



CITY OF DANA POINT

COMMUNITY DEVELOPMENT DEPARTMENT
33282 Golden Lantern, Suite 209
Dana Point, CA 92629
(949) 248-3564 | www.danapoint.org

PROJECT INFORMATION PACKET

PLANNING DIVISION

PROJECT INFORMATION PACKET

NOTE:



**THE PLANNER WHO PROVIDES THIS SHEET WILL CHECK (✓) THE BOX IF THE ITEM IS
REQUIRED FOR YOUR APPLICATION.**

COMPLETE THE FOLLOWING SECTIONS OF THE PROJECT INFORMATION PACKET

- ☐ **APPLICATION FORM**
- ☐ **LAND USE FACT SHEET**
- ☐ **JUSTIFICATION STATEMENT**
- ☐ **ENVIRONMENTAL ASSESSMENT FORM**



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**OFFICE USE
ONLY:**
**SUBMITTED
DATE:** _____
RECEIVED BY: _____

- ☐ **Conditional Use Permit**
(Minor) (Major)
- ☐ **Site Dev. Permit**
(Minor) (Major)
- ☐ **Coastal Development Permit**
(Admin.) (Emergency) (Waiver)
- ☐ **Variance**
- ☐ **Tentative Tract or Parcel Map:**
- ☐ **Other**

PROJECT APPLICATION:

APPLICANT / AGENT: (Print)

Name: _____
Mailing Address: _____
City, State, ZIP: _____
Phone: _____ Fax: _____
Email: _____

CONTACT PERSON: (if different)

Name: _____
Mailing Address: _____
City, State, ZIP: _____
Phone: _____ Fax: _____
Email: _____

PROPERTY OWNER: (if different)

Name: _____
Mailing Address: _____
City, State, ZIP: _____
Phone: () _____ Fax: () _____
Email: _____

CHOOSE ONE:

- ☐ I am the sole owner and hereby authorize the filing of this application.
- ☐ I own the project site jointly with one or more persons and am empowered to authorize the filing of this application on behalf of my fellow property owners; or,
- ☐ I own the project site in conjunction with one or more persons who are listed with their acknowledgement and authorization for the filing of this application attached for additional property owner authorization/acknowledgements.

Signature: _____

Date: _____

PROJECT DESCRIPTION:

PROJECT ADDRESS:

LEGAL DESCRIPTION:

APN: _____

COASTAL ZONE: ☐ Yes ☐ No ☐ Appeal Zone

PREVIOUS APPROVALS:

CERTIFICATION

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

- (a) That there are no assurances at any time, implicitly or otherwise, regarding final staff recommendations to the decision making body regarding this application.
- (b) That major changes to the proposed project may require a new application and payment of new fees.
- (c) That to the best of my knowledge the information I have presented in this form and the accompanying materials is true and correct. I also understand that additional data and information may be required prior to final action on this application.

Signature: _____

Property Owner or Agent

Date: _____

FEES

Application Filing Fees:

Environmental Fee:

Required Postage:

Deposit(s):

TOTAL:

LAND USE APPLICATION FACT SHEET

	Existing	Proposed Development	Zone Code Requirement
General Plan Designation			
Zoning			
PRD			
Specific Plan			
Lot Area (sf)			
Lot Width (ft)			
Lot depth (ft)			
Setback Yards			
<i>Front (ft)</i>			
<i>Side (ft)</i>			
<i>Side (ft)</i>			
<i>Rear (ft)</i>			
Gross Floor Area (sf)			
Floor Area Ratio			
Building Coverage (%)			
Building Height (ft)			
Landscaping (%)			
Paving (%)			
Parking Spaces			
Surrounding Land Uses			
<i>North</i>			
<i>South</i>			
<i>East</i>			
<i>West</i>			

JUSTIFICATION STATEMENT

1. Briefly describe the proposed use and existing conditions:

2. How the proposed use is justified in reference to:

- 1) Compatibility. The location, size design, and operating characteristics of the proposed use will not create unusual noise, traffic or other conditions or situations that may be objectionable, detrimental or incompatible with other permitted uses in the vicinity.

