

# Ranch Plan Site Development Permit Packet

## OC Planning



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**Site Development Permit  
Application Process Overview  
Ranch Plan Planned Community**

County of Orange

**I.F**

## **Introduction and Process Overview**

Ranch Plan Site Development Permit applications shall be processed per Zoning Code Section 7-9-150.3, "Administrative Action" by the Director OC Planning (or designee), and as specified by Section II.C. of the Ranch Plan PC Program Text and the application process guidelines contained herein. Per Section II.C.4.b, "The Zoning Administrator, in a public hearing, shall be the approving authority of all Site Development Permits proposing to modify site development standards, per Zoning Code Section 7-9-150." These instructions may be modified on a case-by case basis. Depending on the nature and uniqueness of the proposal, the County may request additional information that will facilitate a final determination.

Each Ranch Plan Site Development Permit applicant is expected to schedule a Pre-File meeting with OC Planning staff; please call the OC Planning Information line at (714) 667-8888 to schedule an appointment to discuss specific issues that may apply to your project. Planning staff is available to assist you in the OC Public Works/OC Planning/Development Processing Center (DPC) Monday through Friday 7:30 a.m. to 5:00 p.m. The DPC is located at 300 N. Flower Street, Santa Ana, CA 92703.

Upon completion of the Pre-file meeting and receipt of a Staff Determination, the owner or agent/applicant shall prepare and submit the required exhibits listed in the following submittal package. Related [Flowcharts and Checklists](#) are available online at [www.ocplanning.net](http://www.ocplanning.net).

**Processing Fee / Deposits:** Applicant shall present check for appropriate fees (payable to County of Orange), dependant upon the Pre-file meeting and resulting Staff Determination and maintained at a level to cover all costs relevant to this project. The deposit amounts and hourly rates are identified in the Current Fee Ordinance adopted by the Orange County Board of Supervisors. Costs are charged to this account based upon actual time spent on the project by department staff. Failure to maintain an adequate deposit will result in the stoppage of work. The County does not extend credit to anyone. When your deposit balance gets lower than 50% of the initial deposit, a letter or email will be generated asking that an additional deposit be made. We encourage a prompt response to avoid work having to stop. When a project has been deemed approved and or closed/complete, any deposits remaining in excess will be refunded to the legally entitled party. Planning Application Deposits may range from \$3,000.00 to \$13,000.00 depending on the type and location of project

- a. ☐ **OCFA Fees** – In addition to any of the above Site Development Permit application fees, if a Fire Master Plan has not already been approved (see Section 8 of Checklist III-2), an additional amount of \$345\* must be added for OCFA fees. (\* Subject to change)

## **Site Development Permit Reviews and Timelines** [\(Flowcharts\)](#)

The following identifies the process and timelines associated with Site Development Permits, including the Environmental review and documentation associated with the project proposal. *(Note These are internal timelines associated with project review and do not include applicant response times.)*

### **Pre File Meeting (2weeks)** [\(Pre-file Meeting Checklist\)](#)

- Pre-file meeting is a preliminary review of an initial application submittal package. Applicant to receive any additional follow up comments on the plans/submittal package as related to the submittal requirements within two (2) weeks.

### **Application Initiation (1 day)** [\(Application Submittal Checklist\)](#)

- Creation of Planning Application and initial review of submittal as per the Planning Application Submittal Requirements Checklist for project proposal.

### **Application Assessment /Distribution Review/Comments (2 weeks up to 30 days)**

- Review of project application submittal by assigned project planner.
- The plans/application is routed to various County Divisions as well as outside agencies for comments. [\(see Public Distribution List – by Planning Area, Ranch Plan Planning Handbook, Appendix E\)](#)
- The Planner reviews the comments received from the various internal and external agencies.
  - **Expedited Processing Timeline:** If the Staff Determination as a result of the Pre-file meeting is “2.a.” and “3.a.” or “3.b.”, staff shall transmit the review/comment letter and confirm the Pre-file determination of project status to the applicant (i.e., “no hearing required”, and “categorical exemption” or “previous CEQA documentation”) within two weeks of submittal.
  - **General Processing Timeline:** If the Staff Determination as a result of the Pre-file meeting “2.b.” or “3.c.”, “3.d.” or “3.e.”, a public hearing and/or a full Initial Study is required, and staff shall transmit the review/comment letter within thirty (30) days of submittal. The letter is to include the determination of project status and CEQA determination, which identifies any additional environmental requirements.

### **Review Analysis (2 weeks up to 45days)**

- Upon application being deemed complete, staff will continue working on the Staff Report, Findings, and Conditions of Approval and CEQA documentation. \*This period includes any public review required for Environmental Documentation.
- Additionally staff will conduct an internal coordination meeting to ensure all comments are identified and mitigated. This period also includes documentation review by OC Planning Management.
- If necessary, a second distribution of the plan may occur.
- Staff to conduct management briefing and explain intended staff recommendation.
- **Expedited Processing Timeline:** If the Staff Determination as a result of the Pre-file meeting is “2.a.” and “3.a.” or “3.b.”, staff shall finalize the staff report and provide an approved signed copy to the applicant within two weeks of the applicant receiving the review/comment letter, or within two weeks of applicant resubmitting plans if revisions were necessary.
- **General Processing Timeline:** If the Staff Determination as a result of the Pre-file meeting is “2.b.” or “3.c.”, “3.d.” or “3.e.”, a public hearing and/or a full Initial Study is required [\(Public Notification and Hearing Schedule\)](#)

- Projects that are subject to a Zoning Administrator public hearing are scheduled and all legal noticing is prepared as required by state law. There are few or no plan changes during this phase.
- Staff shall have up to 45 days (from the date the applicant received the review/comment letter, or within two weeks of applicant resubmitting plans if revisions were necessary) to finalize the staff report and provide a draft copy to the applicant first (if requested), then a final copy to the Zoning Administrator the week prior to the public hearing.

**Approving Authority (i.e Director, or Zoning Administrator if modification proposed to site development standards) (1 day + 15 day appeal period)**

The approving Authority continues, approves, or denies a project. If continued, a new hearing date is scheduled.

**Appeal (If applicable) (minimum of 60days) ([Appeal Checklist](#))**

Any decision by the Zoning Administrator may be appeal within the 15 day appeal period, If appealed, Staff will review appeal information, prepare necessary documentation, and schedule a hearing date for action within 60 days .

**Close-out**

After final approval the project status is to be updated. All remaining balances will be refunded. (Please note that any outstanding balances will require payment) A copy of the final staff report including conditions of approval and stamped plans are to be sent to the applicant



## Planning Application Submittal Checklist Ranch Plan Planned Community

# I.F.1

County of Orange

The following is a one page Planning Application Submittal checklist (used by applicants/staff) that identifies the submittal requirements for Discretionary Permit Application (i.e. Site Development permits, Use permits, Coastal Development permits, Variances etc.) For additional information for each of the items listed below please refer to the [Planning Application Submittal Details Checklist](#).

- 1) **Application Information and Environmental Form** Provided - ☐
- 2) **Agent Authorization Letter** (may cover entire Planned Community) Provided - ☐
- 3) **Letter of Project Proposal/Scope of Work** – To be consistent with submitted plans Provided - ☐
  - Project location / Address
  - Description of entire project proposal and existing site conditions
  - Justification of request for deviations from development standards
- 4) **Plans** (To be consistent with Letter of Project Proposal) Provided - ☐
  - A. Plot Plan / Site Plan
  - B. Floor Plan / Elevations
  - C. Conceptual Grading Plan (if applicable)
  - D. *Conceptual Landscaping Plan (if applicable)*
  - E. Fire Master Plan
  - F. Other Plans (i.e. Signage)
- 5) **Legal Status of Project Site** (may by Tentative Tract Map, Lot No.) Provided - ☐
- 6) **Site Color Photos** (if previously rough graded, not applicable) Provided - ☐
- 7) **Orange County Fire Authority (OCFA) Planning & Development Services Service Request and Fee** *Include the Fire Master Plan accompanying the Site Development Permit application (as required by Ranch Plan Fire Protection Program [RPFPP] Condition of Approval No. 2.b) **Pre-Approved Fire Master Plan** –If as a result of the SDP review and comments by OC Planning and other, changes are made to the application and associated plans, these revisions are to be reviewed by OC Planning, and are only to be transmitted to OCFA for plan review if the revisions exceed the thresholds contained as Notes to Table 1 on page 9 of the Ranch Plan Fire Protection Program* Provided - ☐
- 8) **Public Notification Information** (If applicable) Provided - ☐
  - Notification Map and Ownership Mailing List
  - Pre-Addressed, Stamped Envelopes
- 9) **Designation of Financially responsible Party** - the applicable Rancho Mission Viejo trust account Provided - ☐
- 10) **Application Deposit** Provided - ☐
- 11) **Concurrent Processing Request Letter** (If applicable) Provided - ☐
- 12) **Additional Items - Ranch Plan Planned Community** Provided - ☐
  - Pre-File Meeting Documentation
  - Ranch Plan Compliance Matrix

ZONING BASICS

FOR STAFF USE ONLY

Site Permits \_\_\_\_\_ APN Pages \_\_\_\_\_ Zoning Regulations \_\_\_\_\_ Color Aerial \_\_\_\_\_



**Site Development Permit  
Pre-file Meeting Checklist  
Ranch Plan Planned Community**

County of Orange

**I.F.2**

Ranch Plan Site Development Permit applicants may request a pre-filing meeting with OC Planning staff. This is an optional step whereby the applicant may present pertinent information to OC Planning staff and as a result, obtain a preliminary indication of the project's anticipated approval process ahead of the completion of plans and the submittal of the entire application package.

