



Supplemental Application Form

For Downtown Commercial Core Specific Plan Area (DCCSP)

Section A. General Project Information

The following must be completed for all application requests located within the Downtown Commercial Core Specific Plan area.

1. Project Name: _____
2. Project Address: _____
3. Project Description: _____
4. Identify the Development Area(s) the Project is Located Within (see Figure 2.1, Development Areas, on Page 16 of the DCCSP): _____
5. Is Property Located in the Cultural Resources District? YES NO
6. Entitlement(s) being requested (mark all that apply):

<input type="radio"/> Design Review	<input type="radio"/> Variance or Minor Adjustment
<input type="radio"/> Conditional Use Permit	<input type="radio"/> Subdivision
<input type="radio"/> Residential Allocation Reservation	<input type="radio"/> Lot Line Adjustment
<input type="radio"/> Development Agreement	<input type="radio"/> Other: _____
7. Identify the Land Use Designation(s) the Project Falls Within (see Figure 2.2, Land Use Plan on page 19 of the DCCSP):

<input type="radio"/> Downtown Mixed Use (DM)	<input type="radio"/> Civic/Institutional (CI)
<input type="radio"/> Downtown Commercial (DC)	<input type="radio"/> Multi-Family (MF)
<input type="radio"/> Old Town (OT)	<input type="radio"/> Mobile Home (MH)
8. Identify Project Type:
 - Commercial Only
 - Mixed Use (Commercial & Residential) (Not Allowed in DA-5) (RAR Required)
 - Residential Only (Permitted Only in DA-6A or Existing Residential Unit(s)) (RAR Required)
 - Other _____
9. Indicate Proposed Project (Mark all that apply):

<input type="radio"/> Existing Structure(s)	<input type="radio"/> New Structure(s)
<input type="radio"/> Addition to Existing Structure(s)	<input type="radio"/> Signage (New or Altered)
<input type="radio"/> Alteration to Existing Structure(s)	<input type="radio"/> Other: _____
<input type="radio"/> Exterior Reface to Existing Structure(s)	_____
<input type="radio"/> Use Change to Existing Structure(s)	
<input type="radio"/> Demolition of Existing Building(s) or Residential Unit(s)	
- 10: Identify the year built of any existing structures: _____

Signatures and Acknowledgements

As representative of the property:

I hereby acknowledge that all of the information contained in this supplemental application (Sections A, B, C, and, D, if applicable) is, to the best of my knowledge and belief, true and correctly represented. I hereby grant the City the authority to place a public hearing notice on the property, if applicable, for which is requested by the proposed project.

Property Owner’s Signature Print Name Date

Applicant’s Signature Print Name Date

Section B. Findings

The City is required to make a finding that the project substantially complies with all the required findings of the Specific Plan. Findings serve as the basis for determining approval, approval with conditions, or denial of applications for projects within the Downtown Commercial Core. This Section B, Findings, of this Supplemental Application Form, must be thoroughly completed relative to your project. These findings are organized into two parts:

Part A – required to be completed for all projects

Part B – required to be completed for any project with exception request(s)

Please note that, specific findings relative to projects that include new residential units are included in Section D of this Supplemental Application Form (Residential Allocation Reservation). Only if your project includes residential are those additional findings required to be completed.

In order to be considered, the project must demonstrate substantial compliance with the Findings.

Part A: Findings Required for All Projects

The following findings are noted in Chapter 6, Section 6.6, Required Findings, Subsection A., of the Downtown Commercial Core Specific Plan (pages 128 – 129). They are required for all projects within the DCCSP. Certain findings may be deemed applicable only for specific project types. If a finding is not applicable to your project, mark the “N/A” box. Detailed responses are required in the conformance response column to explain specifically how each applicable finding is met, or, why it is not met or not applicable. Any finding which is not met must clearly detail the reason and/or rationale. If necessary, you may attach additional sheet(s) for explanations and such should be noted in the conformance response area of the table.

FINDING	CONFORMANCE			CONFORMANCE RESPONSE
	YES	NO	N/A	
1. The development is consistent with the overall vision, goals, and intent of the DCCSP.				

