



Planning Division
22112 El Paseo
Rancho Santa Margarita, CA 92688

USE DETERMINATION APPLICATION & INSTRUCTIONS

Pursuant to Section 9.03.050(b) of the Rancho Santa Margarita Zoning Code (RSMZC), a use is not permitted in a zoning district unless it is specifically identified in the table of uses provided in RSMZC Chapter 9.03 (*Zoning Districts and Standards*). The Planning Commission is authorized to review proposed uses not listed in RSMZC Chapter 9.03 through a Use Determination. A proposed unlisted use may be permitted as a principal or accessory use within a zoning district if the Planning Commission makes written findings that such use: (1) falls within the purpose and intent of the zoning district; (2) is of a comparable nature to the uses set forth in the zoning district; (3) is not listed in another zoning district; (4) would not be inconsistent with any other uses in the vicinity of such use; and (5) is not prohibited under federal, State, or local law.

In order to request a Use Determination, a completed Use Determination application is required. The completed application and fee must be submitted in person to the Planning Division located at: 22112 El Paseo, Rancho Santa Margarita, CA 92688. If you have any questions about the Use Determination process, please contact the Planning Division at 949-635-1800 x6705.

Applicant Information

Application Date: _____ Applicant Name: _____	
Site Address: _____	
Phone No.: _____	Email: _____
Mailing Address: _____	
_____	_____
Applicant Signature	Date

Submittal Checklist

For Planning Division staff to fully evaluate your request, please provide the following information along with this completed Use Determination application and fee payment (check only).

1. A **Letter of Request** addressed to the Planning Division describing the use in your own words. It must include a written description of the proposed unlisted use and operations. In addition, please include the following details in your letter:
 - a. Size of operation in gross square feet
 - b. Number of employees
 - c. Hours of operations
2. A **floor plan** that includes labels for specific rooms and functions and general dimensions.