**A. Required Materials:** Applicant shall present hard copies of the following basic information, which may also be emailed to OC Planning staff ahead of time:

1. ☐ Project name
2. ☐ Project description
3. ☐ Summary of Section B below,
4. ☐ Project location (Planning Area/Subarea/Tract & Lot No.)
5. ☐ Three copies of draft site plan (at least 11" x 17")
6. ☐ List other related previous and concurrent applications
7. ☐ Compliance with applicable requirements of the Regulation Compliance Matrix

**B. ☐ Pre-File Meeting Deposit (Initial Deposit \$500.00):** A deposit must be paid to cover all costs and charges relevant to meeting. The applicable Rancho Mission Viejo trust account will be billed for the applicable hourly rates are identified in the Current Fee Ordinance adopted by the Orange County Board of Supervisors. Costs are charged to this account based upon actual time spent on the project by department staff. When the applicable Rancho Mission Viejo trust account balance gets low, a letter or email will be generated asking that an additional deposit be made. We encourage a prompt response to avoid work having to stop.

**C. Consistency Analysis:** Based on the information presented by the applicant, OC Planning staff shall make the following determinations:

1. Consistency with the appropriate Zoning and Land Use Regulations & Development Standards:
  - a. ☐ Consistency with the appropriate Ranch Plan PC Program Text (Zoning) Use Regulations & Development Standards (PC Section III) ~~applicable Zoning District regulations~~
  - i) ☐ Consistency with Permitted Uses
  - ii) ☐ Consistency with Site Development Standards (height, setbacks, parking, landscaping, etc.)
  - b. ☐ Consistency with applicable previous entitlements & Conditions of Approval. Consistency with Ranch Plan Regulation Compliance Matrix and any applicable Master Area Plan, Subarea Plan, "A" TT Map and "B" TT Map approvals.



2. Consistency with Previous Environmental (CEQA) Documentation

- a. ☐ Consistency with Program EIR 589 and the specific Addendum to EIR 589 addressing the applicable previous CEQA determination for the proposed project.
- b. ☐ Identify additional environmental documentation required

**D. Other Important Topics** – In addition, the following preliminary discussion shall be initiated at the Pre-Application Assessment meeting:

- 1. ☐ Identification of the Regulation Compliance Matrix requirements applicable to this Site Development Permit area (Ranch Plan Only).
- 2. ☐ Identification of respective applicant and County team members that will work on the filing application and processing.
- 3. Preliminary assessment of general planning issues, including but not limited to:
  - a. ☐ Compatibility with surrounding land uses
  - b. ☐ Vehicular circulation, maneuvering distance, sufficient parking etc.
  - c. ☐ Potential phasing ramifications for commercial and residential projects (may require input from the Manager, OC Public Works Construction, or designee)
  - d. ☐ OCFA issues to be resolved in compliance with Fire Protection Plan/Program
- 3. ☐ Identification of any special County needs, such as unique application materials or studies pertinent to this particular project proposal, project site, and geographic area that are to be discussed in greater detail as part of the full application.
- 4. ☐ Identification of unique internal and external review parties (i.e., County departments, adjacent jurisdictions, individual homeowners or homeowner associations, external agencies, interest groups, etc.) not identified on the External Agency Review Checklist ([Checklist I.G.5](#)).

**E. Staff Determination**

Based on information provided by the applicant at the Pre-File meeting, an email (and a formal letter, if requested by the applicant) will be transmitted to the applicant within two weeks documenting what was discussed at the pre-file meeting and any follow up action items/review for determination of one of the following optional conclusions:

“To: Applicant

From: OC Planning Manager or Designee

- 1. Based on the information provided at the \_\_\_\_\_, 20\_\_ pre-file meeting, regarding the proposed project (*description*) \_\_\_\_\_, it has been determined that the project proposal will require the following discretionary permit type of review and approval process:
  - ☐ Site Development Permit Application
  - ☐ Changed Plan
  - ☐ Other \_\_\_\_\_

2. ... and is subject to review and approval as follows:
  - a. ☐ an administrative approval by the OC Planning Director
  - b. ☐ a public hearing and approval by the OC Zoning Administrator  
Per Section II.C.4.b, "The Zoning Administrator, in a public hearing, shall be the approving authority of all Site Development Permits proposing to modify site development standards, per Zoning Code Section 7-9-150."
3. Also our initial review regarding CEQA indicates the appropriate CEQA documentation for the proposed project is as follows:
  - a. ☐ Categorically Exempt from CEQA, no additional documentation required
  - b. ☐ Covered by previous CEQA Documentation Final Program EIR 589 certified on November 8, 2004, and subsequent Addendum \_\_\_\_\_ certified on \_\_\_\_\_ *(date)*
  - c. ☐ requires a Full Initial Study to be prepared
  - d. ☐ requires an Addendum to be prepared
  - e. ☐ requires a Mitigated Negative Declaration to be prepared

This determination may be revised at a later date, if subsequent information necessitates a change in the project."





# I-F Process for Variances, Use Permits

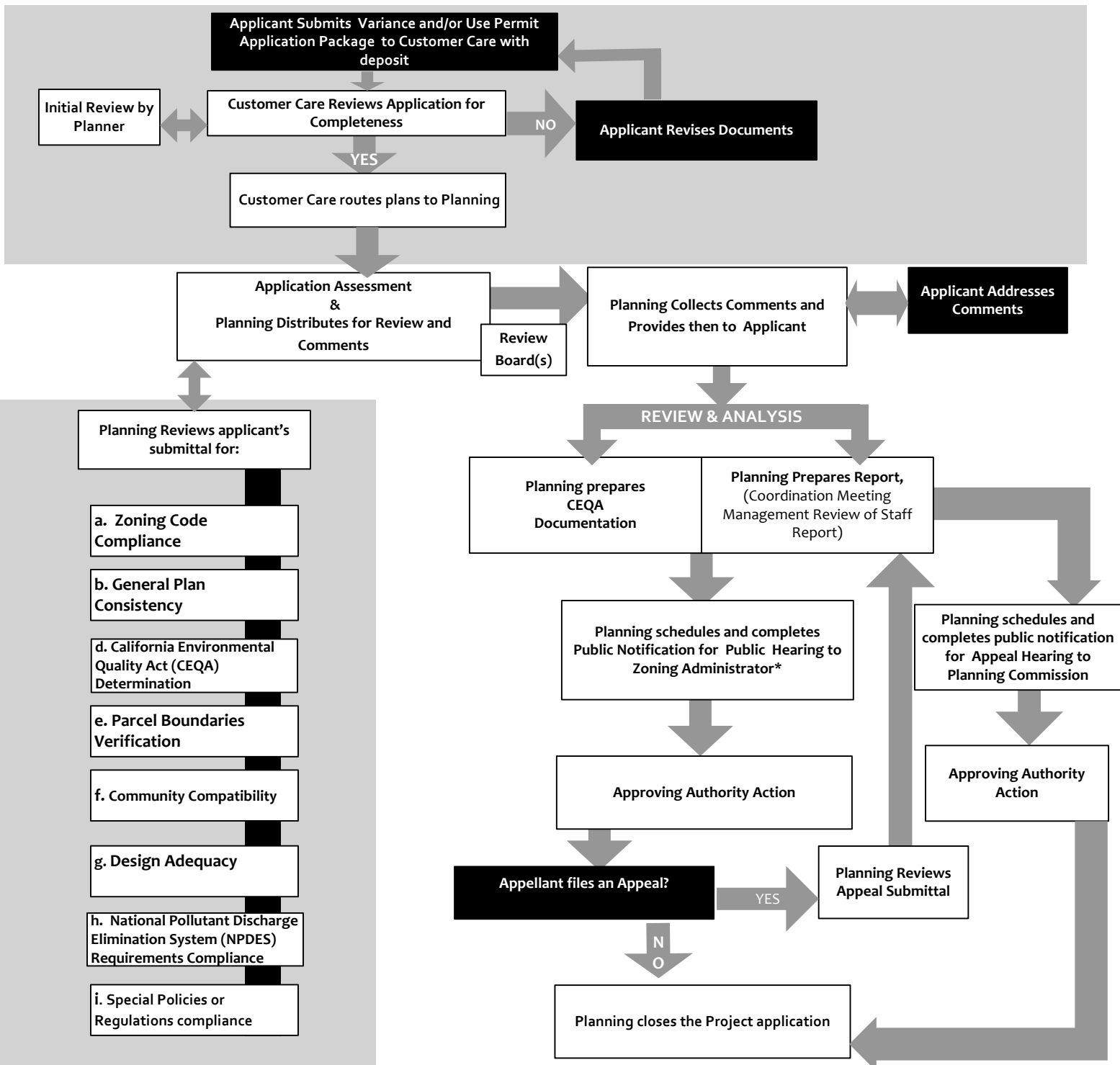
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**Application Assessment**  
Is a 30 Day Review

Concurrent Processing is available at the request of the applicant.

