

# City of Aliso Viejo Planning Application



Conditional Use Permit  
Master Sign Program  
Site Development Permit  
Variance



**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
<b>General Information</b>							
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
<b>Building &amp; Design</b>							
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
<b>Additional Requirements for Specific Projects</b>							
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-200A

<b>Project Case No.</b> <i>(For City Use Only)</i>	<b>Deposit Amount*:</b>
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**\*Deposit accounts are subject to a technology, postage and micro film/scanning fee, which will be automatically deducted from the deposit account.**

**1. Application Type:** *(check appropriate box for type of approval needed)*

<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Other _____
<input type="checkbox"/> Master Sign Permit	<input type="checkbox"/> Other _____
<input type="checkbox"/> Site Development Permit	<input type="checkbox"/> Other _____

<b>2. Project Address / Location:</b>	<b>Assessor's Parcel Number:</b>
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<b>Existing Use:</b>	<b>Proposed Use:</b>
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**Brief Project Description:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

- 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.
- 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.
- Major changes to the proposed project may require a new application and payment of new or additional deposits.
- I have read and agree to documentation pertaining to submission of deposits and financial responsibility (Form FS-100) related to processing of this application.
- 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:**

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**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.

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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.

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

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**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, an \$84.00 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*
<b>General Plan Designation</b> map available @ <a href="http://www.cityofaliso Viejo.com/wp-content/uploads/LU_PolicyMap-2.jpg">http://www.cityofaliso Viejo.com/wp-content/uploads/LU_PolicyMap-2.jpg</a>			
<b>Zoning</b> map available @ <a href="http://www.cityofaliso Viejo.com/wp-content/uploads/Zoning-Map-10-2-13-.pdf">http://www.cityofaliso Viejo.com/wp-content/uploads/Zoning-Map-10-2-13-.pdf</a>			
<b>Structure(s) Height (ft.)</b>			
<b>Residential Building Site Area (sq./ft.)</b> Min ____ Max ____			
<b>Residential Building Site Coverage (%)</b>			
<b>Non-Residential Floor Area Ratio (%)</b>			
<b>Residential Common Area (%)</b> in addition to Boundary Landscaping			
<b>Residential Building Setbacks</b>	<i>Perimeter (ft.)</i>		
	<i>Front (ft.)</i>		
	<i>Side (ft.)</i>		
	<i>Side (ft.)</i>		
	<i>Rear (ft.)</i>		
<b>Non-Residential Building Setbacks</b>			
	<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>		
<b>Residential Boundary Landscaping (ft.)</b>			
<b>Residential Parking Lot Landscaping (%)</b>			
<b>Non-Residential Interior Landscaping (%)</b>			
<b>Non-Residential Boundary Landscaping (ft.)</b>			
<b>Drought Tolerant (%)</b>			
<b>Parking Spaces</b>			

\*"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



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**DEPARTMENT OF FINANCIAL SERVICES**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**DEPARTMENT OF ENGINEERING / PUBLIC WORKS**  
 12 JOURNEY, SUITE 100  
 ALISO VIEJO, CA 92656  
 Phone: (949) 425-2500 Fax: (949) 425-3899

# Deposit Account / Financial Disclosure

# FORM FS-100

<b>FOR INTERNAL USE ONLY</b>	<b>Project Address / Location:</b>	<b>Project Case No.:</b>
	<b>Approval Type:</b> (check all applicable types of applications)	
	<b>Planning</b> <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Site Development Permit <input type="checkbox"/> Master Sign Permit <input type="checkbox"/> Other _____ <input type="checkbox"/> Minor Site Development Permit <input type="checkbox"/> Other _____	
	<b>Engineering</b> <input type="checkbox"/> Grading <input type="checkbox"/> Landscaping <input type="checkbox"/> Encroachment <input type="checkbox"/> Other _____	
<b>Notes:</b>		<b>INITIAL DEPOSIT AMOUNT:</b> _____

**Deposit Account Information**

In accordance with City Purchasing Policy 300-5, fees and/or a deposit may be required and are intended to provide funding for processing of an application. Applications requiring a deposit will be billed on a time and material basis. Charges for staff time, including but not limited to Planning, Engineering, Public Works, Building, Legal, Law Enforcement, Financial Services and Community Services, legal fees are billed based on project requirement and legal review. Administrative costs and incidental costs will be applied and/or accrued to the deposit account. Costs include but are not limited to publishing of public notice(s), postage for mailing, printing, etc. The applicant shall pay all costs applied to the project prior to final action on the related project or as soon thereafter as such costs may be finally determined. Final action may be permit issuance, issuance of a Certificate of Occupancy, or approval of the specific entitlement.

