

ZPC #:



CITY OF LAGUNA BEACH • DEPARTMENT OF COMMUNITY DEVELOPMENT
505 FOREST AVENUE • LAGUNA BEACH • CALIFORNIA • 92651

Date Received:

DEVELOPMENT REVIEW APPLICATION

PROJECT LOCATION ADDRESS _____

VALUATION OF WORK \$ _____ LOT SIZE _____

ASSESSOR'S PARCEL NO. _____

DESCRIBE IN DETAIL SCOPE OF WORK _____

	FLOOR AREA	GARAGE AREA	DECK AREA	STORAGE AREA	TOTAL REMODEL AREA	NO. OF STORIES
EXISTING BUILDING						
NEW CONSTRUCTION						
TOTALS						

Property Owner _____

Phone # _____ Cell Phone # _____

Mailing Address _____ City/St/Zip _____

Email Address _____ Receive Project Updates by Email - Yes No

Architect/Designer _____

Phone # _____ Cell Phone # _____

Mailing Address _____ City/St/Zip _____

Email Address _____

State License # _____ Receive Project Updates by Email - Yes No

Authorized Agent _____

Phone # _____ Cell Phone # _____

Mailing Address _____ City/St/Zip _____

Email Address _____

State License # _____ Receive Project Updates by Email - Yes No

Please note that the applicant/agent will receive a U.S. Postal Service or Email notification of project updates, such as plan check results. In addition, all other development team members listed on this page will also receive project updates by email, including plan check results, unless indicated otherwise. This will improve communication with the applicant's team during the entitlement process.

OWNER'S CERTIFICATE

1. I understand 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.
2. I understand 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 the 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 hereby certify that to the best of my knowledge the information I have presented in this form and the accompanying materials is true and correct. I understand that additional data and information may be required prior to final action on this application.
7. I understand that it is my responsibility to ensure that discrepancies do not exist between the project's description on the permit, the architectural plans and the structural plans. If discrepancies exist between the architectural plans and the structural plans, the 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.
8. I am the record owner of the property described in the application, I read and understand the content contained in this certificate, and I hereby consent to the filing of the application.

Owner's Signature


Date

AUTHORIZATION OF AGENT (if applicable)

I am the record owner of the property described in this application and hereby designate and authorize the agent identified in this application to act on my behalf in all matters pertaining to processing of this application through the City of Laguna Beach.

Owner's Signature

Date

	CITY OF LAGUNA BEACH COMMUNITY DEVELOPMENT, ZONING DIVISION 505 Forest Avenue Laguna Beach, CA 92651 (949) 497-0714 www.lagunabeachcity.net	Internal Office Use Only: ZPC #:
		Date Received:
ZONING PLAN CHECK SUBMITTAL REQUIREMENTS CHECKLIST <i>*ANY INCOMPLETE APPLICATION PACKAGES WILL NOT BE ACCEPTED*</i>		

The following information is required for Zoning Review of development plans. Certain items are only required for new development or additions exceeding 50 percent. Any items missing below from the application package will **NOT** be accepted, as applicable. In order for your project to be deemed complete, the Planner assigned to review your plans will evaluate the information provided against this checklist. Incomplete plans will be returned for additional information.

SUBJECT PROPERTY ADDRESS: _____

A. Application Forms

- [Development Review Application](#). The property owner's signature is required on both lines of the application.
- [Variance Application](#) (if applicable).
- [Revocable Encroachment Application](#) (if applicable)
- All required documents and affiliated information are provided on a digital plan set saved onto a USB drive. No physical paper plans are required or necessary. Zoning Plan Check submittals will be completely digital.

