



City of San Juan Capistrano

NOTIFICATION PREPARATION PACKET

Applications which require a Public Notice must include a mailing list of property owners within a required mailing radius of the project site and on-site posting as stipulated by San Juan Capistrano Resolution No. 10-08-17-03.

Application	Noticing Requirements			
	500ft Mailing	1000ft Mailing	City-wide Mailing	On-site Posting
Annexation			X	X
Conditional Use Permit		X		X
General Plan Amendment			X	X
Grading Plan Modification		X		X
Mobile Home Conversion, Closures, & Cessations			X	X
Tentative Parcel Map		X		X
Tentative Tract Map: residential projects less than 100 dwelling units/lots		X		X
Tentative Tract Map: residential projects greater than 100 dwelling units/lots		X		X
Zone Change (Rezone)			X	X
Zone Variance (residential)	X			
Zone Variance (non-residential)	X			
Architectural Control (AC): commercial projects less than 100,000 GSF of gross floor area or less than 1,000 average daily trips (ADT).		X		X
Architectural Control (AC): commercial projects greater than 100,000 GSF of floor area or greater than 1,000 average daily trips (ADT).			X	X
Architectural Control (AC): residential projects greater than 100 dwelling units			X	X
Site Plan Review (SPR)		X		X
Architectural Control (AC) projects located in the P&I and IP District not connected to any other application.		X		X
Sign Programs not connected to an Architectural Control (AC) Application.	X			
Modifications to Architectural Control (AC) that is NOT subject to Administrative Approval.	X			
Modifications to Architectural Control (AC) that is subject to Administrative Approval.	Exempt	Exempt	Exempt	Exempt

***If the application you are submitting is not included in this matrix please contact the Planning Department for your noticing requirements.**



City of San Juan Capistrano

Affidavit of Sign Posting

Application No. _____

Applicant Name _____

Project Name/Location _____

The applicant is required to post a 4-foot by 4-foot wooden sign on the subject site as soon after filing as possible but at least twenty (20) days before any public hearing. The sign board needs to be white with black lettering. The applicant shall submit a notarized affidavit stating the sign has been posted with accurate information and a photograph(s) showing the sign on the site. Please see the attached handout that contains the required specifications for the sign.

Please note: It is the responsibility of the applicant to erect and maintain the sign on the subject property until final action by the decision maker(s) has been made. It is also the responsibility of the applicant to remove the sign within 5 days after the final action is taken or appeal period if applicable.

I confirm that the site has been posted for the application number(s) above as required by the City of San Juan Capistrano Planning Department, and that I am submitting photos(s) of the sign.

Applicant/Representative Signature

Date

This instrument was acknowledged before me on this _____ day of _____, 20____, by
In witness whereof I hereunto set my hand and official seal.

Notary Public

My Commission expires on:

In order for the application to be deemed complete please return the completed, notarized affidavit and photograph(s) to the assigned case planner at your earliest convenience.

Mailing Address:
32400 Paseo Adelanto
San Juan Capistrano, CA 92675

***City of San Juan Capistrano
Planning Division***

Telephone: (949) 443-6331
Fax: (949) 493-1053
www.sanjuancapistrano.org

For Office Use Only

Checked by: _____

Date: _____

Hearing date: _____

Photos Attached: _____

MAILING LISTS:

All mailing lists must be submitted in a compact disk (CD) of an Excel spreadsheet of all real properties within the required radius of the project (see below) with the following information:

- Assessor parcel number, owner name, and mailing address.
- A copy of the relevant assessor parcel map(s) delineating the limits of the public notice area.
- A signed and notarized Affidavit by the person responsible for preparing the list attesting to its accuracy and its compliance with Resolution No. 10-08-17-03.

ON-SITE POSTING REQUIREMENTS:

All projects subject to Public Hearing approval by the Planning Commission and/or City Council are required to post project information signage. ***Please be advised that no application for discretionary action can be scheduled or deemed complete until the required sign notification has been posted and the affidavit with photograph(s) submitted to the Planning Department.***

- The sign shall be visibly installed not more than 10 feet from the boundary of the property that abuts a public or private road. If the property abuts more than one public or private road, the sign shall be installed visible from the road with the highest average daily vehicular trips (ADT).
- If the property does not abut a public or private road, the sign shall be posted where it can be most readily seen by the public.
- An affidavit of posting, available from the Planning Department, must be notarized and filed by the applicant with the Planning Department prior to scheduling the project application(s) for a public hearing review.
- A site plan indicating the location of the sign that will be subject to the project manager's approval.
- Submit a photograph of the sign to the Planning Department.

Each sign shall comply with the following:

- The sign shall be 16 feet square in sign area, measuring four (4) feet in height and four (4) feet in width.
- Support elements for the sign shall be made of four-inch by four-inch wood posts.
- The sign shall not exceed eight (8) feet in height from the ground level.
- The sign shall not be illuminated nor contain any attraction devices such flags, balloons, etc.
- Sign materials shall be 3/8 inch plywood or pressboard or like material.
- Sign lettering shall be in black with a white background.
- The support elements for the sign shall be between 30 -36 inches below ground level.

Each sign shall have the following information:

- The appropriate heading (Proposed Project)
- Project Description. *Please note that the project description verbiage will be provided to the applicant by the project manager.*
- Name of developer/applicant and the City Planning Division contact information.



City of San Juan Capistrano

Affidavit of Notification List

Application No. _____

Applicant Name _____

Project Name/Location _____

I certify that on _____ day of _____, 20____, we prepared a notification list and a radius map, including properties entirely and partially within _____ feet of the most exterior boundaries of the property being considered in the above referenced project known as (Property Address) _____. The property owner names and addresses listed on the notification list, provided in an excel spreadsheet on a CD, were taken from the latest records of the Orange County Assessor. Such names are recorded in the records of the County Assessor as being the present owner or owners of both the subject property and the property/properties within the required mailing radius of the subject property.

Applicant/Representative Signature

Date

This instrument was acknowledged before me on this day of _____, 20____, by _____
In witness whereof I hereunto set my hand and official seal.

Notary Public

My Commission expires on:

In order for the application to be deemed complete please return the completed, notarized affidavit to the assigned case planner at your earliest convenience.

Mailing Address:
32400 Paseo Adelanto
San Juan Capistrano, CA 92675

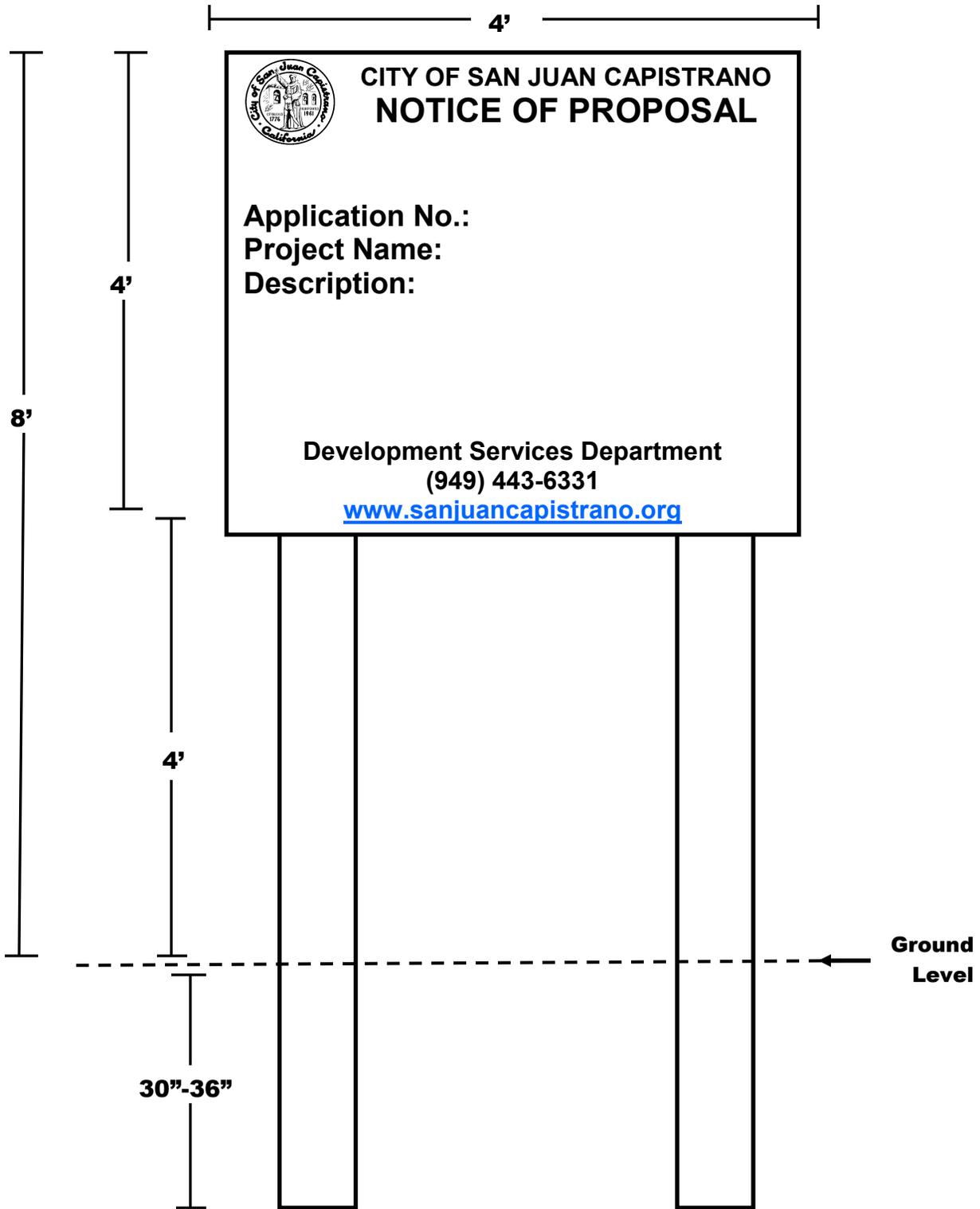
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Checked by: _____ Date: _____

Hearing date: _____



Not to Scale

Exhibit A