



CITY OF ALISO VIEJO
DEPARTMENT OF PLANNING SERVICES
 12 JOURNEY, SUITE 100
 ALISO VIEJO, CA 92656
 Phone: (949) 425-2525
 Fax: (949) 425-3899

Planning Application

FORM PS-200

PART 1 – MUST BE COMPLETED FOR ALL PERMITS/APPROVALS

1. Application Type: Check appropriate box for type of approval needed.

- Conditional Use Permit Admin _____ Major _____ Minor _____ Temp _____
 Sign Program Permit
 Special Sign Permit
 Site Development Permit Admin _____ Major _____ Minor _____ Temp _____
 Exception Permit
 Variance
 Other _____

2. Project Address / Location:

Project Case No. For City Use Only

Legal Description: (Tract, Lot, Block, Subdivision, Map No.)

Assessors Parcel Number:

Existing Use:

Proposed Use:

Project Description:

3. Property Owner:

Name: _____ Company/Corporation: _____

Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Telephone: _____ Fax: _____

4. Authorized Agent: (if different from property owner)

Name: _____ Company/Corporation: _____

Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Telephone: _____ Fax: _____

- I am the sole owner and hereby authorize the filing of this application.
 The property owner is a corporate entity. I am the duly authorized representative of said corporation.
 I own the project site in conjunction with one or more persons. (Acknowledgement and authorization for all such persons is required for the filing of this application.)

3. Applicant/Agent: (if different from property owner)

- I am not the property owner; however, I am empowered to file this application on behalf of the property owner. (An agent may sign for the property owner if written authorization signed by the property owner is filed with the application.)

Name: _____ Company/Corporation: _____ Telephone: _____ Fax: _____

Address: _____ City: _____ State: _____ ZIP: _____ Email Address: _____

5. CERTIFICATION:

As the **Property Owner** or **Applicant/Agent** in the request made by this filing, I hereby certify that I acknowledge, understand, and concur with the following statements:

- That there are no assurances at any time, implicitly or otherwise, regarding either final staff recommendations to the decision making body or final decisions regarding this application.
- That I am responsible for knowing and complying with government polices and regulations applicable to the proposed development and/or permit. The City is not liable for any damages or loss resulting from the actual or alleged failure to inform the applicant of any applicable laws or regulations. City approval of a permit application, including all related plans and documents, is not a grant of approval to violate any applicable policy or regulation, nor does it constitute a waiver by the City to pursue any remedy which may be available to enforce and/or correct violations of the applicable polices and regulations.
- That major changes to the proposed project may require a new application and payment of new or additional deposits.
- That I have read and agreed to documentation pertaining to submission of deposits and financial responsibility (Form F-100) related to processing of this application.
- That the information I have presented in this form and the accompanying materials is true and correct to the best of my knowledge. I also understand that additional data and information may be required prior to final action on this application.

Print Name: _____ Title: _____

Signature*: _____ Date: _____



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PART 2 – SUPPLEMENTAL INFORMATION

All items are required to be submitted for all application types, with the exception of the Exception Permit (see Exception Permit Requirements on Page 4) unless otherwise approved by the Director of Planning Services

File in person; do not mail. Application must be complete and typed or hand written legibly. Attach additional sheets if necessary. Provide Staff with materials checked below:

Letters of Approval/Authorization and Preliminary Title Report

- If the Applicant is not the Property Owner, the Applicant shall provide notarized written authorization from the Property Owner authorizing the Applicant to submit on his/her behalf.
- If applicable, letter(s) from Property Management Company, HOA Master Association, and/or HOA Sub-Association acknowledging/approving request.
- Copy of Preliminary Title Report less than 60 days old that identifies the legal description of property. A Preliminary Title Report is required for all applications with the exception of an Administrative Conditional Use Permit, Sign Program Permit, and Special Sign Permit.
- If applicable, copy of lease agreement.

Financial Disclosure

- Deposit monies and Deposit Account / Financial Disclosure Form (F-100) must be submitted upon application submittal. The application will not be considered officially received until the deposit and form is correctly filled out is submitted and recorded by Staff.

Project Description and Justification

- A statement describing the proposed project in detail is required. This will serve as the formal statement to the approving authority on what the project is and why it should be approved. Please include any relevant information which supports the application.

