



COMMUNITY DEVELOPMENT DEPARTMENT

INSTRUCTIONS FOR FILING A DEVELOPMENT APPLICATION

California law, the City of Tustin General Plan, and Zoning Code require many types of development or construction projects to have the timely approval of City staff, the Zoning Administrator, Planning Commission, and/or City Council. Projects brought before the Zoning Administrator, Planning Commission, and City Council may also require a public hearing. This Development Application package has been designed to help you provide staff and the approving body with the information necessary to make responsible decisions regarding your proposal. It is important that your application contain complete and accurate information.

The Community Development Department is the City department responsible for processing development applications. However, other departments and agencies, such as the Building Division and the Police, Fire, and Public Works Departments, are also involved in the review process. Those agencies rely on the information you provide to ensure that your project complies with local and state codes and general principles of good design. If the information you provide is incomplete or incorrect, the processing of your project could be hampered.

When your completed application form and related materials are submitted to the Community Development Department, a case planner will be assigned to your project. The case planner is responsible for coordinating the processing of your project and will work with you during each step of the process. Feel free to contact your case planner at any time during the process to discuss issues or questions you may have.

We will make every effort to process your application as expeditiously as possible. You will receive a written confirmation on the status of your application within 30 days from the date of your initial submittal. At that time, the case planner may request additional information or materials and/or clarification of previously submitted items. Your timely response to our request for additional information will help minimize processing time. Another factor impacting processing time is the unavoidable lead time necessary to comply with laws ensuring adequate notice of public hearings to the community. This time reflects scheduling a project for the next public hearing.

Assistance in completing any of the application forms or clarification of submittal requirements can be obtained from the Community Development Department at the address or number below during office hours between 7:30 a.m. and 5:30 p.m. Monday through Thursday and Friday between 8:00 a.m. and 5:00 p.m.

SUBMITTAL REQUIREMENTS

The following matrix identifies minimum submittal requirements that must be provided at the time of application submittal for various discretionary actions. Please contact the Community Development Department for specific submittal requirements for those application types not specifically listed. The following pages identify the information and contents of each of the required materials. Additional copies of plans, reductions of plans, colored plans/elevations, material sample/color boards, and other information may be requested during the review process prior to determining your application complete or scheduling any public hearings.

APPLICATION SUBMITTAL REQUIREMENT MATRIX

	Development Application Form	Application Fee	10 Sets of Plans	Color and Material Samples and Photographs	Supplemental Application Form	Environmental Assessment Form	100' Radius Map and Mailing Labels Prepared by Title Company	300' Radius Map and Mailing Labels Prepared by Title Company	Preliminary Title Report	Parking Survey †	Preliminary Noise Report	Preliminary Water Quality Management Plan (WQMP) 1
Certificate of Appropriateness			4 sets	○								
Code Amendment	○	○	○						○			
Conditional Use Permit	○	○	○	○		○		○	○	○		○
Conditional Use Permit (Alcohol Beverage Control License)	○	○	○		○			○	○	○		
Design Review/ Concept Plan	○	○	○	○		○			○	○		○
General Plan Amendment	○	○	○			○		○	○			
Large Family Daycare	○	○	○				○		○	○		
Minor Adjustment	○	○	○		○				○			
Sign Code Exception	○	○	○	○	○				○			
Tentative Parcel Map	○	○	○			○		○	○		○	○
Tentative Tract Map	○	○	○			○		○	○		○	○
Variance	○	○	○		○	○		○	○	○		
Zone Change	○	○	○			○		○	○			
Preliminary Plan Review	○	○	7 sets									

SUBMITTAL REQUIREMENTS DESCRIPTIONS

- Development Application Form
A Development Application Form must accompany all development applications. All information, including applicable signatures, must be completed on each form. **Note: Signatures on the Development Application form must be notarized.**
- Application Fee
Application fees are required to be paid at the time of application submittal. A current fee schedule is available from the Community Development Department. Application fees are non-refundable.
- Supplemental Application Form
Some applications require Supplemental Application forms. All information, including applicable signatures, must be completed. The Supplemental Application Form must accompany a Development Application Form.
- Environmental Assessment Form
An Environmental Assessment Form must be completed which will assist City staff in making the appropriate environmental determination to satisfy requirements of the California Environmental Quality Act.
- Sets of Plans (Note: This list of plans represents needed plans for new construction. For remodels or modifications to existing developments, contact a planner for submittal requirements.)
 - Size: Maximum 36" x 48"
All plans must be folded to 8½" x 11"
 - Scale: All plans are required to be drawn to scale and large enough to clearly show the details, and text.
 - Quantity: Ten (10) sets of plans
 - Plans: Conceptual site plan
Floor plans
Property survey*
Conceptual grading plan*
Conceptual landscaping/hardscaping (i.e., walkway, driveways, paving, walls, etc.), and other site amenities*
Conceptual architectural elevations* - of all sides of buildings
Conceptual roof plan*
One (1) set of color elevation drawings, one (1) color rendering in context
Photometric plan *
Tentative parcel or tract map *
* Not all plans will be applicable. Consult the on duty planner before submitting.
** Also see Application Contents Checklist.
 - Contents: See Planner
- Color and Material Samples
 - Size: Maximum 11" x 17"
 - Quantity: One sample (may be more than one board)
 - Contents: Samples of all proposed exterior building colors and materials. The samples must cross reference to elevation drawings.

