



# PLANNING APPLICATION (COMMERCIAL)

**I. INSTRUCTION** Use this application to apply for **Multi-Family (3+ Units) and Non-Residential Projects**

**II. PROJECT LOCATION**

Address: \_\_\_\_\_

APN(s): \_\_\_\_\_

**III. CONTACT INFORMATION**

**Applicant Information**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Receive project updates by email? Yes No

**Applicant Representative (Contact Person)**

All communications will be sent to the individual identified below.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Property Owner**

Contact Name: \_\_\_\_\_

Receive project updates by email? Yes No

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

FOR OFFICE USE ONLY			
<p><b>Administrative Use Permit</b></p> <p><b>Coastal Development Permit</b></p> <ul style="list-style-type: none"> <li>Exemption</li> <li>Administrative</li> <li>Non-Appealable Zone</li> <li>Approval In-Concept</li> <li>Major - Appealable Zone</li> <li>Minor - Appealable Zone</li> </ul> <p><b>Concept Review</b></p> <p><b>Conditional Use Permit</b></p> <ul style="list-style-type: none"> <li>Intensification of Use</li> <li>Minor</li> <li>Amendment/Extension of Approval</li> </ul>	<p><b>Design Review</b></p> <ul style="list-style-type: none"> <li>Administrative</li> <li>Planning Commission</li> <li>Extension of Approval</li> </ul> <p><b>General Plan Amendment</b></p> <p><b>Local Coastal Program</b></p> <p><b>Planning Commission Interpretation</b></p> <p><b>Revocable Encroachment Permit</b></p> <p><b>Road Extension</b></p> <p><b>Sidewalk Vendor Permit</b></p> <p><b>Specific Plan Amendment</b></p>	<p><b>Sign Permit</b></p> <ul style="list-style-type: none"> <li>Administrative</li> <li>Master Sign Program</li> <li>Planning Commission</li> </ul> <p><b>Subdivision</b></p> <ul style="list-style-type: none"> <li>Final Map</li> <li>Lot Line Adjustment</li> <li>SB 9 Urban Lot Split</li> <li>Tentative Map Amendment</li> <li>Tentative Parcel/Tract Map</li> </ul> <p><b>Temporary Use Permit</b></p> <ul style="list-style-type: none"> <li>Director</li> <li>Planning Commission</li> </ul> <p><b>Variance</b></p> <p><b>Zone Change/Ordinance Amendment</b></p>	<p><b>ZPC #:</b> _____</p> <p><b>Zoning Designation:</b> _____</p> <p><b>General Plan Designation:</b> _____</p> <p><b>Environmental Review</b></p> <ul style="list-style-type: none"> <li>Exempt</li> <li>Environmental Review Required</li> </ul> <div style="border: 1px dashed gray; padding: 10px; text-align: center; margin-top: 20px;"> <p>Date Received Stamp</p> </div>

Architectural plans will be posted on the City's website as part of the public hearing agenda packet for the Design Review process. Please notify the City if you do not authorize posting the architectural plans online for public viewing. However, note that three full sets of 24x36 plans will be required at the time of scheduling for Design Review if authorization is not given. Failure to notify the City otherwise will allow the City assumption that authorization has been granted.



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## IV. AFFIDAVIT

1. I hereby certify that all of the information contained in this application is, to the best of my knowledge and belief, true and correctly represented and I have read and understand Chapter 25.05 of the Laguna Beach Municipal Code. I understand that additional data and information may be required prior to final action on this application.
2. I understand that there are no assurances at any time, implicitly or otherwise, regarding final staff recommendations to the decision-making body about this application or the determination of any decision-making body.
3. I understand any changes to the project may require a new application and payment of additional or new fees.
4. If this application is approved, I hereby certify that I will comply with all conditions attached to the approval action. I understand that failure to comply with any conditions shall constitute grounds for the revocation or modification of the approval.
5. If this application is approved, I hereby understand that a standard condition of approval will be imposed requiring me to defend, hold harmless, and indemnify, at my expense, the City, the City Council and other City bodies and members thereof, officials, officers, employees, agents, and representatives from and against any and all third-party claims, actions, or proceedings to attack, set aside, void, or annul the approval, or any associated determination made pursuant to the California Environmental Quality Act, including the City's defense costs and expenses as well as costs, expenses, or damages a court may require the City to pay as a result of such claim, action, or proceeding.
6. I understand that it is my responsibility to ensure that discrepancies do not exist between the project's description on the permit, the design/architectural plans, and the structural plans. If discrepancies exist between the design/architectural plans and structural plans, the design/architectural plans shall take precedence. Ultimately, the scope of work, as described on the permit that authorizes construction, takes precedence over the plans. If there is a discrepancy between the plans and the description on the permit, the permit governs.
7. The property owner further certifies that they are the legal owner of the property and consents to the filing of this application.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
OWNER'S SIGNATURE