- 2) General welfare. The application will not result in conditions or circumstances contrary to the public health and safety and the general welfare.

INSTRUCTION SHEET FOR FILLING OUT ENVIRONMENTAL IMPACT ASSESSMENT FORM - PART I

The Environmental Impact Assessment (EIA) Form – Part I will be used to determine what type of environmental documentation (i.e. Environmental Impact Report, Mitigated Negative Declaration, Negative Declaration or Exemption) that will be required to be prepared for your application, per the California Environmental Quality Act (CEQA).

The clarity and accuracy of the information you provide is critical for purposes of quickly determining the specific environmental effects of your project.

Recent judicial decisions have held that a “naked checklist”, that is a checklist that is merely checked “yes” or “no”, is insufficient to comply with the requirements of the California Environmental Quality Act. Each “yes” or “no” answer must be accompanied by a written explanation justifying the “yes” or “no” answer. This is especially important when a Negative Declaration is being sought. The more information provided in this form, the easier and quicker it will be for Staff to complete the Environmental Impact Assessment Form – Part II.

Please be aware that recently adopted State Law (Assembly Bill 3158, Chapter 1702 of the Regular Session) requires all projects requiring an Environmental Impact Report (EIR) or Negative Declaration (ND) pay a filing fee to the County Clerk. If a project may pose a potential impact on “Wildlife Resources”; this State Law also requires paying a fee to the State Department of Fish & Game. As such, if there may be a potential impact on “Wildlife Resources” one of the following conditions will be placed on all projects requiring an EIR or ND:

For Projects with Environmental Impact Reports:

“Within forty-eight (48) hours of the approval of this project, the applicant/developer shall deliver to the Planning Department a check payable to the **County Clerk** in the amount of Three-Thousand-Three-Hundred-Ninety-Three Dollars And Twenty-Five Cents (\$3,393.25) which includes the Three-Thousand-Three-Hundred-Forty-Three Dollars And Twenty-Five Cents (\$3,343.25) fee required by Fish and Game Code Section 711.4(d)(4) plus the Fifty Dollars (\$50.00) County administrative fee, to enable the City to file the Notice of Determination required under Public Resources Code Section 21152 and 14. California Code of Regulations: 15094. If within such forty-eight (48) hour period the applicant/developer has not delivered to the Planning Department the check required above, the approval for the project granted herein shall be void”.

For Projects with Negative Declarations:

“Because the project may have a potential adverse effect on wildlife resources, within forty-eight (48) hours of the approval of the project, the applicant/developer shall deliver to the Planning Department a check payable to the **County Clerk** in the amount of Two-Thousand-Four-Hundred-Fifty-Six Dollars (\$2,456.00), which include the Two-Thousand-Four-Hundred-Six Dollars (\$2,406.00) fee required by Fish and Game Code Section 711.4(d)(3) plus the Fifty Dollars (\$50.00) County administrative fee, to enable the City to file the Notice of Determination required under Public Resources Code Section 21152 and 14. California Code of Regulations: 15075. If within such forty-eight (48) hour period the applicant/developer has not delivered to the Planning Department the check required above, the approval for the project granted herewith shall be void.”

ENVIRONMENTAL IMPACT ASSESSMENT FORM

(To be completed by APPLICANT)

Project Name / Description: _____

Application Number(s): _____ Date Filed: _____

GENERAL INFORMATION

DEVELOPER / PROJECT SPONSER: <i>(Print)</i>	CONTACT PERSON: <i>(if different)</i>
Name: _____	Name: _____
Mailing Address: _____	Mailing Address: _____
City, State, ZIP : _____	City, State, ZIP : _____
Phone: () _____	Phone: () _____
Email: _____	Email: _____