- 300' Radius Map (100' for large family daycare homes)
 - Size: Maximum 11" x 17"
 - Scale: Not less than 1" = 200'
 - Quantity: Two (2)
 - Contents: This map shall be prepared by a Title Company and show the following:
 - a. All of the area within a 100' or 300' radius as noted in the matrix from the exterior property lines of the subject property.
 - b. A line indicating the 100' or 300' radius as noted in the matrix.
 - c. Identification of the Assessor's Parcel No. for all properties, including the subject property, within or partially within the 100' or 300' radius as noted in the matrix.
 - d. Streets, street names, north arrow, and map scale.
 - e. A title block in the lower right corner containing the name and address of the applicant, address of the project (if established), date of map preparation, and designation of the subject property by either shading or darkening the exterior boundaries.

 - Mailing Labels
 - Size: 8½" x 11" self-adhesive mailing label sheet
 - Quantity: Two (2) Sets
 - Contents: This list shall be prepared by a Title Company within the last 30 days and contain the Assessor's Parcel Number, owner's name and mailing address of the subject property and of each property identified within or partially within the 100' or 300' radius as noted in the matrix of the subject property. This list must be typed or legibly printed on self-adhesive labels. The order of the labels on the sheet must be in numeric order by Assessor's Parcel Number.
- Sample Label:**
- 123-456-78
 Jonny Owner
 12345 E Main Street
 Tustin, CA 92780
- Title Report
 - Quantity: Two (2) copies prepared within the last 30 days
 - Contents: This report shall be prepared by a Title Company and must identify the subject property, easements, their purpose, and in whose benefit, liens, restrictions, current ownership information, and other information to make a complete report. A corresponding exhibit illustrating the subject parcels shall be included.

 - Parking Survey (≠ Survey may not be applicable. Consult the on duty planner before submitting.)
 - Quantity: One (1) copy
 - Contents: A parking survey is a site plan with each parking space dimensioned to scale and numbered. The site plan must also identify each use in the center, and show the respective square feet of that use. To accompany the site plan, a spreadsheet must be provided showing the address, suite number, business name, type of use, square feet occupied, and amount of parking spaces required by the Tustin City Code for each business.

 - Preliminary Noise Report
 - Quantity: Two (2) copies
 - Contents: This report shall be prepared by an acoustical consultant and must describe the acoustical design features of the project required to satisfy the exterior and interior noise standards of the City's Noise Ordinance.

○ Preliminary Water Quality Management Plan (WQMP)¹

A Preliminary WQMP is required for the applicant to address the project’s quality and quantity of storm water runoff early in the planning process, to allow for the implementation of Best Management Practices.

Required: For all Priority Projects¹. To determine if a proposed project qualifies as “priority,” please refer to the table below.

Quantity: Four (4) copies

Contents: See supplemental “Guidelines for Preliminary WQMP” handout.

Priority Projects
1. Residential development of 10 units or more
2. Commercial and industrial development greater than 100,000 square feet including parking area
3. Automotive repair shops (SIC codes 5013, 5014, 5541, 7532-7534, and 7536-7539)
4. Restaurants where the land area of development is 5,000 square feet or more including parking area (SIC code 5812)
5. Hillside developments on 10,000 square feet or more, which are located on areas with known erosive soil conditions or where natural slope is twenty-five percent or more
6. Parking Lots 5,000 square feet or more, or with 15 parking spaces or more, and potentially exposed to urban stormwater runoff
7. All Significant Redevelopment projects, where Significant Redevelopment is defined as the addition of 5,000 or more square feet of impervious surface on an already developed site. Significant Redevelopment includes, but is not limited to (See Note 1): Expansion of a building footprint. Addition of a building and/or structure. Addition of an impervious surface, such as construction of a new parking lot, which is not part of a routine maintenance activity. Replacement of impervious surfaces, buildings and/or structures when 5,000 or more square feet of soil is exposed during replacement construction. Replacement does not include routine maintenance activities, trenching and resurfacing associated with utility work, resurfacing and reconfiguring the surface of parking lots (unless 5,000 or more square feet of impervious surface is added to the existing parking lot area) or reconfiguration of pedestrian ramps and replacement of damaged pavement.

¹ **Priority Project:** Meets any of the points above.

The Development Application process does not eliminate the need to obtain any permit, approval, or entitlement required by other provisions of the City Code or complying with the regulations of any City Department, County, Regional, State, or Federal Agency.