FINDING	CONFORMANCE			CONFORMANCE RESPONSE
	YES	NO	N/A	
2. The development is consistent with the policies and intent of the Development Plan (Chapter 2), including the Urban Design Plan (Section 2.2).				
3. The project, including its proposed uses and requested entitlements, complies with the Permitted Use Tables (Tables 3.1 and 5.1), as applicable, and complements and contributes to the project area.				
4. The development substantially complies with the Commercial Development Standards (Chapter 3) and the Residential Development Standards (Section 5.3), as applicable.				
5. The development substantially complies with the Commercial Design Criteria (Chapter 4) and the Residential Design Criteria (Section 5.4), as applicable.				
6. Compliance with applicable Development Standards and Design Criteria is demonstrated and ensured through Design Review of the project site plan, building elevations, floor plan, parking plan, landscape plan, lighting plan, access plan, refuse plan, and any other applicable plan(s) or documents.				

FINDING	CONFORMANCE			CONFORMANCE RESPONSE
	YES	NO	N/A	
7. Required parking for the project is provided entirely on-site, or by an alternative provided in Section 6.3.3, Modification of Parking Standards, which is approved concurrently or made a condition of approval. Approval of a parking alternative will have a beneficial impact and does not adversely affect development or the surrounding area.				
8. The development demonstrates high quality architectural design and site planning that reflects the nature of the site and the surrounding area through the following:				
a. Incorporating roof forms and facades that provide building articulation, create visual interest, and reduce the appearance of uniform building massing.				
b. Creating a design that is both cohesive and varying in respect to architectural style, architectural details, windows, doors, colors, and materials.				
c. Facilitating pedestrian orientation through building placement, building scale, and architectural design.				
d. Ensuring associated elements including parking, service areas, landscaping, lighting, and pedestrian access and amenities are functional and serve to enhance the overall appearance and experience of the project.				

FINDING	CONFORMANCE			CONFORMANCE RESPONSE
	YES	NO	N/A	
e. Siting and designing structures that relate to and respect adjacent development, particularly historic structures and sensitive land uses.				
9. For properties located within DA-4, or structures identified on the City's historic survey located anywhere within the DCCSP, the proposed development is of the highest quality and is consistent with the Cultural Resources District-Commercial Design Guidelines and/or Residential Design Guidelines, as applicable, and strives to preserve historic resources.				
10. The development is supported by existing infrastructure, or will be supported by infrastructure improvements paid for by the developer.				
11. The developer consents to enter into a mutually agreeable Development Agreement if the City requests.				
12. The project impacts are assessed through the approved DCCSP Program EIR or through subsequent environmental documentation in compliance with the CEQA Guidelines.				

Part B: Additional Findings Required for Any Project with Exception Request(s)

The following Findings are noted in Chapter 6, Section 6.6, Required Findings, Subsection D., of the Downtown Commercial Core Specific Plan (page 131). They are required in order to grant an Exception per Section 6.3.2. They are in addition to completion of Part A above. If a finding is not applicable to your project, mark the "N/A" box. Detailed responses are required in the conformance response column to explain specifically how each applicable finding is met, or, why it is not met or not applicable. Any finding which is not met must clearly detail the reason and/or rationale. If necessary, you may attach additional sheet(s) for explanations and such should be noted in the conformance response area of the table.

FINDING	CONFORMANCE			CONFORMANCE RESPONSE
	YES	NO	N/A	
1. An Exception to the provisions of the Development Plan (Chapter 2), Commercial Design Criteria (Chapter 4), or Residential Design Criteria (Chapter 5) meets at least one of the following required findings and the granting of an Exception will not be detrimental to the health, safety, or general welfare of residents, businesses, workers, property, or improvements in the area or to the City in general.				
a. The Exception is due to a physical limitation on the site caused by one or more of the following: <ul style="list-style-type: none"> i. Lot shape, topography, size or orientation ii. Lot location, including the nature of the adjacent street iii. Location or design of adjacent structures, particularly historic resources 				
b. Strict compliance without an Exception would preclude fulfillment of the Development Plan (Chapter 2) for the DA in which the project is located and/or the applicable Design Criteria (Chapter 4 and/or 5). The granting of an Exception will not constitute a grant of special privilege inconsistent with the limitations upon other similar properties.				
c. The Exception provides a design solution that implements the intent of the DCCSP, specifically the Development Plan (Chapter 2) for the DA in which the project is located and the applicable Development Standards.				
d. With an approved Exception, the development fulfills the intent of the provision in an alternative, high-quality manner that positively affects the development and does not have negative effects on adjacent properties, as determined by the review authority. Or, alternatively, the review authority deems the provision is not applicable to the proposed development.				

