

## PLANNING APPLICATION

Date Received: \_\_\_\_\_

Receipt #: \_\_\_\_\_

By: \_\_\_\_\_

Case #: \_\_\_\_\_

APPLICATION TYPE	FEE	DEPOSIT	CASE NUMBER
PRELIMINARY APPLICATION PROJECT REVIEW	\$578		PA
CHANGED PLAN (Minor)	\$1,207		CP
CHANGED PLAN (Major)		\$5,978	CP
APPEAL	\$6,381		APL
GENERAL PLAN AMENDMENT		\$6,841	GPA
ZONE CHANGE		\$9,537	ZC
VARIANCE		\$5,704	VA
CONDITIONAL USE PERMIT	Typical	\$7,385	CUP
	Modified	\$3,692	CUP
SITE DEVELOPMENT PERMIT (Major)	Typical	\$5,881	SDP
	Master Sign Program	\$5,881	MSP
SITE DEVELOPMENT PERMIT (Minor)	Typical	\$993	SDP
	Sign Program Amendment/Retaining Wall	\$993	SDP
ENVIRONMENTAL	Negative Declaration	\$3,348	
	Environmental Impact Report (EIR)	\$18,186	
TENTATIVE PARCEL MAP		\$8,323	TPM
TENTATIVE TRACT MAP (\$1,000 screen check fee plus)		\$8,323	TTR
LOT LINE ADJUSTMENT		\$1,030	LLA
OTHER			
PERMANENT RECORD RETENTION FEE (all applications)	\$81		
OCFA PLAN CHECK ADMINISTRATIVE FEE (payable to City)	\$103		
OCFA PLAN CHECK (payable to OCFA)	\$417		

**DEPARTMENT USE ONLY ABOVE THIS LINE**

**APPLICANT TO COMPLETE**

**PROJECT INFORMATION**

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS/LOCATION: \_\_\_\_\_

ASSESSORS' PARCEL NUMBER \_\_\_\_\_ TRACT/PARCEL MAP & LOT #: \_\_\_\_\_

ZONING: \_\_\_\_\_ GENERAL PLAN DESIGNATION: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS/CITY \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

BILL TO: (person/company to receive refund or invoice for additional fees due) \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS/CITY \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS/CITY \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

**MAILING LIST CERTIFICATION:**

In accordance with Section 9-92 of the City of Laguna Hills Development Code, I certify that the property owners list included with this application contains the names of all legal owner and tenants of all parcels of land within (300) feet of the exterior boundaries of the attached legally described parcel of land, as shown on the latest adopted Orange County Tax Roll

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# City of Laguna Hills

## Planning Application Filing Instructions

The following instructions are intended to assist you in putting together a complete application packet so that your project can be processed in the most expeditious manner possible. If you have any questions, you should consult a member of the Laguna Hills Planning Department. Your submittal shall include the following items in accordance with Section 9-92.050 of the Laguna Hills Development Code:

