



Planning Division
City of San Juan Capistrano
 32400 Paseo Adelanto
 San Juan Capistrano, CA 92675
 949.443.6331/Fax: 949.661.5451
www.sanjuancapistrano.org

**COMPREHENSIVE APPLICATION
 FOR DEVELOPMENT REVIEW AND
 LAND USE APPROVAL**

Staff Use Only:

PROJECT LOG NUMBER: _____ OTHER PROJECT NUMBERS: _____

DATE SUBMITTED: _____ RECEIVED BY: _____

DEVELOPER DEPOSIT ACCOUNT NO.: _____ INITIAL DEPOSIT AMOUNT: _____

Applicant Use: (Mark all entitlements that apply to this application)

Architectural Control	Conditional Use Permit	Discretionary Use Permit	General Plan Amendment	Grading Plan Modification	Sign Monument (not part of AC)
Sign Program	Site Plan Review	Temporary Use Permit	Tentative Parcel Map	Tentative Tract Map	Time Extension
Tree Removal (as development project)	Zone Change	Zone Variance	Initiation of Code Amendment, Zone Change, or General Plan Amendment	Modification to Entitlement (please mark item listed above and mark here)	
Other: _____					

PROJECT TITLE: _____

Address or general project location: _____

Assessor's Parcel No(s): _____ Tract/Parcel Map No.: _____ Lot No(s): _____

Lot Acreage: _____ Associated Project(s): _____

Property Owner of Record: _____

Telephone No. (____) _____ E-mail: _____

Mailing Address: _____

STREET

CITY

STATE

ZIP

Applicant (if different from property owner): _____ Company: _____

Telephone No. (____) _____ E-mail: _____

Mailing Address: _____

STREET

CITY

STATE

ZIP

Scope of Work: (detailed description and purpose of project to be included in Letter of Intent)

NOTE:

*Plan review, permits, and inspections are also required from Public Works & Utilities and Building & Safety prior to occupancy of the proposed project.

*All new development projects are subject to Development Impact Fees. Please refer to the City's adopted fee schedule.

**CERTIFICATION OF FINANCIAL RESPONSIBILITY &
AUTHORIZATION FOR AGENT TO ACT ON BEHALF OF LEGAL PROPERTY OWNER**

I certify that I understand that the City operates on the basis of full cost recovery for the processing of planning projects and I accept full financial responsibility for paying the cost of all application processing costs. Deposits made at the time of application are estimated costs for processing of applications and actual processing costs may be lesser or greater than the initial payment. Additional deposits may be required to cover the actual costs for review of projects. I understand that if at any time available deposits are insufficient to cover remaining projected costs to complete processing, all staff work on the project will be stopped until sufficient additional funds are deposited with the City. Furthermore, the lack of sufficient funds on deposit will constitute an incomplete application and will suspend required processing time frames.

I further certify that the information furnished above and in any attached exhibits is true and correct. The property owner further certifies that they are the legal owner of the property, consent to the filing of this application, and have authorized the applicant below to represent them with respect to the processing of this application.

Finally, I understand that incomplete applications cannot be transmitted or processed. To process a case in an expeditious manner, a complete application package is necessary.

Applicant's Signature

Date

Property Owner's Signature

Date

Applicant's Printed Name

Property Owner's Printed Name

**When more than one application is filed, only the greatest number of requirements for one entitlement needs to be submitted.

Staff Use:	Requirements for Filing Comprehensive Application for Development and Land Use Approval	Architectural Control	Conditional Use Permit	Discretionary Use Permit	General Plan Amendment	Grading Plan Modification	Tentative Parcel Map	Tentative Tract Map	Time Extensions	Tree Removal	Sign Monument (not part of AC)	Sign Program	Site Plan Review	Zone Change	Zone Variance	Modification to Current Entitlement	Initiation of Amendment
	Application & Authorization Form (and Deposits from Fee Schedule)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Environmental Information Form	1	1	1	1		1	1					1	1			
	Preliminary Drainage, Geology, & Hydrology Studies	4	4	4		4	4	4					4				
	Preliminary Water Quality Management Plan if priority water project	4	4	4	4	4	4	4									
	OCCA Plan Review Submittal Criteria Form	1	1	1	1	1	1	1					1	1	1	1	1
	Preliminary Title Report, including Legal Description of Property/Grant Deed and easement documents & Assessor's Parcel Map (Outlining project boundaries)	5	5	5	5	5	5	5	5		5		5	5	5	5	5
	On-site sign posting (20 days prior to public hearing)	1	1	1	1	1	1	1					1	1			
	Notification List (in accordance with "Notification Preparation Packet" attached)	1	1	1	1	1	1	1	1				1	1	1	1	
	Compact disc or thumb drive with PDF copy of application, all studies, reports, plans, and photographs of the site/project.	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Letter of Intent – Describing intended use of property, and why request is being made.	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Site Plans or Tract/Parcel Maps (Full Size 24"x36"), including Traffic Circulation Plan	2	2	2	2	2	2	2		2	2	2	2	2	2	2	*2
	Preliminary Grading and Drainage Plans (Full Size)	2	2			2	2	2					2		2	2	*2
	Architectural Elevations, including colors and materials identified (Full Size)	2	2	2							2	2	2		2	2	*2
	Floor Plans (Full Size)	2	2	2								2	2		2	2	*2
	Conceptual Dry and Wet Utilities Plans, (Full Size)	2	2	2		2	2	2				2	2		2	2	
	Conceptual Landscaping Plans (Full Size)	2	2	2		2	2	2		2	2	2	2		2	2	2
	11 x 17 reduction of COMPLETE SETS of required plans	10	10	10	10	10	10	10		2	10	10	10	10	5	10	*10
	Plans listed in this block MUST be assembled together in sets and stapled (sets are site plans, preliminary grading plans, architectural elevations, floor plans, conceptual utility plans, and conceptual landscaping plans) and folded to a MAXIMUM size of 8 ½" X 11"															*If applicable	