**V. PROJECT DESCRIPTION** Briefly describe the proposed use and improvements (detailed description and purpose of the project to be included in the Letter of Intent, see [Appendix A](#)).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VALUATION (\$ Estimate) \_\_\_\_\_



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**VI. FILING INSTRUCTIONS** This application includes a comprehensive list of information that is required to submit an application for a project, and not all information will apply to every project. The application should include all required information to the best of the applicant’s knowledge at the time of initial submittal. Planning staff is available at the Planning and Building counter during the posted counter hours and [by appointment](#) to discuss application submittal requirements based on the specifics of your request.

**New applications require an in-person appointment for submittal.** All appointments are conducted at the counter and you must have a digital copy of the plans with you on a USB flash drive. No paper plans are accepted. A planner will screen the application for the minimum required information based on the application requirements checklist below. Applications with missing information will not be accepted. Once you are ready to submit an application, [book an appointment online](#) by clicking through the prompts and selecting “Planning Application Submittal.”

**It is highly recommended that purchase agreements or leases not be executed until final approval of any required entitlements have been obtained. It is also recommended that the applicant be present at all public meetings at which the request is being considered.**

**VII. REQUIREMENTS** This checklist must be completed and submitted with the filing of an application. The checklist is provided as a convenience for preparing the application, and the [Zoning Code](#) and other applicable regulations remain the governing documents.

TABLE 1 - APPLIES TO ALL APPLICATIONS	
ITEM/ACTION	EXPLANATION
Completed Planning Application form	Fully complete the Planning Application form. No sections of this form may be left blank. Fields may be addressed as “Not Applicable” where appropriate to indicate that this requirement is not relevant to the request. Applicant and property owner signatures are both mandatory.
Title Report	Must be dated within one year of the application date.
Letter of Intent	Describe the project/proposal and reason for the request. For businesses uses, include a description of business operations, number of employees, hours of operation, alcohol requests, and other pertinent information related to the use. See <a href="#">Appendix A</a> for more information.
Basic Site and Floor Plans	Unless more detailed plans are required (Table 2), see <a href="#">Appendix B</a> .



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Digital Photographs	Includes interior and exterior project site photos. Label file names with the direction of the photo and a description (e.g., west view of existing parking lot). Internet photos such as Google Maps are not acceptable because they may not show current conditions.
Tenant Mix Table	For multi-tenant sites, provide a table with the following information for each tenant: (1) business name; (2) type of business; (3) size of tenant space (square feet); and (4) for restaurants, provide the seat count. For vacant tenant spaces, provide this information for the most recent occupant. Note that changes of use, such as a change from retail to food service, may increase a property's parking requirements. See <a href="#">Section 25.52.012(G) of the Laguna Beach Municipal Code</a> for parking requirements by land use type. Additional parking may also be required when a building is enlarged, or when outdoor retail display or outdoor dining are proposed.
Hazardous Waste Form	Complete and return the Hazardous Waste & Substances Form. <a href="#">See Appendix D.</a>

**TABLE 2 - APPLIES TO NEW CONSTRUCTION, BUILDING ADDITIONS, AND SIGNIFICANT BUILDING AND SITE ALTERATIONS**

ITEM/ACTION	EXPLANATION
Architectural Plans, Survey, and Preliminary Grading and Drainage Plans	Refer to the <a href="#">Project Submittal Requirements for Planning Review</a> . The required plan sheets will vary based on project type. For each required plan sheet, cross-reference the Zoning Plan Check Submittal Requirements Checklist. The Checklist identifies information required to be shown on the plans.