B. Title Sheet

- The plan sets' first sheet shall include a detailed project description, project address, assessor's parcel number (APN), and legal description of the site.
- Name and contact information for the property owner, project architect or designer, civil engineer, and other design professionals (name(s), address(es), phone number(s), and email address(es)).
- List current discretionary approvals for the site and all project conditions of approval (if applicable).
- [Project Summary Table](#)
- Plan Sheet Index

C. Survey (required scale of 1/8" = 1' -0")

- Provide a topographic survey of the project site showing existing conditions only and all public and private easements. A licensed surveyor or civil engineer must prepare, sign and stamp the survey. (see [Site Survey Requirements Handout](#))
- Provide a record of survey of the project site showing all property boundary lines, public and private easements, and whether new monuments were set to show the boundary lines. A licensed surveyor or civil engineer must prepare, sign and stamp the survey, and file the document for processing with the County Surveyor's Office for review and recordation.

D. Site plan (required scale of 1/8" = 1' -0")

- North arrow (magnetic and project north) and legend (line types, hatched or shaded areas, etc.).
- Show and label all buildings on the lot, delineate and dimension all lot boundaries, required setbacks, and existing and proposed structures (at the narrowest point). Dimension the interior of garages and carports, exterior parking spaces, vehicular maneuvering, and back-up areas.
- Show topographic contours at two-foot intervals covering the full site to the center of the right-of-way.
- Label and locate, with dimensions, all proposed site hardscape improvements identified on the application form. Identify the height and material of all existing and proposed fences or walls and show the location of any required pool security fencing.

- Show average lot width and depth [[L BMC 25.08.022](#)].
- Provide flagged height elevations at the following locations:
 - a. Fixed datum point from a survey showing a fixed benchmark elevation that represents a permanent, identifiable marker in the field.
 - b. Top of curb or centerline of the street right-of-way, midway between the projected side lot lines [[L BMC 25.08.016](#)].
 - c. Centerline of the street opposite the driveway and at the intersection of the driveway and front property line [[L BMC 25.52.008\(1\)\(3\)\(b\)](#)].
 - d. Both front and rear property corners [[L BMC 25.08.034](#)].
- Label, dimension, and show the centerline of the right-of-way of record, and label, dimension, and show the paved centerline (improved) width of all abutting streets and alleyways. Show all existing and proposed improvements within the right-of-way, including driveways, sidewalks, meters, utility boxes/poles, etc.
- Depict the location and dimensions of all existing and proposed public or private easements and all property to be dedicated to the City for street or other purposes.
- Note average driveway gradient, calculated from the property line to face of garage/parking space(s) [[L BMC 25.52.008\(1\)\(3\)](#)].
- On vacant and oceanfront sites, show the immediate outline of existing structures on adjacent contiguous properties.
- Locate and dimension the trash storage area [[L BMC 25.53.012](#)].
- For new development and major remodels/additions exceeding 50 percent of the existing structure size, note to underground all utility lines to the nearest existing pole [[L BMC 25.53.010](#)]. Specify the type and location of the utility connection (pole or box). Indicate size of all utility boxes.
- Show proposed connection to the public sewer system (if applicable).

E. [Roof Plan](#) (required scale of 1/8" = 1' -0")

- Dimension and show the existing and proposed roof plans. On the existing roof plan delineate and dimension the existing roof area and proposed demolition areas (eaves are included in roof area). Provide a table that tallies the existing and demolition roof areas.
- Show the roof form (ridge(s), hip(s), valley(s), cricket(s), parapet(s), etc.) and note elevation heights of ridges, eaves, skylights, and chimneys. Show roof slopes, pitch, solar-ready roof area and dimension eave overhang(s).

F. [Staking Plan](#) (required scale of 1/8" = 1'-0") [[L BMC 25.05.040\(C\)\(2\)](#)]

- Show all property lines, building footprint, street names, north arrow and location of story poles. Poles should be placed to clearly represent the proposed building envelope. Roof ridges, eaves, decks, chimneys and other features that would be of significance to other property owners should be staked.
- Note the fixed datum point (same as used on the site plan).
- Note the appropriate height elevation of the top of each pole relative to the datum point.
- Provide horizontal dimensions to at least one pole relative to the property lines as a reference point to assure the poles are correctly located on the site.
- Note that story poles shall be strung and connected with ribbon or string to depict the building outline.
- Include a certification table, with the pole number and proposed maximum elevation columns completed, and signature form. See the [Information Guide for Staking](#) for the correct format.