ENVIRONMENTAL INFORMATION FORM

Project Description

1. Lot size in acres: _____.
2. Project area in square feet: _____.
3. Number of existing/proposed floors in existing building: _____.
4. Amount of off-street parking provided: _____.
5. Associated projects: _____.
6. Anticipated future development/phases on the project site: _____.
7. Include the following information as it is related:
 - If residential, include the number of units, schedule of unit sizes, and a table verifying development standards.
 - If commercial, indicate the type, square footage of sales area, and identify loading facilities.
 - If industrial, indicate type, estimated number of employees and identify loading facilities.
 - If institutional, indicate the major function, estimated number of employees, loading facilities, and community benefits to be derived from the project.
 - If the project involves a variance, conditional use or rezoning application, indicate clearly why the application is required.
8. Provide additional information if any of the following items are applicable to the project or expected effects:
 - Change in ground contours.
 - Change in scenic views or vistas from existing residential areas or public lands or roads.
 - Change in pattern, scale or character of general area of project.
 - Significant amounts of solid waste or litter.
 - Change in dust, ash, smoke, fumes or odors in vicinity.
 - Change in ground water quality or quantity, or alteration of existing drainage patterns.
 - Substantial change in existing noise or vibration levels in the vicinity.
 - Site on filled land or on slope of 10 percent or more.
 - Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.
 - Substantial change in demand for municipal services (police, fire, water, sewage, etc.).
 - Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).
 - Relationship to a larger project or series of projects.

Environmental Setting

9. Describe the project site as it presently exists, including information on topography, soil stability, and any biological, cultural, historical or scenic aspects. Describe any existing structures and current uses on the site. Attach photographs.
10. Describe surrounding properties, including information on any biological, cultural, historical or scenic aspects. Indicate the type of land use, intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs.

Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date: _____

Signature: _____

For: _____

CHECKLIST OF REQUIRED INFORMATION. Please note that some items may not be applicable to every project. Please indicate on the below checklists where each item can be found in the plans or if it is not applicable (N/A).

1. SITE PLANS: Please mark one: _____ *Applicable* _____ *Not Applicable*

- _____ Licensed land surveyor or registered civil engineer shall sign, seal and provide their California registration or license number and the date of expiration of such number.
- _____ List the names, addresses, and telephone numbers of the owners of record, and the surveyor, or engineer preparing the map.
- _____ List the names, addresses and telephone numbers of all utility companies which will serve the project including, but not limited to, water supply, sewage disposal, telephone, cable, electrical and natural gas.
- _____ Clearly show the north arrow (directed toward the top of the map), the scale of the plan, the boundary lines, dimensions of the project and the date of preparation of the plan.
- _____ Provide a vicinity map at a scale of one (1) inch equals eight hundred (800) feet of the area showing the proposed subdivision in relation to the adjacent subdivision, established roads, landmarks, etc., within one –quarter (1/4) mile of the exterior boundaries of the proposed project.
- _____ List the Assessor's Parcel Number (s) for the entire project.
- _____ Provide a legal description of the land included within the proposed project.
- _____ Provide information demonstrating legal, dedicated access to the subdivision and all proposed lots within the subdivision. Also demonstrate that no adjoining parcels are landlocked subsequent to the proposed project.
- _____ Show all boundary lines of the proposed project with appropriate bearings and distances.
- _____ Show the General Plan land use designation, zoning district classification and land use or uses of the adjoining property within one hundred (100) feet of the proposed project, including that which is across any streets. Indicate the distances from all property lines and use of any structures on adjoining property.
- _____ Show the locations, names and existing rights-of all adjoining highways, streets, alleys and /or ways, roads, etc. If none exist, show access to the property.
- _____ Show the centerline profile and grade for each proposed highway, street or drainage improvement shown on the plan.
- _____ Show the width and location of all recorded and/or proposed easements, dedication of streets or rights-of-way.
- _____ Show the radius of all curves on highways and streets.
- _____ Show the location and outline, to scale, of each existing building, utility pole or other above ground structure. Note on the map whether such building, pole or structure is to be removed from, or remain within the project.
- _____ Show the location of existing and proposed water lines, sewers, culverts, bridges, drain pipes, fire hydrants and water wells within the project.
- _____ Show the location of existing and proposed easements for water, sewers, culverts, bridges, drain pipes, and fire hydrants within the project.
- _____ Total square footage of each building, number of stories, number and size of dwelling units and number of bedrooms, it applicable.
- _____ Number of parking and loading spaces required and provided.
- _____ Square footage and percent of the site devoted to building, landscaping, and paved areas for parking and circulation.

