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 an Site Plan Review 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 Cultural Heritage Commission, and other boards and commissions as deemed necessary.

CULTURAL HERITAGE COMMISSION: The Cultural Heritage Commission conducts a public hearing and approves, conditionally approves, or denies a project based on staff’s analysis, other committee or commission recommendation, and public testimony received on the project.

Once the project has received approval from the Cultural Heritage Commission, the applicant will need to obtain Building Permits prior to construction.

ZONING CONFIRMATION: Construction documents pertaining to the Site Plan Review must be re-submitted to the Planning Division with a Zoning Confirmation Application and plan check fee for review. Staff will review the plans for consistency with the Cultural Heritage Commission’s approved plans.

BUILDING PERMIT: Once the applicant receives Zoning Confirmation approval, they must submit to the Building Division for a Building Permit. The Building Division routes plans to associated organizations and departments as necessary for the development. In order to provide appropriate review, the applicant must submit a Building Permit Application, all necessary review fees, up to four sets of plans, up to three sets of structural calculations and geotechnical reports, and a cost estimate to the Building Division. The Building Permit’s first review may take up to 21 working days, and up to five working days for each resubmittal after corrections.

ANY QUESTIONS? Please contact the Planning Division at (949) 443-6331.
SITE PLAN REVIEW PROCESS

The City’s Site Plan Review process ensures 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 (if applicable). The City requires all projects involving sites listed on the City’s Inventory of Historic & Cultural Landmarks to process a Site Plan Review application. In some cases, minor projects may be approved administratively by the Development Services 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.

SUBMISSION REQUIREMENTS

- Application for Development Approval
- Developer Deposit per adopted City Council resolution
- List of property owners required to be notified of development proposal (see Notification Requirements)
- Letter of Intent describing proposed development and site use
- Preliminary drainage and hydrology studies.
- Preliminary title report for the property 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.
- Three 24” x 36” and ten 11” x 17” copies of preliminary site plans, building elevation plans, preliminary grading and preliminary landscape plans folded to 9” x 12” and one set of photographic reductions.
- Conceptual Water Quality Management Plan (if project is classified as “Priority Project”)

Plans shall include the following:

- Building elevations (north, south, east and west) drawn to scale, including adjacent 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 cutsheets 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.