Though it is not possible to exactly determine the time staff will spend on a given project upon application submittal, an estimate will be provided to the applicant. Staff time is billed in quarter hour increments. In the event the project requires major changes or additional applications to be submitted, the applicant may be required to submit additional funds or open a new deposit account. All deposit accounts are required to maintain a minimum balance of 25% of the original deposit amount. When a balance reaches 25% of the original deposit amount, the applicant will be notified with the amount required to replenish the deposit account with a due date for the receipt of funds. If payment is not received by the due date specified in the notice, all development processing activities will cease until payment is remitted. In addition, no new development cases will be accepted from this billing party for the address/location that is the subject of the original application. Any remaining deposit amount will be refunded to the applicant at the conclusion of the process. **Note: remaining deposit amount will be made payable to the party that submitted the original deposit with the application submittal. Deposit accounts are subject to a technology fee and a microfilm/scanning fee, which will be automatically deducted from the deposit account.**

Initial \_\_\_\_\_

**PLANNING**

**Additional Deposit Information for Planning Applications**

An initial deposit is required for project processing for all discretionary project applications. When the account reaches the minimum balance, the applicant shall replenish the account by the estimated amount necessary for the City to complete its review of the application or at a minimum of 50% of the initial deposit amount if such amount is sufficient to complete the application review. The payment of such costs may be included as a condition of approval for any such application. In the event development caseload demand exceeds current staffing levels, City consultants may be assigned to process certain cases. All case processing activities performed by consultants are supervised and supported by City staff, services, and supplies and will be paid with funds in the deposit account.

**Environmental Review and Documentation**

Depending on the level of review required by the California Environmental Quality Act (CEQA) for the project, a separate deposit shall be submitted for the research, review, and preparation of environmental documents related to the proposed project. These deposit accounts are subject to the same terms as stated above for deposit accounts for development processing. Staff may elect to hire an environmental consultant for the environmental review and documentation of the project. In this case, the deposit amount shall be the amount stated in the consultant's proposal for CEQA review.

Initial \_\_\_\_\_

**ENGINEERING / PUBLIC WORKS**

Engineering grading and landscaping deposits will be based on the Deposit and Fee Schedule. Deposits for encroachment permits will be based on the anticipated length of the project as determined by the City Engineer or Public Works Inspector. Permittees are charged the actual costs of inspections for encroachments on the City right-of-way. Water quality permits are required for all encroachments in which soil is disturbed. Best Management Practices (BMPs) must be implemented and maintained for the duration of the project.

Initial \_\_\_\_\_

Financially Responsible Party					
Applicant/Agent:		Address:		Email:	
City:	State:	Zip Code:	Telephone:	Telephone:	

**Financially Responsible Party Declaration**

I understand City expenses may exceed the estimated advance deposit and, when requested by the City of Aliso Viejo, will provide additional funds to maintain a positive balance. Furthermore, I understand the sale or other disposition of the property does not relieve me (individual or Company/Corporation) of the obligation to pay and maintain a positive balance in the deposit account, unless the City of Aliso Viejo approves a Change of Responsible Party and transfer of funds. Should the funds in the account fall below the required minimum balance, all City work may stop until the requested advance deposit is received. I HAVE READ, UNDERSTAND, AND AGREE TO THE INFORMATION AND TERMS LISTED ABOVE IN REGARDS TO DEPOSIT ACCOUNTS AND FINANCIAL RESPONSIBILITY.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

**\*The name of the individual and the person who signs this deposit must be the same. If a corporation is listed, a corporate officer must sign the declaration (i.e., President, Chairman, Secretary, Treasurer).**