

City of Aliso Viejo

Planning Application



Administrative Use Permit/ Minor CUP

Amendment to Master Sign Program

Exception Permit

Minor Modification

Temporary Use Permit



CITY OF ALISO VIEJO
COMMUNITY DEVELOPMENT DEPARTMENT
 PLANNING SERVICES DIVISION
 12 JOURNEY, SUITE 100
 ALISO VIEJO, CA 92656
 Phone: (949) 425-2525

Application Submittal Checklist

Application Submission Requirements

- For Planning Applications associated with a fee, provide five (5) sets of the required plans. Each of the sets shall include one (1) full-size (24x36) folded set of drawings and one (1) reduced-size (11x17) set.
- For Planning Applications associated with a deposit, provide ten (10) sets of the required plans. Each of the sets shall include one (1) full-size (24x36) folded set of drawings and one (1) reduced-size (11x17) set.
- If applicable to the Application type, please provide two (2) sets of the Radius Notification Map, List, and Mailing Labels.

AUP = Administrative Use Permit
CUP = Conditional Use Permit
EP = Exception Permit
MSP = Master Sign Program
TUP = Temporary Use Permit
SDP = Site Development Permit
V = Variance

X = Required O = Director's Discretion - = Not Required

APPLICATION TYPE	SDP	AUP	CUP	EP	TUP	V	MSP
General Information							
Application Request and Signature Page (form PS-200)	X	X	X	X	X	X	X
Environmental Impact Assessment (form PS-205)	X	X	X	X	X	X	X
Planning Deposit/ Fee Schedule (form PS-215) / Deposit Account Financial Disclosure (form FS-100) Receipts	X	X	X	X	X	X	X
Written Authorization from Property Owner	X	X	X	X	X	X	X
Written Acknowledgement from Applicable Homeowners' Master Association, Homeowners' Sub-Association, and/or Property Management Association	X	X	X	X	X	X	X
Project Description and Justification (including response to applicable Municipal Code findings/requirements)	X	X	X	X	X	X	X
Land Use Application Fact Sheet (form PS-207)	X	O	O	O	-	O	-
Preliminary Title Report (no more than 60 days old), and if applicable, Lease Agreement	X	O	X	O	-	O	O
ALTA Survey	X	-	O	-	-	-	-
OCFA Submittal Receipt	X	O	O	O	-	O	-
300' Radius Notification Map (or 100' for AUPLD), List, Mailing Labels, and Affidavit pursuant to AVMC 15.70.070.D.1.C	O	O	X	O	-	X	-
Photographs of Existing Site	X	O	X	X	O	X	X
Building & Design							
Site Plan (refer to form PS-213 for requirements)	X	X	X	X	X	X	X
Floor Plan (label all dimensions, structures and room uses)	X	O	X	O	O	O	-
Building Elevations (label all dimensions and colors and proposed signage if applicable)	X	O	O	O	-	O	X
Roof Plan (label all dimensions and equipment/screening) and Cross-Sections	X	-	-	-	-	-	-
Color Renderings	X	-	O	-	-	-	-
Preliminary Lighting Plan	X	O	O	O	O	O	-
Preliminary Landscape and Grading Plans	X	-	-	-	-	-	-
Preliminary Design Details for Mailboxes, Outdoor Lighting Fixtures, Walls and Fences, and Trash Enclosures	X	-	-	-	-	-	-
Text/Graphic for applicable Signage Proposals	-	-	-	-	-	-	X
Additional Requirements for Specific Projects							
Additional Requirements for Film & Photo Shoots pursuant to AVMC 15.46.020E	-	-	-	-	O	-	-
Additional Requirements for Gate-Guarded Entries pursuant to AVMC 15.14.200C	O	-	O	-	-	-	-
Additional Requirements for Large Day Care Homes pursuant to AVMC 15.14.160D	-	-	-	-	-	-	-
Additional Requirements for Residential Condominium Conversions pursuant to AVMC 15.54.090	-	-	O	-	-	-	-
Additional Requirements for a Parking Study pursuant to AVMC 15.38.140C	-	-	X	-	-	-	-
Additional Requirements for Wireless pursuant to AVMC 15.42.100B	-	O	O	-	-	-	-



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Application Request and Signature Page

FORM PS-200B

Project Case No. (For City Use Only)	Application (s):	1	Date Paid: _____
1. Application Type: (check appropriate box for type of approval needed) <input type="checkbox"/> Additions and Modifications to Planned Signed Program <input type="checkbox"/> Administrative Use Permit <input type="checkbox"/> Exception Permit <input type="checkbox"/> Temporary Use Permit <input type="checkbox"/> Other _____		2	
	Environmental:		
	Microfilm:		
	Public Notice + Postage (Current Postage x Number of Owners):		
	Other:		
	Total:		