Section C. Environmental Acknowledgement

In compliance with the California Environmental Quality Act (CEQA), on June 19, 2018, by Resolution No. 18-24, the City of Tustin certified the Program Final Environmental Impact Report (FEIR) (State Clearinghouse No. 2016081004) for the Downtown Commercial Core Specific Plan (DCCSP). The FEIR considered the potential environmental impacts associated with the DCCSP project which identified a specific level of development within the Downtown Commercial Core area (i.e., project). Hence, the FEIR analyzed the potential environmental impacts/consequences of the project defined as the Downtown Commercial Core Specific Plan.

A key objective of the DCCSP and FEIR was to reduce the need for future detailed planning and environmental review procedures for development within the planning area. The DCCSP and FEIR provides the necessary regulations and detailed environmental, so that future renovation and development projects, in conformance with the DCCSP, may proceed without requiring new or additional environmental documentation.

With completion of the required Environmental Assessment Form (part of the standard application submittal), the City will review, assess and determine whether any additional studies or environmental analyses is necessary specific to the development project applied for.

Further, as part of the DCCSP FEIR, as required by CEQA, a Mitigation Monitoring and Reporting Program (MMRP) was prepared. This MMRP is required to be implemented by the City of Tustin for the DCCSP project. The table identifies the Standard Conditions; Plan, Program, Policies; and Mitigation Measures required by the City to mitigate or avoid significant adverse impacts associated with the implementation of the project, the timing of implementation, and the responsible party or parties for monitoring compliance. The DCCSP MMRP is provided for your reference in the Related Information Resources with the Supplemental Application package.

I hereby acknowledge that I have read the above and understand that further environmental studies and/or analyses may be necessary and required and, that a Compliance Mitigation Monitoring Reporting Program will be required.

_____	_____	_____
Property Owner's Signature	Print Name	Date
_____	_____	_____
Applicant's Signature	Print Name	Date

Section D. Residential Allocation Reservation (RAR) Application

(COMPLETE ONLY IF YOUR PROJECT INCLUDES MIXED-USE OR RESIDENTIAL DEVELOPMENT)

Where a residential or mixed-use development is being proposed and requested for a project, the submittal of a Residential Allocation Reservation (RAR) application is required. The RAR Application must include the following items to be considered an acceptable submittal for the City to begin the review and consider making an initial determination prior to proceeding with entitlement(s) processing. At a minimum, the following items shall be included:

✓	REQUIRED ITEMS
	Complete Supplemental Application Form, (Sections A, B, and C)
	Completion of Section D of this Supplemental Application Form, Residential Allocation Reservation (RAR) Application (which follows)
	Scaled and dimensioned site plan
	Architectural elevations
	Parking Management Plan
	Housing Plan
	Detailed alternative/shared parking modification request and Parking Demand Analysis (only when requesting an alternative)
	Exceptions (summary listing of any finding not being met with detailed explanation)
	Other

Section D, when accompanied with the completed DCCSP Supplemental Application and associated information, and the above referenced documentation, serves as the RAR application.

Please complete the following questions to initiate your RAR request.

