



Development Case Application Checklist for New Residential, Commercial, and Substantial Renovation Projects

This checklist only applies to Development Case Applications submitted for new residential, commercial, and substantial renovation projects. Please contact the Planning Division at 949-635-1800 ext. 6701 before completing this checklist. A completed application submittal must include all of the following information as described in the checklist. Failure to fully complete this application checklist, and provide the necessary information for completeness, will result in the delayed processing of the application. Please refer to the Development Case Application for additional information and directions for completing this checklist.

Application and Fee Requirements

The following application, fees, and associated forms must be provided at the time of submittal:

- Completed Development Case Application with property owner's wet signature.
- Completed Environmental Information Form.
- A Letter of Justification that includes a project description stating the type of use proposed, proposed operations and hours of operation (if applicable), scope of work, conformance with City General Plan and Zoning Code regulations.
- Complete Ownership List, Map, and Envelopes for public notification, and a signed Property Owners List Certification Form.
- Fees and/or deposits paid according to the current City Master Fee Schedule.
- Department of Fish & Wildlife (DFW) Clearance Fee. The Applicant must pay filing fees for a Notice of Determination or Notice of Exemption as determined by the California Environmental Quality Act (CEQA). Current CEQA fees may be found at the following web address: <http://www.ocrecorder.com>. Please contact the Planning Division at 949-635-1800 ext. 6701 regarding applicable CEQA fees.
- A check in the amount of \$50.00 made payable to the "Orange County Clerk Recorder" for processing a Notice of Determination (NOD) or a Notice of Exemption (NOE).
- A check for the Orange County Fire Authority plan review fee. Please contact the Planning Division at 949-635-1800 ext. 6701 for the appropriate OCFA plan check fees.
- A construction schedule, if the project is to be phased.
- Photographs of the project site and surrounding area.
- Legal description of parcel(s).
- A flash-drive or CD-ROM with a digital copy of all items stated in this checklist.



Architectural Site Plan

Provide five (5) hardcopies of an architectural site plan (size 24" x 36") and five (5) hardcopies of a reduced architectural site plan (size 11" x 17") that includes the following information:

- Property lines, setbacks, streets, and easements with dimensions and descriptions.
- Existing and proposed Assessor Parcel Numbers (APNs).
- Dimensions of yards, spaces between buildings, and spaces between property lines and buildings.
- Existing and proposed streets including location, names, widths, and centerline locations.
- Location of adjacent existing buildings and uses.
- Location of proposed buildings and structures, differentiated from existing buildings and structures.
- Location of existing and proposed walls, fences, and street furniture.
- Parking calculations showing square footages for each use and required parking.
- Parking layout depicting parking space location, number of spaces, dimensions of spaces, back-up areas and drives, driveway approaches, curb cuts, pedestrian access, utility vehicle access, and accessible parking spaces.
- Location of all loading zones.
- Photometric plan depicting location, height, and intensity of proposed lighting.
- Location of existing and new utility poles, fire hydrants, and associated connections.
- Location of refuse areas including heights and type of materials for screening walls.

Architectural Floor Plan

Provide five (5) hardcopies of an architectural floor plan (size 24" x 36") and five (5) hardcopies of a reduced architectural floor plan (size 11" x 17") that includes the following information:

- Square footages and dimensions for each proposed structure.
- Number of stories in each proposed structure.
- Building Code occupancy classification for each proposed structure.
- Dimensions of new exterior walls and interior partitions.
- Location and sizes of all new windows, doors, stairways, and plumbing fixtures.
- Location of all fireplaces.

Architectural Building Elevations

Provide five (5) hardcopies of an architectural building elevation (size 24" x 36") and five (5) hardcopies of a reduced architectural building elevation (size 11" x 17") that includes the following information:

- Exterior view of all sides of each proposed structure that includes height dimensions and location of new windows, doors, and other exterior details.



- Roofing material, pitch, and location of roof-mounted equipment, such as satellite antennas and heating/air conditioning units.
- A color rendering of each building elevation.
- Specifications of exterior finish materials including a color board with samples of all external building materials.

Landscape Plan

Provide five (5) hardcopies of a landscape plan (size 24" x 36") and five (5) hardcopies of a reduced landscape plan (size 11" x 17"), prepared by a licensed landscape architect, that includes the following information:

- Location and dimensions of all building footprints and all planter areas.
- Location, dimensions, and materials for all hardscape and landscape areas.
- Location, container size, and types of plant materials to be used, specified by common name, botanical name, size, and quantity.
- Proposed irrigation, where required.
- Water efficiency calculation as required by the City's Municipal Code.

Engineering Site Plan

Provide five (5) hardcopies of an Engineer Site Plan (size 24" x 36") and five (5) hardcopies of a reduced Engineer Site Plan (size 11" x 17") that includes the following information:

- The existing topography of the site and proposed grading that includes individual lot lines and number of each lot.
- The location, identification, dimensions, and slope of all existing and proposed parking spaces, driveways, access ways, streets, and roads.
- The location of all proposed buildings, structures, fences, planters/landscaping, utility poles, streetlight, fire hydrants, and other site features.
- The location of existing and proposed water lines, storm drains, wells, sewers, culverts, and drain pipes.
- The approximate location and direction of flow of all watercourses and natural drainage channels, and typical cross-section of existing and proposed drainage patterns.
- The widths, location, and description of all existing and proposed easements.
- The finished pad and floor elevations for all proposed buildings and structures along with the distances between buildings and property lines.
- The height, type and location of all proposed fences and walls.
- If the site is to be graded in phases, clearly depict the location of the phase lines and provide cross-sections to show phased grading.
- Flood zone designation as indicated on the latest Flood Insurance Rate Map.
- Location of all water quality control measures along with applicable water quality management plans.