

# REVIEW PROCESS

**PRE-APPLICATION:** The applicant meets with staff to become familiar with zoning requirements applicable to the project.

**APPLICATION SUBMITTAL:** City staff reviews application for completeness. If complete, staff reviews the project for determination of compliance with the California Environmental Quality Act. The project is reviewed by the Zoning Administrator, Planning Commission, and/or other boards and commissions, as deemed necessary.

**ZONING ADMINISTRATOR:** The Zoning Administrator conducts public hearings for zone variances and some conditional use permits. The application may be approved, conditionally approved, or denied based upon staff's analysis and recommendation and public testimony received on the project.

**PLANNING COMMISSION:** The Planning Commission conducts public hearings for the majority of the land use applications and makes the final decision based upon staff's recommendation and public testimony received on the project.

**CITY COUNCIL:** Decisions on all tentative subdivision maps, rezones, General Plan amendments, and agreements are made by the City Council after a public hearing.

**ANY QUESTIONS?** Please call the Planning Division at (949) 443-6331.

# WATER SUPPLY ALERT

Much of southern California, including the City of San Juan Capistrano, is experiencing decreasing levels of potable (drinkable) water supply. Project and permit applicants and property owners are encouraged to conserve water and to monitor the water purveyor's ability to supply water. The City is currently under mandatory water use restrictions from its water wholesaler, Metropolitan Water District of Southern California. New development applications, and subsequent permitting, may have land use entitlements and/or conditions of approval restrictions based on water supply conditions. These conditions are subject to change if water supply availability worsens. Please be sure to check with the Utilities Department to receive information on the current situation at each phase of your project

Development Services Department Mission Statement: *"To preserve the small, village-like character of the community through high quality design, diverse housing, and the preservation of cultural resources, open space, natural creeks and ridgelines in a manner that will enhance the quality of life for the City's present and future residents."*

**ANY QUESTIONS?** Please call the Planning Division at (949) 443-6331.



**PLANNING  
FEE  
SCHEDULE**  
(Effective July 1, 2012)  
\*Updated on March 17, 2022



City of San Juan Capistrano  
Development Services  
Planning Division  
32400 Paseo Adelanto  
San Juan Capistrano, CA 92675  
Tel: (949) 443-6331  
[www.sanjuancapistrano.org](http://www.sanjuancapistrano.org)

## Fixed Fee Schedule

- Appeals
  - Non- Applicant ..... \$500
  - Applicant..... \$1,000
- Check Final Map..... \$579.36+\$30.01 per lot
- Exception to Radio/Dish Antenna Regulations.....\$120.01
- Exception to Title 9 Regulation..... \$898.02
- Grand Opening & Promotional Banner ..... \$30
- Modification to CC&R's (H.O.A.)..... \$178.98
- Planning Commission Interpretation..... \$500
- Planning Inspection (after first 2 inspections)..... \$88.97
- Pre-application Consultation/Preliminary Review
  - Commercial/industrial tenant improvements or 3 residences or fewer.....\$500
  - Commercial/industrial 1- 50,000sq.ft. or 4 residences or more ..... \$1,000
  - Commercial/industrial 50,000sq.ft. or more ..... \$1,500
- Research (over .25 hours)..... \$58.97/hr
- Sign Permit (Over the Counter) ..... \$118.98
- Special Development Advisory Board (DAB) meeting...\$404.52
- Staff Interpretation..... \$88.97
- Street Banner..... \$95.18
- Tree Removal Permit: Residential/Commercial..... \$30
- Tree Removal Permit: HOA 1—3 Trees ..... \$30
- Tree Removal Permit: HOA 4 - 9 Trees ..... \$116.91
- Temporary Sign Permit..... \$30
- Temporary Use Permit (TUP) ..... \$359
- Zoning Compliance Plan Check Over the Counter.... \$133.46
- Zoning Compliance Plan Check All Others..... \$373.49
- Zoning Confirmation Letter..... \$88.97
- Development Agreement Annual Review..... \$1,000

## SUMMARY OF PLANNING FEES

(Effective July 1, 2012)

\*Updated on March 17 2022

### Special Activities Permits

- City Wide Special Events
  - Non-Profit.....\$899.06 Profit..... \$2,397.14
- Merchant Events/ Center Events
  - Non-Profit.....\$60.01/\$91.04 Profit..... \$180.02
- Christmas Tree Lots
  - Non-Profit..... \$60.01 Profit..... \$267.96

### Maps

- General Plan Map\*.....\$6.21 each
- Zoning Map\*..... \$10.35 each
- Los Rios Specific Plan Map ..... \$6.21 each

### Developer Deposit Application (Initial Deposit)\*\*

- Administrative Approval/Land Use Adjustment/Modification..... \$3,000
- Affordable Housing Agreements..... \$10,000
- Annexation..... \$10,000
- Architectural Control Application.....\$15,000
- Certificate of Compliance..... \$1,500
- Conditional Use Permits..... \$8,000 +
- Discretionary Use Permits..... \$10,000
- Development Agreements (include modifications)....\$25,000

- Floodplain Development Permit ..... \$5,000
- General Plan Amendment..... \$10,000
- Grading Plan Modification..... \$10,000
- Mobile Park Conversions, Closures, & Cessations of Use Fee..... \$30,000
- Tentative Parcel Map..... \$7,000
- Tentative Parcel Map Waiver..... \$1,500
- Tentative Subdivision (Tract) Map..... \$10,000
- Time Extensions..... Use 50% of original deposit.
- Tree Removal Permit: HOA 10+ trees ..... \$4,000
- Tree Removal Permit: Planning Commission \$4,000
- Sign Monument (not part of AC) ..... \$3,000
- Sign Permit /Program..... \$4,000
- Site Plan Review..... \$3,000
- Zone Change..... \$4,000
- Zone Change with CDP's, SDP's, Code Amendments..... \$5,000
- Zone Variance (not with other applications) \$4,000
- Zone Variance (with Architectural Control or Conditional Use Permit applications)..... \$2,000
- WQMP Review ..... (see reverse)

\*\*Developer Deposits are established based on estimated staff hours needed to process the application. Unexpended deposit funds are refunded to the applicant. Some applications require additional funds to be deposited, based on complexity of the application and development issues. The Planning Director may adjust the initial deposit for a given project applicant upon a determination that the initial deposit will be substantially above or below the amount estimated to complete the project review. Whenever an initial submittal includes multiple applications, the deposit due is equal to the sum of all minimum deposits listed up to a maximum of \$25,000.

+ CUPs for bee and animal keeping which meet standards have a reduced Deposit of \$200, per 12-3-19 CC Meeting.