1. Identify the Residential type(s) requested:
 Mixed Use Live/Work Units
 Multi-Family Single-Family
2. Identify the current number of housing bank units available/remaining for this Development Area _____
3. Identify the current number of residential units from the housing bank being requested for reservation _____
4. If the proposed project’s number of units are not available from the housing bank, or not in total, as per the DCCSP, your request may allow for consideration of a request for transfer of units from another development area. Are you requesting a transfer of units?
 Yes No
If yes, how many transfer units are requested? _____
5. If mixed-use, what is the proposed housing format?
 Vertical Horizontal Both
6. Is the required parking for the project provided entirely on-site? Yes No
If No, include the detailed request for the alternative/shared parking modification, and parking demand analysis.
Is detailed request and parking demand analysis included? Yes No

7. The residential request requires meeting affordable housing provisions (per Article 9, Chapters 1, Incentives for the Development of Affordable Housing, and Chapter 9B, Voluntary Workforce Housing Incentive Program of the Tustin City Code). With this application, attach a Housing Incentive Program Plan which details your proposal to meet the affordable housing requirements.

Is the Housing Incentive Program Plan included? Yes No

8. In the Proposed Workforce Housing Request Table below, check the row with the workforce housing option choice being requested. Complete that row of the table for the specific workforce housing option. Completion of the table should be based on the requested housing base unit count requested from the housing bank. *For reference in completing this Table, a sample table with instructions is included in the Related Information Resources document with the Supplemental Application package.*

Workforce Housing Request Table

Requested Base Units _____ **Site Acreage** _____ [**_____ du/ac**]

Check Option Choice	Workforce Housing Option*	Percentage by Income Level*	Number of Affordable Units	Percentage Density Bonus	Number of Density Bonus Units	Total Units	Resulting Density (dwelling units/acre)
	15 % (6% VL, 4.5% L and 4.5% M)	6 VL 4.5 L 4.5 M	—	22.5			
	12.5% (7.5% VL and 5% M)	7.5 VL 5 M	—	25			
	5% VL, or 10% L, and pay in-lieu fee	5 VL or 10 L	Or	20 20			
	To achieve 35% density bonus	11 VL or 20 L	Or	35 35			

* VL – Very Low income

L – Low income

M – Moderate income

Definitions: https://library.municode.com/ca/tustin/codes/code_of_ordinances?nodeId=ART9LAUS_CH9BVOWOHOINPR_PT1GE_B9912DE

Income Limits: <https://hcd.ca.gov/grants-funding/income-limits/index.shtml>

Additional Findings Required for All Mixed-Use or Other Residential Projects

The City is required to make findings that the project substantially complies with all the required findings of the DCCSP. Findings serve as the basis for determining approval, approval with conditions, or denial of applications for projects within the Downtown Commercial Core. The findings below, in addition to Section B, Findings, of this Supplemental Application Form, must be thoroughly completed relative to your project. These findings are organized into two parts:

Part A – required to be completed for all residential projects

Part B – required to be completed for any project that requests a housing bank transfer of residential units from another development area

Please note, Page xix of the Executive Summary, provides for reference, a summary of twelve major mixed-use provisions. It is important to review Chapters 3, 4 and 5 of the DCCSP for all applicable provisions.

In order to be considered, the project must demonstrate substantial compliance with the Findings.

Part A: Findings Required for All Mixed Use or Other Residential Projects

The following findings are noted in Chapter 6, Section 6.6, Required Findings, Subsection B., of the Downtown Commercial Core Specific Plan (pages 129 – 130). They are required for all residential projects within the DCCSP. Certain findings may be deemed applicable only for specific project types. If a finding is not applicable to your project, mark the “N/A” box. Detailed responses are required in the conformance response column to explain specifically how each applicable finding is met, or, why it is not met or not applicable. Any finding which is not met must clearly detail the reason and/or rational. If necessary, you may attach additional sheet(s) for explanations and such should be noted in the conformance response area of the table.

FINDING	CONFORMANCE			CONFORMANCE RESPONSE
	YES	NO	N/A	
1. The project complies with the Residential Allocation Reservation (RAR) application process as provided in Section 6.1.3, Entitlement Processes, and units are available within the application DA.				
2. The development provides a sufficient mix of uses, allocated as follows:				
a. Commercial space is sufficient and placed along the frontage on principal streets.				

