



## DISCRETIONARY PERMIT APPLICATION PACKET

Dear Community Member:

Welcome to the City of Laguna Niguel's discretionary permit process. Our goal at the City is to make your experience as efficient and effective as possible. As you are probably aware, there are different regulations related to developing a property or operating a business within the City. Our objective is to inform you of what is needed in order to submit a complete application package.

Prior to City submittal, project applicants are encouraged to discuss their proposed projects and conceptual plans with a member of the Planning Division. The scale and complexity of discretionary applications vary greatly. Early coordination with Planning staff can reduce processing costs, time, and uncertainty. This is also a great time to have your questions answered regarding the review process and timing. For certain projects, Planning staff may recommend scheduling a pre-submittal meeting with representatives from various City Departments in order to get further initial feedback on a project proposal before conceptual plans are finalized.

The attached packet will serve as your guide to the application submission process. Please review each section and make sure to complete all necessary forms that apply to your situation. Please note, in some cases, not all of the submittal items are necessary. For example, Use Permits that do not include any exterior changes often times may only require a limited Site Plan and Floor Plan and not require the preparation of Elevations.



CITY OF LAGUNA NIGUEL  
**CONCIERGE  
SERVICES**

The City of Laguna Niguel proudly introduces the Concierge Service Program to its residents, businesses, and developers in the review of discretionary permit applications. Upon submittal, a Planning staff member will be assigned as the project concierge, a single-point of contact during the discretionary permit process to assist you and provide guidance along the way. The review process can seem overwhelming because of the City requirements and number of department specialties involved. Your project planner will coordinate and move your project through the process to the applicable approval body as quickly as possible.



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## DISCRETIONARY PERMIT FILING INSTRUCTIONS

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### WHAT TO FILE

The following is a list of the submittal items necessary to file a discretionary application. These filing instructions are intended to assist you in assembling a complete application packet. The City of Laguna Niguel stands ready to help you through the development application process and we look forward to working with you. Should you have any questions, please contact us at 949-362-4360. Additional information can also be found on our website at:

<https://www.cityoflagunaniguel.org/136/Development-Project-Approval>.

- Discretionary Review Application.** Typed completed and signed by the recorded property owner (included as page 5).
- Project Plans.** One (1) electronic copy (via CD/DVD or USB flash drive) and three (3) printed copies (folded to a maximum size of 9" x 14") of the Project Plans: Site Plan, Floor Plans, and Elevations, which include the applicable listed items below. For projects that require a public hearing, an additional ten (10) printed sets of plans will be required once a meeting date has been scheduled. All Plans should be fully dimensioned, to scale (1/8" = 1', 1"=40', or larger).

Site Plan. A Site Plan shows the location of buildings on a property, as well as other site features. Please provide the following information, both for existing and proposed elements, as applicable:

- o Footprint/layout of all building and structures.
- o Fully dimensioned property lines.
- o Walls and/or fences, including height and material.
- o Outdoor lighting fixtures.
- o Location, dimensions, and nature of easements.
- o Building setbacks to all property lines (setbacks to roof overhang/projection also to be identified).
- o Path of travel from public way and handicap parking stalls to primary entrance(s).
- o Freestanding signage.
- o Trash enclosures.
- o On-site parking and circulation facilities, including dimensions for aisles, curb cuts, driveways, and number of standard, motorcycle, and handicap parking stalls.
- o Utility equipment and structures, including fire protection devices, and method of screening.
- o Bike racks.
- o North arrow and scale.
- o Tabular legend with the following information:
  - Contact information for property owner, applicant, agent, plan preparer.
  - Applicable development standards and the project's compliance/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.



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Floor Plans. Floor Plans show interior spaces in a building. Please provide both existing and proposed Floor Plans, including the following information, as applicable:

- o Layout and dimensions of overall buildings, individual rooms, and other internal features.
- o Detailed room information including dimensions, uses labeled for all rooms, location of all doors and windows.
- o Total building square footage.
- o North arrow and scale.
- o Additional plan details applicable for Restaurants:
  - Interior and outdoor seating plan and a table identifying total seating count.
  - Calculation table identifying total square footage of kitchen area, dining area (both interior and outdoor), and other areas.

