



County Administration South

601 North Ross Street
Santa Ana, CA 92701

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Santa Ana, CA 92702

(714) 667-8800

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OCPublicWorks.com



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 for projects located within the Ranch Plan Planned Community under a Reimbursement Agreement (RA). The application materials will be reviewed electronically and must be submitted via the Land Management System (LMS): <https://myoceservices.ocgov.com>

Land Development – Pool/Spa Submittal Checklist

Application

The application must identify all related permits and/or approvals, including concurrent applications and permits. The application must also be accompanied by a designated Financially Responsible Party (FRP) and an active trust account. The FRP must match the owner or entity of the trust account indicated on the application. The applicant must provide an electronic copy of completed application via <https://myOCeServices.ocgov.com>.

Project Description – Provide a written narrative that clearly describes the entire scope of work consistent with submitted plans. Describe 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 GRD xx-xxxx”.

2) Authorization Forms:

Agent Authorization Letter
Concurrent Processing Letter (if applicable)

3) Plan Package:

- a. Title Sheet(s)
 - Sheet Block and Revision Number(s)
 - Sheet Border
 - Project Name
 - Developer/Owner Information
 - Project Description (Scope of Work)
 - Vicinity Map and Location Map
 - Scale/North Arrow
 - Conditions of Approval (if applicable)
 - Design Team Information
 - Underground Service Alert
 - Index of Sheets in the Package



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b. Pool Plans

- Pool Site Plan: show all existing and new structures and setbacks, pool/spa sizes and locations, landscaping, hardscaping, enclosure fencing, parking, signage, etc.
- Cross Sections: in both directions and include any slopes beyond property lines.
- Structural details and material specifications for the pool/spa.
- Accessibility Compliance: details for the accessible parking and signage, curb ramps, accessible gate, and accessible routes. Also includes accessible access to the pool and spa (e.g., pool lift, sloped entry, transfer wall, etc.).
- County-required notes and forms: Special Inspection Form, Red Fire Ant Form, County pool/spa notes, swimming pool questionnaire, and NPDES notes.

c. Structural Calculations (for custom pools) or Standard Pre-approved structural details

d. Soil Report dated within one (1) year and referencing to the original GMU grading report.

4) **Additional Permit or Plan Check Required (for information purpose)**

Separate building permits are required for pools and spas that are not physically connected or part of one structure.

The OC Health Care Agency's review and approval are required for public pools prior to the issuance of the building permit.

NOTE: The review period begins once the required fee is paid, and the application submittal package is deemed complete. The applicant will be notified about the status when the review begins.