G. [Floor plans \(as-built and proposed\)](#) (required scale of 1/4" = 1' -0")

- Orient the plans to match the site plan, including a north arrow (magnetic and project north) and property lines.
- Indicate the use and dimensions of all existing and proposed rooms and interior garages.
- On the as-built floor plan dimension and show existing and demolished walls. Provide a table that tallies the existing and demolished wall lengths (in terms of linear feet). Using standard drafting techniques/legend, provide a legend that clearly identifies existing walls to remain (plain), existing walls to be rebuilt (shaded), walls to be demolished (dashed), and proposed new walls (shaded).

- Note the finish floor elevation of each level, including finish surface elevations for all decks, patios, terraces and landings.

H. Elevation Views (as-built and proposed) (required scale of 1/4" = 1' -0")

- Label height elevations of roofs, floors, plate lines, decks and railings. Dimension ceiling heights.
- Differentiate new versus existing construction and provide a legend (shade, crosshatch and/or dimension).
- Show existing (dashed line) and proposed (solid line) grades.
- Using dashed lines, illustrate the maximum allowed building envelope [[LBMC 25.50.004\(d\)](#)].
- Include landscape site walls exceeding five feet in height on the elevation drawings.
- On as-built elevations show and dimension demolition areas and provide a legend (shade, crosshatch and/or dimension).
*3-D renderings may later be required for the Design Review Board hearing depending on the scope of the project.

I. Cross Sections (required scale of 1/4" = 1' -0")

- Provide a minimum of two perpendicular views through the complete site showing the structure and lines of existing and proposed grade. Include the maximum allowed building envelope and elevation heights. Include site improvements such as walls, terraces, pools/spas, etc.

J. Floor Area Calculations (required scale of 1/4" = 1' -0")

- Provide a separate, dimensioned plan utilizing geometric shapes to graphically show the method used in determining the existing and proposed floor areas. Identify living, garage, decks, and storage/mechanical that is referenced to a table that itemizes and tallies each area. The floor area is calculated from the outside structural wall, including retaining walls when below grade.

K. Open Space Calculations (required scale of 1/4" = 1' -0")

- For projects other than single-family residential, provide a separate dimensioned plan showing open space areas and calculations [[LBMC 25.50.010](#)].

L. Grading and Drainage Plan

- Required for new projects and projects involving cut and/or fill in excess of 20 cubic yards outside of the building footprint.
- Provide a preliminary grading and drainage plan with the proposed cut and fill area delineated. Include a sufficient number of slope profiles to illustrate the extent of the proposed grading. Contours are to be shown for existing conditions and proposed work.
- For project sites containing a mapped significant watercourse or sensitive habitat, show temporary protective barriers beyond the required setback for the protection of the watercourse and sensitive habitat during construction.

M. Landscape Plan (required scale of 1/8" = 1' -0")

- Landscape plans including new and existing to remain plant material. See the [landscape submittal checklist](#) for a comprehensive list of requirements.
- For R-1 zoned property, provide a landscape open space dimensioned plan [[LBMC 25.10.008\(O\)](#)].

N. Lighting Plan (required scale of 1/8" = 1'0")

- Show exterior site lighting, exiting doors and all lighting fixtures proposed for the exterior of the building (soffit, surface mounted, etc.) The lighting plan must include a summary table, keyed to the plan, indicating proposed fixture type, quantity, lumens and wattage. Include lighting cut sheets for verification with the City's Good Neighbor Outdoor Lighting requirements [[LBMC 7.70](#)].

O. Fire Department - Site Access Plan (FD-SAP) (required scale of 1/8" = 1'0")

- On a separate site plan, provide a fire access plan that includes the information listed on the attached [Fire Department Plans Submittal Checklist](#).