FINDING	CONFORMANCE			CONFORMANCE RESPONSE
	YES	NO	N/A	
<p>b. Office use is generally reserved for upper floors, unless ground floor office meets one of the following criteria:</p> <ul style="list-style-type: none"> i. Located behind commercial development at least 45 feet deep; or ii. Designated with prominent display windows similar to retail uses. 				
<p>c. Residential units are located on upper floors in the case of vertical mixed use or on non-principal street frontages for horizontal mixed use.</p>				
<p>3. The proposed development is consistent with the City's affordable housing requirements.</p>				
<p>4. The proposed development provides <u>at least one</u> of the following public benefits as part of the development, subject to the review and approval by the project approval body:</p>				
<p>a. Provision of affordable housing significantly greater than the mandatory requirements contained in the City's affordable housing ordinance.</p>				
<p>b. A public amenity that is easily accessible is included such as a public plaza that provides, at a minimum, seating, landscaping, and lighting.</p>				
<p>c. Prominent public art, which is located and featured within easy public view.</p>				

FINDING	CONFORMANCE			CONFORMANCE RESPONSE
	YES	NO	N/A	
d. Installation of a specific public infrastructure above any required by the project.				
e. Off-site parking improvements above any required by the project.				
f. Recreational amenities above any required by the project.				
g. Other, as proposed and deemed important to and acceptable by the City.				
5. The development facilitates multi-model transportation through building siting and design that provides convenient access for transit users, pedestrians and bicyclists. Where a development is adjacent to an existing or planned transit stop, building siting and orientation provide convenient access for transit users.				
6. The developer submits building plans to the Building Division within six months after project approval to fully construct the project in a timely manner within the period specified in the RAR conditions of approval.				
7. The applicant has sufficiently demonstrated its level of development experience to the City.				

Part B: Findings Also Required for Any Residential Project Requesting a Housing Bank Transfer from Another Development Area

The following Findings are noted in Chapter 6, Section 6.6, Required Findings, Subsection C., of the Downtown Commercial Core Specific Plan (pages 130 - 131). They are required in order to grant a Transfer of Residential Units per Section 6.3.1. They are in addition to completion of Part A above. If a finding is not applicable to your project, then mark the "N/A" box. Detailed responses are required in the conformance response column to explain specifically how each applicable finding is met, or, why it is not met or not applicable. Any finding which is not met must clearly detail the reason and/or rationale. If necessary, you may attach additional sheet(s) for explanations and such should be noted in the conformance response area of the table.

FINDING	CONFORMANCE			CONFORMANCE RESPONSE
	YES	NO	N/A	
1. The Community Development Director has identified units available for transfer from another DA, which are not part of a foreseeable development project within the transferring DA.				
2. A transfer of residential units is desirable because it creates a better high quality project that provides additional housing units, including affordable units or units restricted to special occupancy (seniors, disabled persons, or veterans), yet maintains compliance with the Development Standards (Chapter 3 and/or 5), Design Criteria (Chapter 4 and/or 5), and all other applicable provisions of the DCCSP.				
3. A transfer of residential units will benefit the project area by creating a more desirable project and will not negatively impact the donating or receiving DAs, as determined by the approval authority. The approval authority has no knowledge of pending development applications within the donating DA(s) that desire to utilize the units approved for transfer.				

RAR Acknowledgment

As representative of the property:

____ (Initial) I acknowledge that the applicant/developer will be required to enter into a mutually agreeable Development Agreement with the City.

____ (Initial) There are specific timelines associated with the Residential Allocation Reservation (RAR) Review Process (Section 6.1.3.3 of the DCCSP (Pages 120 – 122)). I acknowledge all the timeline requirements associated with the Residential Allocation Reservation process, final approval of the RAR requested entitlements, and building construction time line thereafter (see Chapter 6, particularly Sections 6.1.3, Entitlement Processes; pages 118 – 122 and 6.1.4, Approval Authority; pages 122 – 123).

____ (Initial) I acknowledge the requirement to enter into a Housing Incentive Agreement per Article 9, Chapter 1, Incentives for the Development of Affordable Housing, and, Chapter 9B, Voluntary Workforce Housing Incentive Program.

I hereby acknowledge the above Residential Allocation Reservation requirements.

Property Owner's Signature Print Name Date

Applicant's Signature Print Name Date