- _____ Property lines, dimensions, and net lot area (lot coverage).
- _____ Footprint of all structures and any overhangs or projections.
- _____ Location of all entrances and loading doors.
- _____ All setbacks and distances between buildings and/or structures.
- _____ Location, typical dimensions, and type of surfacing for all driveways, parking spaces and loading areas.
- _____ Location of all trash enclosures, transformers and any equipment outside of building.
- _____ Location, height, and materials of all walls and fences.
- _____ Location of all existing fire hydrants.
- _____ Proposed phases of project (if any).

2. PRELIMINARY GRADING AND DRAINAGE PLANS: Please check one: _____ *Applicable* _____ *Not Applicable*

- _____ Proposed grades, elevations, slopes, and structures on the site (shown in full-tone lines).
- _____ All existing contours and structures on the site (shown in half-tone lines) and within twenty-five feet (25') of the boundaries of the site.
- _____ Show scaled proposed sections around property boundaries.
- _____ Show locations and limits of any existing floodway and floodplain areas.
- _____ Location and elevation of all existing and proposed circulation and utility improvements, including streets, curbs, driveways, sidewalks, median islands, water, sewer, and drainage courses on the site and within 100 feet of the boundaries of the site.
- _____ Preliminary drainage plan shall show or explain the drainage area tributary to the site and include a statement setting forth in detail the manner in which storm water runoff will enter the site, the manner in which it will be carried through the site, and the manner in which disposal beyond the site boundaries be accomplished. Detention basins may be required unless storm water is directed to an improved storm drain facility.

3. ARCHITECTURAL ELEVATIONS: Please check one: _____ *Applicable* _____ *Not Applicable*

- _____ Provide all dimensions for all elevations from lowest to highest points.
- _____ Call out material and colors (provide material board of 8 1/2" x 11" size).
- _____ Show variation in plane and textures to demonstrate architectural compatibility with surrounding developments.

4. FLOOR PLANS: Please check one: _____ *Applicable* _____ *Not Applicable*

- _____ Show dimensions and Square footage of unit(s).
- _____ Show eave projections past wall.
- _____ Shade proposed additions(s).

5. **CONCEPTUAL LANDSCAPING PLANS:** Please check one: Applicable Not Applicable

- Plant palette and sizes of materials.
- Locations and numbers of trees, shrubs and acres of ground covering, including spacing of ground cover. Identify slope areas.
- Proposed wall & fences and their materials.
- For Tentative Tract Maps landscape plans should address streetscapes, entry statements, and public spaces such as detention basins.

6. **CONCEPTUAL UTILITY PLANS:** Please check one: Applicable Not Applicable

- Show locations of existing and proposed wet and dry utilities including water, sewer, drainage, gas, power, and telephone and any related existing and proposed easements within the property.

7. **TENTATIVE TRACT AND PARCEL MAPS:** Please check one: Applicable Not Applicable

- Tentative Map Number (Assigned by County Surveyor's Office)
- Licensed land surveyor or registered civil engineer shall sign, seal and provide their California registration or license number and the date of expiration of such number.
- List the names, addresses and telephone numbers of the owners of record, the subdivider and the surveyor or engineer preparing the map.
- List the names, addresses and telephone numbers of all utility companies which will serve the subdivision including, but not limited to, water supply, sewage disposal, telephone, cable, electrical and natural gas.
- Clearly show the north arrow (directed toward the top of the map), the scale of the map, the boundary lines, dimensions of the project and the date of preparation of the map.
- Provide a vicinity map at a scale of one (1) inch equals eight hundred (800) feet of the area showing the proposed subdivision in relation to the adjacent subdivision, established roads, landmarks, etc., within one -quarter (1/4) mile of the exterior boundaries of the proposed subdivision.
- List the Assessor's Parcel Number (s) for the entire subdivision.
- Provide a legal description of the land included within the proposed tentative map.
- Provide information demonstrating legal, dedicated access to the subdivision and all proposed lots within the subdivision. Also demonstrate that no adjoining parcels are landlocked subsequent to the proposed subdivision.
- Show all boundary lines of the proposed subdivision with appropriate bearings and distances.
- Show the lot layout, dimensions of each lot (ditto marks are not acceptable) and a number or letter for each lot in consecutive order. Circle the last lot number and/or letter.
- List the total acreage, the number of numbered lots and the number of lettered lots. Also list the size of each numbered and /or lettered lot and remainder parcels, if shown.
- List the minimum, maximum and average lot size. Also list the existing and proposed zoning district classification for each lot and its proposed use.
- Show the General Plan land use designation, zoning district classification and land use or uses of the adjoining property within one hundred (100) feet of the proposed subdivision, including that which is across any streets. Indicate the distances from all property lines and use of any structures on adjoining property.

