



City of San Clemente

Coastal In-concept Review Application

Application Certification

(to be completed by applicant and owner(s))

Affidavit

State of California)
County of Orange)
City of San Clemente)

I, _____(print name), 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's Signature: _____

Address: _____

Phone: (_____) _____ - _____

Application Authorization

(If you are the applicant **and** the owner, you must sign in both locations.)

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

Owner's Signature: _____

Address: _____

Phone: (_____) _____ - _____

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

(Notary Public)

In-concept Submittals for Administrative Reviews

When a project does not meet criteria of the Categorical Exclusion Order to bypass California Coastal Commission review (e.g. coastal canyon lot), a City approval “in-concept” is required, and the submission and approval of a CCC application before building and grading permits can be issued by the City of San Clemente.

For projects that do not require a City discretionary zoning approval, an in-concept review and approval is limited to a review of a project’s compliance with the Municipal Code. The City does not review projects for consistency with policies in the Local Coastal Land Use Plan (LUP). Please be advised that the California Coastal Commission (CCC) may take into consideration the policies in the City’s LUP in their review and decision making process on projects. This may result in project changes and require subsequent review by City staff prior to issuance of any building or grading permits.

Please complete the following process when a project requires the approval of the California Coastal Commission (Coastal Commission).

1. Submit materials for an in-concept.
 - A completed Appendix B (Local Agency Review Form) from the Coastal Commission’s Coastal Development Permit Application. Attached to email. **Please note:** Section 2 will be completed by the City.
 - If the project includes grading, new development or a major remodel, especially on a coastal canyon or blufftop (see attached definitions), a geotechnical report identifying the required setback. A deposit account needs to be setup for geotechnical review. An electronic PDF copy and five sets of plans are needed.
 - An electronic plan set of the development plans, including:
 - Site plan, floor plans, elevations, roof plan, height analysis, and drainage plan (and/or subdivision map if one was involved). If the property is located on the coastal bluff, provide the legal lot area as well as the currently existing lot area;
 - Topographic survey, that is prepared by a registered civil engineer, for new development and major remodels.
 - Landscape plans if landscaping is replaced or new. Landscape plan requirements are on the City website [here](#).
 - The fee consistent with the fee schedule adopted by City Council. \$602.13 (\$26 imaging, \$576.13 for in-concept) addressed to “City of San Clemente” or drop it in our mailbox in front of City hall within a sealed envelope (please reference the address). If landscaping is proposed, a landscape review is required for an additional cost of \$220.

Submittal instructions are at the top of the website here: [https://www.san-clemente.org/departments-services/planning-services/applications](https://www.san-clemente.org/departments/services/planning-services/applications)

2. The City will review the application and provide any comments or corrections as necessary. Once the plans are approved, the applicant will be requested to submit two additional identical sets to be stamped by a planner. Once all plan sets are stamped, the applicant can submit the plans and any other required materials and information to the Coastal Commission.
3. The Coastal Commission has a separate application form and fee which must be submitted to them along with the City-approved set of plans and the completed Appendix B form. Please contact the Coastal Commission to obtain a copy of their required application and any information on their application process.

How to contact the Coastal Commission: California Coastal Commission
South Coast Area Office
200 Oceangate, 10th Floor, Suite 1000
Long Beach, CA 90802-4302
Telephone: (562) 590-5071
www.coastal.ca.gov

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: _____

Address: _____

Daytime Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Fax: (____) _____ - _____

Email Address: _____ @ _____ . _____

Owner

Name: _____

Address: _____

Daytime Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Fax: (____) _____ - _____

Email Address: _____ @ _____ . _____

Architect

Name: _____

Address: _____

Daytime Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Fax: (____) _____ - _____

Email Address: _____ @ _____ . _____

Engineer

Name: _____

Address: _____

Daytime Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Fax: (____) _____ - _____

Email Address: _____ @ _____ . _____

APPENDIX B

LOCAL AGENCY REVIEW FORM

SECTION A (TO BE COMPLETED BY APPLICANT)

Applicant _____

Project Description _____

Location _____

Assessor's Parcel Number _____

SECTION B (TO BE COMPLETED BY LOCAL PLANNING OR BUILDING INSPECTION DEPARTMENT)

Zoning Designation _____ du/ac

General or Community Plan Designation _____ du/ac

Local Discretionary Approvals

Proposed development meets all zoning requirements and needs no local permits other than building permits.

Proposed development needs local discretionary approvals noted below.