\* Due to project complexity projects may be elevated on a case by case bases to the Planning Commission as the Approving Authority

**Coastal Development Permit Actions** may be subject to an **APPEAL** to Coastal Commission



**Application Submittal Package**  
**Checklist Details**  
**Ranch Plan Planned Community**

County of Orange

**I.F.3**

Initial submittals shall include six (6) complete sets (one set must include a reduced size set of plans) of the submittal package including all the items described below, along with the required deposit. **All submittal information is to be provided in electronic format (.pdf and/or word).** The submittal will be assigned within 24 hrs. of submittal date. The assigned Planner will become the Project Manager. The assigned Site Planner will work with the owners or designated contacts to guide the project along to its completion. The owner or contact will be notified via letter or e-mail of who their assigned project manager will be. This correspondence will also include contact information and further instructions if necessary.

**1. Planning Application Submittal Information & Environmental Information Form**

The Planning Application and Environmental Information Form is used to gather all information utilized to process the submittal for Application Initiation ([Planning Application Submittal Information Form](#)) The Planning Application and Environmental Information Form is to be signed by the owner. Please note that by signing this form the owner/applicant only initiates application package review process and does not constitute a formal acceptance of a “filed” application by the County. NOTE: Part of the application process involves obtaining a site address from OC Public Works addressing staff located at the Development Processing Center (1<sup>st</sup> floor, 300 N. Flower, Santa Ana).

All projects must receive an environmental determination prior to hearing or administrative decision in accordance with the California Environmental Quality Act (CEQA) of 1970.

**2. Agent Authorization Letter (If applicable)**

If the owner is represented by an agent, an Agent Authorization letter is required. The purpose of this letter is for the owner to designate a legal agent as a representative in all matters regarding the processing of the discretionary permit. An agent may be authorized to work on behalf of the master developer across the entirety of the Planned Community. This letter must be notarized. ([Agent Authorization Letter](#))

**3. Letter of Project Proposal and Scope of Work**

Letter signed by the owner or agent should clearly describe the entire project proposal and scope of work consistent with the submitted plans. The letter should also identify the existing site conditions and provide the justification for any deviations from the site development standards or zoning governing the subject site. ([Sample Letter](#)) Applicant letter shall be prepared in Word format emailed to the assigned planner (eventually to be prepared on-line).

The letter should include and identify the following information:

- a. ☐ **Project Name** – Marketing name and/or other commonly used title for project.
- b. ☐ **Property Owner (and applicant, if different)** – Signature, name, title, address, phone number and email.
- c. ☐ **Project Location** – Address, Legal Description (Tract & Lot number), Assessor Parcel Number, and Planning Area (if applicable)

- d. ☐ **Project Description** – Clearly describing the entire project proposal and scope of work consistent with the submitted plans, including primary and accessory structures and outdoor uses.
- i. ☐ **Site Access - Describe** existing and/or proposed site access, an whether existing/proposed streets and access ways are public or private
- ii. ☐ **Grading** – The justification letter shall summarize proposed grading of \_\_\_\_ cubic yards is consistent with previous approvals, as addressed by \_\_\_\_ (previous CEQA documentation). In addition, the justification letter shall state whether a grading application is being processed concurrently with Site Development Permits, per a ([Concurrent Processing Request Letter](#) )
- iii. ☐ **Drainage** – The justification letter shall summarize how storm flows are addressed by the proposed drainage system implemented by the master developer in accordance with the County of Orange Flood Control District standards and the “Master Plan of Drainage”.
- e. ☐ **Existing Site Conditions and Uses** – Including mass grading, precise grading, clearing and grubbing, and prior structures or other previous uses.
- i. ☐ **Existing Land Use** – In some instances rough grading will have already been completed, such that the existing land use note will state “Vacant land, previously rough graded (per GA No. \_\_\_\_ and per CEQA document PA-\_\_-\_\_\_\_) to allow for future development”.
- f. ☐ **Zoning** – The justification shall state “Project area is zoned as a development area by the Ranch Plan PC Text, and shall be processed per the implementation procedures detailed in Section II.C of the PC Text. Master Area Plan PA-\_\_-\_\_\_\_ and Subarea Plan PA-\_\_-\_\_\_\_, designate the project site as [Residential <or> Urban Activity Center]. This Site Development Permit more specifically identifies this site as ...” [one of the following]
- i. ☐ Planned Concept Detached Dwellings – Per PC Text Section III.A.2.a.3).
- ii. ☐ Multiple-Family Dwellings – Per PC Text Section III.A.3.a.3).
- iii. ☐ Senior Housing – Per PC Text Section III.A.5.a.3).
- iv. ☐ Home Based Business Enclave – Per PC Text Section III.A.6.a.3).
- v. ☐ Recreation Uses – Per PC Text Section III.B.a.3).
- vi. ☐ Neighborhood Center – Per PC Text Section III.C.1.a.2).
- vii. ☐ Urban Activity Center – Per PC Text Section III.D.1.a.2).
- viii. ☐ Business Park (Planning Area 8 Only) – Per PC Text Section III.E.1.a.2).
- ix. ☐ Community Facilities – Per PC Text Section III.F.1.a.2).
- x. ☐ Golf Resort – Per PC Text Section III.1.a.2).
- xi. ☐ Agricultural and Other Existing and On-Going Uses – Per PC Text Section III.H.3.c.2)(a).
- xii. ☐ Open Space – Per PC Text Section III.I.2.
- g. ☐ **Adjacent Land Use** – Summarize existing land uses immediately adjacent to the north south, west and east of the project site
- h. ☐ **Justification for Proposed Use:** Prior to approval of this proposed Site Development Permit, the decision maker shall make the following findings per Ranch Plan PC Text Section Site Development Permit Procedures and Amendments (Section II.C.4, pages 19-20):

- i. ☐ **General Plan** – The use or project proposed is consistent with the General Plan.
- ii. ☐ **Ranch Plan PC Text and Zoning Code** – The use, activity or improvements(s) proposed by the application is (are) consistent with the provisions of this Ranch Plan PC Text and provisions of the Zoning Code.
- iii. ☐ **CEQA** – The approval of the development application is in compliance with the requirements of the California Environmental Quality Act.
- iv. ☐ **Compatibility** – The location, size, design and operating characteristics of the proposed use will not create significant noise, traffic or other conditions or situations that are objectionable, detrimental or incompatible with other permitted uses in the vicinity of the project area.
- v. ☐ **General Welfare** – The application will not result in conditions or circumstances contrary to the public health, safety and general welfare.
- vi. ☐ **Equivalent or Better Project** – The alternative development standard(s) will result in an equivalent or better project in terms of reducing adverse impacts and/or providing additional or superior public benefits to the immediate and surrounding community.
- i. ☐ **Alternative Development Standards** – Note shall state “Per the Ranch Plan Planned Community-Wide Alternative Development Standards (approved March 14, 2007 and Amended August 12, 2008; Subsequent revisions or additions may also be approved), and as allowed by Ranch Plan PC Text (General Regulation 25) the following Alternative Development Standards (ADS) are proposed: ...”. Site Development Permits will typically specify ADS related to “Private Streets & Intersection, Private Drives & Alleys” issues.
- j. **Variance** – If a Variance is requested identify:
  - i. ☐ **Special Circumstances** – Discuss those special circumstances applicable to the subject building site which, when applicable zoning regulations are strictly applied, deprive the subject building site of privileges enjoyed by other properties in the vicinity and subject to the same zoning regulations.
  - ii. ☐ **No Special Privileges** – Discuss how the approval of the application will not constitute a grant of special privileges which are inconsistent with the limitations placed upon other properties in the vicinity and subject to the same zoning regulations.

#### **4. Plan Requirements**

Ranch Plan Site Development Permit plot plans shall include the following components:

- a. ☐ **6 Sets of Plan Package and CD with Digital Copy** – All plans must be of professional quality and easily readable. If plans are not easily readable they will not be accepted for filing. Large plans shall be folded to a size not larger than 8.5” by 14” and assembled and stapled in sets prior to acceptance. (See [Folding Instructions](#)). The plan set should be stapled in the following order:
  - i. ☐ **Plot Plan** – Sometimes also described as “site plan”
  - ii. ☐ **Elevations** – See “Section 4.s.” below
  - iii. ☐ **Floor Plans** (if applicable) – Including dimensions, sizes and purposes for all existing and proposed spaces within floor plan (i.e. living room, bedroom, storage, kitchen etc.).
  - iv. ☐ **Conceptual Grading** – See “Section 4.t.” below
  - v. ☐ **Conceptual Landscape and Screening Area:** – See “Section 4.u.” below
  - vi. ☐ **Fire Master Plan** – See “Section 7” below
  - vii. ☐ **Other**
- b. ☐ **North Arrow** - Orientation of the project site should show true north.
- c. ☐ **Scale of drawings** – Provide the scale of all plans and details on each sheet.
- d. ☐ **Legend** – Provide a legend that identifies all lines shown on plans, including but not limited to Master Area Plan and Subarea Plan boundaries, property lines, streets and arterials (including rights-of-way), floodplains, easements, etc.)
  - i. ☐ **Property Lines** – In some instances, may be same as street rights-of-way or Planning Area or Subarea boundary.
  - ii. ☐ **Ultimate Street Rights-of-Way** – Including name, location, size and distance from property line, and location of street pavement edge, public or private.
  - iii. ☐ **Floodplains** – Identify FP-2 zone, if appropriate.
  - iv. ☐ **Planning Area or Subarea** – Identify Planning Area or Subarea boundaries, if appropriate.
  - v. ☐ **Easements** – Including locations, purpose and width.
- e. ☐ **Title Block** – Name and address of property owner of record and name of agent/contact, date of preparation. Project location information (ie. APN/ Tract and Lot).
  - i. ☐ **Name of Project** – Marketing name, Planning Area, Tentative Tract & lot number. (APN or Legal Lot not necessary)
  - ii. ☐ **Owner** – Name, address, phone and email of property owner of record
  - iii. ☐ **Applicant** – Name, address, phone and email, if different from owner.
  - iv. ☐ **Plan Preparer** – Name, address, phone number and email of firm responsible for preparation.
  - v. ☐ **Date** – Most recent date plan was prepared or revised.
- f. ☐ **Vicinity Map** – located on the title sheet of plot plan (use a scale of approx. 4” to 1 mile).
- g. ☐ **Property Lines** – Including all building site dimensions and ownership boundaries.