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TABLE 3 - OTHER DOCUMENTS OR STUDIES	
ITEM/ACTION	EXPLANATION
Variance Justification	<p>Variations are appropriate when special circumstances create hardships to development under the standard regulations, provided that the variance would only bring the disadvantaged property up to the level of use enjoyed by nearby properties in the same zoning district.</p> <p>Section 25.05.025(F) of the Laguna Beach Municipal Code requires that the decision-making body make four findings in order to grant the variance request.</p> <p>In order to determine if special circumstances exist, and to assist the decision-makers arrive at a decision, please provide a justification to answer each of the following questions, as fully and completely as possible, and include a brief description of the requirement and code reference. Justification must be provided for each separate variance request.</p> <ol style="list-style-type: none"> <li>1. Identify any special physical characteristics of the property such as shape, topography, location, or surroundings that cause the requested development to not meet zoning regulations.</li> <li>2. Do other properties in the vicinity have the same type of physical characteristics as this property? If so, please identify a few of them.</li> <li>3. Identify any other neighboring properties that have the same type of improvement that you are requesting.</li> <li>4. Identify the cause of the special characteristics of the site that limits the ability to comply with code requirements (e.g., natural slope of the land or placement of other structures).</li> </ol>
Tentative Map	<p>If the project includes a new condominium or subdivision, submit a Tentative Map as described in <a href="#">Section 21.08.090 of the Laguna Beach Municipal Code</a>. For SB 9 urban lot splits, the requirements of <a href="#">Chapter 25.95</a> shall also apply. Refer to the <a href="#">Senate Bill 9 Quick Guide</a> for more information and for the required owner affidavit.</p>
Lot Line Adjustment	<p>Lot Line Adjustments are regulated by Section 21.08.030 of the Laguna Beach Municipal Code. Refer to the <a href="#">Filing Instructions for Lot Line Adjustment</a> for the required application materials.</p>



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Road Extension	Road extension projects have development standards, review criteria, and review/approval processes established by Laguna Beach Municipal Code Chapters 11.40, 21.12, and 25.53, and Title 22. Design plans must demonstrate compliance with the adopted standards of street and grading design. If the proposed road extension is intended to reclassify a non-building site as a legal building site, the application must also demonstrate that the project meets the minimum requirements established by Section 25.08.004 of the Laguna Beach Municipal Code. This application type often requires the submission of one or more technical studies (geotechnical, hydrological, biological, etc.) due to the presence of sensitive environmental conditions.
Bluff Edge Determination	Applications for new development (including accessory structures), major remodels, and additions on oceanfront or oceanfront bluff properties are required to submit a bluff edge determination. Refer to the <a href="#">Bluff Edge Determinations Quick Guide</a> for more information.
Coastal Hazards Study	Applications for new development on an oceanfront or oceanfront bluff property are required to assess the potential for flooding or damage from waves, storm surge, or seiches by submitting a wave uprush and impact report prepared by a licensed civil engineer with expertise in coastal processes. The conditions that shall be considered in a wave uprush study are: a seasonally eroded beach combined with long-term (75 years) erosion; high tide conditions, combined with long-term (75 year) projections for sea level rise; storm waves from a 100-year event or a storm that compares to the 1982/83 El Nino event.
Geological Report	For vacant and oceanfront sites, submit a geological report which specifically addresses improvements proposed for the subject site and adjacent right-of-way. Geological reports must include characterization of geological site conditions and analysis of slope stability, and recommendations for appropriate foundation and grading design.
Hydraulic Report for Floodplain/Floodway Development	Significant improvements within a floodway or 100-year floodplain require “No-Rise/No-Impact” certification stating that the proposed development will not impact the pre-project base flood elevations, regulatory floodway elevations, or regulatory floodway widths. The certification must be provided by a professional engineer and supported by hydrologic and hydraulic analyses. The study must also demonstrate compliance with the <a href="#">Chapter 25.38 of the Laguna Beach Municipal Code</a> .
Parking and Traffic Studies	Applications for shared parking, four or more in-lieu parking certificates, or innovative parking solutions as prescribed by <a href="#">Section 25.52.006 of the Laguna Beach Municipal Code</a> require traffic studies prepared by a qualified professional.