2. Project Address / Location:	Assessor's Parcel Number:
Existing Use:	Proposed Use:
Brief Project Description: _____ _____ _____ _____	

3. Property Owner: Name: _____ Company/Corporation: _____	4. Authorized Agent: (if different from property owner) Name: _____ Company/Corporation: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____ Email: _____	City: _____ State: _____ Zip: _____ Email: _____
Telephone: _____ Telephone: _____	Telephone: _____ Telephone: _____

I am the sole owner and hereby authorize the filing of this application.
 The property owner is a corporate entity. I am the duly authorized representative of said corporation.
 I own the project site in conjunction with one or more persons. (Acknowledgement and authorization for all such persons is required for the filing of this application.)

5. Applicant/Agent: (if different from property owner)
 I am not the property owner; however, I am authorized to file this application on behalf of the property owner. (An agent may sign for the property owner if written authorization signed by the property owner is filed with the application.)

Name: _____ Company/Corporation: _____ Telephone: _____ Telephone: _____

Address: _____ City: _____ State: _____ Zip: _____ Email: _____

6. CERTIFICATION:
 As the **Property Owner** or **Applicant/Agent** filing this request, I hereby certify that I acknowledge, understand, and concur with the following statements:

(a) There are no assurances at any time, implicitly or otherwise, regarding either final staff recommendations to the decision making body or final decisions regarding this application.

(b) I am responsible for knowing and complying with government policies and regulations applicable to the proposed development and/or permit. The City is not liable for any damages or loss resulting from the actual or alleged failure to inform the applicant of any applicable laws or regulations. City approval of a permit application, including all related plans and documents, is not a grant of approval to violate any applicable policy or regulation, nor does it constitute a waiver by the City to pursue any remedy which may be available to enforce and/or correct violations of the applicable policies and regulations.

(c) Major changes to the proposed project may require a new application and payment of new or additional deposits.

(d) I have read and agree to documentation pertaining to submission of deposits and financial responsibility (Form FS-100) related to processing of this application.

(e) The information I have presented in this form and the accompanying materials is true and correct to the best of my knowledge. I also understand that additional data and information may be required prior to final action on this application.

Print Name: _____ Title: _____
 Signature: _____ Date: _____



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Environmental Impact Assessment

FORM PS-205

Application Number(s): _____ **Date Filed:** _____

Project Description:

ENVIRONMENTAL IMPACT ASSESSMENT:

A brief explanation is required for all questions that constitute a "Yes" answer on page two (2). All answers must take into account the entire action involved, including off-site as well as on-site, cumulative as well as project-level, indirect as well as direct, and construction as well as operational impacts.

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Change in existing features of any bays, tidelands, beaches, lakes, hills or substantial alteration of ground contours. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Change in scenic views or vistas from existing residential areas or public lands or roads. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Change in pattern, scale or character of general area of project. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Significant amounts of solid waste or litter. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Change in dust, ash, smoke, fumes or odors in vicinity. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Substantial change in existing noise or vibration levels in the vicinity. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Site on filled land or on slope of 10 percent or more. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Substantial change in demand for municipal services (police, fire, water, sewage, etc.). |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.). |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Relationship to a larger project or series of projects. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Has a prior environmental impact report been prepared for a program, plan, policy or ordinance consistent with this project? |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. If you answered yes to question 13, will this project cause significant effects on the environment that were not examined in the prior EIR? |

Explanations: (attach separate sheets if necessary)

15. 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 use of the structures. Attach photographs of the site.

16. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.). Attach photographs of the vicinity.

17. List and describe other related permits and public approvals required for this project, including those required by city, regional, state and federal agencies.

CITY/CEQA PROCESS: (please initial below)

___ The Director of Planning Services (Director) will determine whether the activity is a “project”.

___ If the activity is a “project”, the Director will determine if the project is exempt from further CEQA analysis:

- If the project is exempt, a CEQA fee is added to the application amount and a \$84 check payable to the “Orange County Clerk Recorder” will be required to be submitted to staff with two (2) days of a City determination.

___ If the activity is a “project” and it is not deemed exempt:

- The Director will request bids from three (3) environmental consultants to prepare an Initial Study and subsequent environmental documentation; and will select consultant with applicant’s input.
- The Applicant shall provide a check payable to the “City of Aliso Viejo” for the amount identified in the consultant’s proposal.
- The City shall execute a contract with the selected consultant for the amount identified in the proposal and on deposit with the City.
- Following completion of the document, specified consultation/noticing period, and a determination by the City, the Applicant shall provide staff with a check payable to the “Orange County Clerk Recorder” for the applicable Fish and Game and administrative fees within two (2) business days of the City determination.