Notification Map, List, Mailing Labels and Postage

- Copies of Assessor map and ownership lots for subject parcel and surrounding properties within a radius of 300 feet for projects. On map copy(s), draw radius at correct scale, 300 feet, from the exterior of the subject parcel. For properties within this notification area, prepare a mailing list by typing the owner names, addresses/zip and assessor numbers on a separate sheet.
- From the list, provide two (2) sets of mailing labels. Do not put the labels on envelopes. Postage will be deducted from deposit amount.
- Note: The Director may reduce the notification area or request an occupant list in addition to ownership list.*

Project Plans and Additional Exhibits

- Submit ten (10) initial sets of full-size plans (24"x36" maximum) collated, stapled, and folded to 8 ½" x 11" or 11" x 17" plus one (1) reduced set of 8 ½" x 11" plans. Plans must be drawn by a professional designer or architect unless otherwise approved by the Director. When the application is deemed complete and a public hearing is required, twenty-five (25) sets of plans will need to be submitted. The project planner will specify whether full-size or reduced plans or a combination of both are necessary.

- **Site Plan:** Site plans or plot plans shall be fully dimensioned and show the following information:
 - Vicinity map
 - North arrow
 - Scale of plan
 - Existing and proposed property lines
 - Required and proposed setback lines
 - Locations, names, dimensions, and descriptions of all existing and proposed right of way lines, dedications, and easements
 - Locations of existing and proposed structures, additions, utilities, driveways, walks, and open spaces
 - Any structures to be relocated, removed, or demolished
 - Locations, heights, and materials of existing and proposed walls and fences
 - Locations, dimensions, and descriptions of parking areas
 - Existing and proposed grade elevations and any significant natural features
 - An information block containing the name and telephone number of the contact person and calculations in tabular form showing compliance with applicable property development regulations (i.e., density, height, parking, etc.)
- **Floor Plan:** Floor plans shall be fully dimensioned and show the following information:
 - Overall building and individual room dimensions, including square-footage calculations
 - Location of walls, partitions, doors, windows, stairways, etc.
 - For all restaurant/retail uses, provide a seating plan
- **Elevations:** Elevations are required for projects that include exterior improvements or modifications, including signage applications:
 - Perspectives from all four directions, i.e., north, south, east, west (indicate all dimensions and proposed materials and colors); indicate proposed height, roof pitch and height limit on elevations
 - Cross-sections
 - Roof plan identifying all existing and proposed roof-mounted equipment (include section details that identify the location and height of all the equipment and the method of screening)
 - For signage, provide existing and proposed signage dimensions, frontage dimensions, and attachment information
- **Additional Exhibits (based on the scope of the project):** Color photo log, materials board, color rendering of the project, preliminary lighting plan, preliminary landscaping plan, preliminary grading plan, and photo simulations.

Environmental Assessment

- The Environmental Information Form (pages 4 and 5) is intended to provide the basic information necessary for the evaluation of your project to determine its potential environmental effects. This review provides the basis for determining whether the project may have a significant effect on the environment, as required by State law. After this information has been evaluated by the Planning Department, a determination will be made regarding the appropriate environmental documentation for your project.

EXCEPTION PERMIT

Note: Exception Permits may be granted for individual projects or as part of a larger scale discretionary permit. Issuances of Exception Permits are for projects limited to the scope of work listed in this application (e.g., minor deviations in standards with little or no adverse impact). Projects that require an Exception Permit but along with another discretionary permit application (i.e., conditional use permit, site development permit, etc.) must apply and comply with permit procedures for both the discretionary permit and Exception Permit.

Letters of Approval/Authorization

- ❑ If the Applicant is not the Property Owner, a letter from the Property Owner authorizing the Applicant to submit on his/her behalf.
- ❑ If applicable, letter(s) from Property Management Company, HOA Master Association, and/or HOA Sub-Association acknowledging/approving request.
- ❑ Form PS-245, Neighbor Acknowledgement Form
- ❑ If applicable, copy of lease agreement.

Financial Disclosure

- ❑ Deposit monies and Deposit Account / Financial Disclosure Form (F-100) must be submitted upon application submittal. The application will not be considered officially received until the deposit and form is correctly filled out is submitted and recorded by Staff.

Project Description and Justification

- ❑ A statement describing the proposed project in detail is required. This will serve as the formal statement to the approving authority on what the project is and why it should be approved. Please include any relevant information which supports the application.