- h. ☐ **Setbacks** – Dimension the plot plan extensively to fully demonstrate compliance with Ranch Plan PC Program Text Section III, including all setbacks to all existing and proposed structures (including ancillary structures) from property lines and easement lines, as well as distances between buildings. Also, the plot plan shall demonstrate compliance with the following unique setback requirements of the OC Zoning Code:
- i. ☐ **Balconies, decks, porches, terraces, exterior steps/stairways** – Per OC Zoning Code Section 7-9-128.6.
  - ii. ☐ **Eaves, canopies, cantilevered roofs** – Per Zoning Code Section 7-9-128.7.
  - iii. ☐ **Chimneys, fireplaces, other minor architectural features** – Per OC Zoning Code Section 7-9-128.8.
- i. ☐ **Ultimate street right-of-way lines** - Including name, location, , public or private, distance from property lines, sidewalk location, curb and gutter, and pavement edge.
- j. ☐ **Floodplains** – Identify FP-2 zone, if appropriate.
- k. ☐ **Easements** – Existing and proposed, including location, purpose, and dimensions. (i.e. Flood Plain, Utilities, Ingress/Egress, Open Space Conservation/Scenic, etc.)
- l. ☐ **Utilities** – Identify all utilities public and private, including but not limited to, sewer/septic, water, electric, street lights/vaults, fire hydrants and storm drains.
- m. ☐ **Building footprints and rooflines** – Including location and use of all existing and proposed structures, including size, dimensions and distances to property lines. Also, identifying existing and proposed locations, square footages, dimensions and distances from property lines. Also identify existing and proposed uses of structures.
- n. ☐ **Access** – Including driveways, existing and proposed accessways. Note shall state: “Access to the site is proposed via: \_\_\_\_\_. If applicable, note: “All streets are private.”
- o. ☐ **Fencing and Walls** – Including location of retaining walls, property line walls, pilasters, fences, and gates:
- i. ☐ Consistency with Zoning or ADS – Indicate whether walls and fences meet Zoning regulations (Ranch Plan PC Text and OC Zoning Code Section 7-9-137.5.) or Alternative Development Standards (ADS) No. \_\_\_\_\_.
  - ii. ☐ Consistency with concurrent Grading & Building Plans (if applicable) – Indicate proposed types and height of walls. Additional fencing and wall details shall be provided in Section(s) \_\_\_\_\_ (Ranch Plan Grading Checklist & Building Checklist)
- p. ☐ **Off Street Parking** – Indicate compliance with OC Zoning Code off-street parking requirements per Section 7-9-145.6. All covered and uncovered parking spaces and back up areas shall be clearly marked, consistent with the required off-street parking table to be included on each plot plan cover sheet (See sample: Attachment \_\_\_\_).
- Exceptions** – In addition, the proposals may qualify for the following exceptions to Zoning Code off-street parking requirements per Ranch Plan PC Text Section K
- i. ☐ **Parking Space Reduction** – Per Section II.K.1.a, if project is designed to encourage and facilitate the internal circulation of public transit.
  - ii. ☐ **Common Area Parking** – Per Section II.K.1.b.
  - iii. ☐ **Local Public Street Credit** – May be granted per compliance with III.K.3.a.
- q. **Parking and Maneuverability Standards**
- i. ☐ **Alleys** – Per Ranch Plan Alternative Development Standard G3a & b

- ii. ☐ **Size of Parking Spaces** – Residential per OC Zoning Code Section 7-9-145.3.(a), and Non-Residential per Section 7-9-145.4.(a).
- iii. ☐ **Maneuvering** – Demonstrate maneuverability per Zoning Code Sec. 7-9-145.3.(c).
- iv. ☐ **Stacking Distance** – Review to ensure accessway stacking distance.
- v. ☐ **Trash Enclosures** – Review to ensure adequate coverage.
- r. ☐ **Adjacent Lots** – Pertinent details regarding adjacent lots, including addresses, existing uses and building footprint and the distances from all property lines.
- s. ☐ **Elevations** – Including north/south/east/and west (front/ side/rear) elevations drawn to scale and dimensions for height of structure. Include height envelope as per Height Limit Measurement of the OC Zoning Code. ([Height Limit Measurement](#)). Ranch Plan PC Text Section II.C.3.a.2) requires elevations of all structures (including walls and signs), including but not limited to exterior materials, exterior colors, building heights. Note: The elevations are provided for massing purposes only; no aesthetic review is required or necessary within the Ranch Plan Planned Community.
- t. **Conceptual Grading Plans (if required) to include:**
  - i. ☐ **Topographic Data** - include contours for existing and proposed grades.
  - ii. ☐ **Geological Conditions** – identify any known or potential geological hazards such as landslides, mud flows, rockslides etc.
  - iii. ☐ **Cubic Yards** – identify the total volume of earthwork for cuts, fills (including import or export), and over excavation in cubic yards.
  - iv. ☐ **Slopes** - Identify and label all slopes of existing and proposed slopes depicting horizontal to vertical dimensions (H: V or i.e. 2:1). In particular identify any slopes greater than 30%. Note shall state: “Slopes shall be constructed at a maximum slope ratio of 2:1 unless otherwise noted.
  - v. ☐ **Driveway Grades** – identify driveway grades, locations. (OC ZC Sec 7-9-145.2e)
  - vi. **Drainage:**
    - o ☐ **Drainage Devices** – identify location and size of all drainage devices, including but not limited to culverts, area drains, v-ditches, swales, etc.
    - o ☐ **Drainage Note:** – Note shall state: “Drainage system will be developed in accordance with the County of Orange Flood Control District standards and the “Master Plan of Drainage” for Tract No. \_\_\_\_ prepared by \_\_\_\_\_. Storm flows tributary to the site shall be intercepted and conveyed around the site via the storm drain systems shown hereon. All storm drains shown hereon are preliminary. Storm drain plans will be prepared.
  - vii. ☐ **Environmental** – Note shall state: “Proposed grading has been addressed per CEQA document PA-\_-\_-”.
- u. ☐ **Conceptual Landscape Plans and Screening Area (if required) to include** – Ranch Plan PC Text Section II.C.3.a.3) dictates that the Site Development Permit Preliminary Landscape Plan shall include general location of all plant materials, by common and botanical names, and the size of plant materials, where applicable.
  - i. ☐ **Plant Palette-** identifies the location, size, species/type of existing and proposed landscaping. Identify common and botanical names
  - ii. ☐ **Irrigation Devices-** identify proposed and existing irrigation systems and devices.



- iii. ☐ **Other Plans (if required) to include:**
- v. ☐ **Signage** – Indicate location, type, height, and sign copy information.
- w. ☐ **Open Space (Natural Open Space and Recreation Areas)** – Indicate location and acreage.
- x. ☐ **Lighting** – Indicate location, type, height, and compliance with County Standard Plans.
- y. ☐ **Accessory Uses Development Regulations** – Per OC Zoning Code Section 7-9-137 (Note: accessory uses have their own site development standards)
- z. ☐ **Guesthouses and Second Units** – Per OC Zoning Code Section 7-9-146.5. and per Ranch Plan PC Text Section III.A.1.b.1) and III.A.1.b.4) and III.A.2.b.4), as well as Section IV regarding the unique Ranch Plan PC definitions of Cabanas, and Second Residential Units.
- ☐ **Other Plans (if required) to include:** \_\_\_\_\_

**The following NOTES shall be included on each Ranch Plan Site Development Permit plot plan:**

- aa. ☐ **Existing Land Use** – In most instances within the Ranch Plan rough grading will have already been completed, such that the existing land use note will state “Vacant land, previously rough graded (per GA No. \_\_) to allow for future development”.
- bb. ☐ **Zoning** – Note shall state “Project area is zoned as a development area by the Ranch Plan PC Text, and shall be processed per the implementation procedures detailed in Section II.C of the PC Text. Master Area Plan PA-\_\_-\_\_ and Subarea Plan PA-\_\_-\_\_, designate the project site as [Residential <or> Urban Activity Center]. This Site Development Permit more specifically identifies this site designation as being subject to the allowed use checked below, consistent with the referenced Ranch Plan PC Text site development standards:”
  - i. ☐ **Planned Concept Detached Dwellings** – Per PC Text Section III.A.2.a.3).
  - ii. ☐ **Multiple-Family Dwellings** – Per PC Text Section III.A.3.a.3).
  - iii. ☐ **Senior Housing** – Per PC Text Section III.A.5.a.3).
  - iv. ☐ **Home Based Business Enclave** – Per PC Text Section III.A.6.a.3).
  - v. ☐ **Recreation Uses** – Per PC Text Section III.B.a.3).
  - vi. ☐ **Neighborhood Center** – Per PC Text Section III.C.1.a.2).
  - vii. ☐ **Urban Activity Center** – Per PC Text Section III.D.1.a.2).
  - viii. ☐ **Business Park (Planning Area 8 Only)** – Per PC Text Section III.E.1.a.2).
  - ix. ☐ **Community Facilities** – Per PC Text Section III.F.1.a.2).
  - x. ☐ **Golf Resort** – Per PC Text Section III.1.a.2).
  - xi. ☐ **Agricultural & Other Existing and On-Going Uses** –Section III.H.3.c.2)(a).
  - xii. ☐ **Open Space** – Per PC Text Section III.I.2.
- cc. ☐ **Adjacent Land Use** – Note shall summarize that “Existing land uses immediately to the north, south, west and east of the project site are ...”
- dd. ☐ **Water and Sewer** – Note shall state that “Domestic water and sanitary sewer services are provided by Santa Margarita Water District (SMWD)”. Note shall also refer to all applicable private water and sewer laterals.
- ee. ☐ **Utilities** – Note shall summarize that “Gas is provided by Southern California Gas Company, electricity is provide by San Diego Gas and Electric, Telephone by \_\_ and

Cable Television by \_\_\_\_\_. Proposed utility locations shown on site plan are approximate. All proposed utilities are to be underground. Actual locations and easement widths will be reflected on Final Tract Map.”

