



## CITY OF DANA POINT

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

## CONDITIONAL USE PERMIT (MINOR) APPLICATION CHECKLIST

### OFFICE USE ONLY:

**PLANNER SIGNATURE:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

## PLANNING DIVISION

### CONDITIONAL USE PERMIT (MINOR) APPLICATION CHECKLIST

FOR: \_\_\_\_\_

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 8 ½" x 11" in size, and not greater than 24" x 36" in size.
- All application material between 8 1/2"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 Fees Paid:**

- Application processing fee of \$2,601.00
- 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*)

**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 (3 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

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- 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 (3 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

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:**

- 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**

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- 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
  
- 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.