



Planning Division
22112 El Paseo
Rancho Santa Margarita, CA 92688

ZONING CONFIRMATION LETTER APPLICATION & INSTRUCTIONS

A Zoning Confirmation Letter will identify the zoning district for a specific property and the allowed uses and development standards applicable to the zoning for the property. Zoning Confirmation Letters are often used for due diligence purposes prior to acquiring a property or tenant space. A Zoning Confirmation Letter will not determine the conformance of a property with existing land use regulations. In addition to the zoning for the property, a Zoning Confirmation Letter will also provide the following information:

- The applicable site address and Assessor Parcel Number (APN).
- The present General Plan land use designation and zoning for the subject site.
- An internet link to the current General Plan and Zoning maps for the subject site.
- An internet link to Zoning Code development standards for the subject site, including setbacks, building height limits, and parking requirements.
- A brief description of any approved entitlements for the subject site, if requested.
- A list of active Code Enforcement violations associated with the subject site.
- A list of known utility providers for the subject site.
- A list of any known environmental hazards on the subject site, including flood, wildfire, and earthquake hazards.

To obtain a Zoning Confirmation Letter, please complete this application and submit it along with a written description of the proposed use to occupy the subject property and the applicable fee payment to the Planning Division located at: 22112 El Paseo, Rancho Santa Margarita, CA 92688. A response will be provided within five business days of application submittal. If you have any questions about the Zoning Confirmation Letter process, please contact the Planning Division at 949-635-1800 ext. 6705.

Application Date: _____ Applicant Name: _____

Site Address/Location: _____

Phone No.: _____ Email: _____

Mailing Address: _____

Applicant Signature

Date