- ff. ☐ **Schools** – Note shall state “Project site is within Capistrano Unified School District.”
- gg. ☐ **Alternative Development Standards** – Note shall state “Per the Ranch Plan Planned Community-Wide Alternative Development Standards (approved March 14, 2007 and Amended August 12, 2008; Subsequent revisions or additions may also be approved), and as allowed by Ranch Plan PC Text (General Regulation 25) the following Alternative Development Standards (ADS) are proposed:” Site Development Permits will typically specify ADS related to “Private Streets & Intersection, Private Drives & Alleys” issues.

## **5. Legal Status of Project Site**

The purpose of the request for this information is to verify by official records whether or not the parcel of land upon which such subject project proposal is an established legal building site\*. Be sure to identify all assessor parcel numbers and lot/parcel descriptions.

Ranch Plan Site Development Permits may be processed based upon a previously approved Tentative Tract Map lot number.

- a. If a Tentative Tract Map and Lot number is not applicable, provide evidence of the legal status of the lot/parcel(s) that are included in the project proposal by providing any of the following documents that contain that information:
  - i. ☐ Copy of Recorded Final Tract or Parcel Map.
  - ii. ☐ Recorded Lot Line Adjustment.
  - iii. ☐ Certificate of Compliance.
  - iv. ☐ Record of Survey pursuant to an approved Division of Land.
  - v. ☐ Deed of Conveyance with Legal description.
  - vi. ☐ Recorded Grant Deed
  - vii. ☐ Contract of Sale

\*If legal building site is required for project proposal, applicant will obtain the necessary Subdivision application information prior to hearing or administrative decision of the project. ([Building Site Requirements](#) )

## **6. Site Color Photos**

The following information is to be provided in 8.5”x11” hard copy print out and in digital format:

- a. ☐ **Site Photos** – Provide two sets of color photos, each in 8.5” by 11” and in digital format, with an illustration board of the property indicating the location and direction from which each photograph was taken. ([Sample Illustration Board](#) ) (If the project is a previously mass graded site within the Ranch Plan Planned Community, no site photos are necessary)
- b. ☐ **Aerial Photograph** – Provide two sets of well defined color aerial photographs, each 8.5” x 11” hardcopy and in digital format, of the area that identifies the proposed project site and surrounding properties. (If the project is a previously mass graded site within the Ranch Plan Planned Community, no site photos are necessary)

## **7. Orange County Fire Authority (OCFA) Planning and Development Service Request**

- a. ☐ **OCFA SR Form** – If there are aspects of the proposed Site Development Permit application not addressed by a Fire Master Plan (as required by Ranch Plan Fire Protection Program [RPFPP] Condition of Approval No. 2.b), the applicant must complete an OCFA Service Request Form and payment to the Orange County Fire Authority (OCFA). The OCFA Service request forms are available at the DPC Planning/Zoning Counter (triplicate form). ([Sample OCFA Form](#)). OC Planning staff will route one set of project proposal plans along with payment to OCFA. Most projects must have an OCFA review and OCFA may apply conditions of approval to the proposed project.
  - i. ☐ **Model Complex Fire Master Plan**– If applicable and not covered per any previous Fire Master Plan.
- b. ☐ **Pre-Approved Fire Master Plan** – If the applicant has already obtained OCFA approval of the applicable Site Development Permit (SDP) level Fire Master Plan prior to submittal of the SDP application, there is no need to complete and submit an OCFA Service Request (SR) form, nor to pay any additional OCFA fees. If as a result of the SDP review and comments by OC Planning and other, changes are made to the application and associated plans, these revisions are to be reviewed by OC Planning, and are only to be transmitted to OCFA for plan review if the revisions exceed the thresholds contained as Notes to Table 1 on page 9 of the Ranch Plan Fire Protection Program:
  - 1. Relocation of fire hydrants by more than five feet, or any movement of hydrants closer to a habitable structure.
  - 2. Modifications that reduce the width of any street or private drive used for OCFA emergency access, as identified on a tentative tract-related Fire Master Plan.
  - 3. Any modifications to a fire lane for OCFA emergency access, as identified on a Site Development Permit-related Fire Master Plan.
  - 4. Modifications that increase the gradient of streets above 10%.
  - 5. Modifications to Fuel Modification areas.
  - 6. Modifications to Building Pad locations.

## **8. Public Notification Information:**

If a Zoning Administrator Public Hearing is required for the project proposal (i.e., if the Site Development Permits proposes modifications(s) to site development standards), the applicant is to provide the information and mailing material needed to notify all the required parties. ([Notification Map and Mailing List Instructions](#))

**Items to be submitted after the application is deemed complete and prior to public hearing.**

Those items are as follows:

- a. ☐ **Notification Map & Ownership Mailing List** – map of properties and list of property owners within 300' of the project.
- b. ☐ **Pre-addressed and stamped envelopes** – Provide pre-addressed and stamped 4"x9" envelopes to be sent to everyone identified within the 300' range.

## **9. Designation of Financially Responsible Party**

It is required that a financially responsible party is designated for each application submittal. ([Designation of Financially Responsible Party](#) )



**Environmental Determination  
Review Checklist  
Ranch Plan Planned Community**  
County of Orange

**I.F.4**

**A. CEQA Review:**

The intent of Checklist III-3 is to provide guidance to staff regarding determinations of consistency with the intent of CEQA in light of the County of Orange *Local CEQA Procedures Manual*, Sections V & IX, Appendix F2 initial study checklist for projects where a previous environmental document (i.e. a Program EIR) is already “in place”.

Ranch Plan Final EIR 589 is defined as a Program EIR because it addresses a series of subsequent implementing steps in a chain of contemplated actions designed to carry out the final planning and development of the Ranch Plan planned community. Each subsequent development application (i.e., Master Area Plans, Subarea Plans, Subdivision Maps, Site Development Permits, infrastructure projects, etc.) must undergo an analysis to determine whether it is within the scope of the Final Program EIR 589 and subsequent CEQA documents. *[Note: The Ranch Plan Planned Community development has also been addressed by previously the Southern Subregion NCCP/MSAA/HCP approved by the Board of Supervisors on January 10, 2007 and the Special Area Management Plan (SAMP) for San Juan Creek and Western San Mateo Creek Watersheds approved by the U.S. Army Corps of Engineers on March 16, 2007.]*

1. ☐ Each Ranch Plan Site Development Permit applicant is encouraged to arrange for a Pre-file meeting ([Ranch Plan Pre-file Meeting Checklist](#)) that will result in a Staff Determination per Checklist I.G.2, Item C.2.
2. ☐ If the result of the Staff Determination is that a Previous Documentation Determination is appropriate, **the applicant is therefore not required to submit a Draft Initial Study** because Ranch Plan Final Program EIR and applicable subsequent CEQA documents have previously addressed this subsequent Site Development Permit, including the grading and all anticipated dwelling units and/or square footages of future non-residential uses.
3. ☐ If the result of the Staff Determination is that a Previous Documentation Determination is NOT appropriate, the applicant shall submit a draft F2 initial study checklist *(Note: Per CEQA Guidelines Section 16152 & 16158 and OC CEQA Procedures Manual, Sections V & IX).*
4. ☐ The applicant shall also submit the portion of the Regulation Compliance Matrix demonstrating compliance with each item required as part of the Site Development Permit application or prior to approval of a Site Development Permit, including all Project Design Features (PDFs), Standard Conditions (SCs) and Mitigation Measures (MMs) contained in the Ranch Plan Final Program EIR 589 Mitigation Monitoring and Reporting Program (MMRP).

## B. CEQA Determination:

Based on the applicant's Pre-file meeting and resultant Staff Determination per ([Checklist I.G.2](#)) and the record of evidence presented with the application submittal:

1. ☐ **Determination:** If the Staff Determination per Checklist I.G.2, Item C.2., is "C.2.a" (i.e., a Previous Documentation finding is appropriate), no further action is necessary.