- _____ Show the locations, names and existing rights-of all adjoining highways, streets, alleys and /or ways, roads, etc. If none exist, show access to the property.
- _____ Show the centerline profile (i.e. cross section) and grade for each proposed highway, street or drainage improvement shown on the tentative map.
- _____ Show the width and location of all recorded and/or proposed easements, dedication of streets or rights-of-way.
- _____ Show the radius of all curves on highways and streets.
- _____ Show the location, all flood hazard areas and their designations.
- _____ Show the location and outline, to scale, of each existing building, utility pole or other above ground structure. Note on the map whether such building, pole or structure is to be removed from, or remain within the subdivision.
- _____ Show the location of existing and proposed water lines, sewers, culverts, bridges, drain pipes, fire hydrants and water wells within the subdivision.

8. SPECIAL STUDIES

Studies that may be appropriate to identify necessary mitigation measures to support findings of "No Significant Impact" after mitigation. Please contact City Staff if you are unsure whether any of these studies are required. These may typically include the following:

_____ **Preliminary Water Demands and Hydraulic Analysis.** The Preliminary Water Demands study shall estimate the potable water demand for the development and determine the on-site and off-site potable water facilities that will be needed to provide potable water service to the project. Hydraulic analysis will provide preliminary sizing data for the on-site water distribution system throughout the proposed development.

_____ **Preliminary Sewer Flow Study.** This study shall estimate the quantity of wastewater to be generated by the proposed development and determine onsite and offsite sewer facilities that will be needed to provide sewer service to the proposed development.

_____ **Preliminary Drainage and Hydrology Studies.** The Preliminary Hydrology Study shall identify offsite flows the impact the proposed development and identify the increased onsite flows. The Study shall address how the proposed development shall accept offsite flows that impact the proposed development and demonstrate how the proposed development will safely convey the offsite flows while protecting the proposed development. The Study shall also demonstrate how the proposed development will reduce the increased onsite runoff to less than 90% of pre-developed drainage runoff flows. The Preliminary Hydrology Study shall be engineered using County of Orange Flood Control methodologies and included calculations, maps, diagrams and a written summary that contains recommendation of how offsite flows and increased onsite runoff shall be mitigated.

_____ **WQMP.** All development/redevelopment projects, regardless of priority, shall implement the site design and source control principles, where applicable and feasible, to maximize infiltration, provide retention, slow runoff, and reduce pollutants at the sources. All **priority** projects shall meet Water Quality Management Plan (WQMP) and Hydromodification Management Plan (HMP) requirements as described in the documents and tools available on the City's website using the County of Orange's template for South Orange County Model WQMP. The project's WQMP is a plan for minimizing the adverse effects of urbanization on site hydrology, runoff flow rates and pollutant loads. **Note:** The Preliminary WQMP (pWQMP) is required as part of the Project Application. If the project is a priority project An application will not be deemed complete without a pWQM. It should be noted that the pWQMP is not considered a "conceptual" document and requires detailed engineering sizing calculations and location details for selected BMPs.

See <http://sanjuancapistrano.org/index.aspx?page=1543> for additional information.

_____ **Cultural Resources Report. (i.e. Archeological Resources Study, Historic Buildings Survey, etc.)** Prepared consistent with City Council Policy #601.

_____ **Arborist Report & Tree Survey.** The arborist report shall identify the size, species and disposition of all trees. The evaluation should be conducted pursuant to the International Society of Arboriculture (ISA) standards and practices. The tree survey shall be in the form of a site plan identifying the size, species, and location of all trees.



ORANGE COUNTY FIRE AUTHORITY

COM

Plan Submittal Criteria for COMMERCIAL projects, MULTIFAMILY RESIDENTIAL projects and RESIDENTIAL TRACT developments

INSTRUCTIONS: Fill in the project/business address and provide a brief description of the scope of work and type of business operation that will take place. Answer questions 1 through 10, read and initial items 11 and 12, then complete and sign the certification section. If you answer "YES" to *any part* of questions 1 through 10, submit the type of plan indicated in italics to OCFA (see www.ocfa.org for submittal information and locations). In some cases, other plan types not indicated herein may also be necessary depending on specific conditions or operations. If you need help completing this form or have questions regarding requirements for review, please contact OCFA at 714-573-6108 or visit us at 1 Fire Authority Road in Irvine for assistance.