PROPERTY INFORMATION

Project Address: _____	
Legal Description: _____	APN: _____
Previous Approvals: _____ _____	

	EXISTING	PROPOSED
Land Use		
Zoning		
Lot Area (sf)		
Building (sf)		
Number of floors		
Off-Street Parking Spaces		

PROJECT INFORMATION

1. 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:

2. Proposed use of site (Project for which this form is filed):

3. Proposed scheduling:

4. Associated projects:

5. Anticipated incremental development:

6. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents and type of household size expected:

7. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities:

8. If industrial, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project:

9. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project:

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

ENVIRONMENTAL QUESTIONNAIRE

Are the following items applicable to the project or its effects? Explain below all items checked yes (attach additional sheets as necessary). For all items checked "yes" please provide a written description of the proposed development including any feasible alternatives or any feasible mitigation measures available which would substantially lessen any significant adverse impact which the development may have on the environment. Any approved documents prepared pursuant to the California Environmental Quality Act (commencing with Section 21000 of the Public Resources Code as amended) shall be submitted. Additional environmental impact analysis may be required to make the necessary findings required by the certified Local Coastal Program. For purposes of this subsection, the term "significant adverse impact on the environment" shall be defined as contained in the California Environmental Quality Act and the Guidelines adopted pursuant thereto.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	11. Change in existing features or any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours.
<input type="checkbox"/>	<input type="checkbox"/>	12. Change in scenic views or vistas from existing residential areas or public lands or roads.
<input type="checkbox"/>	<input type="checkbox"/>	13. Change in pattern, scale or character of general area of project.
<input type="checkbox"/>	<input type="checkbox"/>	14. Significant amounts of solid waste or litter.
<input type="checkbox"/>	<input type="checkbox"/>	15. Change in dust, ash, smoke, fumes or odors in vicinity.
<input type="checkbox"/>	<input type="checkbox"/>	16. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.
<input type="checkbox"/>	<input type="checkbox"/>	17. Substantial change in existing noise or vibration levels in the vicinity.
<input type="checkbox"/>	<input type="checkbox"/>	18. Site on filled land or on slope of 10 percent or more.
<input type="checkbox"/>	<input type="checkbox"/>	19. Use of disposal of potential hazardous materials, such as toxic substances, flammable or explosives.
<input type="checkbox"/>	<input type="checkbox"/>	20. Substantial change in demand for municipal services (police, fire, water, sewage, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	21. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	22. Relationship to a larger project or series of projects.

Explanations:

ENVIRONMENTAL SETTING

23. 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.

24. 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. 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.

(Signature)

(Date)

For: _____

FOR DEPARTMENT USE ONLY

Date Filed:					
Date Deemed Complete:					
Posting Date:					
Mailing Date:					
Date Fees Paid:					
Receipt No:					
	Hearing Date	Action	Appeal Date	Action	
Planning Director					
Planning Commission					
City Council					

APPLICATION INFORMATION

Application For			File Number	FF Number	Application Date	Planner
	Fee	Permit Type				
	\$7,172	Coastal Development Permit - Residential <i>(Major)</i>				
	\$14,648	Coastal Development Permit – Non-Residential <i>(Major)</i>				
	\$4,853	Coastal Development Permit <i>(Admin.)</i>				
	\$641	Coastal Development Permit <i>(Waiver)</i>				
	\$2,601	Conditional Use Permit <i>(Minor)</i>				
	\$10,096	Conditional Use Permit <i>(Major)</i>				
	\$8,454	General Plan Amendment <i>(Minor)</i>				
	Hourly	Local Coastal Amendment Program				
	\$3,358	Sign Program Permit				
	\$7,594	Site Development Permit <i>(Major)</i>				
	\$3,680	Site Development Permit <i>(Minor)</i>				
	\$6,041	Tentative Parcel Map				
	\$8,890	Tentative Tract Map				
	\$9,504	Variance				
	Hourly	Zone Change				
	Hourly	Zone Text Amendment				