*[Note: The impacts of each proposed Ranch Plan Site Development Permit application are typically analyzed by the previously adopted/certified CEQA document: Program EIR 589 and the Addendum covering the applicable Master Area Plan and Subarea Plan. Therefore, new environmental documentation is not likely to be necessary.]*

If the Staff Determination per Checklist I.G.2, Item C.2., is "C.2.b" (i.e., additional environmental documentation is required), within 10 working days of, staff will make one of the following six potential initial study checklist determinations:

- a. ☐ **COULD NOT** have a significant effect on the environment, and a negative declaration (ND) will be prepared pursuant to CEQA Guidelines Article 6, 15070 through 15075.  
*[Note: If minor additions and/or clarifications are needed, these can also be provided as a technical memo to be added to the applicable EIR 589 and or Addendum document per "d." below.]*
- b. ☐ **Could have** a significant effect on the environment, there will not be a significant effect in this case because the mitigation measures have been added to the project or revisions in the project have been made by or agreed to by the project proponent. A Mitigated Negative Declaration (MND) will be prepared pursuant to CEQA Guidelines Article 6, 15070 through 15075.  
*[Note: If a Site Development Permit would result in new or more severe significant impacts due, for instance, to substantial changes to the project assumed by the applicable Master Area Plan and Subarea Plan, which require revisions to the previous environmental analyses, a negative declaration would be required. This would be the case if new significant traffic, expanded grading, and/or development edge impacts are projected to occur that were not addressed by Final Program EIR 589 and/or subsequent Addenda.]*
- c. ☐ **MAY have** a significant effect on the environment, which has not been analyzed previously. Therefore, an environmental impact report (EIR) is required.
- d. ☐ **MAY have** a "potentially significant effect on the environment" or "potentially significant effect unless mitigated" impact on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards and 2) has been addressed by mitigation measures based on the earlier analysis as described on the attached sheets. An Environmental Impact Report is required, but it must analyze only the effects that remain to be addressed.  
*[Note: If minor additions and/or clarifications are needed, these can be provided as a technical memo to be added to the applicable EIR 589 and or Addendum document.]*
- e. ☐ **Although the** proposed project could have a significant effect on the environment, because potentially effects 1) have been analyzed adequately

in an earlier EIR or ND/MND pursuant to applicable legal standards and 2) have been avoided or mitigated pursuant to that earlier EIR/ND/MND, including revisions or mitigation measures that are imposed upon the project, nothing further is required.

*[Note: If a Site Development Permit would result in new or more severe significant impacts due, for instance, to substantial changes to the project assumed by the applicable Master Area Plan and Subarea Plan, which require revisions to the previous environmental analyses, a supplement to Final Program EIR 589 would be required. This would be the case if new significant traffic, expanded grading, and/or development edge impacts are projected to occur that were not addressed by Final Program EIR 589.]*

- f. ☐ **Although the** proposed project could have a significant effect on the environment, because potentially effects 1) have been analyzed adequately in an earlier EIR or ND/MND pursuant to applicable legal standards and 2) have been avoided or mitigated pursuant to that earlier EIR/ND/MND, including revisions or mitigation measures that are imposed upon the project. **However, minor additions and/or clarifications are needed** to make the previous documentation adequate to cover the project which are documented in this Addendum to the earlier CEQA Document (Sec. 15164). *[Note: The addition of new analysis of greenhouse gas (GHG) emissions, pursuant to SB 375, are to be addressed at the County-wide and Planned Community-wide level, per County and OPR CEQA Guidelines, not at the project level, such as a specific site development permit application.]*

2. ☐ **Initial Study Checklist:** If the Staff Determination per Checklist I.G.2, Item C.2., is “C.2.b” (i.e., additional environmental documentation is required) the applicant shall present a draft Initial Study per a review of each question and draft response on the checklist (such as the transportation/traffic example shown in the box below) ...

*Example*

16. TRANSPORTATION/TRAFFIC. Would the project ... c) Exceed, either individually or cumulatively, a level of service standard established by the county congestion management agency for designated roads or highways?

... and determine appropriately check the correct box from four findings:

- a. ☐ **Potential Significant Impact**  
*[Note: Per the example above, a reduction in the level of service of an intersection to failing (Level of Service E or F) would be an example of a “new significant impact”.]*
- b. ☐ **Less Than Significant Impact/Mitigation Measure**  
*[Note: Per the example above, a reduction in the level of service of an intersection, but mitigated by project-related improvements to the intersection.]*
- c. ☐ **Less Than Significant Impact**



*[Note: Per the example above, because traffic impacts have been analyzed by Final Program EIR 589, if the subsequent action is consistent with the approved development and, therefore no reduction is anticipated in the level of service of intersections, there would be “no substantial change from previous analysis”.]*

**d. ☐ No Impact**

*[Note: Per the example above, no project-related traffic impacts are anticipated.]*

3. ☐ Upon the determination made in item #2 above, the draft Initial Study shall be made available to the applicant in draft form for five working days for review and comment.
4. ☐ Upon receipt of the applicant’s comments per item #3 above, Staff shall complete the Initial Study and take the appropriate steps to finalize the CEQA documentation accordingly.



## External Agency Review Checklist Ranch Plan Planned Community

County of Orange

# I.F.5

Each of the following entities shall be notified of a Site Development Permit application within the applicable development Planning Area of the Ranch Plan Planned Community, per the County of Orange public hearing notification requirements for interested parties within 300 feet of a project boundary:

### **Planning Area 1:**

- ☐ **Service Providers:**  
Santa Margarita Water District, Capistrano Unified School District, Orange County Fire Authority and San Diego Gas & Electric.
- ☐ **Surrounding Jurisdictions & Agencies with Specific Interests:**  
None, with the exception of Southern California Edison, if applicable project located adjacent power line easement.
- ☐ **Specific Ranch Plan Interest Groups (from main County Key Interest Groups listing):**  
None to date.

### **Planning Areas 2, 3 and 5 (if applicable, see below):**

- ☐ **Service Providers:**  
Santa Margarita Water District, Capistrano Unified School District, Orange County Fire Authority and San Diego Gas & Electric.
- ☐ **Surrounding Jurisdictions & Agencies with Specific Interests:**  
None, with the exception of Transportation Corridor Agencies (Foothill South Transportation Corridor), if applicable project located adjacent to final Corridor alignment.
- ☐ **Specific Ranch Plan Interest Groups (from main County Key Interest Groups listing):**  
None to date.

### **Planning Area 4 and 8:**

- ☐ **Service Providers:**  
Santa Margarita Water District, Capistrano Unified School District, Orange County Fire Authority and San Diego Gas & Electric.
- ☐ **Surrounding Jurisdictions & Agencies with Specific Interests:** None
- ☐ **Specific Ranch Plan Interest Groups (from main County Key Interest Groups listing):**  
None to date.



# Concurrent Processing Request Letter Template – Planned Communities

County of Orange



ocpCustomerCare@ocpw.ocgov.com

www.ocplanning.net

300 N. Flower Street  
Santa Ana, CA 92703



714.667.8888



714.667.8885

YOUR COMPANY LETTERHEAD

DATE:

Francisco Alonso, Assistant Director of OC Planning  
County of Orange  
P. O. Box 4048  
Santa Ana, CA 92702-4048

Dear Mr. Alonso:

1. I \_\_\_\_\_, as the legal agent for \_\_\_\_\_  
agree with the following:
  - I am presently processing a discretionary permit # \_\_\_\_\_ for: \_\_\_\_\_
  - I understand that the County process requires discretionary approval prior to the review of ministerial permits.
  - I don't have that discretionary approval at this time.
  - I also would like to process several ministerial permits ( \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_
2. I would like to process several ( \_\_\_\_\_ ) ministerial permits concurrent with the discretionary review. I am requesting review of our list permits(s) here \_\_\_\_\_ for the following reason:
  1. Reason #1
  2. Reason #2
  3. Reason #3
3. I agree that no ministerial permits will be issued unless they comply with the final discretionary approval, now under review.
4. I understand that I will be responsible for my own time and cost for revising my ministerial permits to meet the discretionary requirements, prior to issuance. I understand I will be proceeding at my own risk since I do not have an approved Planning Application.
5. I agree to hold the County of Orange harmless of any damages arising from the consequences of my request to concurrently process the ministerial and discretionary permits.
6. I also will assume all responsibilities for the costs, delays and any other issues arising from my decision to go forward and not wait for the final discretionary approval. I understand all charges for the ministerial permits are nonrefundable.

\_\_\_\_\_  
Signed and Notarized by owner or agent

\_\_\_\_\_  
Concurrence by Francisco Alonso

CC: \_\_\_\_\_, Property Owner  
Laree Brommer, OC Planning/Planned Communities  
David Shepherd, OC Planning/Planned Communities  
Mahrooz Ilkhanipour, OC Planning/Community Development

**\*Additional Note:** If the ministerial plans are not in compliance with pending discretionary permit application then an explanation of the discrepancy must be part of this letter.



# Agent Authorization and Notarization Form

County of Orange

(1) **PROPERTY OWNER OF RECORD**

(print or type and sign)

NAME \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

MAILING \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

(2) **AUTHORIZED AGENT**

(print or type)

NAME \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

MAILING \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

*I am the current owner of record of the property which is subject of this application. I approve the indicated authorized agent to submit the action requested.*

PROPERTY OWNER SIGNATURE: \_\_\_\_\_

(3) **AUTHORIZATION AND NOTARIZED SIGNATURE REQUIRED IF OWNER IS APPOINTING AN AGENT:**

State of California

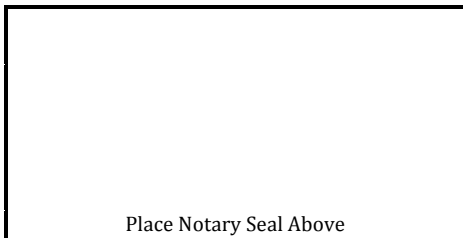
County of \_\_\_\_\_

} SS.