Address (street number & name, suite, city): _____

Project Scope/Business Description: _____

- | | | | |
|--|-----|----|--|
| | YES | NO | |
|--|-----|----|--|
1. Construction of a new building, a new story, or increase the footprint of an existing building? Changes to roadways, curbs, or drive aisles? Addition, relocation, or modification of fire hydrants or fences/gates? Construction within 300 feet of an active or proposed oil well? *Fire Master Plan (PR145)*
 2. Property is adjacent to a wildland area or non-irrigated native vegetation? *Fire Master Plan (PR145); a Fuel Modification Plan may also be required. (PR120, PR124)*
 3. Located in or <100' from a Division of Oil, Gas, and Geothermal Resources (DOGGR) field boundary, <300' from an oil/gas seep, or <1000' from a landfill? *Methane Work Plan. (PR170)*
 4. Installation/modification/repair of underground piping, backflow preventers, or fire department connections serving private fire hydrant/sprinkler/standpipe systems? *Underground Plan. (PR470, PR475)*
 5. Drinking/dining/recreation/meetings/religious functions or other gatherings in a room >750 sq.ft. (>1,000 sq.ft for training/adult education) or >49 people? Healthcare/outpatient services for >5 people who may be unable to immediately evacuate without assistance? Education for children (*academic tutoring for ages 5+ is exempt unless classified as an E occupancy by the Building Official*)? Adult/child daycare? 24-hour care/supervision? Incarceration or restraint? Hotel/apartment or residential facility with 3+ units and 3+ stories (*3-story townhouses/rowhouses where an independent direct exit to grade is provided for dwelling are exempt*)? Congregate housing/dormitories with 17+ people? High-rise structure (55+ feet to highest occupied floor level)? *Architectural Plan (PR200-PR285)*
 6. Installation/modification of locks delaying or preventing occupants from leaving a space or requiring use of a card, button, or similar action to open a door in the direction of exit travel? *Architectural, Sprinkler, and/or Alarm Plan depending on the occupancy and type of device installed (PR200-PR280, PR420-PR425, PR500-PR520)*
 7. Installation/modification/use of spray booths; dust collection; dry cleaning; industrial ovens/drying equipment; industrial/commercial refrigeration systems; compressed gasses; tanks for cryogenic or flammable/combustible liquids; vapor recovery; smoke control; battery back-up/charging systems (>50 gal. electrolyte, >1,000 lb. lithium ion); welding/brazing/soldering, open flame torches, cutting/grinding; or other similar operations? *Special Equipment Plan (PR315, PR340-PR382)*
 8. Storage/use/research with flammable/combustible liquids or other chemicals? Motor vehicle/aircraft maintenance/repair? Cabinetry/woodworking/finishing facility? *Chem Class & floor plan (full architectural plan if H occupancy); Special Equipment Plans may be necessary. (PR315-PR360, PR232-PR240)*
 9. Storage or merchandizing areas in excess of 500 sq. ft. where items are located higher than 12' (6' for high-hazard commodities, plastic, rubber, foam, etc.)? *High-piled Storage Plan (PR330)*
 10. Cooking under a Type I commercial hood; installation or modification of a fire extinguishing system located in a commercial cooking hood? *Hood & Duct Extinguishing System, not just the hood mechanical plan. (PR335)*

Initial each of the following two items indicating that you have read and understand the statement:

11. *Sprinklers/Alarms: Consult Building/Fire Codes and ordinances to determine sprinkler/alarm requirements; if a system is required, plans shall be submitted for OCFA review. Existing buildings undergoing remodel must be evaluated by a licensed contractor to determine if modification is needed; if so, contractor shall submit plans prior to making modifications. (Initial here: _____)
12. Fire Hazard Severity Zone: Consult maps available at building department or on OCFA website to determine if your site is located in a FHSZ. Buildings in a FHSZ may be subject to special construction requirements detailed in CBC Chapter 7A or CRC R327—the building department will determine specific requirements. (Initial here: _____)

Building Department: *If all of the questions have been answered accurately as "NO" and the project does not otherwise require OCFA review of sprinkler or alarm plans*, then you may accept this signed form as a written release that OCFA review is not required. Should you still require that the applicant have plans approved by OCFA please initial here _____ or attach an OCFA referral form and have the applicant submit the form along with the appropriate plans and fees for OCFA review.*

I certify under penalty of perjury under the laws of the State of California that the above is true:

Print name: _____ Signature: _____

Phone Number: _____ Date: _____



ORANGE COUNTY FIRE AUTHORITY

Plan Submittal Criteria for SINGLE FAMILY RESIDENCES/DUPLEXES (use *Commercial* form for residential tracts or lots with 3+ dwelling units)

SFR

INSTRUCTIONS: Fill in the home’s address and provide a brief description of the project including existing area, area after construction is complete, and number of stories (“new 2-story, 4,000 sqft home”; “1-story 1,200 sqft addition”; “300 sqft remodel in 1,500 sqft home”; etc.). Answer questions 1 through 11, then complete and sign the certification section. If you answer “YES” to questions 1 through 9, submit a residential site plan to the OCFA; a “YES” to question 10 requires submittal of a sprinkler plan; see www.ocfa.org for submittal information and locations. In some cases, other plan types identified in italics may also be necessary depending on specific site conditions. If you need help completing this form or have questions regarding requirements for review, please contact the OCFA at 714-573-6108 or visit us at 1 Fire Authority Road in Irvine for assistance.