CERTIFICATION:

I hereby certify that 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 facts, statements and information presented are true and correct to the best of my knowledge and belief.

Signature: _____ Date: _____

Print Name: _____



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Land Use Application Fact Sheet

FORM PS-207

If required pursuant to the "Application Submittal Checklist" please complete and copy onto plans.	Existing Development	Proposed Development	AVMC Requirement*
General Plan Designation map available @ http://www.cityofaliso Viejo.com/wp-content/uploads/LU_PolicyMap-2.jpg			
Zoning map available @ http://www.cityofaliso Viejo.com/wp-content/uploads/Zoning-Map-10-2-13-.pdf			
Structure(s) Height (ft.)			
Residential Building Site Area (sq./ft.) Min ____ Max ____			
Residential Building Site Coverage (%)			
Non-Residential Floor Area Ratio (%)			
Residential Common Area (%) in addition to Boundary Landscaping			
Residential Building Setbacks	<i>Perimeter (ft.)</i>		
	<i>Front (ft.)</i>		
	<i>Side (ft.)</i>		
	<i>Side (ft.)</i>		
	<i>Rear (ft.)</i>		
Non-Residential Building Setbacks			
	<i>From arterial highways (ft.)</i>		
	<i>From local nonresidential streets (ft.)</i>		
	<i>From residential streets (ft.)</i>		
	<i>From abutting parcels in residential, OS and OR districts (ft.)</i>		
	<i>From abutting commercial, office and other nonresidential developments (f.t)</i>		
	<i>From interior property lines within the same project (f.t)</i>		
Residential Boundary Landscaping (ft.)			
Residential Parking Lot Landscaping (%)			
Non-Residential Interior Landscaping (%)			
Non-Residential Boundary Landscaping (ft.)			
Drought Tolerant (%)			
Parking Spaces			

*"AVMC Requirement" refers to: Residential Standards AVMC 15.10.030 and Non-Residential Standards AVMC 15.18.030; Residential Parking AVMC 15.38.030 and Non-Residential Parking AVMC 15.38.040



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Site Plan Reference Sheet

**FORM
PS-213**

Plans must be drawn by a professional designer or architect unless otherwise approved by the Director.

Existing Development Site Plan

To prepare a Site Plan for an existing development, include the following information:

- Project address, vicinity map, north arrow, and scale
- General Plan Land Use Designation and Zoning Classification
- Legend Block with glossary of all abbreviations/acronyms used and identification of each light weight and symbol
- Location of existing structures
- Required setbacks identified
- Location of off-site adjacent structures

Signage Site Plan

To prepare a Site Plan for a Sign Permit application, include the following information:

- Project address, vicinity map, north arrow, and scale
- General Plan Land Use Designation and Zoning Classification
- Legend Block with glossary of all abbreviations/acronyms used and identification of each light weight and symbol
- Location of existing structures
- Linear wall dimensions
- Location of existing signs
- Location of proposed signs

Proposed Development Site Plan

To prepare a Site Plan for proposed structures and/or additions, include the following information:

- Project address
- Vicinity map
- North arrow
- Scale
- Legend block with glossary of all abbreviations/acronyms used and identification of each light weight and symbol
- Information block containing all information required in PS-207 Land Use Application Fact Sheet
- Existing and proposed property lines
- Locations, names, dimensions, and descriptions of all existing and proposed right of way lines, dedications, and easements
- Locations of existing and proposed structures, additions, utilities, driveways, walks, and open spaces
- Any structures to be relocated, removed, or demolished
- Locations, heights, and materials of existing and proposed walls and fences
- Location of any transformers, utility boxes, air conditioners and any other free-standing mechanical equipment
- Full width of public streets and alleyways fronting the project site, and provide complete dimensions of the street, elevations at minimum 25' intervals at Tops of Curb, Flow lines, Centerline, and Back of Walk
- Distance between the project and all buildings on abutting properties and label existing building size, use, height, and roof construction on abutting properties if the project includes the construction or expansion of a building
- Locations, dimensions, and descriptions of parking areas
- Existing and proposed grade elevations and any significant natural features



SUPPLEMENTAL INFORMATION FOR LARGE DAY CARE APPLICATIONS

All items are required to be submitted unless otherwise approved by the Director

File in person; do not mail. Application must be complete and typed or hand written legibly. Attach additional sheets if necessary. Provide Staff with materials checked below:

Letters of Approval/Authorization, Preliminary Title Report, and ALTA Survey

- If the Applicant is not the Property Owner, the Applicant shall provide written authorization from the Property Owner authorizing the Applicant to submit on his/her behalf.
- If applicable, letter(s) from Property Management Company, HOA Master Association, and/or HOA Sub-Association acknowledging request.
- If applicable, copy of lease agreement.