On \_\_\_\_\_, before me, \_\_\_\_\_  
Date Name and Title of Officer (e.g., "Jane Doe, Notary Public")

Personally appeared \_\_\_\_\_  
Name(s) of Signer(s)

*who proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.*



Place Notary Seal Above

I certify under PENALTY OR PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

\_\_\_\_\_  
Signature of Notary Public



# Concurrent Processing Request Letter Template – Planned Communities



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  - I also would like to process several ministerial permits ( \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_
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5. I agree to hold the County of Orange harmless of any damages arising from the consequences of my request to concurrently process the ministerial and discretionary permits.
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\_\_\_\_\_  
Signed and Notarized by owner or agent

\_\_\_\_\_  
Concurrence by Francisco Alonso

CC: \_\_\_\_\_, Property Owner  
Laree Brommer, OC Planning/Planned Communities  
David Shepherd, OC Planning/Planned Communities  
Mahrooz Ilkhanipour, OC Planning/Community Development

**\*Additional Note:** If the ministerial plans are not in compliance with pending discretionary permit application then an explanation of the discrepancy must be part of this letter.



# **Ranch Plan Sample Letter**

County of Orange

## **Ranch Plan Sample Letter (Forthcoming)**

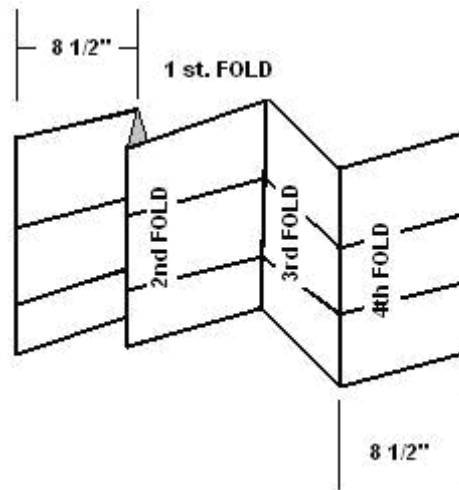


# Map Folding

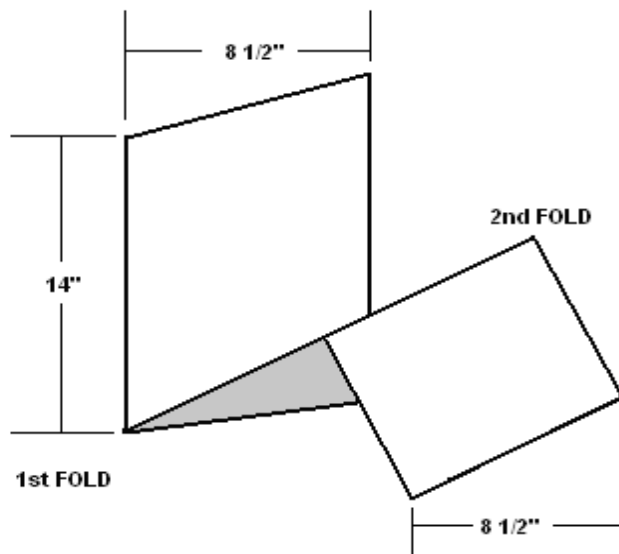
## Instructions

County of Orange

**1st STEP:** Fold all maps and drawings to a finished size of 8 ½" by 14". Fold from left to right with 8 ½" folds. If the size of the map or drawing exceeds equal folds of 8 ½", adjust next to last fold to allow a final fold of 8 ½".



**2nd STEP:** Fold from top to bottom with 14" folds, leaving the project name clearly in view.







# Sec. 7-9-129. Height Limit Measurement

County of Orange

## Sec. 7-9-129. Height Limit

All references to this section shall include sections 7-9-129.1 through 7-9-129.6. This section shall also apply to planned communities and specific plan areas unless otherwise stated.

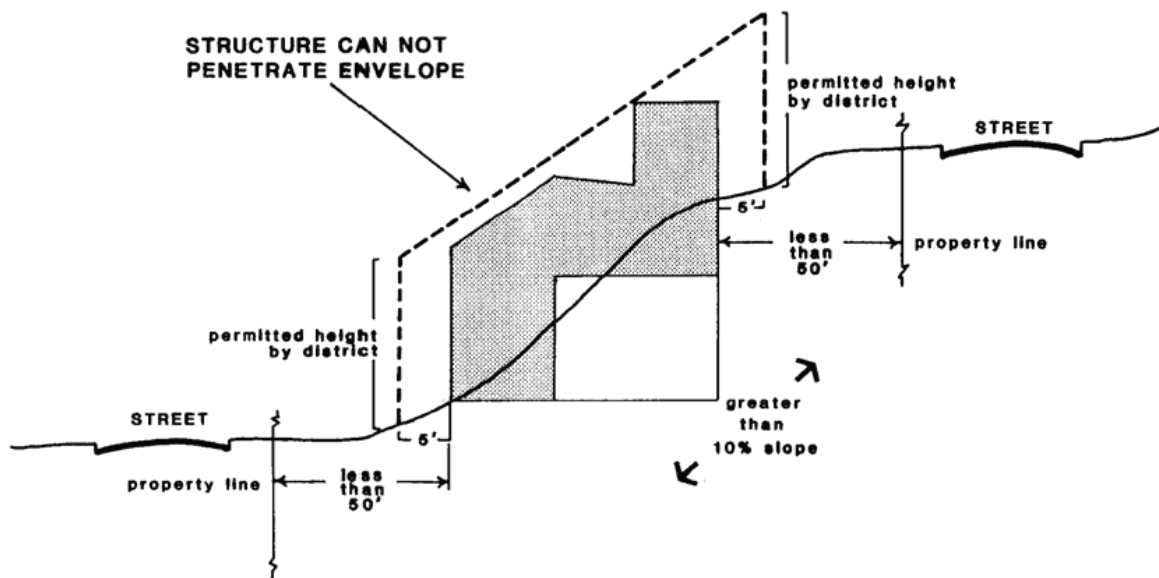
The height of any structure shall not exceed the building height limits specified in the district regulations, except as otherwise specified below.

### Sec. 7-9-129.1 Measurement

- (a) When a building site slopes in any direction at an average grade of more than ten (10) percent within the front fifty (50) feet of the building site, building height is the vertical distance above an inclined slope to the top of the structure, including screened mechanical and electrical fixtures. The inclined slope is established by enclosing the structure with an imaginary line five (5) feet outside of the perimeter of the structure, or at the property line if it is less than five (5) feet outside of the perimeter of the structure, or at the property line if it is less than five (5) feet from the structure, and by assuming that all ground area closer is flat. See diagram for building height.

#### Diagram For Building Height

Sec. 7-9-129.1(a)



ALL MEASUREMENTS FROM FINISH GRADE ELEVATION

- (b) In all situations not included within (a) above, the height is the vertical distance above the ground level of the top of the structure. This is established by enclosing the structure.



## **Sec. 7-9-126.**

### **Building Site**

County of Orange

#### **Sec. 7-9-126. Building Site Requirements.**

No Building Permit and no Certificate of Use and Occupancy shall be issued for a building or use of land until the Director, EMA, has verified by official records that the parcel of land upon which such building or use of land is to be established is a building site.

(a) Lawful, nonconforming building sites.

(1) Any parcel of land that was established as a building site by the recordation of a final tract map, a final parcel map, a record of survey recorded pursuant to an approved division of land, a lot line adjustment, a certificate of compliance; or by a deed of conveyance or contract of sale or in any other legal manner recorded prior to May 24, 1962, and which complied with all of the requirements of all the County ordinances in effect at the time of recordation in the office of the County Recorder (or the Los Angeles County Recorder, if recorded prior to the formation of Orange County) is considered to be a building site.

(2) Building sites established by "(1)" above that are subsequently reduced in area by rights of way or easements that prohibit the surface use of property may be established as legal building sites if the Director, EMA, determines that the site will be able to provide a building envelope comparable to similar building sites in the area.

(b) Creation of building sites.

A building site may be created by the recordation of a final tract map, a final parcel map, or a lot line adjustment. The creation of any building site shall conform to the following requirements:

(1) Each building site shall be shown on the recorded document as a numbered lot or parcel.

(2) Each building site shall be of sufficient area and width to comply with the area and width requirements for the zoning district in which it is located.

(3) Each building site shall either:

a. Abut a public street, having a right of access for vehicles and pedestrians, and enjoy practical and physical access to such street, for a minimum width of twenty (20) continuous feet; or

b. Have a recorded right of access for vehicles and pedestrians for a minimum continuous width of twenty (20) feet (sixteen feet paved) via street or other vehicular accessway, and enjoy practical and physical access, from the building site to a public street

(c) Lot line adjustments.

A lot line adjustment is a discretionary action per the Subdivision Code and shall not require the approval of an area variance permit if both findings below are made:

1) The lot line adjustment is between two single-family residential properties with one or both of them developed.

2) The lot line adjustment would serve to achieve greater consistency with the applicable setback standards.

(d) Building site area.