Address (street number/name, city): _____

Project Description (incl. area/stories): _____

YES NO Are the following applicable to the proposed project or business?

1. Will the *total* square footage of any structure on the property be >3,600 sq.ft., including the area of all enclosed spaces, such as garages, closets, and stairs, and detached structures separated by less than 10’?
2. Is the most remote portion of the structure or addition/modification >140’ from the street (or >290’ to the main entry for sprinklered structures)? Measure along an unobstructed, walkable path around the outside of the structure starting at the curb on the street in front of the property. *Sprinkler plan may also be required.*
3. Is the property on the perimeter of a community containing or adjacent to slopes and hills, adjacent to an open space or wildland area containing non-irrigated vegetation, or found on the property fuel modification zone interface address list held at the Building Department? *Fuel modification plan may also be required.*
4. Does the street providing access to the property have a grade >10% (10’ of elevation change for each 100’ of horizontal distance)? *Sprinkler plan will also be required.*
5. Is the property located in the dead-end “bulb” portion of a cul-de-sac street with a radius <38’ or containing a center island? *Sprinkler plan may also be required.*
6. Are you installing a gate across a driveway or road that is designated as a fire department access roadway or one that serves more than a single home/duplex?
7. Is the nearest fire hydrant >250’ from the property line as measured along the street providing access to the property?
8. Is the property located in any of the following neighborhoods: Midway City; Lemon Heights/Cowan Heights; Orange Park Acres; the unincorporated canyon areas accessed from Santiago Canyon Road; “The Ranch” near San Juan Capistrano? *Fuel modification and sprinkler plans may also be required.*
9. Is the project located in or <100’ from a Division of Oil, Gas, and Geothermal Resources (DOGGR) field boundary or well (active or abandoned), <300’ from an oil or gas seep, or <1000’ from a landfill? *A methane investigation submittal is required. (For projects in Yorba Linda, this requirement only applies to a new home; enclosed, detached accessory structures; or 1000+ sq. ft. additions to existing structures.) To determine if a property is located near wells or an oil field, consult the oil and gas field maps available on the California Department of Conservation’s DOGGR website or contact DOGGR at 714-816-6847.*
10. Is this a new residence? A new accessory building (detached garage, workshop, etc.) that exceeds the *commercial* sprinkler area threshold per local ordinance? An addition or remodel requiring a sprinkler retrofit per local ordinance? An addition to a currently sprinklered building? Existing sprinklered buildings undergoing remodel must be evaluated by a licensed contractor to determine if modification is needed; if so, plans shall be submitted and approved prior to concealing interior construction.
11. Is this site located in a Fire Hazard Severity Zone? Consult the maps available at the building department or on the OCFA website to determine if your site is located in a FHSZ. If so, place a note on any plans submitted to the building department or OCFA, if required*, stating “Project is located in a FHSZ. Buildings may be subject to special construction features detailed in CRC R327, as reviewed and inspected by the building department.” **Answering “YES” to question 11 does not require submittal of plans to the OCFA; submittal is required only if answering “YES” to one or more of questions 1 though 10 above.*

I certify under penalty of perjury under the laws of the State of California that the above is true:

Print name: _____ Signature: _____

Phone Number: _____ Date: _____

Building Department: *If all of the questions have been answered “NO”, then you may accept this signed form as a written release that OCFA review is not required. Should you still require that the applicant have plans approved by the OCFA please initial here _____ or attach an OCFA referral form and have the applicant submit the form along with the appropriate plans and fees for OCFA review.*



City of San Juan Capistrano

NOTIFICATION PREPARATION PACKET

Applications which require a Public Notice must include a mailing list of property owners within a required mailing radius of the project site and on-site posting as stipulated by San Juan Capistrano Resolution No. 07-09-04-01.

