



Planning Division  
22112 El Paseo  
Rancho Santa Margarita, CA 92688

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## 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 extension 6705.

### 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.

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 with general dimensions.