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Administrative Services



OC Development Services



OC Facilities Design & Construction Management



OC Facilities Maintenance & CUF



OC Fleet Services



OC Construction



OC Environmental Resources



OC Operations & Maintenance



OC Infrastructure Programs



OC Survey



This checklist is intended to be used for Demolition permit applications processed for projects located within the Ranch Plan Planned Community and processed through Land Development under a Reimbursement Agreement (RA). Plans must be submitted via the Land Management System (LMS) at: <https://myoceservices.ocgov.com>.

### Land Development – Demolition Submittal Checklist

- Permit Application:** The application must identify all other approvals and related permits, including previous and concurrent applications and permits. The application must also provide a complete project description, including location (Planning Area, Subarea) and legal description. The application must specifically note whether an Encroachment permit will be required; if required, a separate Encroachment permit will need to be transmitted. The application must also provide a designated Financially Responsible Party (FRP) and an active trust account. The FRP listed in the application must match the owner of the trust account provided in the application. Review periods begin once the application is deemed complete, payment is processed, and the Applicant is notified that the application review has begun.
- Authorization Forms:**
  - Agent Authorization Letter
  - Concurrent Processing Letter (if applicable)

### Demolition Submittal Requirements:

- Job Description – Clearly describe the entire project proposal and scope of work consistent with submitted plans, including primary and accessory structures and outdoor uses
  - Other Approvals – List other related previous and concurrent applications.
  - Existing Site Conditions and Uses – Including mass grading, precise grading, clearing and grubbing, and prior structures or other previous uses. If site has been previously graded, application shall state “Proposed grading has been addressed by CEQA document PA\_\_\_\_\_”.
- Plans:** Provide an electronic copy.