Application	Noticing Requirements			
	500ft Mailing	1000ft Mailing	City-wide Mailing	On-site Posting
Annexation			X	X
Conditional Use Permit		X		X
General Plan Amendment			X	X
Grading Plan Modification		X		X
Mobile Home Conversion, Closures, & Cessations			X	X
Tentative Parcel Map		X		X
Tentative Tract Map: residential projects less than 100 dwelling units/lots		X		X
Tentative Tract Map: residential projects greater than 100 dwelling units/lots			X	X
Zone Change (Rezone)			X	X
Zone Variance (residential)	X			
Zone Variance (non-residential)		X		X
Architectural Control (AC): commercial projects less than 100,000 sq.ft. of gross floor area		X		X
Architectural Control (AC): commercial projects greater than 100,000 sq.ft. of gross floor area			X	X
Architectural Control (AC): residential projects greater than 100 dwelling units			X	X
Site Plan Review (SPR)		X		X
Architectural Control (AC) projects located in the P&I and IP District not connected to any other application.		X		X
Sign Programs not connected to an Architectural Control (AC) Application.	X			
Modifications to Architectural Control (AC) that is NOT subject to Administrative Approval.	X			
Modifications to Architectural Control (AC) that is subject to Administrative Approval.	Exempt	Exempt	Exempt	Exempt

***If the application you are submitting is not included in this matrix please contact the Planning Department for your noticing requirements.**

MAILING LISTS:

All mailings lists must be submitted in a compact disk (CD) of an Excel spreadsheet of all real properties within the required radius of the project (see below) with the following information:

- Assessor parcel number, owner name, and mailing address.
- A copy of the relevant assessor parcel map(s) delineating the limits of the public notice area.
- A signed and notarized Affidavit by the person responsible for preparing the list attesting to its accuracy and its compliance with Resolution No. 07-09-04-01.

ON-SITE POSTING REQUIREMENTS:

All projects subject to Public Hearing approval by the Planning Commission and/or City Council are required to post project information signage. ***Please be advised that no application for discretionary action can be scheduled or deemed complete until the required sign notification has been posted and the affidavit with photograph(s) submitted to the Planning Department.***

- The sign shall be visibly installed not more than 10 feet from the boundary of the property that abuts a public or private road. If the property abuts more than one public or private road, the sign shall be installed visible from the road with the highest average daily vehicular trips (ADT).
- If the property does not abut a public or private road, the sign shall be posted where it can be most readily seen by the public.
- An affidavit of posting, available from the Planning Department, must be notarized and filed by the applicant with the Planning Department prior to scheduling the project application(s) for a public hearing review.
- A site plan indicating the location of the sign that will be subject to the project manager's approval.
- Submit a photograph of the sign to the Planning Department.

Each sign shall comply with the following:

- The sign shall be 16 feet square in sign area, measuring four (4) feet in height and four (4) feet in width.
- Support elements for the sign shall be made of four-inch by four-inch wood posts.
- The sign shall not exceed eight (8) feet in height from the ground level.
- The sign shall not be illuminated nor contain any attraction devices such as flags, balloons, etc..
- Sign materials shall be 3/8 inch plywood or pressboard or like material.

- Sign lettering shall be in black with a white background.
- The support elements for the sign shall be between 30 -36 inches below ground level.

Each sign shall have the following information:

- The appropriate heading (Proposed Project)
- Project Description. *Please note that the project description verbiage will be provided to the applicant by the project manager.*
- Name of developer/applicant and the City Planning Department contact information.



City of San Juan Capistrano

Affidavit of Notification List

Application No. _____

Applicant Name _____

Project Name/Location _____

I certify that on _____ day of _____, 200____, we prepared a notification list and a radius map, including properties entirely and partially within _____ feet of the most exterior boundaries of the property being considered in the above referenced project known as (Property Address) _____. The property owner names and addresses listed on the notification list, provided in an excel spreadsheet on a CD, were taken from the latest records of the Orange County Assessor. Such names are recorded in the records of the County Assessor as being the present owner or owners of both the subject property and the property/properties within the required mailing radius of the subject property.

Applicant/Representative Signature

Date

This instrument was acknowledged before me on this day of _____, 20 _____, by _____
In witness whereof I hereunto set my hand and official seal.

Notary Public

My Commission expires on:

In order for the application to be deemed complete please return the completed, notarized affidavit to the assigned case planner at your earliest convenience.

Mailing Address:
32400 Paseo Adelanto
San Juan Capistrano, CA 92675

***City of San Juan Capistrano
Planning Services Department***

Telephone: (949) 443-6331
Fax: (949) 661-5451
www.sanjuancapistrano.org

For Office Use Only

Checked by: _____ Date: _____

Hearing date: _____



City of San Juan Capistrano

Affidavit of Sign Posting

Application No.: _____ Project Name: _____

Applicant Name: _____ Phone: _____

Project Location: _____

Pursuant to the provisions of Title 9, Land Use Code, Section 9-2.302, Notification Procedures, the project applicant is required to post and maintain a 4-foot by 4-foot sign on the project site as soon after filing as possible but at least ten (10) days before any public hearing. The sign board needs to be white with black lettering. The applicant will provide a photograph(s) showing the sign on the project site. Please see Exhibit A to City Council Resolution 10-08-17-03 for the required design specifications of the sign.

