
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.

APPLICATION SUBMITTAL: Once the applicant submits a Conditional Use Permit 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 and recommendation, recommendations from other commissions and public testimony received on the project.

ANY QUESTIONS? Please call the Planning Division at (949) 443-6331.

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 current situation at each phase of your project

Development Services 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."*

ANY QUESTIONS? Please call the Planning Division at (949) 443-6331.



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

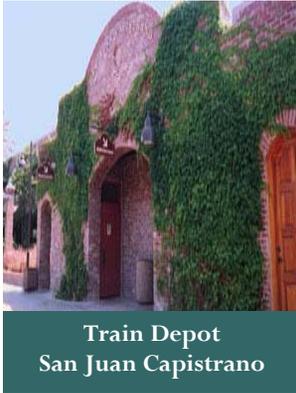


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CONDITIONAL USE PERMIT PROCESS

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, assembly halls, etc.



Train Depot
San Juan Capistrano

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

SUBMISSION REQUIREMENTS

- Application for Development Approval
- Deposit per adopted City Council resolution
- Vicinity map showing the general location of the property within the City.
- Preliminary drainage and hydrology studies.

- Preliminary title report for the property prepared within 30 days of your application submittal
- Three 24" x 36" and ten 11" x 17" copies of an engineered site plan and building elevation plans, drawn to scale and folded to 9" x 12"
- One set of photographic reductions
- 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:

- 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, 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 groundcover
- 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.
- A diskcopy of an Excel spreadsheet of the property owner's mailing list for all real

NOTIFICATION REQUIREMENTS

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.*