(1) Building site area shall be calculated by measuring the site horizontally as a level plane. Rights-of-way or easements that prohibit surface use of the site, except easements for open space purposes on single-family lots, shall be excluded from the calculation. (Examples of open space easements include, but are not limited to, resource preservation and scenic easements.) The minimum building site area required by the applicable district or planning area regulations shall be undivided and relatively compact although the entire building site may be larger with diffuse parts.

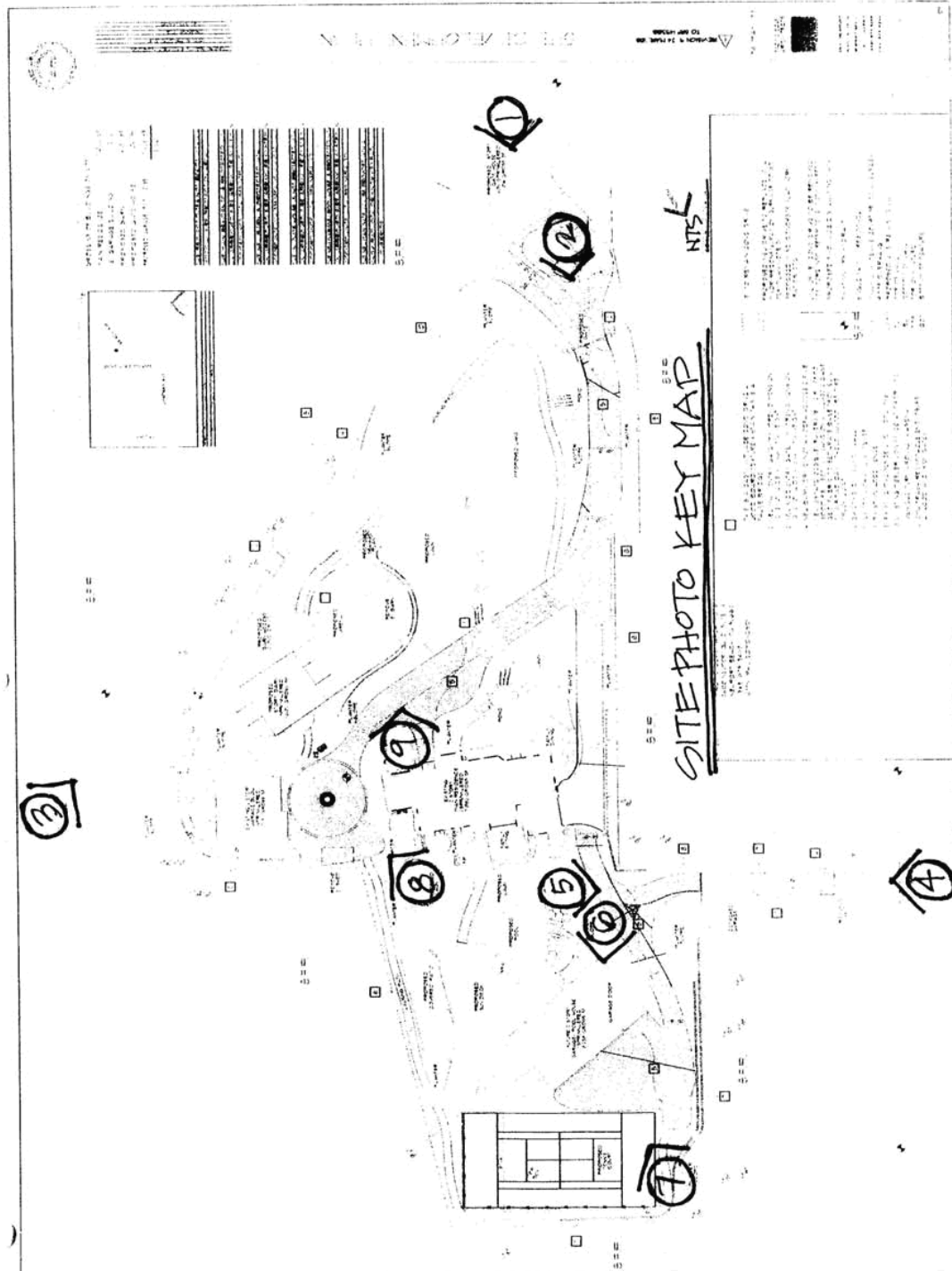
(2) That portion of a panhandle or flag building site that is used for access purposes and is under forty (40) feet in width shall not be used in calculating the area.



# Photo Illustration Board

## Sample

County of Orange





# Notification Map / Mailing List

## Instructions

County of Orange

The owner or agent is responsible for complying with the following requirements. Many title companies and other vendors will accomplish this for a fee (see Yellow Pages).

### A. Preparation of the Notification Map.

1. Obtain the Assessor's Parcel (AP) number(s) from the Assessor or tax bill for the property concerned.
2. Locate the subject parcel on the proper page of the Assessor's Parcel (AP) map books in Building 12, 400 Civic Center Drive West, Santa Ana.
3. With the scale shown on the AP map, measure 300' from all of the exterior boundaries of the subject map to determine the AP book pages required to prepare a notification map. Draw the 300' line on all AP pages. **NOTE:** If the application is for a Coastal Development Permit, an additional occupant map with a 100' radius will be required. See planner for details.
4. If the maps are the same scale, the most convenient method of determining the notification areas is to "cut and paste" the maps together in such a manner that the subject parcel is in the center and all parcel and their numbers with 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 mailing list is then prepared by noting the AP numbers of parcels, all or part of which are within the 300' notification area. (Include all owners of any condominium project.) The numbers are to be listed in ascending numerical order with the subject parcel number at the beginning of the list. Type the owner's name and mailing address\* (including zip code) for each parcel as obtained from the Assessor's numerical parcel list.
2. You must certify to the accuracy and completeness of the list by owner or agent signature.
3. Add name and address of the applicant and agent (if any) to the end of the list.

### C. Preparation of the Envelopes.

1. Each name and mailing address\* from the mailing list shall be typed (or pasted) on business (4"x9") size envelope with a first class postage **stamp** for each property owner on the list. **DO NOT USE A POSTAGE METER.**
2. Only one envelope need be prepared for property owners of more than one parcel which is to be mailed to the identical address.
3. DO NOT use envelopes that have a printed return address. Return address will be stamped on enveloped by the department.

**\*Note:** In some areas of Orange County such as Sunset Beach and Trabuco Canyon, the Post Office will not deliver mail to a street address so a P.O. Box is required.



# Property Owner List

County of Orange

Application Number: \_\_\_\_\_

Number of Notices: \_\_\_\_\_

Date Mailed: \_\_\_\_\_

I certify that this list includes all of the persons listed on the latest adopted Orange County Tax Roll as the legal owners of all parcels of land within (300'/100') of the exterior boundaries of the attached legally described parcel of land which is the subject property of the above numbered application in accordance with Section 7-9-150 of the Zoning Code.

			<u>Your Name</u> Signature
	NAME	ADDRESS	ASSESSOR'S PARCEL NO.
SUBJECT PROPERTY	<u>Your Name</u>	<u>12 Via Montanero</u>	<u>833-233-1</u>
	<u>John/Jane Doe</u>	<u>38 Via Solano</u>	<u>833-233-01</u>
	<u>"</u>	<u>40 " "</u>	<u>833-233-02</u>
	<u>"</u>	<u>42 " "</u>	<u>833-233-03</u>
	<u>"</u>	<u>3 Via De La Mesa</u>	<u>833-233-04</u>
	<u>"</u>	<u>5 " " " "</u>	<u>833-233-05</u>
	<u>"</u>	<u>7 " " " "</u>	<u>833-233-06</u>
	<u>"</u>	<u>9 " " " "</u>	<u>833-233-07</u>
	<u>"</u>	<u>11 " " " "</u>	<u>833-233-08</u>
	<u>"</u>	<u>13 " " " "</u>	<u>833-233-09</u>
	<u>"</u>	<u>15 " " " "</u>	<u>833-233-10</u>
	<u>"</u>	<u>17 " " " "</u>	<u>833-233-11</u>
	<u>"</u>	<u>19 " " " "</u>	<u>833-233-12</u>
	<u>"</u>	<u>21 " " " "</u>	<u>833-233-13</u>
<u>"</u>	<u>23 " " " "</u>	<u>833-233-14</u>	

S A M P L E



# Designation of Financially Responsible Party

County of Orange

As stated in the Board-approved Ordinance, the County's Planning Department operates by recording actual costs against a deposit for grading and planning services. Thus, it is required that each permit or record maintained by Planning have a Financially Responsible Party (FRP) identified.

Per the County Ordinance, the FRP and the owner will receive all official communications regarding fiscal matters, including notices of low balances and additional requests for deposits and copies of permits. The FRP will also receive any refunds, if applicable. Once the FRP is identified, a confirmation notice will be sent in which the named FRP will have 10 days to notify the County of any errors. If the designation is contested, all work on the permit(s) may be stopped until this issue is resolved.

## Permit / Record # (s)

\_\_\_\_\_  
\_\_\_\_\_

As the ☐ Applicant ☐ Owner ☐ Contractor ☐ Other (specify) \_\_\_\_\_, I designate the

Financially Responsible Party to be: \_\_\_\_\_.

Contact Person/Agent of this application to be: \_\_\_\_\_.

☐ Applicant ☐ Owner ☐ Contractor ☐ Other \_\_\_\_\_

Name \_\_\_\_\_

Company / Business Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## County Use Only

☐ New Application

☐ Revision to Current Application

Received by: \_\_\_\_\_

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

Role Updated in APPS: \_\_\_\_\_