



**CITY OF DANA POINT**  
PLANNING DEPARTMENT

**PROJECT INFORMATION PACKET**

**NOTE:**

- The planner who provides this sheet will check (X) the box if the item is required for your application.

**Complete to following sections of the Project Information Packet**

- Application Form.
- Land Use Fact Sheet
- Justification Statement
- Environmental Assessment Form



# CITY OF DANA POINT

PLANNING DEPARTMENT

33282 GOLDEN LANTERN

DANA POINT, CA 92629

PHONE: (949) 248-3500 FAX: (949) 248-7372

Application:

## Planning Activity

- Conditional Use Permit**  
*(Minor) (Major)*
- Site Dev. Permit**  
*(Minor) (Major)*
- Coastal Development Permit**  
*(Admin.) (Emergency) (Waiver)*
- Variance**
- 

Submittal Date:	
Received By:	

<b>APPLICANT / AGENT:</b> <i>(Print)</i>	<b>CONTACT PERSON:</b> <i>(if different)</i>
Name: _____	Name: _____
Mailing Address: _____	Mailing Address: _____
City, State, ZIP : _____	City, State, ZIP : _____
Phone: ( ) _____ Fax: ( ) _____	Phone: ( ) _____ Fax: ( ) _____
Email: _____	Email: _____

<b>PROPERTY OWNER:</b> <i>(if different)</i>	<b>CHOOSE ONE:</b>
Name: _____	<input type="checkbox"/> I am the sole owner and hereby authorize the filing of this application.
Mailing Address: _____	<input type="checkbox"/> I own the project site jointly with one or more persons and am empowered to authorize the filing of this application on behalf of my fellow property owners; or,
City, State, ZIP : _____	<input type="checkbox"/> I own the project site in conjunction with one or more persons who are listed with their acknowledgement and authorization for the filing of this application attached for additional property owner authorization/acknowledgements
Phone: ( ) _____ Fax: ( ) _____	Signature: _____ Date: _____
Email: _____	

**PROJECT DESCRIPTION:** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

<b>LEGAL DESCRIPTION:</b> _____	<b>APN:</b> _____
---------------------------------	-------------------

<b>COASTAL ZONE:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Appeal Zone	<b>PREVIOUS APPROVALS:</b> _____
--	----------------------------------

<b>CERTIFICATION</b>	<b>FEES</b>
As the <b>Property Owner</b> or <b>Applicant/Agent</b> in the request made by this filing, I hereby certify that I acknowledge, understand and concur with the following statements:	<i>Application Filing Fees:</i> _____
(a) That there are no assurances at any time, implicitly or otherwise, regarding final staff recommendations to the decision making body regarding this application.	<i>Environmental Fee:</i> _____
(b) That major changes to the proposed project may require a new application and payment of new fees.	<i>Required Postage:</i> _____
(c) That to the best of my knowledge the information I have presented in this form and the accompanying materials is true and correct. I also understand that additional data and information may be required prior to final action on this application.	_____
Signature(s) _____ <i>Property Owner or Agent</i>	<i>Deposit(s):</i> _____
Date: _____	<b>Total:</b> _____



**CITY OF DANA POINT**  
PLANNING DEPARTMENT

**LAND USE APPLICATION FACT SHEET**

	Existing	Proposed Development	Zone Code Requirement
<b>General Plan Designation</b>			
<b>Zoning</b>			
<b>PRD</b>			
<b>Specific Plan</b>			
<b>Lot Area (sf)</b>			
<b>Lot Width (ft)</b>			
<b>Lot depth (ft)</b>			
<b>Setback Yards</b>			
<i>Front (ft)</i>			
<i>Side (ft)</i>			
<i>Side (ft)</i>			
<i>Rear (ft)</i>			
<b>Gross Floor Area (sf)</b>			
<b>Floor Area Ratio</b>			
<b>Building Coverage (%)</b>			
<b>Building Height (ft)</b>			
<b>Landscaping (%)</b>			
<b>Paving (%)</b>			
<b>Parking Spaces</b>			
<b>Surrounding Land Uses</b>			
<i>North</i>			
<i>South</i>			
<i>East</i>			
<i>West</i>			



**CITY OF DANA POINT  
PLANNING DEPARTMENT**

**JUSTIFICATION STATEMENT**

**1. Briefly describe the proposed use and existing conditions:**

---

---

---

---

---

---

---

---

---

---

**2. How the proposed use is justified in reference to:**

- 1) Compatibility. The location, size design, and operating characteristics of the proposed use will not create unusual noise, traffic or other conditions or situations that may be objectionable, detrimental or incompatible with other permitted uses in the vicinity.