Elevations. Elevations show exterior envelope and appearance of buildings and structures. Please provide both existing and proposed Elevations, including the following information, as applicable:

- o Exterior renderings of buildings/structures, including architectural features.
- o Legend with key: include details regarding materials, finishes, colors, and design features that are labeled on the elevations.
- o Building length and height dimensions.
- o Gutters and down spouts.
- o Window trims and door moldings.
- o Building-mounted signage.
- o Cross-sections.
- o North arrow and scale.
- o Roof Plan:
  - Direction and pitch of all roof elements.
  - Roofing material.
  - Location and dimensions of all roof mounted equipment and required screening.

**Project Description Letter.** Please provide a written narrative of the proposed project. Please note, a thorough, detailed, and quantified project description will aid in facilitating the permit process and reduce processing timelines. The narrative is to contain the following minimum information, as applicable:

- Description of reason for project application.
- Description of both existing conditions and proposed physical improvements.
- *For businesses only:* description of the proposed business model and/or services. Please include operational characteristics such as services provided, hours and days of operation, number of employees, and other information as appropriate.
- Description of the surrounding uses to the north, south, east and west.
- Reasons why project approval should be granted. The reasons are your answers to the required support findings included in Section 9-1-114 of Laguna Niguel Zoning Code ([https://library.municode.com/ca/laguna\\_niguel/codes/code\\_of\\_ordinances?nodetd=TIT9PLZO\\_DIV1PL\\_AR\\_T2COZOCO\\_SUBARTICLE\\_11PEAM\\_S9-1-114DIPEPR](https://library.municode.com/ca/laguna_niguel/codes/code_of_ordinances?nodetd=TIT9PLZO_DIV1PL_AR_T2COZOCO_SUBARTICLE_11PEAM_S9-1-114DIPEPR)).

**Preliminary Title Report.** Projects involving exterior physical site improvement require the submittal of a preliminary title report.



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**Property Owners List and Map (if applicable).** Application submittals that require a noticed public hearing must be accompanied by:

- From the latest Orange County equalized assessment roll and utilizing the most recent assessor's map(s), a mailing list containing the Assessor Parcel Numbers, names, and mailing addresses for all property owners of property located within a radius of 300' of the exterior boundaries of the subject property. The mailing list also must include the property owner(s) of the subject property, the agents and/or consultants involved in the application, and any Homeowners' Association (HOA) covering properties within 300' of the subject property. Typically the list can be prepared by a title company or ownership listing service.
- *Coastal Development Permits Only:* Mailing list is also to include Assessor Parcel Numbers and mailing addresses for all occupants (addressed to "Occupant") of property located within a radius of 100' of the exterior boundaries of the subject property.
- A map exhibit illustrating the subject property, 300' radius boundary, and all parcels within that radius.
- A Letter of Affidavit included with the above list of names and addresses, properly filled out and notarized, certifying the above names and addresses are as shown on the latest available assessment roll of Orange County.
- One (1) electronic copy (via CD/DVD or USB flash drive) of the mailing list, notification radius map, and Letter of Affidavit.

**Processing Fees.** The processing fee schedule is on page 4 of this packet. Because the cost of the project will be based on staff time (billed at \$79/hour), in addition to possible third-party consultant review fees, the actual cost may be more or less than the required initial deposit. Please note that City third-party consultant review may be required for geotechnical, traffic/parking, hydrology, WQMP, and/or CEQA analysis. If consultant and City costs exceed the deposit, additional funds will be required to continue processing the project. If the actual cost is less than the deposit, the balance will be refunded.

**Additional Items and/or Technical Reports.** If determined necessary based on the scope of the project, additional items and/or technical studies may be required. This may include, but potentially not limited to, the following:

Additional Plan Exhibits<sup>1</sup>:

- o Preliminary Grading/Civil Plan(s).
- o Preliminary Landscape and Irrigation Plans.
- o Preliminary Lighting/Photometric Plan.

