

REVIEW PROCESS

PRE-APPLICATION: The applicant meets with staff to become familiar with zoning requirements applicable to the project.

APPLICATION SUBMITTAL: City staff 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 the Planning Commission, City Council, and/or any other boards and commissions as deemed necessary.

RELEVANT BOARDS/COMMISSION REVIEWS: Staff schedules a public meeting with relevant boards and/or commissions as required by the Environmental Administrator.

PLANNING COMMISSION: The Planning Commission conducts the public hearing and refers to the City Council with a recommendation of approval, approval with conditions, or denial.

CITY COUNCIL: The City Council conducts public hearing and makes final decision to approve, approve with conditions, or deny based upon commission/staff recommendations and public testimony.

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

Planning 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 residents."



Your Guide to Understanding
the
**REZONE
PROCESS**



**City of San Juan Capistrano
Planning Services Dept.
32400 Paseo Adelanto
San Juan Capistrano, CA 92675**

**Tel: (949) 443-6331
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REZONE PROCESS

The City regulates land use by assigning zoning districts to every property within the City consistent with the adopted General Plan. Zoning designations regulate building height and setbacks, density of development, building design, land use, signs, and parking. The City's Municipal Code defines the zoning designations and describes the appropriate uses for properties within those zoning districts.

For various reasons, a property owner, other interested party, or the City may request a change to the Official Zoning Map (referred to as a "rezone") for a specific property.



San Juan Capistrano
Public Library

A rezone application requires public hearings by both the City's Planning Commission and City Council. Processing times vary from 8-to-18 months, depending upon the issues inherent in the proposal.

SUBMISSION REQUIREMENTS

- Application for Development Approval
- Deposit per adopted City Council resolution
- Check payable to OCFA for OCFA review
- Comprehensive Development Plan in digital format

SUBMISSION REQUIREMENTS CONT'D

- A title report for the property completed by a licensed title company and prepared within 30 days of your application submittal and an American Land Title Association (ALTA) survey
- A Tree Survey of existing trees (over 6" in diameter measured 36" above grade) prepared by an arborist or landscape architect indicating type, location, condition, diameter, height, and proposed disposition
- Fifteen (15) copies each, drawn to scale and folded to 9" x 12", of the following:
 - ◆ Existing conditions plan of the property
 - ◆ Proposed development concept plan
 - ◆ Certified boundary survey showing property boundaries by metes and bounds and all easements of record
- One (1) set of photographic reductions (8 1/2" x 11")
- Vicinity map showing the general location of the property within the City
- North arrow, scale, date and title block

Plans shall include the following:

- Name, address, and telephone number of property owner(s)
- Name, address, telephone number, and license/registration number of engineer, surveyor, or person responsible for preparation of the plan
- Location of existing property lines and easements, including type of easement
- Acreage or square feet of each lot and total project acreage
- Location of existing and proposed public and private streets, driveways, sidewalks, equestrian trails, bikeways, parking areas, and similar improvements
- Location of existing and proposed utilities,

above and below ground, including sanitary sewer, storm sewer, electricity, natural gas, telephone and cable TV

- Existing and proposed General Plan and zoning designations and use of all properties within 300 feet of project boundaries
- Location and use of all existing and proposed structures, trees, and improvements, including accessory structures, fences, sheds, and similar improvements
- Proposed materials, colors, and design treatments
- Existing topography and proposed grading, including proposed retaining or crib walls, or similar grading-related improvements
- Proposed landscaping, including size, height, and type of trees, vegetation and/or ground-cover
- Location of Special Flood Hazard Area limits as designated by the Federal Emergency Management Agency. If in flood district, include location, dimension, water surface elevation, and flow direction of all existing proposed drainage swales, intermittent streams, creeks, ponds & other bodies.

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.*