



HOUSING DEVELOPMENT PRELIMINARY APPLICATION SUBMITTAL CHECKLIST

Updated July 6, 2022

Pursuant to California Government Code 65941.1, an application for a “housing development project”, defined as (a) residential units only, (b) mixed-use developments consisting of residential and nonresidential uses with at least two-thirds of the square footage designated for residential use, or (c) transitional housing or supportive housing (GC Section 65589.5), shall submit to the City a Preliminary Application that provides all of the information listed below about the proposed project. Unless noted, please provide one (1) printed copy of each item and PDF files (original resolution, not scans) of each item on a USB drive or CD/DVD. If you have any questions or would like to schedule an appointment for submittal, please consult a member of the Planning Division.

PRELIMINARY APPLICATION REQUIREMENTS (REQUIRED FOR ALL HOUSING DEVELOPMENT PROJECTS)		
	Submitted	
A00	<input type="checkbox"/>	Completed Planning Application (Attached) Signature of applicant and property owner required. If the applicant is different than the owner, a Letter of Authorization must accompany the Planning Application.
A01	<input type="checkbox"/>	The specific location, including parcel numbers, a legal description, and site address, if applicable.
A02	<input type="checkbox"/>	The existing uses on the project site and identification of major physical alterations to the property on which the project is to be located.
A03	<input type="checkbox"/>	A site plan showing the location on the property, elevations showing design, color, and material, and the massing, height, and approximate square footage, of each building that is to be occupied.
A04	<input type="checkbox"/>	The proposed land uses by number of units and square feet of residential and nonresidential development using the categories in the applicable zoning ordinance.
A05	<input type="checkbox"/>	The proposed number of parking spaces.
A06	<input type="checkbox"/>	Any proposed point sources of air or water pollutants.
A07	<input type="checkbox"/>	Any species of special concern known to occur on the property.
A08	<input type="checkbox"/>	Whether a portion of the property is located within any of the locations identified in footnote A08 below.
A09	<input type="checkbox"/>	Any historic or cultural resources known to exist on the property.

A10	<input type="checkbox"/>	The number of proposed below market rate units and their affordability levels.
A11	<input type="checkbox"/>	The number of bonus units and any incentives, concessions, waivers, or parking reductions requested pursuant to Section 65915.
A12	<input type="checkbox"/>	Whether any approvals under the Subdivision Map Act, including, but not limited to, a parcel map, a tentative map, or a condominium map, are being requested.
A13	<input type="checkbox"/>	The applicant's contact information and, if the applicant does not own the property, consent from the property owner to submit the application.
A14	<input type="checkbox"/>	The number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied.
A15	<input type="checkbox"/>	A site map showing a stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code and an aerial site photograph showing existing site conditions of environmental site features that would be subject to regulations by a public agency, including creeks and wetlands.
A16	<input type="checkbox"/>	The location of any recorded public easement, such as easements for storm drains, water lines, and other public rights of way.

A08: (A) A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178. (B) Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993). (C) A hazardous waste site that is listed pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code. (D) A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency. (E) A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2. (F) A stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code.

APPLICATION TRACKING (STAFF ONLY)		
	Date	Notes
Preliminary Application Submitted		Completeness determination shall be made by within 30 calendar days of Preliminary Application submittal.
Deemed Complete/Incomplete		Applicant shall submit the specific information needed to complete the application within 90 days of receiving written identification of the necessary information. If the Applicant does not submit the information within the 90-day period, the Preliminary Application shall expire and have no further force or effect.
Resubmittal		
Full Application Submitted		Development Application shall be submitted within 180 calendar days of Preliminary Application submittal.