P. Site and Right-of-Way Improvement Plan (S&RIP) (required scale of 1/8" = 1'0")

- Provide a topographic survey (including public and private easements) and overlay reflecting complete details of all existing and proposed site drainage, sewer and storm drain connections, street improvements and other items as determined necessary by the Public Works and Water Quality Departments.

Q. Additional Required Information for Certain Sites

- Arch Beach Heights Specific Plan: When new windows are proposed, dash in the horizontally projected outline of windows on existing neighboring structures within 10 feet of the proposed new windows on the elevation views [LBMC 25.35.090(B)(3)].
- Diamond Crestview Specific Plan: Construction Staging Plan and Constraint Analysis (refer to p.IV-10 of the Specific Plan).
- Historic Register Structures: Provide a structural and historical assessment of the structure identifying character-defining features. Clearly identify those features that will be removed and those that will be retained.
- Water Efficient Landscaping Ordinance (WELO)
- Water Quality Management Plan (WQMP): When required, provide a full-sized sheet of the peer-reviewed Water Quality Management Plan to be included with the plan set.

I am the record owner of the property or authorized agent described in this application and hereby confirm that I have reviewed the zoning plan check checklist and verify that all required and necessary information is provided in my submittal.

Owner's/Authorized Agent's Signature

Date

*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.



Project Submittal Requirements for Planning Review

- The table below lists common project types that are organized by review level and identifies plan sheets/information needed for submittal.
- Blue highlighted web links below reference handouts or sample plan sheets
- Additional details regarding plan sheet/information requirements can be reviewed [here](#)
- Staff may request additional items after review of an initial submittal.

COMMON PROJECT TYPES	PLAN SHEET / INFORMATION															
	App. Forms	Title Sheet	Survey	Site Plan	Staking Plan	Roof Plan	Floor Plans	Elevation Views	Cross Sections	Floor Area Calcs.	Open Space Calcs.	Grading & Drainage (When > 20 Cu. Yd.)	Landscape Plan	Lighting Plan	Fire Dept. Site Access Plan	Site and Right-of-Way Imp. Plan
Can be approved without public hearing (ministerially) under certain circumstances:																
Accessory Dwelling Unit (Attached/Detached)	✓	✓	✓	✓	if req.	✓	✓	✓	✓	✓		if req.			if req.	
Accessory Dwelling Unit (Conversion)	✓	✓		✓			✓	✓	✓	✓						
Addition <10% of existing (Not including upper level or >15' above grade)	✓	✓	✓	✓	if req.	✓	✓	✓	✓	✓		if req.				
Exterior Materials	✓	✓						✓								
Grading	✓	✓	✓	✓								✓				
Hardscape	✓	✓		✓								✓				
Landscape Improvements	✓	✓		✓									✓			
Retaining Walls	✓	✓	✓	✓	if out of grade				✓			if req.				
Revision (Construction)	✓	All Plan Sheets Affected by Proposed Revision														
Tenant Improvement	✓	✓		✓			✓	if req.								
Requires public hearing (Administrative Design Review):																
Deck Addition	✓	✓	✓	✓	✓		✓	✓	✓	✓						
Pedestrian Entry Feature	✓	✓		✓	if in req. setback			✓				if req.				
Skylights	✓	✓			✓	✓	if req.									
Spa (pre-fabricated or in-ground not exceeding 600 gallons)	✓	✓	✓	✓					✓							
Requires public hearing (Design Review Board or Planning Commission) if there are nonconformities:																
Addition >10% and <50%	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		if req.	✓			
Requires public hearing (Design Review Board or Planning Commission):																
Addition (Aggregate)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		
Addition >50%, Major Remodel, or New Single Family Dwelling	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
New Multi-family (2+ units)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pool/Spa (Built-In)	✓	✓	✓	✓					✓				if req.			
Slope Stabilization/Slope Repair	✓	✓	✓	✓					✓							
Upper-Level Additions or >15 ft above grade	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓			