



CITY OF DANA POINT

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

COASTAL DEVELOPMENT PERMIT APPLICATION CHECKLIST

OFFICE USE ONLY:

PLANNER SIGNATURE: _____
DATE: _____

PLANNING DIVISION

COASTAL DEVELOPMENT PERMIT (CDP) APPLICATION CHECKLIST

PROJECT: _____

The Community Development Department cannot consider an application that is incomplete or incorrectly prepared. Particular attention should be given to the preparation of the Site Plans, Floor Plans, & Elevations. Both existing and proposed conditions must be shown. ***The applicant or agent must hand deliver all the required exhibits.***

NOTE:

A STAFF PLANNER MUST SIGN & DATE ABOVE AND CHECK (X) THE APPROPRIATE BOXES BELOW BASED ON THE SCOPE OF WORK PROPOSED FOR EACH DISTINCT APPLICATION(S).

A. ITEMS REQUIRED FOR FILING:

- All plans, legal descriptions, and other documents must be submitted on sheets not less than 8½" x 11" in size, and not greater than 24" x 36" in size.
- All application material between 8½ "x11" and 24"x36" in size shall be folded to a maximum of 8½"x11" in size.

1. Completed Project Information Packet:

- Application Form
- Land Use Fact Sheet
- Justification Statement
- Environmental Assessment Form

2. Processing Fee/Associated Entitlements:

- Application processing fee:
 - Coastal Development Permit – Non-Residential (Major) – Bluff top or ESHA: **\$14,648.00**
 - Coastal Development Permit – Non-Residential (Minor) – No bluff top or ESHA: **\$8,595.00**
 - Coastal Development Permit – Residential (Major) – Bluff top or ESHA: **\$7,172.00**
 - Coastal Development Permit – Residential (Minor) – No bluff top or ESHA: **\$4,628.00**
- \$ _____ (Deposit Amount; if applicable)
- Environmental Assessment fee of **\$50.00** (Separate Check-Made Payable to County of Orange)
- Required Notification Postage (To be assessed at the current postage rate and added to the permit)
- Other Discretionary Application Fees:
 - Conditional Use Permit: Major **\$10,096.00** Minor **\$2,601.00**
 - Site Development Permit: Major **\$7,594.00** Minor **\$3,680.00** Special Studies **\$27,034.00**
 - Tentative Maps: Tract Map (5-50 units/lots) **\$8,890.00** Tract Map (51+ units/lots) **\$11,496.00** Parcel Map **\$6,041.00**
 - Variance **\$9,504.00**
 - \$ _____ (Deposit Amount; if Applicable)
- 3rd Party Review: Geotechnical Wave Run-Up/Coastal Engineering Traffic
 - \$ _____ (Deposit Amount)

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3. Legal Description of Property:

- Provide one copy of recorded grant deed if property is not located in a recorded tract, where parcels are lot(s) in a recorded tract, the information may be noted on the plot plan by Tract and Lot Number
- Provide two copies of a recent (*within six months*) preliminary title report for all property in which development is proposed

4. Site Plans (5 Sets):

(Containing the following information)

- Vicinity map which clearly shows the location of the site
- Title Block (name and address or property owner of record)
- Scale, north arrow and date prepared
- Property lines of building site and their dimensions
- Ultimate street right-of-way lines designated
- Streets: location, name, and width, and existing improvements including sidewalks and bike facilities
- Identify all easements: locations, purpose, and width on site plan
- Buildings: existing and proposed, location and size, showing distances from property lines, existing and proposed rooflines
- Access: (driveways, etc.) existing and proposed location, add dimensions and materials
- Fencing, non-retaining walls: existing and proposed, type, location, height, and materials
- Retaining walls existing or proposed: type, location, height, and materials
- Topography, showing existing and proposed grades
- Trash facilities: Show location and method of screening for trash containers
- _____

5. Development Plans (5 Sets):

(Fully dimensioned and containing the following information)

Floor Plans:

- Overall building and individual room dimensions, including square footage calculations
- All proposed interior walls and partitions
- Room identification
- Window and door locations

Elevations:

- Provide views of elevations for all areas of improvement
- Indicate height limit and proposed height on elevations
- Height dimensioned from lowest point of structure
- Height dimensioned above grade of all floor, eaves, and ridges
- Roof pitches
- All roof mounted equipment and screening locations
- Exterior wall openings locations
- Cross-sections of project area
- Identify all exterior finish materials

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Landscape Plans:

- Indicate percentage of lot that is landscaped and size, type and location of landscaping
- Provide a water use analysis on the landscape plan
- Provide landscape materials and plant legend on plan

6. Additional Materials:

- Materials Board
(Specifications and samples of type, color, and texture of proposed construction materials)

_____.

7. Reduced Plans (11"x17"):

- (1) Copy of Site Plans
- (1) Copy Development Plans

8. Notification Package:

500-foot Radius (Appealable Jurisdiction)

- One copy of a certified list of the names and addresses of all owners (including all condominium unit owners) within a **500-foot radius** of the exterior boundary of the subject property prepared for the latest tax rolls
- (2) sets of printed address labels for all properties within a **500-foot radius** of the exterior boundary of the subject property with the assessor's parcel number printed on the labels
- (2) sets of printed address labels for all properties within a **100-foot radius** of the exterior boundary of the subject property addressed to "occupant" with the assessor's parcel number printed on the labels
- Copies of the Assessor's maps including properties and area within the 500-foot radius
- Postage for mailing of notifications

300-foot Radius (Non-Appealable Jurisdiction)

- One copy of a certified list of the names and addresses of all owners (including all condominium unit owners) within a **300-foot radius** of the exterior boundary of the subject property prepared for the latest tax rolls
- (2) sets of printed address labels for all properties within a **300-foot radius**
- Copies of the Assessor's maps including properties and area within the 300-foot radius
- Postage for mailing of notifications

9. Photographic log of existing conditions: *(Provide photographs of the following on 8 ½" X 11" sheets of paper)*

- Front elevation of project site
- Front elevation of the properties adjacent to the project site
- Front elevation of properties directly across the street from subject property
- Side elevations to properties adjacent to the subject property
- Rear elevation of project site

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- 10. Special Requirements (If applicable to your project, and a deposit is required):**
 - Flood Plain Analysis (*Properties in FP-1,2,3 Overlay Zone*)
 - Wave Run-Up Study (*Beach Road developments*)
 - A detailed geotechnical study addressing bluff stability (*properties adjacent to coastal bluffs*)
 - A comprehensive Sign Program (*commercial projects*)
 - Preliminary Water Quality Management Plan (WQMP)
 - _____.
 - _____.

B. NOTICE TO APPLICANTS:

1. To file an application, the applicant or his agent needs to bring all the exhibits described above to the City of Dana Point Community Development Department located at 33282 Golden Lantern, Suite 212, Dana Point, California 92629. You will want to meet with a Staff Planner. After they have briefly reviewed the plans and application to assure all the basic items are included and in the proper format, and the fees have been paid, the project will be deemed filed. Filing hours are 8:00 a.m. to 12:00 noon, Monday through Friday.
2. Your project will be assigned to one of the City of Dana Point's Planners. Your Planner will be responsible for managing the City's analysis of your proposed project.
3. Acceptance of application at the counter does not represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period stating the application is complete or that additional items are necessary.
4. It is recommended that the applicant, representative or property owner should be present at all hearings.
5. All correspondence and reports will be mailed to the project applicant/agent only.
6. If you have any questions regarding the above, please call the Planning Department at (949) 248-3564.



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NOTICE OF PENDING COASTAL DEVELOPMENT PERMIT

A COASTAL DEVELOPMENT PERMIT APPLICATION FOR DEVELOPMENT ON THIS SITE IS PENDING
BEFORE THE CITY OF DANA POINT.

PROPOSED DEVELOPMENT:

LOCATION: _____

APPLICANT: _____

APPLICATION NUMBER: _____

DATE NOTICE POSTED: _____

NOTE:

A FINAL ACTION TAKEN BY THE CITY OF DANA POINT ON A COASTAL DEVELOPMENT PERMIT APPLICATION MAY BE APPEALED TO THE COASTAL COMMISSION BECAUSE THIS DEVELOPMENT SITE IS WITHIN AN APPEALABLE ZONE PURSUANT TO SECTION 9.75.010 OF THE ZONING CODE UNDER "APPEALABLE DEVELOPMENT, COASTAL". (COASTAL ACT/30603(A)).

FOR FURTHER INFORMATION, PLEASE PHONE OR WRITE THE OFFICE LISTED BELOW BETWEEN 8 AM AND 5 PM, WEEKDAYS.

CITY OF DANA POINT

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RECEIVED BY: _____

DECLARATION OF POSTING

Prior to or at the time the application is submitted for filing, the applicant must post, at a conspicuous place, easily read by the public and as close as possible to the site of the proposed development, notice that an application for the proposed development has been submitted to the City of Dana Point. Such notice shall contain a general description of the nature of the proposed development. The City of Dana Point furnishes the applicant with a standardized form to be used for such posting. If the applicant fails to post the completed notice form and sign the Declaration of Posting, the Community Development Director shall refuse to file the application, or shall withdraw the application from filing if it has already been filed when he or she learns of such failure. 14 Cal. Admin. Code Section 13054(b).

Please sign and date this Declaration of Posting form when the site is posted; it serves as proof of posting. It should be returned to our office with the application.

Pursuant to the requirements of California Administrative Code Section 13054(b), I hereby certify that on _____, I or my authorized representative

(Date of posting)

posted the Notice of Pending Permit for application to obtain a Coastal Development Permit for the development of:

(Description of development)

Located at _____

(Address of development or assessor's parcel number)

The public notice was posted at

(A conspicuous place, easily seen by the public and as close as possible to the site of the proposed development)

(Signature)

(Date)

Note: Your application cannot be processed until this Declaration of Posting is signed and returned to this office.

FOR OFFICE USE ONLY

PERMIT NUMBER _____

RECEIVED _____

DECLARATION COMPLETE _____