

REVIEW PROCESS

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 Architectural Control 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 approves, conditionally approves, or denies a project based upon staff's analysis, recommendations from other commissions and public testimony received on the project.

BUILDING PERMIT PROCESS

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

ZONING CONFIRMATION: Construction documents pertaining to the Architectural Control must be re-submitted to the Planning Division with a Zoning Confirmation Plan Check Application and plan check fee for review. Staff will review the plans for consistency with the Planning 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.



Your Guide to Understanding
the
**ARCHITECTURAL
CONTROL
APPLICATION
PROCESS**



**City of San Juan Capistrano
Development Services
32400 Paseo Adelanto
San Juan Capistrano, CA 92675**

**Tel: (949) 443-6331
www.sanjuancapistrano.org**

ARCHITECTURAL CONTROL PROCESS

The City's Architectural Control process assures that new development conforms to the City's General Plan, Land Use Code, and Architectural Design Guidelines.



Mission Church
San Juan Capistrano

The City requires an Architectural Control application for all new commercial, industrial, public & institutional, office projects, and residential projects with more than 8 dwelling units per acre. The City's Planning Commission has approving authority on these applications. Processing times vary from three to eight months depending on the project's complexity.

Minor modifications to existing developments may qualify for Administrative Approval, which requires less time to process.

SUBMISSION REQUIREMENTS

- Application for Development Approval
- Deposit per adopted City Council resolution
- A preliminary title report prepared by within 30 days of application submittal.
- Color and Materials Board (8 1/2" x 11") indicating all finish materials, paint/stain colors of all building elements, and roofing.
- Preliminary drainage and hydrology studies.

- A Tree Survey of all existing trees (over 6" in diameter measured 36" above grade) by an arborist indicating type, diameter, height, location, condition, and disposition.
- Three 24'x36' and ten 11'x17' copies of preliminary site plan, building elevation plan, grading, and landscaping folded to 9" x 12"
- One set of photographic reductions.
- Water Quality Management Plan (if project is classified as "Priority Project")
- List of property owners required to be notified of development proposal (see Notification Requirements).
- Letter of Intent describing proposed development and business operations.

Plans shall include the following when applicable:

- 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 (full color elevations due prior to Planning 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.
- 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. A Photometric analysis of measured ootcandles (fc) and photometric summary with min. 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
- A sign program indicating the size, location, materials, colors, and illumination of all signs.

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.