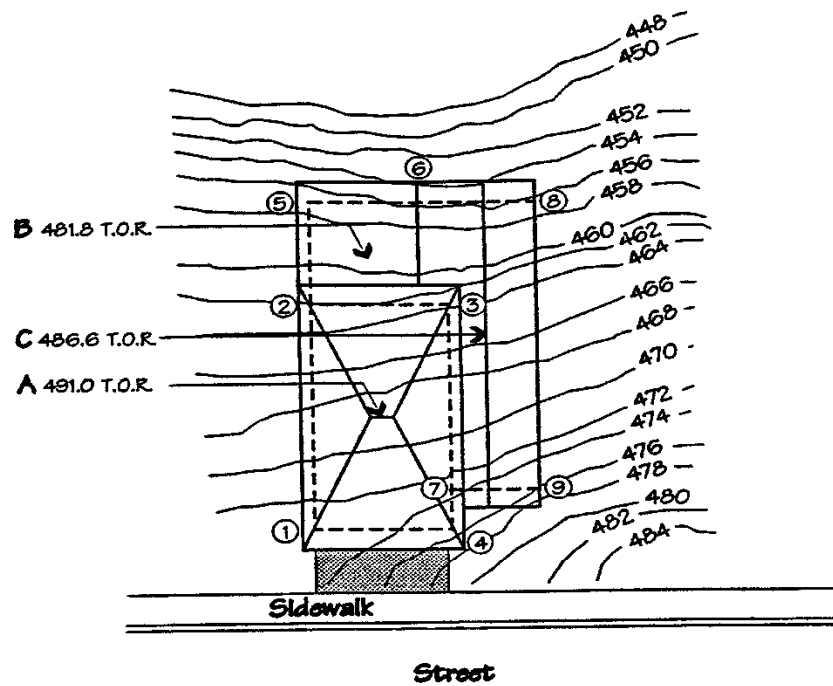
Floor Plans

1. Interior layout and dimensions of all floors.
2. Finished floor elevations of ground floors.
3. Show all rooms and their use.
4. Provide exiting analysis to show compliance with California Building Code requirements.
5. Differentiate between existing (E) and new (N) elements.
6. If demolition work is proposed, provide a separate demolition floor plan showing extent of proposed work, including exterior/interior wall finishes, ceiling finishes, and roof coverings to be removed.
7. Building cross sections with vertical floor-to-floor/floor-to-roof dimensions.

Roof Plans

1. Direction and pitch of all roof elements.
2. Roofing material.
3. Location and dimensions of all roof mounted equipment and required screening.
4. Height analysis.
5. Differentiate between existing (E) and new (N) elements.

Note: The City of San Clemente measures height from either original 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. Figure 1 shows the height analysis that applies to sites where height is measured from original grade (grade prior to development).



Height Analysis

	①	②	③	④		
A Ridge Elevation	491.0	491.0	491.0	491.0		
Existing Grade	472.5	461.5	462.7	477.0	= 90.3	= 22.6
	18.5	29.5	28.3	14.0	4	
B Roof Elevation	481.8	481.8	491.8	481.8		
Existing Grade	461.5	463.4	450.8	452.0	= 99.9	= 25
	20.3	18.4	31.0	29.8	4	
C Ridge Elevation	486.6	486.6	486.6	486.6		
Existing Grade	452.0	469.0	454.5	472.0	= 98.9	= 24.7
	34.6	17.6	32.1	14.6	4	

Figure 1. Height Analysis

Elevations

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 architectural features. Indicate all features to be removed as dashed lines.
7. Differentiate between existing (E) and new (N) elements.
8. Specify all materials to be used.
9. 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.
10. Indicate all existing and/or proposed signs (proposed signs may be subject to a discretionary process).

Section Details

1. Cross section of building(s) shall include existing and proposed grades from property line to property line.
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

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: If required, 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

1. Existing and proposed contours on- and off-site for 15 feet (2 feet interval may be required).
2. Existing and proposed flow lines.
3. All existing and proposed retaining walls with detailed information including top of wall and finished surface/grade on both sides of the wall.
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 elevations.
8. Cross sections from side property line to side property line and center line of street to rear property plus any impacted features on adjacent properties showing existing conditions and improvements.
9. Existing improvements and trees shown in existing locations and note whether they are to remain, be relocated or removed.

Note: If required, 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

1. Flow lines.
2. Retaining structures.
3. Drainage facilities and structures.
4. Hydrology and hydraulic 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: If required, 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

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.

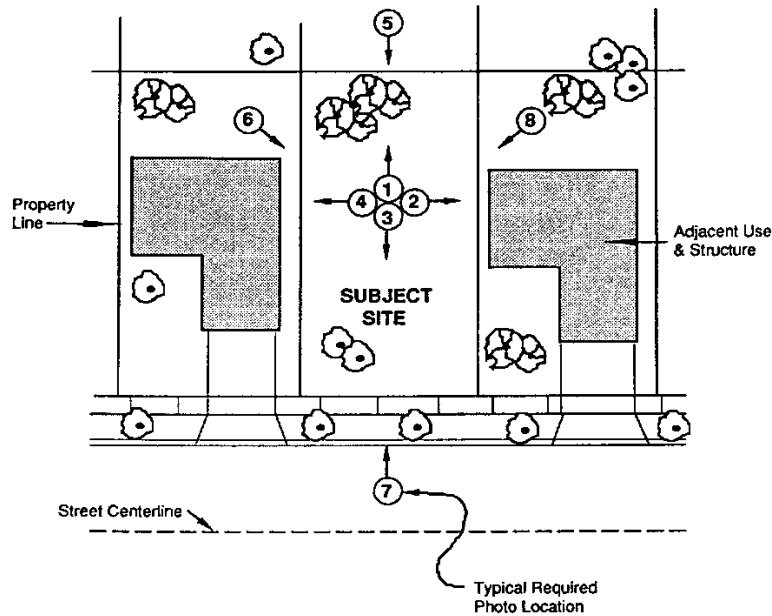
Illustrated and Colored Elevations

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 1/2" x 11" paper and include a photographic location map as shown in Figure 2.

*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 as shown in Figure 3 below. 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 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.

City of San Clemente
Planning Division
910 Calle Negocio,
CA 92673

[provide stamp]

[assessor's parcel number]
John and Mary Doe
1234 El Camino Real
San Clemente, Ca
92672

Figure 3. Properly Prepared 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.