---

---

---

---

---

---

---

---

---

---

- 2) General welfare. The application will not result in conditions or circumstances contrary to the public health and safety and the general welfare.

---

---

---

---

---

---

---

---

---

---



**CITY OF DANA POINT**  
PLANNING DEPARTMENT

**INSTRUCTION SHEET FOR FILLING OUT  
ENVIRONMENTAL IMPACT ASSESSMENT FORM – PART I**

The Environmental Impact Assessment (EIA) Form – Part I will be used to determine what type of environmental documentation (i.e. Environmental Impact Report, Mitigated Negative Declaration, Negative Declaration or Exemption) that will be required to be prepared for your application, per the California Environmental Quality Act (CEQA).

The clarity and accuracy of the information you provide is critical for purposes of quickly determining the specific environmental effects of your project.

Recent judicial decisions have held that a “naked checklist”, that is a checklist that is merely checked “yes” or “no”, is insufficient to comply with the requirements of the California Environmental Quality Act. Each “yes” or “no” answer must be accompanied by a written explanation justifying the “yes” or “no” answer. This is especially important when a Negative Declaration is being sought. The more information provided in this form, the easier and quicker it will be for Staff to complete the Environmental Impact Assessment Form – Part II.

Please be aware that recently adopted State Law (Assembly Bill 3158, Chapter 1702 of the Regular Session) requires all projects requiring an Environmental Impact Report (EIR) or Negative Declaration (ND) pay a filing fee to the County Clerk. If a project may pose a potential impact on “Wildlife Resources”; this State Law also requires paying a fee to the State Department of Fish & Game. As such, if there may be a potential impact on “Wildlife Resources” one of the following conditions will be placed on all projects requiring an EIR or ND:

**For projects with Environmental Impact Reports:**

“Within forty-eight (48) hours of the approval of this project, the applicant/developer shall deliver to the Planning Department a check payable to the *County Clerk* in the amount of Eight-Hundred-Eighty-Eight Dollars (\$888.00) which includes the Eight-Hundred-Fifty Dollars (\$850.00) fee required by Fish and Game Code Section 711.4(d)(4) plus the Forty-Three Dollars (\$43.00) County administrative fee, to enable the City to file the Notice of Determination required under Public Resources Code Section 21152 and 14. California Code of Regulations: 15094. If within such forty-eight (48) hour period the applicant/developer has not delivered to the Planning Department the check required above, the approval for the project granted herein shall be void”.

**For Projects with Negative Declarations:**

“Because the project may have a potential adverse effect on wildlife resources, within forty-eight (48) hours of the approval of the project, the applicant/developer shall deliver to the Planning Department a check payable to the *County Clerk* in the amount of One-Thousand-Two-Hundred-Eighty-Eight Dollars (\$1,288.00), which include the One-Thousand-Two-Hundred-Fifty Dollars (\$1,250.00) fee required by Fish and Game Code Section 711.4(d)(3) plus the Forty-Three Dollars (\$43.00) County administrative fee, to enable the City to file the Notice of Determination required under Public Resources Code Section 21152 and 14. California Code of Regulations: 15075. If within such forty-eight (48) hour period the applicant/developer has not delivered to the Planning Department the check required above, the approval for the project granted herewith shall be void.”