Project Plans and Additional Exhibits

- ❑ Submit five (5) initial sets of full-size plans (24"x36" maximum) collated, stapled, and folded to 8 ½" x 11" or 11" x 17". Plans must be drawn by a professional designer or architect unless otherwise approved by the Director. The project planner will specify whether full-size or reduced plans or a combination of both are necessary.
- ❑ **Site Plan:** Site plans or plot plans shall be fully dimensioned and show the following information:
 - ❑ Vicinity map
 - ❑ North arrow
 - ❑ Scale of plan
 - ❑ Existing and proposed property lines
 - ❑ Required and proposed setback lines
 - ❑ Locations, names, dimensions, and descriptions of all existing and proposed right of way lines, dedications, and easements
 - ❑ Locations of existing and proposed structures, additions, utilities, driveways, walks, and open spaces
 - ❑ Any structures to be relocated, removed, or demolished
 - ❑ Locations, heights, and materials of existing and proposed walls and fences
 - ❑ Locations, dimensions, and descriptions of parking areas
 - ❑ Existing and proposed grade elevations and any significant natural features

- ❑ An information block containing the name and telephone number of the contact person and calculations in tabular form showing compliance with applicable property development regulations (i.e., density, height, parking, etc.)
- ❑ **Floor Plan:** Floor plans shall be fully dimensioned and show the following information:
 - ❑ Overall building and individual room dimensions, including square-footage calculations
 - ❑ Location of walls, partitions, doors, windows, stairways, etc.
 - ❑ For all restaurant/retail uses, provide a seating plan
- ❑ **Elevations:** Elevations are required for projects that include exterior improvements or modifications, including signage applications:
 - ❑ Perspectives from all four directions, i.e., north, south, east, west (indicate all dimensions and proposed materials and colors); indicate proposed height, roof pitch and height limit on elevations
 - ❑ Cross-sections
 - ❑ Roof plan identifying all existing and proposed roof-mounted equipment (include section details that identify the location and height of all the equipment and the method of screening)
 - ❑ For signage, provide existing and proposed signage dimensions, frontage dimensions, and attachment information
- ❑ **Additional Exhibits (based on the scope of the project):** Color photo log, materials board, color rendering of the project, preliminary lighting plan, preliminary landscaping plan, preliminary grading plan, and photo simulations.

Environmental Assessment

- ❑ The Environmental Information Form (pages 6 and 7) is intended to provide the basic information necessary for the evaluation of your project to determine its potential environmental effects. This review provides the basis for determining whether the project may have a significant effect on the environment, as required by State law. After this information has been evaluated by the Planning Department, a determination will be made regarding the appropriate environmental documentation for your project.



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Planning Application - Environmental Impact Assessment

FORM PS-205

PART 3 – ENVIRONMENTAL IMPACT ASSESSMENT FORM (To be completed by APPLICANT)

Project Name / Description:

Application Number(s): _____ Date Filed: _____

Environmental Questionnaire

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

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. Change in existing features or any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours.
<input type="checkbox"/>	<input type="checkbox"/>	2. Change in scenic views or vistas from existing residential areas or public lands or roads.
<input type="checkbox"/>	<input type="checkbox"/>	3. Change in pattern, scale, or character of general area of project.
<input type="checkbox"/>	<input type="checkbox"/>	4. Significant amounts of solid waste or litter.
<input type="checkbox"/>	<input type="checkbox"/>	5. Change in dust, ash, smoke, fumes or odors in vicinity.
<input type="checkbox"/>	<input type="checkbox"/>	6. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.
<input type="checkbox"/>	<input type="checkbox"/>	7. Substantial change in existing noise or vibration levels in the vicinity.
<input type="checkbox"/>	<input type="checkbox"/>	8. Site is on filled land or on slope of 10 percent or more.
<input type="checkbox"/>	<input type="checkbox"/>	9. Use of disposal of potential hazardous materials, such as toxic substances, flammables or explosives.
<input type="checkbox"/>	<input type="checkbox"/>	10. Substantial change in demand for municipal services (police, fire, water, sewage, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	11. Substantial increase of fossil fuel consumption (electricity, oil, natural gas, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	12. Relationship to a larger project or series of projects.

Explanations:

13. 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 use of the structures. Attach photographs of the site.

14. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.). Attach photographs of the vicinity.

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.

Signature: _____ Date: _____

Print Name: _____