Technical Studies<sup>2</sup>:

- o Conceptual Water Quality Management Plan.
- o Preliminary Hydrology Report.
- o Preliminary Geotechnical Report.
- o Traffic and/or Parking Study.

Additional items<sup>2</sup>:

- o Visual simulations/renderings, static and/or dynamic.
- o Material and Color Board.
- o Signage Plans (building mounted and freestanding).
- o Photographic survey of project site with key map.
- o Shade/Shadow Analysis.
- o Homeowners' Association (HOA) approval.

<sup>1</sup> Any of the above Additional Plan Exhibits determined to be necessary are to be included with Project Plans.

<sup>2</sup> For Technical Studies and/or Additional Items determined to be necessary, please provide One (1) electronic copy (via CD/DVD or USB flash drive) and Three (3) printed copies.



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## PROCESSING FEES

*Authorized by City Council Resolution No. 99-542 on April 6, 1999*

APPLICATION TYPE	AMOUNT <sup>1, 2</sup>	FEE TYPE (Flat/Deposit) <sup>3</sup>
General Plan Amendment	\$5,000	Deposit
Zone Change/Specific Plan Amendment	\$5,000	Deposit
Use Permit: Minor Use Permit (Administrative)	\$1,600	Deposit
Use Permit	\$3,800	Deposit
Minor Adjustment	\$1,600	Deposit
Variance	\$3,800	Deposit
Coastal Development Permit	\$3,800	Deposit
Site Development Permit: Site Development Permit (Administrative)	\$2,000	Deposit
Site Development Permit	\$4,400	Deposit
Appeals: Single-Family Dwelling	\$150 Flat + Staff Time <sup>4</sup>	Flat/Deposit <sup>4</sup>
All Other	\$300 Flat + Staff Time <sup>4</sup>	Flat/Deposit <sup>4</sup>
Changed Plan	\$190	Flat

### Notes:

- The Community Development Department Director may, at his/her discretion, reduce the amount of a deposit if it can be anticipated that given the scale and magnitude of the proposed project, the actual cost will be substantially less than the stated deposit amount.*
- Where multiple applications are applied for and processed concurrently (i.e., Site Development Permit and Use Permit), the higher deposit amount shall be made.*
- The deposit amount required is an estimate of the cost of an average project. An hourly rate of \$79.00 will be charged against the deposit for actual staff time to process the application. The actual cost may be more or less than the deposit. If the actual cost exceeds the deposit, additional funds will be required to continue processing the project. If the actual cost is less than the deposit, the balance will be refunded. Flat-fee amounts are non-refundable.*

*The appellant is responsible for the flat-rate portion at the time the appeal is filed. The applicant is required to pay the actual staff time as a deposit.*



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DATE STAMP

STAFF USE ONLY

PROJECT CASE NO.
TRAKIT PLANNING CASE NO.
PROJECT TYPE
PROCESSING FEE/DEPOSIT

## DISCRETIONARY PERMIT APPLICATION

### PROPERTY INFORMATION

ADDRESS/LOCATION	ASSESSOR'S PARCEL NUMBER (APN)	ZONING DISTRICT
GENERAL PLAN DESIGNATION	TRACT AND LOT NUMBER	

### PROJECT DESCRIPTION


PROPERTY OWNER INFORMATION	BUSINESS OWNER/APPLICANT INFORMATION (if different from Property Owner)
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PROPERTY OWNER NAME			BUSINESS OWNER/APPLICANT NAME		BUSINESS NAME
PROPERTY OWNER ADDRESS			BUSINESS OWNER/APPLICANT ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
PHONE	MOBILE		PHONE	MOBILE	
E-MAIL			E-MAIL		

AUTHORIZED AGENT (if different from above)	ARCHITECT/DESIGNER (if applicable)
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AUTHORIZED AGENT NAME			ARCHITECT/DESIGNER NAME		FIRM 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 negotiations, discussions and communications with staff from the City of Laguna Niguel. This authorization shall remain valid until invalidated in writing.</p>	<p>X _____  <b>Property Owner Name (Print)</b></p> <p>X _____  <b>Property Owner Signature and Date</b></p>
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