
REVIEW PROCESS

PRE-APPLICATION: The applicant meets with staff to become familiar with applicable General Plan, historical guidelines and zoning requirements applicable to the project.

APPLICATION SUBMITTAL: City staff holds a Development Advisory Board (DAB) meeting to review application for completeness. If complete, staff schedules the project for consideration before the Environmental Administrator for determination of compliance with the California Environmental Quality Act. Environmental Administrator refers to DAB for conditions of approval; other committee/commission as needed; and public hearing by the Cultural Heritage Commission.

CULTURAL HERITAGE COMMISSION (CHC): The Cultural Heritage Commission conducts a public meeting and approves, conditionally approves, or denies a project based on staff's analysis and recommendation, other committee/commission recommendation and public testimony received on the project.

ANY QUESTIONS? Please call the Planning Division at (949) 443-6331.

Community Development Department Mission Statement: "To preserve the small, village-like character of the community through high quality design, diverse housing, and the preservation of cultural resources, open space, natural creeks and ridgelines in a manner that will enhance the quality of life for the City's present and future"



Your Guide to Understanding
the
**SITE PLAN
REVIEW
APPLICATION
PROCESS**



**City of San Juan Capistrano
Community Development
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SITE PLAN REVIEW PROCESS

The City's Site Plan Review process assures that new development conforms to the City's General Plan, the Secretary of the Interior's Guidelines, and the Los Rios Specific Plan design guidelines. The City requires all projects involving sites listed on the City's Inventory of Historic & Cultural Landmarks (IHCL) or situated in the Los Rios Specific Plan District to process a Site Plan Review application. In some cases, minor projects may be approved administratively by the Community Development Director. The City's Cultural Heritage Commission has decision-making authority on these applications. Processing times vary from three to eight months depending upon the project's complexity.



New Mission
Church

SUBMISSION REQUIREMENTS

- Application for Development Approval
- Processing fee per City Council resolution
- Check payable to OCFA for fire prevention review.
- Application for Development Approval
- Developer Deposit per adopted City Council resolution
- Check payable to OCFA for fire prevention review.

- A title report for the property completed by a licensed title company and prepared within 30 days of your application submittal
- Color and Materials Board (8 1/2" x 11") indicating finish materials and paint/stain colors of all building elements, including roofing
- Other technical studies (to be prepared under contract by the City with the cost to be borne by the applicant) as required by the Environmental Administrator for determining CEQA compliance.
- Twelve (12) copies of preliminary site plans, building elevation plans, preliminary grading and preliminary landscape plans folded to 9" x 12" and one (1) set of photographic reductions (8 1/2" x 11")
- Conceptual Water Quality Management Plan (if project is classified as "Priority Project")
- Building elevations (north, south, east and west) drawn to scale, including adjacent

Plans shall include the following:

- buildings, dimensions for height of wall plane (finished grade to eave line), maximum height on roof, building materials/colors keyed to color board (color elevations due prior to Cultural Heritage Commission review).
- Existing and proposed topography, limits of grading, cut/fill quantities (cubic yards), cross-sections, finished slope grades, and retaining wall elevations with full dimensions.
- For non-residential projects, a sign program indicating the size, location, materials, colors, and illumination of all signs.

- Roof plan depicting ridges, valleys, drainage direction, mechanical well (including sections indicating how HVAC equipment will be screened from public view).
- Preliminary landscape plan showing type, number, location, container size of plant species, and existing trees to be preserved or relocated.
- Lighting plan with location and catalog cut-sheets of proposed light fixtures. Photometric analysis of measured footcandles (fc) and photometric summary with minimum fc; max. fc; average fc, min./max. ratio, and avg./min. ratio .
- Construction details showing wall, door, and window sections; preliminary window and door schedule; retaining wall sections and elevations; trash enclosure design; project identification sign(s); and fencing.

NOTIFICATION REQUIREMENTS

- A diskcopy of an Excel spreadsheet of the property owner's mailing list for all real properties within the required feet of the project including the assessor parcel number, name, and mailing address. A copy of the relevant assessor parcel map(s) delineating the limits of the required public notice area.
- A signed affidavit by the person responsible for preparing the list attesting to its accuracy and its compliance with Title 9.
- A signed affidavit of on-site posting.

★ *See Notification Preparation Packet for project specific noticing requirements.*