PLANNING APPLICATION

Date Received: _____

Receipt #: _____

By: _____

Case #: _____

APPLICATION TYPE	FEE	DEPOSIT	CASE NUMBER
PRELIMINARY APPLICATION PROJECT REVIEW	\$665.31		PA
CHANGED PLAN (Minor)	\$1,389.31		CP
CHANGED PLAN (Major)		\$6,880.96	CP
APPEAL	\$7,344.84		APL
GENERAL PLAN AMENDMENT		\$7,874.32	GPA
ZONE CHANGE		\$10,977.54	ZC
VARIANCE		\$6,565.58	VA
CONDITIONAL USE PERMIT	Typical	\$8,500.49	CUP
	Modified	\$1,142.99	CUP
SITE DEVELOPMENT PERMIT (Major)	Typical	\$6,769.31	SDP
	Master Sign Program	\$6,769.31	MSP
SITE DEVELOPMENT PERMIT (Minor)	Typical	\$1,142.99	SDP
	Sign Program Amendment/Retaining Wall	\$1,142.99	SDP
ENVIRONMENTAL	Negative Declaration	\$3,853.71	
	Environmental Impact Report (EIR)	\$20,932.95	
TENTATIVE PARCEL MAP		\$9,580.17	TPM
TENTATIVE TRACT MAP (\$1,000 screen check fee plus)		\$9,580.17	TTR
LOT LINE ADJUSTMENT		\$1,185.58	LLA
OTHER			
PERMANENT RECORD RETENTION FEE (all applications)	\$93.23		

DEPARTMENT USE ONLY ABOVE THIS LINE

APPLICANT TO COMPLETE

PROJECT INFORMATION

PROJECT NAME: _____

PROJECT ADDRESS/LOCATION: _____

ASSESSORS' PARCEL NUMBER _____ TRACT/PARCEL MAP & LOT #: _____

ZONING: _____ GENERAL PLAN DESIGNATION: _____

PROJECT DESCRIPTION: _____

APPLICANT: _____ CONTACT PERSON: _____

E-MAIL ADDRESS: _____ PHONE: _____

ADDRESS/CITY _____ STATE: _____ ZIP _____

BILL TO: (person/company to receive refund or invoice for additional fees due) _____ PHONE: _____

ADDRESS/CITY _____ STATE: _____ ZIP _____

PROPERTY OWNER: _____ PHONE: _____

ADDRESS/CITY _____ STATE: _____ ZIP _____

MAILING LIST CERTIFICATION:
 In accordance with Section 9-92 of the City of Laguna Hills Development Code, I certify that the property owners list included with this application contains the names of all legal owner and tenants of all parcels of land within (300) feet of the exterior boundaries of the attached legally described parcel of land, as shown on the latest adopted Orange County Tax Roll

APPLICANT'S SIGNATURE: _____ DATE: _____

OWNER'S SIGNATURE: _____ DATE: _____

City of Laguna Hills

Planning Application Filing Instructions

The following instructions are intended to assist you in putting together a complete application packet so that your project can be processed in the most expeditious manner possible. If you have any questions, you should consult a member of the Laguna Hills Planning Department. Your submittal shall include the following items in accordance with Section 9-92.050 of the Laguna Hills Development Code:

**PLEASE CHECK
WHEN COMPLETED**

SUBMITAL ITEMS

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 1. Completed planning application form with signature of applicant <u>and</u> owner of property. If the applicant is different than the owner, a letter of authorization must accompany the planning application. |
| <input type="checkbox"/> | 2. Application processing fee or deposit. |
| <input type="checkbox"/> | 3. Completed Orange County Fire Authority Plan Submittal Criteria form. If you answer "YES" to <i>any part</i> of questions 1 through 10, you will need to pay the OCFA Plan Check Administrative Fee and the OCFA Plan Check Fee at the time of submittal. The Administrative Fee is payable to the City of Laguna Hills and the OCFA Plan Check fee will need to be on a separate check payable to OCFA. |
| <input type="checkbox"/> | 4. Completed Environmental Application. Depending upon the scope of your application you may need to submit a completed Environmental Application Form. |
| <input type="checkbox"/> | 5. Title Report. One copy of a title report which have been prepared within six months from the date of application submittal. |
| <input type="checkbox"/> | 6. Letter of justification, which explains in detail what is proposed. The letter of justification should also address the findings required for your specific application. The Planning Department will provide you with a copy of the appropriate findings. |
| <input type="checkbox"/> | 7. Six (6) hard copies & one electronic copy (in PDF format provided on CD or memory stick) of plans. For projects that need to go to the Planning Agency or City Council, Ten (10) additional hard copies will be required once the application is deemed complete by City staff. All plans shall be limited to 24" x 36" size and each set of plans shall be <u>folded</u> to be 8 1/2" x 11" in size. Submitted plans shall contain the following information: <ul style="list-style-type: none"><input type="checkbox"/> a. Site plan, to scale, identifying all property lines and dimensions of building site(s), and including a North arrow.<input type="checkbox"/> b. Vicinity map (use scale of approximately 4" = 1 mile).<input type="checkbox"/> c. Title block (name and address of property owner of record and/or applicant).<input type="checkbox"/> d. Ultimate street right-of-way lines, including existing striping on adjacent streets, and existing and proposed access ways from streets. Plans should also include street location, name, width, and existing improvements such as sidewalks.<input type="checkbox"/> e. Location, dimensions, and purpose of all existing easements.<input type="checkbox"/> f. Locations of all existing and proposed walls and fences, including height, type, and materials. |

- g. Existing and proposed grades and topography of site.
- h. Location of all existing and proposed building(s), including building size (in square feet), distance from all property lines, and proposed roof lines.
- i. Fully dimensioned elevations and cross sections indicating materials and colors to be used. Elevations should be provided from all four directions (i.e., East, West, North, and South).
- j. Parking layout; indicating typical stall size, show tabulation of the number of stalls required as per the Code vs number of stalls proposed, aisle widths, access ways, striping, whether continuous curbs or wheel blocks are used, and tabulations of how the landscaping requirements are met in accordance with Sections 9-44.040, 9-44.050, and 9-44.060 of the Laguna Hills Development Code.
- k. Hardscape treatment: Plans should indicate if special paving is proposed at street entrances, etc.
- l. Location of all signs, including sign type, height, dimensions, copy color, and type and level of illumination.
- m. Floor plan.
- n. Location of all trash and storage areas and method of screening.

Note: Depending upon the scope of your application, color graphics of all plans submitted may also be required.

8. Materials and Color Board. Material and color boards are not required for all projects; please consult with a planner to determine if they are necessary.

9. Notification Map, Mailing List, and Labels:

a. Preparation of the "Notification Map":

- 1) Obtain the property's Assessors' Parcel (AP) Number(s) from the County Assessors' office located in Room 142, Building 12 in the Civic Center Plaza located at 625 N. Ross Street, Santa Ana, California.
- 2) Locate the subject parcel on the proper page of the County Assessors' map books, or have a title company conduct the following research:
 - With the scale shown on the AP map, measure 300' from all of the exterior boundaries of the subject parcel to determine the A.P book pages required to prepare a "notification map". Draw the 300' line on all A.P. pages.
 - If the maps are the same scale, the most convenient method of determining the notification area is to "cut and paste" the maps together in such a manner that the subject parcel is in the center and all parcels and their numbers within 300' are clearly shown. Some adjustments or sketching may be

required when maps are of different scales.

b. Compilation of the "Mailing List":

- 1) A "Parcel List" must then be prepared by noting the AP numbers of parcels, all or part of which are within the 300' radius notification area. The numbers are to be listed in ascending numerical order, with the subject parcel number at the beginning of the list.
- 2) The "Mailing List" may be prepared in two ways:
 - Type the owner name and address (including zip code) for each parcel, as obtained from the County Assessors' numerical parcel list.
 - or
 - Purchase the list of owner names by pages from the Assessor with necessary assistance from the County Assessors' Public Service counter personnel. Make a check mark beside each name to be notified.
- 3) In addition, if the subject property is located in a Commercial or Industrial zone, provide the name and address of each tenant located on the site.
- 4) A certification letter must accompany the owner, and if applicable tenant list(s).

c. Preparation of the Labels:

- 1) The owner's name and address including zip code shall be typed on self adhesive press apply labels. Only one label need be prepared for property owners who own more than one parcel in the 300' radius area.
- 2) If the subject property is located in a Commercial or Industrial zone, the name and address of each tenant located on the site shall also be provided on self adhesive press apply labels.

