
REVIEW PROCESS

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

APPLICATION SUBMITTAL: The Development Advisory Board reviews application for completeness. If complete, staff conducts environmental review in compliance with the California Environmental Quality Act. Hearings are scheduled for Zoning Administrator, Planning Commission, and/or other boards and commissions as deemed necessary.

ZONING ADMINISTRATOR: The Zoning Administrator may conduct a public hearing for a simple use permit. The use may be approved, conditionally approved, or denied based upon staff's analysis and recommendation and public testimony received on the project.

PLANNING COMMISSION: The Planning Commission conducts a public hearing for the majority of the use permit applications and makes the final decision based upon staff's 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 residents.”*



Your Guide to Understanding
the
**CONDITIONAL USE
PERMIT
APPLICATION
PROCESS**

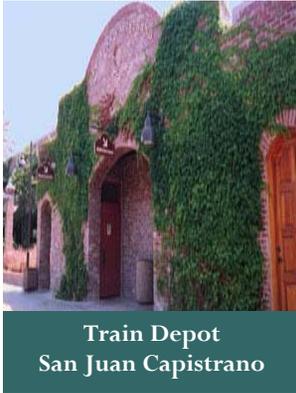


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CONDITIONAL USE PERMIT PROCESS

A conditional use permit process ensures the regulation of specified uses that may have potentially adverse impacts to surrounding properties. Although the use may be consistent with the purpose and intent of the zoning district, specific conditions may need to be imposed on the project to avoid or minimize adverse impacts associated with the use. Examples of uses that may require a conditional use permit include child care centers, kennels, outdoor recreational facilities, dancing and live entertainment, gas stations, etc.



A conditional use permit application requires a public hearing by the City's Zoning Administrator or Planning Commission. Processing times vary from 3-to-6 months, depending upon the issues.

SUBMISSION REQUIREMENTS

- Application for Development Approval
- Deposit per adopted City Council resolution
- Check payable to OCFA for fire prevention review
- Vicinity map showing the general location of the property within the City

- A title report for the property completed by a licensed title company and prepared within 30 days of your application submittal
- Twelve (12) copies of an engineered site plan and building elevation plans, drawn to scale and folded to 9" x 12"
- One (1) set of photographic reductions (8 1/2" x 11")
- Conceptual Water Quality Management Plan (if project is classified as "Priority Project")

Plans shall include the following:

- North arrow, scale, date and title block
- Name, address, telephone number, and license/registration number of engineer, surveyor, or person responsible for preparation of the plan
- Name, address, and telephone number of property owner(s) 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 use of property, including existing use of all properties situated within 300 feet of the project boundaries
- Proposed materials, colors, and design treatments

- Location and use of all existing and proposed structures, trees, and improvements, including accessory structures, fences, sheds, and similar improvements
- Proposed grading and 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, if required.
- ★ *See Notification Preparation Packet for project specific noticing requirements.*