**PLEASE CHECK  
WHEN COMPLETED**

**SUBMITAL ITEMS**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <b>1. Completed planning application form</b> with signature of applicant <u>and</u> owner of property. If the applicant is different than the owner, a letter of authorization must accompany the planning application.   |
| <input type="checkbox"/> | <b>2. Application processing fee or deposit.</b>   |
| <input type="checkbox"/> | <b>3. Completed Orange County Fire Authority Plan Submittal Criteria form.</b> If you answer "YES" to <i>any part</i> of questions 1 through 10, you will need to pay the OCFA Plan Check Administrative Fee and the OCFA Plan Check Fee at the time of submittal. The Administrative Fee is payable to the City of Laguna Hills and the OCFA Plan Check fee will need to be on a separate check payable to OCFA.  |
| <input type="checkbox"/> | <b>4. Completed Environmental Application.</b> Depending upon the scope of your application you may need to submit a completed Environmental Application Form.   |
| <input type="checkbox"/> | <b>5. Title Report.</b> One copy of a title report which have been prepared within six months from the date of application submittal.  |
| <input type="checkbox"/> | <b>6. Letter of justification,</b> which explains in detail what is proposed. The letter of justification should also address the findings required for your specific application. The Planning Department will provide you with a copy of the appropriate findings.   |
| <input type="checkbox"/> | <b>7. Six (6) hard copies &amp; one electronic copy (in PDF format provided on CD or memory stick) of plans. For projects that need to go to the Planning Agency or City Council, Ten (10) additional hard copies will be required once the application is deemed complete by City staff.</b> All plans shall be limited to 24" x 36" size and each set of plans shall be <u>folded</u> to be 8 1/2" x 11" in size. Submitted plans shall contain the following information: |
| <input type="checkbox"/> | a. Site plan, to scale, identifying all property lines and dimensions of building site(s), and including a North arrow.  |
| <input type="checkbox"/> | b. Vicinity map (use scale of approximately 4" = 1 mile).  |
| <input type="checkbox"/> | c. Title block (name and address of property owner of record and/or applicant).  |
| <input type="checkbox"/> | d. Ultimate street right-of-way lines, including existing striping on adjacent streets, and existing and proposed access ways from streets. Plans should also include street location, name, width, and existing improvements such as sidewalks.   |
| <input type="checkbox"/> | e. Location, dimensions, and purpose of all existing easements.  |
| <input type="checkbox"/> | f. Locations of all existing and proposed walls and fences, including height, type, and materials.   |

- g. Existing and proposed grades and topography of site.
- h. Location of all existing and proposed building(s), including building size (in square feet), distance from all property lines, and proposed roof lines.
- i. Fully dimensioned elevations and cross sections indicating materials and colors to be used. Elevations should be provided from all four directions (i.e., East, West, North, and South).
- j. Parking layout; indicating typical stall size, show tabulation of the number of stalls required as per the Code vs number of stalls proposed, aisle widths, access ways, striping, whether continuous curbs or wheel blocks are used, and tabulations of how the landscaping requirements are met in accordance with Sections 9-44.040, 9-44.050, and 9-44.060 of the Laguna Hills Development Code.
- k. Hardscape treatment: Plans should indicate if special paving is proposed at street entrances, etc.
- l. Location of all signs, including sign type, height, dimensions, copy color, and type and level of illumination.
- m. Floor plan.
- n. Location of all trash and storage areas and method of screening.

**Note:** Depending upon the scope of your application, color graphics of all plans submitted may also be required.

**8. Materials and Color Board.** Material and color boards are not required for all projects; please consult with a planner to determine if they are necessary.

**9. Notification Map, Mailing List, and Labels:**

a. Preparation of the "Notification Map":

- 1) Obtain the property's Assessors' Parcel (AP) Number(s) from the County Assessors' office located in Room 142, Building 12 in the Civic Center Plaza located at 625 N. Ross Street, Santa Ana, California.
- 2) Locate the subject parcel on the proper page of the County Assessors' map books, or have a title company conduct the following research:
  - With the scale shown on the AP map, measure 300' from all of the exterior boundaries of the subject parcel to determine the A.P book pages required to prepare a "notification map". Draw the 300' line on all A.P. pages.
  - If the maps are the same scale, the most convenient method of determining the notification area is to "cut and paste" the maps together in such a manner that the subject parcel is in the center and all parcels and their numbers within 300' are clearly shown. Some adjustments or sketching may be

required when maps are of different scales.

b. Compilation of the "Mailing List":

- 1) A "Parcel List" must then be prepared by noting the AP numbers of parcels, all or part of which are within the 300' radius notification area. The numbers are to be listed in ascending numerical order, with the subject parcel number at the beginning of the list.
- 2) The "Mailing List" may be prepared in two ways:
  - Type the owner name and address (including zip code) for each parcel, as obtained from the County Assessors' numerical parcel list.
  - or
  - Purchase the list of owner names by pages from the Assessor with necessary assistance from the County Assessors' Public Service counter personnel. Make a check mark beside each name to be notified.
- 3) In addition, if the subject property is located in a Commercial or Industrial zone, provide the name and address of each tenant located on the site.
- 4) A certification letter must accompany the owner, and if applicable tenant list(s).

c. Preparation of the Labels:

- 1) The owner's name and address including zip code shall be typed on self adhesive press apply labels. Only one label need be prepared for property owners who own more than one parcel in the 300' radius area.
- 2) If the subject property is located in a Commercial or Industrial zone, the name and address of each tenant located on the site shall also be provided on self adhesive press apply labels.