Please note: The project applicant shall be solely responsible for installing and maintaining the public notice sign on the project site/property until final action by the decision maker(s) has occurred. Within twenty-one (21) days of final action on the project or an appeal of final action on the project, the applicant shall remove the sign from the project site.

I, the above-listed applicant, hereby certify that the project site has been posted for the subject application as required by the City of San Juan Capistrano Development Services Department. Furthermore, I have provided a photos(s), preferably date-stamped, depicting the installed sign on the project site.

Applicant Signature Date: _____

In order for your project application to be deemed complete, please return the completed affidavit and photograph(s) to the assigned case planner at your earliest convenience by either e-mail or mail to: City of San Juan Capistrano, Development Services Department, 32400 Paseo Adelanto, San Juan Capistrano, CA 92675.

For Office Use Only:

Received & verified by: _____ Date: _____

Public Hearing date: _____ Photos attached: Yes [] No []

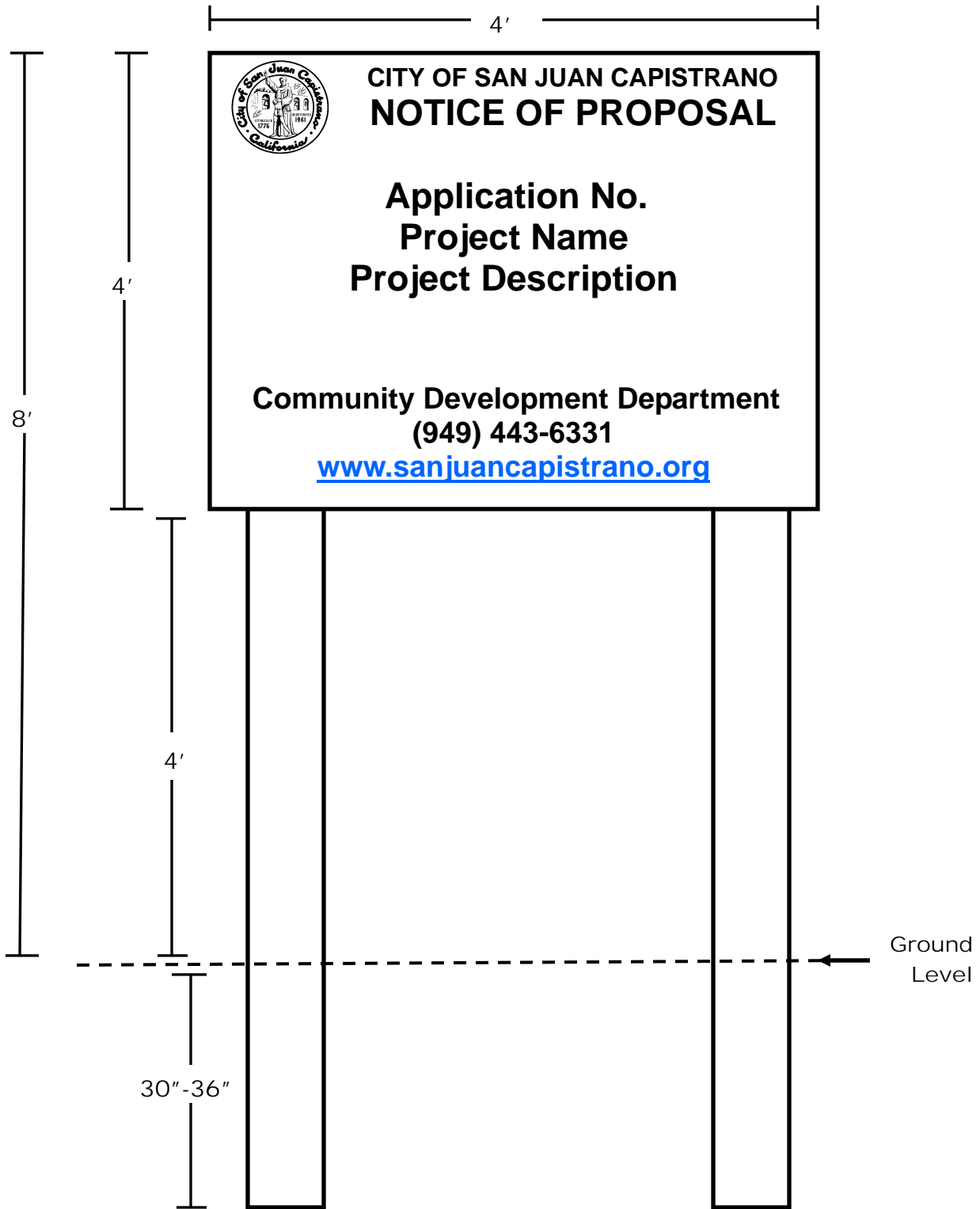


**CITY OF SAN JUAN CAPISTRANO
NOTICE OF PROPOSAL**

**Application No.
Project Name
Project Description**

**Community Development Department
(949) 443-6331**

www.sanjuancapistrano.org



Not to Scale