



City of Laguna Niguel
Planning Division
30111 Crown Valley Parkway
Laguna Niguel, CA 92677
949-362-4300
www.cityoflagunaniguel.org

EMERGENCY SHELTER PERMIT FILING INSTRUCTIONS - FORM 223

An **emergency shelter** is defined by California Health and Safety Code Section 50801(e) as housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied access to an emergency shelter because of an inability to pay. Should this Code's definition conflict with Health and Safety Code Section 50801(e), the Health and Safety Code definition prevails. Emergency shelters are permitted in all nonresidential and mixed-use zoning districts with approval of an Emergency Shelter Permit and are subject to compliance with Laguna Niguel Zoning Code Section 9-1-45.27.

The following is a list of the submittal items necessary to apply for an Emergency Shelter Permit. These filing instructions are intended to assist in assembling a complete application packet. Should you have any questions, please contact the Planning Division at (949) 362-4300 or by e-mail: planning@cityoflagunaniguel.org.

Required Submittal Items:

- Emergency Shelter Permit Application.** A completed application form and signed property owner authorization (included as page 3).
- Management Plan.** A written narrative that describes the proposed operational rules and standards, including, but not limited to:
 - Provisions for staff training;
 - Neighborhood outreach;
 - Screening of residents (including blank copies of all forms that potential occupants are required to complete);
 - Eligibility and admission procedures;
 - Operating schedule;
 - Rules and restrictions regarding substance use, including designated areas for smoking;
 - Permitted access to the facility for visitors and guests; and
 - A written policy outlining the consequences of rules and violations.
- Development Standards Checklist.** A completed checklist form (included as page 4) demonstrating compliance with the development, management, and operational standards contained within Laguna Niguel Zoning Code Section 9-1-45.27.
- Project Plans.** One (1) electronic copy (via CD/DVD or USB flash drive) and three (3) printed copies of the Project Plans (folded to a maximum size of 9" x 14"). All Plans should be fully dimensioned to scale (1/8" = 1', 1" = 40', or larger). Project Plans must have a Site Plan, Floor Plan, and Elevations, and include the applicable items listed on page 2:



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PROJECT PLAN REQUIREMENTS:

- Site Plan.** Shows the location of buildings on a property, as well as other site features. Provide the following information, both for existing and proposed elements, as applicable:
- Footprint/layout of all building and structures.
 - Fully dimensioned property lines.
 - Walls and/or fences, including height and material. Outdoor lighting fixtures.
 - Location, dimensions, and nature of easements.
 - Building setbacks to all property lines (setbacks to roof overhang/projection also to be identified).
 - Path of travel from public right-of-way and handicap parking stalls to primary entrance(s).
 - Location, dimensions, and design of freestanding signage and required trash enclosure(s).
 - On-site parking and circulation facilities, including dimensions for aisles, curb cuts, driveways, and number of standard, motorcycle, and handicap parking stalls.
 - Utility equipment and structures, including fire protection devices, and method of screening.
 - Bike racks.
 - North arrow and scale.
 - Tabular legend with the following information:
 - Contact information for property owner, applicant, agent, and plan preparer.
 - Applicable development standards and the project's compliance or noncompliance with each requirement.
 - Property zoning designation.
 - Address, legal description, and lot area.
 - Square footage of proposed structures, additions, and remodel area.
 - Parking summary, number of spaces provided and required.
- Floor Plan.** Shows interior spaces in a building. Provide both existing and proposed floor plans, including the following information, as applicable:
- Layout and dimensions of overall buildings, individual rooms, and other internal features.
 - Detailed room information including dimensions, uses labeled for all rooms, location of all doors and windows.
 - Total building square footage.
 - North arrow and scale.
- Elevations.** Shows the exterior envelope and appearance of buildings and structures. Provide both existing and proposed elevations, including the following information, as applicable:
- Exterior renderings of buildings/structures, including architectural features.
 - Legend with key: include details regarding materials, finishes, colors, and design features that are labeled on the elevations.
 - Building length and height dimensions.
 - Gutters and down spouts.
 - Building-mounted signage.
 - Cross-sections.
 - Roof plan, including the location and dimensions of all roof-mounted equipment and required screening.
 - North arrow and scale.