## FILING

The owner or agent/applicant shall submit all the materials described above, to the Laguna Hills Planning Department, Located at 24035 El Toro Rd, Laguna Hills, CA 92653 between the hours of 1:00 PM to 5:30 PM Monday through Thursday and between 1:00 p.m. to 5:00 p.m. Fridays. After the Planning Department has accepted the application and plans, and the fees have been paid, the project will be deemed filed. Within 30 days of filing the application, the Planning Department will determine if the application is complete or incomplete for City processing. Should the application be deemed complete, staff will initiate processing of the application. Should the application be deemed incomplete, a letter will be sent to the applicant indicating what additional materials need to be submitted to determine the application complete for City processing.



# ORANGE COUNTY FIRE AUTHORITY

# COM

## Plan Submittal Criteria 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.
- In some cases, other plan types not indicated herein may also be necessary depending on specific conditions or operations.
- Visit [www.ocfa.org](http://www.ocfa.org) for submittal information and locations. If you need assistance in filling out this form or have questions regarding requirements for review, please contact OCFA at 714-573-6108 or visit us at 1 Fire Authority Road, Irvine, CA 92602.

Address	Suite	City
Project Scope/Business Description		

- YES NO
- 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)*
  - 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)*
  - 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)*
  - Installation/modification/repair of underground piping, backflow preventers, or fire department connections serving private fire hydrant/sprinkler/standpipe systems? *Underground Plan. (PR470, PR475)*
  - Drinking/dining/recreation/meetings/training/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)*
  - 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)*
  - 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)*
  - 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)*
  - 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)*
  - 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:

- \*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.  
Initials \_\_\_\_\_
- 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.  
Initials \_\_\_\_\_

### 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 you have verified that 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.

**APPENDIX H**  
**Environmental Information Form**

Date Filed \_\_\_\_\_

**General Information**

1. Name and address of developer or project sponsor: \_\_\_\_\_
2. Address of project: \_\_\_\_\_  
Assessor's Block and Lot Number: \_\_\_\_\_
3. Name, address, and telephone number of person to be contacted concerning this project:  
\_\_\_\_\_  
\_\_\_\_\_
4. Indicate number of the permit application for the project to which this form pertains: \_\_\_\_\_
5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:  
\_\_\_\_\_  
\_\_\_\_\_
6. Existing zoning district: \_\_\_\_\_
7. Proposed use of site (Project for which this form is filed): \_\_\_\_\_  
\_\_\_\_\_

**Project Description**

8. Site size.
9. Square footage.
10. Number of floors of construction.
11. Amount of off-street parking provided.
12. Attach plans.
13. Proposed scheduling.
14. Associated projects.
15. Anticipated incremental development.
16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
18. If industrial, indicate type, estimated employment per shift, and loading facilities.
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.

20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

	Yes	No
21. Change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
22. Change in scenic views or vistas from existing residential areas or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>
23. Change in pattern, scale or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
24. Significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
25. Change in dust, ash, smoke, fumes or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>
27. Substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
28. Site on filled land or on slope of 10 percent or more.	<input type="checkbox"/>	<input type="checkbox"/>
29. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
30. Substantial change in demand for municipal services (police, fire, water, sewage, ect.).	<input type="checkbox"/>	<input type="checkbox"/>
31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, ect.).	<input type="checkbox"/>	<input type="checkbox"/>
32. Relationship to a larger project or series of projects.	<input type="checkbox"/>	<input type="checkbox"/>

### Environmental Setting

33. 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. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.

34. Describe the surrounding properties, including information on plant and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, ect.), intensity of land use (one-family, apartment houses, shops, department stores, ect.), and scale of development (height, frontage, set-back, rear yard, ect.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

### 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 \_\_\_\_\_