**CITY OF DANA POINT**  
PLANNING DEPARTMENT

**ENVIRONMENTAL IMPACT ASSESSMENT FORM**

(To be completed by APPLICANT)

Project Name / Description: \_\_\_\_\_

Application Number(s): \_\_\_\_\_ Date Filed: \_\_\_\_\_

***General Information***

<b>DEVELOPER / PROJECT SPONSER: (Print)</b>	<b>CONTACT PERSON: (if different)</b>
Name: _____	Name: _____
Mailing Address: _____	Mailing Address: _____
City, State, ZIP : _____	City, State, ZIP : _____
Phone: (      ) _____	Phone: (      ) _____
Email: _____	Email: _____

***Property Information***

Project Address: _____	
Legal Description: _____	APN: _____
Previous Approvals: _____ _____ _____	

	<b>Existing</b>	<b>Proposed</b>
Land Use		
Zoning		
Lot Area (sf)		
Building (sf)		
Number of floors		
Off-Street Parking Spaces		

## ***Project Information***

1. List and describe any other related permits and other public approvals required for this project, including those required by City, regional, state and federal agencies:

---

---

---

2. Proposed use of site (Project for which this form is filed):

---

---

---

3. Proposed scheduling:

---

---

---

---

---

4. Associated projects:

---

---

---

5. Anticipated incremental development:

---

---

---

6. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents and type of household size expected:

---

---

---

---

7. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities:

---

---

---

---

---





# ***Environmental Questionnaire***

Are the following items applicable to the project or its effects? Explain below all items checked yes (attach additional sheets as necessary).

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	11. Change in existing features or any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours.
<input type="checkbox"/>	<input type="checkbox"/>	12. Change in scenic views or vistas from existing residential areas or public lands or roads.
<input type="checkbox"/>	<input type="checkbox"/>	13. Change in pattern, scale or character of general area of project.
<input type="checkbox"/>	<input type="checkbox"/>	14. Significant amounts of solid waste or litter.
<input type="checkbox"/>	<input type="checkbox"/>	15. Change in dust, ash, smoke, fumes or odors in vicinity.
<input type="checkbox"/>	<input type="checkbox"/>	16. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.
<input type="checkbox"/>	<input type="checkbox"/>	17. Substantial change in existing noise or vibration levels in the vicinity.
<input type="checkbox"/>	<input type="checkbox"/>	18. Site on filled land or on slope of 10 percent or more.
<input type="checkbox"/>	<input type="checkbox"/>	19. Use of disposal of potential hazardous materials, such as toxic substances, flammable or explosives.
<input type="checkbox"/>	<input type="checkbox"/>	20. Substantial change in demand for municipal services (police, fire, water, sewage, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	21. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	22. Relationship to a larger project or series of projects.

### **Explanations:**

---

---

---

---

---

---

---

---

---

---

---

### ***Environmental Setting***

23. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.

---

---

---

---

---

---

---

---

---

---

24. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

---

---

---

---

---

---

---

---

---

---

***Certification***

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

For: \_\_\_\_\_



**CITY OF DANA POINT  
PLANNING DEPARTMENT**

**FOR DEPARTMENT USE ONLY**

Date Filed:					
Date Deemed Complete:					
Posting Date					
Mailing Date:					
Date Fees Paid:					
Receipt No:					
	<b>Hearing Date</b>	<b>Action</b>	<b>Appeal Date</b>	<b>Action</b>	
Planning Director					
Planning Commission					
City Council					

**APPLICATION INFORMATION**

Application For		File Number	FF Number	Application Date	Planner
Fee	Permit Type				
\$1,633	Coastal Development Permit				
\$347	Coastal Development Permit ( <i>Admin.</i> )				
\$288	Coastal Development Permit ( <i>Emergency</i> )				
\$268	Coastal Development Permit ( <i>Waiver</i> )				
\$392	Conditional Use Permit ( <i>Minor</i> )				
\$2,355	Conditional Use Permit ( <i>Major</i> )				
\$5,571	General Plan Amendment				
Hourly	Local Coastal Program Amendment				
\$392	Sign Program Permit				
\$2,943	Site Development Permit				
\$392	Site Development Permit ( <i>Minor</i> )				
\$1,760	Tentative Parcel Map				
\$3,401	Tentative Tract Map				
\$844	Variance				
Hourly	Zone Change				
\$4,307	Zone Text Amendment				