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STAFF USE ONLY:
PROJECT CASE NO. _____
APPLICATION DATE: _____

EMERGENCY SHELTER PERMIT APPLICATION

PROPERTY INFORMATION					
ADDRESS/LOCATION		ASSESSOR'S PARCEL NUMBER (APN)		ZONING DISTRICT	
GENERAL PLAN DESIGNATION		TRACT & LOT NUMBER		OWNERS' ASSOCIATION (IF APPLICABLE)	
DESCRIPTION OF PROPOSED WORK					
PROPERTY OWNER INFORMATION			APPLICANT INFORMATION		
PROPERTY OWNER NAME			APPLICANT NAME		
PROPERTY OWNER ADDRESS			APPLICANT ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
PHONE	MOBILE		PHONE	MOBILE	
E-MAIL			E-MAIL		
AUTHORIZED AGENT INFORMATION (if different from above)			ARCHITECT/DESIGNER (if applicable)		
AUTHORIZED AGENT NAME			ARCHITECT/DESIGNER NAME		
AUTHORIZED AGENT ADDRESS			ARCHITECT/DESIGNER ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
PHONE	MOBILE		PHONE	MOBILE	
E-MAIL			E-MAIL		
PROPERTY OWNER AUTHORIZATION					
<p>I declare that I am the legal owner of record of the land specified in this application. As the owner, I hereby affirm under penalty of perjury that the foregoing statements, facts and attachments are true and correct. Further, I declare that I fully understand and authorize _____ to act on my behalf on all matters relating to this application, including discussions and communications with staff from the City of Laguna Niguel. This authorization shall remain valid until invalidated in writing.</p>			<p>X _____ Property Owner Name (Print)</p> <p>X _____ Property Owner Signature and Date</p>		



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EMERGENCY SHELTER – DEVELOPMENT STANDARDS CHECKLIST

MAXIMUM NUMBER OF PERSONS/BEDS	
City Standard: The shelter may serve no more than ten persons per night unless state law requires a different limitation greater than ten.	TOTAL NUMBER OF PERSONS SERVED / BEDS: _____
PARKING RATIO	
City Standard: Subject to Govt Code Sec 65583(a)(4)(A)(ii), on-site parking shall be supplied at a ratio of not less than one space for every employee in the largest shift.	NUMBER OF ON-SITE PARKING SPACES: _____
MANAGEMENT STANDARDS	
City Standard: No shelter is permitted within 300 feet of another. No resident may stay for more than 180 nights in a calendar year.	LOCATION OF CLOSEST SHELTER: _____ MAX. # OF NIGHTS PER RESIDENT STAY: _____
HOURS OF OPERATION	
City Standard: The emergency shelter may only operate between 5:00 p.m. and 8:00 a.m. daily.	PROPOSED HOURS: _____
MANDATORY FACILITIES	
City Standard: The emergency shelter shall provide the following mandatory facilities: a separate interior intake area of no less than 250 square feet; an exterior on-site waiting area of no less than 200 square feet and screened from all public right-of-way areas with landscaping to the extent feasible; office areas for administrative purposes; restrooms; and general storage.	SEPARATE INTERIOR INTAKE AREA: _____ sq. ft. EXTERIOR ON-SITE WAITING AREA: _____ sq. ft. # OF RESTROOMS: MEN: _____ WOMEN: _____ OFFICE AREAS (TOTAL): _____ sq. ft. GENERAL STORAGE: _____ sq. ft.
OUTDOOR LIGHTING	
City Standard: Outdoor lighting shall be provided in active pedestrian areas, including sidewalks, pathways, and driveways. All lighting must be stationary and permanent. Outdoor lighting must otherwise comply with all applicable general standards set forth in Section 9-1-45.14.	PROJECT PLAN SHEET NO. THAT DEMONSTRATES THE PROPOSED OUTDOOR LIGHTING: _____
ON-SITE FACILITY MANAGEMENT	
City Standard: There shall be at least one qualified on-site manager and one security guard for every ten occupants during all hours when the emergency shelter is in operation. The on-site manager shall have the authority to enforce the management plan and all rules set forth therein, and to ensure compliance with all development and management standards.	# OF QUALIFIED ON-SITE MANAGER(S): _____ NAME OF ON-SITE MANAGER: _____ # OF SECURITY GUARD(S): _____ NAME OF SECURITY PROVIDER: _____