FILING

The owner or agent/applicant shall submit all the materials described above, to the Laguna Hills Planning Department, Located at 24035 El Toro Rd, Laguna Hills, CA 92653 between the hours of 1:00 PM to 5:30 PM Monday through Thursday and between 1:00 p.m. to 5:00 p.m. Fridays. After the Planning Department has accepted the application and plans, and the fees have been paid, the project will be deemed filed. Within 30 days of filing the application, the Planning Department will determine if the application is complete or incomplete for City processing. Should the application be deemed complete, staff will initiate processing of the application. Should the application be deemed incomplete, a letter will be sent to the applicant indicating what additional materials need to be submitted to determine the application complete for City processing.



ORANGE COUNTY FIRE AUTHORITY

COM

Plan Submittal Criteria COMMERCIAL projects, MULTIFAMILY RESIDENTIAL projects and RESIDENTIAL TRACT developments

INSTRUCTIONS:

- Fill in the project/business address and provide a brief description of the scope of work and type of business operation that will take place.
- Answer questions 1 through 10, read and initial items 11 and 12, then complete and sign the certification section.
- If you answer: - "YES" to *any part* of questions 1 through 10, submit the type of plan indicated in italics to OCFA.
- In some cases, other plan types not indicated herein may also be necessary depending on specific conditions or operations.
- Visit www.ocfa.org for submittal information and locations. If you need assistance in filling out this form or have questions regarding requirements for review, please contact OCFA at 714-573-6108 or visit us at 1 Fire Authority Road, Irvine, CA 92602.

Address	Suite	City
Project Scope/Business Description		

- | | | | |
|--|-----|----|--|
| | YES | NO | |
|--|-----|----|--|
- Construction of a new building, a new story, or increase the footprint of an existing building? Changes to roadways, curbs, or drive aisles? Addition, relocation, or modification of fire hydrants or fences/gates? Construction within 300 feet of an active or proposed oil well? *Fire Master Plan (PR145)*
 - Property is adjacent to a wildland area or non-irrigated native vegetation? *Fire Master Plan (PR145); a Fuel Modification Plan may also be required. (PR120, PR124)*
 - Located in or < 100' from a Division of Oil, Gas, and Geothermal Resources (DOGGR) field boundary, < 300' from an oil/gas seep, or < 1000' from a landfill? *Methane Work Plan. (PR170)*
 - Installation/modification/repair of underground piping, backflow preventers, or fire department connections serving private fire hydrant/sprinkler/standpipe systems? *Underground Plan. (PR470, PR475)*
 - Drinking/dining/recreation/meetings/training/religious functions or other gatherings in a room > 750 sq.ft. (> 1,000 sq.ft. for training/adult education) or > 49 people? Healthcare/outpatient services for > 5 people who may be unable to immediately evacuate without assistance? Education for children (*academic tutoring for ages 5+ is exempt unless classified as an E occupancy by the Building Official*)? Adult/child daycare? 24-hour care/supervision? Incarceration or restraint? Hotel/apartment or residential facility with 3+ units and 3+ stories (*3-story townhouses/rowhouses where an independent direct exit to grade is provided for dwelling are exempt*)? Congregate housing/dormitories with 17+ people? High-rise structure (55+ feet to highest occupied floor level)? *Architectural Plan (PR200-PR285)*
 - Installation/modification of locks delaying or preventing occupants from leaving a space or requiring use of a card, button, or similar action to open a door in the direction of exit travel? *Architectural, Sprinkler, and/or Alarm Plan depending on the occupancy and type of device installed (PR200-PR280, PR420-PR425, PR500-PR520)*
 - Installation/modification/use of spray booths; dust collection; dry cleaning; industrial ovens/drying equipment; industrial/commercial refrigeration systems; compressed gasses; tanks for cryogenic or flammable/combustible liquids; vapor recovery; smoke control; battery back-up/charging systems (> 50 gal. electrolyte, > 1,000 lb. lithium ion); welding/brazing/soldering, open flame torches, cutting/grinding; or other similar operations? *Special Equipment Plan (PR315, PR340-PR382)*
 - Storage/use/research with flammable/combustible liquids or other chemicals? Motor vehicle/aircraft maintenance/repair? Cabinetry/woodworking/finishing facility? *Chem Class & floor plan (full architectural plan if H occupancy); Special Equipment Plans may be necessary. (PR315-PR360, PR232-PR240)*
 - Storage or merchandizing areas in excess of 500 sq. ft. where items are located higher than 12' (6' for high-hazard commodities, plastic, rubber, foam, etc.)? *High-piled Storage Plan (PR330)*
 - Cooking under a Type I commercial hood; installation or modification of a fire extinguishing system located in a commercial cooking hood? *Hood & Duct Extinguishing System, not just the hood mechanical plan. (PR335)*