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<p>Sign Plans</p>	<p>Sign permit applications are subject to the requirements of <a href="#">Chapter 25.54 of the Laguna Beach Municipal Code</a>. Several key considerations are summarized in the <a href="#">Sign Permit Informational Guide</a>. Refer to the <a href="#">Downtown Specific Plan</a> for additional requirements when a sign is proposed in the Downtown area.</p> <p>Required sign plan information:</p> <ol style="list-style-type: none"> <li>1. Prepare a scaled drawing of all proposed signs. For new and amended Master Sign Programs, include all existing signs. Indicate the dimensions, area computation of each sign, location, height above ground, sign copy (including any graphics), letter size, font style, sign materials, colors, and lighting elements, if any.</li> <li>2. Prepare a scaled site plan and elevation drawing showing the building or suite. Indicate the length of the building or suite frontage along the street(s).</li> <li>3. Provide colored photographs of the elevations and all existing signs.</li> <li>4. Provide lighting specifications. Signage may be illuminated by shielded fixtures mounted above the sign face (e.g., gooseneck lamps) or via halo illumination provided that both the sign face and return are opaque.</li> </ol>
<p>Short-Term Lodging</p>	<p>Applications for short-term lodging use, as regulated by <a href="#">Chapter 25.23 of the Laguna Beach Municipal Code</a>, are required to include the information specified in <a href="#">Appendix C</a>.</p>
<p>Planning Commission Concept Review</p>	<p>If a concept review hearing is recommended by Planning staff, complete and return the <a href="#">Concept Review Application</a> with all applicable submittal items required by the checklist form. Please consult with staff prior to submitting a concept review application for recommended submittal information, which will be based on both the checklist and specific project concept.</p>
<p>Revocable Encroachment Permit</p>	<p>Complete and submit a <a href="#">Revocable Encroachment Permit application packet</a>. A revocable encroachment permit is required when a project proposes private encroachments into an otherwise unimproved, unused public right-of-way, and is subject to the requirements of <a href="#">Chapter 11.50 of the Laguna Beach Municipal Code</a>. This class of project is limited to minor structures such as low fences and retaining walls, walkways, stairs and construction incidentally related to landscape activities such as stepping stones, walking surfaces, planter areas and irrigation systems.</p>



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Sidewalk Vendor Permit	Applications for a roaming or stationary sidewalk vendor permit are required to submit a completed <a href="#">Sidewalk Vendor Permit Application</a> . Sidewalk vending is regulated by <a href="#">Chapter 5.27 of the Laguna Beach Municipal Code</a> .
Temporary Uses	<p>Provide a full description of the temporary activities as well as information relevant to the mitigation of event impacts, such as parking and noise. Submittal requirements will necessarily vary based on the nature of the event, but may include information on the anticipated number of attendees, parking, dates and times (set-up, event hours, and clean-up), food/alcohol service, music (stage location, amplified or acoustic, live or prerecorded), and use of a P.A. system. The site or floor plan should label the location of all temporary improvements and uses consistent with the written event description. If insufficient parking is provided at the property to accommodate all attendees, describe how transportation will be managed. Note that building permits and inspections may be required before the event.</p> <p>Temporary uses that are five days or less in duration can generally be processed administratively, while longer-duration uses are subject to Planning Commission approval. The Director may also refer any Temporary Use Permit application to the Planning Commission. Temporary Use Permit applications should be submitted at least 30 days prior to the event date, or 90 days prior if Planning Commission approval is required.</p>

**Special Studies:** Please note that additional studies may be required to be submitted in order to conduct the preliminary environmental assessment for the project, including but not limited to biological assessments, parking and traffic studies, and historic resource assessments.

**FYI - Building Permit Required:** Planning approval, which may include approvals by the Design Review Board, Planning Commission, or by staff through an administrative process, does not authorize you to begin construction. Once the Planning approval process has been completed and all applicable appeal periods have lapsed, please submit complete construction drawings for building plan check. The Building Division will confirm compliance with local and state building safety standards prior to issuance of a building permit. Building permits are generally required for mechanical, electrical, plumbing, and structural improvements, and for new building signage.