Financial Disclosure

- Deposit monies and Deposit Account / Financial Disclosure Form (FS-100) must be submitted upon application submittal. The application will not be considered officially received until the deposit and form is correctly filled out is submitted and recorded by Staff. To receive deposit balance, please submit a written request to the City. The

Project Description and Justification

- A statement describing the proposed project in detail is required. This will serve as the formal statement to the approving authority on what the project is and why it should be approved. Please include any relevant information which supports the application.

Notification Map, List, Mailing Labels and Postage

- Copies of Assessor map and ownership lots for subject parcel and surrounding properties within a radius of 100 feet for projects. On map copy(s), draw radius at correct scale, 100 feet, from the exterior of the subject parcel. For properties within this notification area, prepare a mailing list by typing the owner names, addresses/zip and assessor numbers on a separate sheet.
- From the list, provide one (1) set of mailing labels. Do not put the labels on envelopes. Postage will be deducted from deposit amount.

Project Plans and Additional Exhibits

- Submit five (5) sets of plans collated, stapled, and folded to 8 1/2" x 11" or 11" x 17".
- Site Plan: Site plans or plot plans shall be fully dimensioned and show the following information:
 - Vicinity map
 - North arrow
 - Scale of plan
 - Existing property lines
 - Locations, names, dimensions, and descriptions of all existing and proposed right of way lines, dedications, and easements
 - Locations of existing and proposed structures, additions, utilities, driveways, walks, and open spaces
 - Locations, heights, and materials of existing and proposed walls and fences
 - Locations, dimensions, and descriptions of parking areas and drop-off/pick-up area
 - An information block containing the name and telephone number of the contact person and calculations in tabular form showing compliance with applicable property development regulations (i.e., density, height, parking, etc.)
- Floor Plan: Floor plans shall be fully dimensioned and show the following information:
 - Overall building and individual room dimensions, including square-footage calculations
 - Location of walls, partitions, doors, windows, stairways, fire extinguisher, and smoke detector, etc.



ALISO VIEJO MUNICIPAL CODE REFERENCE

Large Child Day Care Homes – Section 15.14.160D.

1. *Where Permitted.* Large child day care homes are permitted in the RL and RM Districts provided an administrative use permit is approved by the Planning Director. Such a permit shall be approved if the Director finds that the requirements of this section are met.
2. *Number of Children.* Large child day care homes may provide care for 7 to 12 children. However, per state law, such large family day care homes may provide care for up to and including 14 children if all of the following conditions are met:
 - a. At least 1 child is enrolled in and attending kindergarten or elementary school and a second child is at least 6 years of age.
 - b. No more than 3 infants are cared for during any time when more than 12 children are cared for.
 - c. The licensee notifies each parent that the facility is caring for 2 additional school age children and that there may be up to 13 or 14 children in the home at one time.
 - d. The licensee obtains the written consent of the property owner when the family day care home is operated on property that is leased or rented.
3. *Minimum Separation Between Facilities.* No large child day care home shall be approved on a parcel which is within 1,500 feet of another parcel which either already contains such a home or which has a valid permit for such a home, unless the applicant can demonstrate to the satisfaction of the Director that a need exists for a particular service not provided by the existing large family day care located within 1,500 feet of the proposed large family day care.
4. *Parking and Dropoff.* One off-street parking space shall be provided for each nonresident employee working at the large family day care home in addition to the required parking for the dwelling. The employee space(s) may be a tandem driveway space of minimum 9 feet x 19 feet provided the space is kept clear and available for parking purposes. In addition, a drop off/pick up area, such as a driveway area or adjacent curb space, shall be provided so that children may be safely loaded and unloaded from vehicles. Instructions given and conditions imposed by the Director pertaining to traffic and parking matters in conjunction with the operation of the large family day care home shall be furnished by the applicant to all persons placing children at the large family day care home.
5. *Fire Extinguisher.* The large family day care home shall contain a fire extinguisher and smoke detector devices and meet all standards established by the state Fire Marshal.
6. *Outdoor Play Areas.* All outdoor play areas shall be fully enclosed by a fence of minimum 5 feet in height which conforms to the standards of section 15.14.030 (*Fences and Walls*). No such play area shall be provided where fences are limited to less than 5 feet in height.
7. *Outdoor Play Hours.* Outdoor activities shall be limited to between the hours of 7:30 a.m. and 7:00 p.m.
8. *Noise.* Noise from a large family day care home shall not exceed the ambient noise standards associated with a single-family residence as specified in section 15.46.010 (*Noise Standards*).
9. *Signs.* No signs shall be permitted on or off the site.