Needed Received

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Design/Architectural review |
| <input type="checkbox"/> | <input type="checkbox"/> | Variance for _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Rezone from _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Tentative Subdivision/Parcel Map No. _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Grading/Land Development Permit No. _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Planned Residential/Commercial Development Approval |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plan Review |
| <input type="checkbox"/> | <input type="checkbox"/> | Condominium Conversion Permit |
| <input type="checkbox"/> | <input type="checkbox"/> | Conditional, Special, or Major Use Permit No. _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Other _____ |

CEQA Status

- Categorically Exempt Class _____ Item _____
- Negative Declaration Granted (Date) _____
- Environmental Impact Report Required, Final Report Certified (Date) _____
- Other _____

Prepared for the City/County of _____ by _____

Date _____ Title _____

City of San Clemente

Coastal Definitions

as defined in Coastal Act Section 30103. (For a graphic depiction of the coastal zone within the City of San Clemente, refer to the coastal boundary indicated on Figure 1-1 Coastal Zone Boundary). (Reference California Public Resources Code section 30103.)

“COMPLETE STREETS” means streets that comfortably accommodate all users, with particular emphasis on pedestrians, bicyclists, and public transportation, as well as people of all ages and physical abilities. The Complete Streets Act of 2008 requires circulation elements to incorporate multimodal transportation into the General Plan.

“CUMULATIVE EFFECT” means the incremental effects of an individual project reviewed in connection with the effects of past projects, the effects of other current projects and the effects of probable future projects (Reference California Public Resources Code section 30105.5).

“DEMOLITION” means the intentional removal, or destruction of any portion of a building or structure.

“DEVELOPMENT” means on land, in or under water, the placement or erection of any solid material or structure; discharge or disposal of any dredged material or of any gaseous, liquid, solid, or thermal waste; grading, removing, dredging, mining, or extraction of any materials; change in the density or intensity of use of land, including, but not limited to, subdivision pursuant to the Subdivision Map Act (commencing with Section 66410 of the California Government Code), and any other division of land, including lot splits, except where the land division is brought about in connection with the purchase of such land by a public agency for public recreational use; change in the intensity of use of water, or of access thereto; construction, reconstruction, demolition, or alteration of the size of any structure, including any facility of any private, public, or municipal utility; and the removal or harvesting of major vegetation other than for agricultural purposes, kelp harvesting, or timber operations which are in accordance with a timber harvesting plan submitted pursuant to the provision of the Z'berg-Nejedly Forest Practice Act of 1973 (commencing with Section 45.11). As used in this section, "structure" includes, but is not limited to, any building, road, pipe, flume, conduit, siphon, aqueduct, telephone line, and electrical power transmission and distribution line.

“EMERGENCY” means a sudden, unexpected occurrence demanding immediate action to prevent or mitigate loss of or damage to life, health, property or essential public services. (Reference Title 14 California Code of Regulations section 13009.)

“LIVING STREETS” Streets that embody complete streets (see Complete Streets definition above) and also include consideration of other issues related to economic vibrancy, equity, environmental sustainability, aesthetics, and more.

“LOCAL COASTAL PROGRAM (LCP)” means a program for the use of property within the Coastal Zone. The Local Coastal Program includes the Land Use Plan, land use regulation maps, and specific implementing regulations such as zoning ordinances, which have been adopted by the local government and certified by the California Coastal Commission pursuant to the Public Resources Code to implement the provisions and policies of the Coastal Act by the local government. Local governments with certified LCPs can issue Coastal Development Permits (Reference California Public Resources Code section 30108.6).

“LOW IMPACT DEVELOPMENT” An innovative stormwater management approach with a basic principle that is modeled after nature, using design techniques that infiltrate, filter, store, evaporate, and detain runoff close to its source in order to protect water quality and associated aquatic habitat and maintain pre-development hydrologic characteristics.

“MAJOR REMODEL” Alterations that involve (1) additions to an existing structure, (2) exterior and/or interior renovations, and/or (3) demolition of an existing bluff top or beachfront or coastal canyon single-family residence or other principal structure, or portions thereof, which results in:

- a. Alteration of 50% or more of major structural components including exterior walls, floor and roof structure, and foundation, or a 50% increase in floor area. Alterations are not additive between individual major structural components; however, changes to individual major structural components are cumulative over time from January 1, 1977.
or
- b. Demolition, renovation or replacement of less than 50% of a major structural component where the proposed alteration would result in cumulative alterations exceeding 50% or more of a major structural component, taking into consideration previous alterations approved on or after the date of certification of the LUP; or an alteration that constitutes less than 50% increase in floor area where the proposed alteration would result in a cumulative addition of greater than 50% of the floor area taking into consideration previous additions approved on or after January 1, 1977.

If development constitutes a Major Remodel as defined herein, a Coastal Development Permit shall be required. As used in this LUP, the term “redevelopment” shall be interchangeable with the term “major remodel.”