Initial each of the following two items indicating that you have read and understand the statement:

- *Sprinklers/Alarms: Consult Building/Fire Codes and ordinances to determine sprinkler/alarm requirements; if a system is required, plans shall be submitted for OCFA review. Existing buildings undergoing remodel must be evaluated by a licensed contractor to determine if modification is needed; if so, contractor shall submit plans prior to making modifications.
Initials _____
- Fire Hazard Severity Zone: Consult maps available at building department or on OCFA website to determine if your site is located in a FHSZ. Buildings in a FHSZ may be subject to special construction requirements detailed in CBC Chapter 7A or CRC R327—the building department will determine specific requirements.
Initials _____

I certify under penalty of perjury under the laws of the State of California that the above is true:

Print Name	Signature
Phone Number ()	Date / /

Building Department: If you have verified that all of the questions have been answered accurately as "NO", and the project does not otherwise require OCFA review of sprinkler or alarm plans*, then you may accept this signed form as a written release that OCFA review is not required. Should you still require that the applicant have plans approved by OCFA, please initial here _____ or attach an OCFA referral form and have the applicant submit the form along with the appropriate plans and fees for OCFA review.

APPENDIX H
Environmental Information Form

Date Filed _____

General Information

1. Name and address of developer or project sponsor: _____
2. Address of project: _____
Assessor's Block and Lot Number: _____
3. Name, address, and telephone number of person to be contacted concerning this project:

4. Indicate number of the permit application for the project to which this form pertains: _____
5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

6. Existing zoning district: _____
7. Proposed use of site (Project for which this form is filed): _____

Project Description

8. Site size.
9. Square footage.
10. Number of floors of construction.
11. Amount of off-street parking provided.
12. Attach plans.
13. Proposed scheduling.
14. Associated projects.
15. Anticipated incremental development.
16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
18. If industrial, indicate type, estimated employment per shift, and loading facilities.
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.

20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

	Yes	No
21. Change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
22. Change in scenic views or vistas from existing residential areas or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>
23. Change in pattern, scale or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
24. Significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
25. Change in dust, ash, smoke, fumes or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>
27. Substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
28. Site on filled land or on slope of 10 percent or more.	<input type="checkbox"/>	<input type="checkbox"/>
29. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
30. Substantial change in demand for municipal services (police, fire, water, sewage, ect.).	<input type="checkbox"/>	<input type="checkbox"/>
31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, ect.).	<input type="checkbox"/>	<input type="checkbox"/>
32. Relationship to a larger project or series of projects.	<input type="checkbox"/>	<input type="checkbox"/>

Environmental Setting

33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.

34. Describe the surrounding properties, including information on plant and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, ect.), intensity of land use (one-family, apartment houses, shops, department stores, ect.), and scale of development (height, frontage, set-back, rear yard, ect.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date _____

Signature _____

For _____