APPLICATION CONTENTS CHECKLIST

A. ITEMS REQUIRED FOR FILING:

- 1. Completed Development Application Form with notarized signatures of property owner and applicant.
- 2. Completed Environmental Information Form.
- 3. A letter of justification signed and dated by applicant explaining the project and how the request meets all the applicable requirements.
- 4. Processing Fees and Deposits.
- 5. Photographs of site and surrounding area (a minimum of 4 site and 4 surrounding) labeled north, east, south, west and mounted on 11" x 14" paper.
- 6. Noticing package which includes:
 - a. A separate list of property owners names, addresses, and assessor's parcel numbers within 300 feet of subject site, prepared and certified by a licensed Title Company, prepared from latest tax role.
 - b. Assessor's maps showing the site and indicating the properties located in the 300 foot radius.
 - c. Two (2) sets of gummed mailing labels for the 300 foot property owner list and property occupants' address list (when owner mailing address is different than property address).
- 7. Preliminary Title Report prepared within the last thirty (30) days.
- 8. Fifteen (15) folded 8½" x 11" copies of full size site plans with dimensions and drawn to scale:
 - o Site plan
 - o Floor plans
 - o Landscape plans
 - o Elevations
 - o Roof plan
 - o Preliminary grading plan and cross-sections
- 9. Ten (10) 11" x 17" copies of plans.
- 10. Colored rendering or colored elevations and material palette and colored preliminary landscape plan.
- 11. .jpg or .pdf versions of all plans

ALL PLANS SHALL BE DRAWN AT AN EASILY READABLE SCALE. ALL FULL SIZE PLANS SUBMITTED SHOULD BE FOLDED TO A MAXIMUM OF 8" x 11" WITH THE TITLE BLOCK VISIBLE. ALL PLANS SHALL INCLUDE:

- a. Name, address, and telephone number of owner and developer of subject property.
- b. Name, address, and telephone number of person preparing plan.
- c. North arrow.
- d. Scale.
- e. Vicinity map showing site location.
- f. Property lines of entire legal parcel(s).
- g. Names of adjacent streets and intersections.
- h. Width of adjacent streets and alleys and distance to centerline.
- i. Legal description of subject property.
- j. Street address of subject property (if assigned)
- k. Zoning designation of subject property and surrounding properties.
- l. Existing land uses of surrounding properties.
- m. Summary of all development standards and how they are being met.
- n. Area of subject property, including each parcel or lot.

- o. Topographic contour lines and finished pad and floor elevations.
- p. Architectural perspectives or renderings.
- q. Exterior building materials, colors, building height and including materials of proposed fences and walls.
- r. Sizes, locations, and elevations of all utility cabinets and roof-top equipment.
- s. Proposed plotting of buildings.
- t. Street or alley dedications, if applicable.
- u. All existing and proposed public improvements within adjacent streets and alley right-of-way (curb, gutter, streetlights, sidewalks, parkways, power poles, fire hydrants, water and sewer lines, etc.) Showing existing curb, gutter, and sidewalk with dashed lines and label. Show new curb, gutter, and sidewalk with solid lines.
- v. Existing or proposed public rights-of-way within subject property.
- w. Existing or proposed easements within or immediately outside subject property (public and private).
- x. Location of on-site and off-site drainage facilities.
- y. Physical features on property lines and immediately adjacent to property lines (fences, walls, power poles, buildings, slopes, etc.)
- z. Location of all buildings (main and accessory), fences and walls, paved areas and landscaped areas labeled existing or proposed.
- aa. Percentage of area covered and floor area ratio of buildings on each parcel.
- bb. Location of existing and proposed on-site waterlines, sewer lines, or septic tanks and fire hydrants.
- cc. Type of construction per the Uniform Building Code.
- dd. Height of all buildings and structures.
- ee. Dimension from building(s) to property line and to other buildings on subject property.
- ff. Uses of all buildings (existing and proposed) on subject property.
- gg. Off-street parking including dimensions of individual disabled and standard parking spaces, internal circulation pattern for pedestrian and vehicular traffic, wheel stops, and type of surfacing proposed.
- hh. Driveway widths.
- ii. Computation of square footage of landscape areas.
- jj. Location, quantities, sizes, and species of landscaping materials, including existing and proposed street trees if applicable.
- kk. Loading spaces, including dimensions.
- ll. Direction of drainage flow with slope in percentage.
- mm. Signs, including area, location, height, illumination, and mechanical movement.
- nn. On-site lighting standards and photometric study.
- oo. Trash enclosures.
- pp. Outdoor storage areas, if permitted.
- qq. Location of all entrances.

The Community Development Director may waive any information described above upon determination that it is not relevant to the review, or the Director may require additional information as needed.

B. NOTICE TO APPLICANTS

1. Acceptance of application at the counter does not represent a complete application. California Government Code Section 65943 provides for thirty (30) days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period stating the application is complete or that additional items are necessary.
2. It is recommended that applicant, representative, or property owner should be present at all hearings.
3. All correspondence and reports will be mailed to the applicant and property owner.
4. If you have any questions regarding the above, please call the Planning Department at 714-573-3140.