PRE-APPLICATION: The applicant may apply for a Pre-Application meeting to meet with staff from each department, known as the Development Advisory Board (DAB), to become familiar with applicable General Plan, zoning, utility, traffic, environmental, and engineering requirements pertaining to the project. The DAB may also identify additional entitlements required for the project.

APPLICATION SUBMITTAL: Once the applicant submits a General Plan Amendment application and development plans to the Planning Division, and if no Pre-Application meeting was held, staff holds a DAB meeting to review the application for completeness. If complete, staff conducts environmental review in compliance with the California Environmental Quality Act, and schedules review by the Planning Commission, City Council, and other boards and commissions as deemed necessary.

PLANNING COMMISSION: The Planning Commission conducts a 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.

WATER SUPPLY ALERT

Much of southern California, including the City of San Juan Capistrano, is experiencing decreasing levels of potable (drinkable) water supply. Project and permit applicants and property owners are encouraged to conserve water and to monitor the water purveyor’s ability to supply water. The City is currently under mandatory water use restrictions from its water wholesaler, Metropolitan Water District of Southern California. New development applications, and subsequent permitting, may have land use entitlements and/or conditions of approval restrictions based on water supply conditions. These conditions are subject to change if water supply availability worsens. Please be sure to check with the Utilities Department to receive information on the

ANY QUESTIONS? Please call the Planning Division at (949) 443-6331.
San Juan Capistrano’s motto “Preserving the Past to Enhance the Future” provides the vision and foundation for future development within the community.

The City’s General Plan sets forth the long-range planning and policy direction for guiding growth and preserving the community’s small-town atmosphere, open space areas, hillsides, ridgelines, and overall quality of life. The Plan ensures that future development projects long-term goals and maintain adequate urban services to meet the needs of new development.

For various reasons, property owners or their designated agents, the Planning Commission, or the City Council may petition the City Council to initiate an amendment to the General Plan. The General Plan may be amended up to four times during any calendar year.

A General Plan Amendment 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
- Developer Deposit per adopted City Council resolution
- Check payable to OCFA for OCFA review

SUBMISSION REQUIREMENTS CONT’D

- Three 24” x 36” and ten 11” x 17” copies of each of the following, drawn to scale and folded to 9” x 12”:
  - Existing conditions plan of the property
  - Proposed development concept plan
  - Certified boundary survey showing property boundaries by metes and bounds and all easement of record
  - One set of photographic reductions
- List of property owners required to be notified of development proposal (see Notification Requirements).
- Letter of Intent describing proposed use and site operations.

Existing Conditions and Development Concept Plans shall include the following when applicable:

- Vicinity map showing the general location of the property within the City
- North arrow, scale, date and title block
- Name, address, and telephone number of property owner
- 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
- Proposed materials, colors, and design treatments
- 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
- 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.