



Planning Division
City of San Juan Capistrano
32400 Paseo Adelanto
San Juan Capistrano, CA 92675
949.443.6331/Fax: 949.661.5451
www.sanjuancapistrano.gov

COMPREHENSIVE APPLICATION FOR DEVELOPMENT REVIEW AND LAND USE APPROVAL

Staff Use Only:

PROJECT LOG NUMBER: _____ OTHER PROJECT NUMBERS: _____

DATE SUBMITTED: _____ RECEIVED BY: _____

DEVELOPER DEPOSIT ACCOUNT NO.: _____ INITIAL DEPOSIT AMOUNT: _____

Applicant Use: (Mark all entitlements that apply to this application)

Architectural Control	Conditional Use Permit	Discretionary Use Permit	General Plan Amendment	Grading Plan Modification	Initiation of Code Amendment, Zone Change, or General Plan Amendment
Sign Monument (not part of AC)	Sign Program	Site Plan Review	Tentative Parcel Map	Tentative Tract Map	Time Extension
Tree Removal (as development project)	Zone Change	Zone Variance	Administrative Approval	Modification to Entitlement (please mark item listed above and mark here)	
Other: _____					

PROJECT TITLE: _____

Address or general project location: _____

Assessor's Parcel No(s): _____ Tract/Parcel Map No.: _____ Lot No(s): _____

Lot Acreage: _____ Associated Project(s): _____

Property Owner of Record: _____

Telephone No. (____) _____ E-mail: _____

Mailing Address: _____

STREET

CITY

STATE

ZIP

Applicant (if different from property owner): _____ **Company:** _____

Telephone No. (____) _____ E-mail: _____

Mailing Address: _____

STREET

CITY

STATE

ZIP

Scope of Work: (detailed description and purpose of project to be included in Letter of Intent)

NOTE:

*Plan review, permits, and inspections are also required from Public Works & Utilities and Building & Safety prior to occupancy of the proposed project.

*All new development projects are subject to Development Impact Fees. Please refer to the City’s adopted fee schedule.

**CERTIFICATION OF FINANCIAL RESPONSIBILITY &
AUTHORIZATION FOR AGENT TO ACT ON BEHALF OF LEGAL PROPERTY OWNER**

I certify that I understand that the City operates on the basis of full cost recovery for the processing of planning projects and I accept full financial responsibility for paying the cost of all application processing costs. Deposits made at the time of application are estimated costs for processing of applications and actual processing costs may be lesser or greater than the initial payment. Additional deposits may be required to cover the actual costs for review of projects. I understand that if at any time available deposits are insufficient to cover remaining projected costs to complete processing, all staff work on the project will be stopped until sufficient additional funds are deposited with the City. Furthermore, the lack of sufficient funds on deposit will constitute an incomplete application and will suspend required processing time frames. Applicant acknowledges that the decision of the City Council to approve the project is an exercise of the legislative authority of the City Council and that the City may not enter into a contract to obligate the City Council to exercise its legislative discretion in a particular manner. Acceptance by the City of this deposit does not, therefore, in any way create a contractual, legal or equitable obligation of or commitment by the City to approve the project.

I further certify that the information furnished above and in any attached exhibits is true and correct. The property owner further certifies that they are the legal owner of the property, consent to the filing of this application, and have authorized the applicant below to represent them with respect to the processing of this application.

Finally, I understand that incomplete applications cannot be transmitted or processed. To process a case in an expeditious manner, a complete application package is necessary.

Applicant’s Signature	Date	Property Owner’s Signature	Date
Applicant’s Printed Name		Property Owner’s Printed Name	

INDEMNIFICATION AGREEMENT

Applicant submitted an application to the City of San Juan Capistrano Planning Division on _____, 20____ for the following:_____

_____ (the "Project"). For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Applicant hereby expressly agrees in connection with the processing of Applicant's Project application(s) to each and every one of the following terms and conditions:

1. Applicant agrees, as part of and in connection with each and any of the application(s), to defend, indemnify, and hold harmless the City of San Juan Capistrano ("City") and its officers, contractors, consultants, attorneys, employees and agents from any and all claim(s), action(s), legal challenge(s), referendum or proceeding(s) (collectively referred to as "proceeding") brought against City or its officers, contractors, consultants, attorneys, employees, or agents to challenge, attack, set aside, void, or annul:
 - a. Any approvals, including but not limited to general plan amendment(s) or Zoning amendment(s), issued or adopted by City in connection with any of the above described application(s); and/or
 - b. Any action taken to provide related environmental clearance under the California Environmental Quality Act ("CEQA") (Public Resources Code § 21000 et. seq.) by City's advisory agencies, boards or commissions; appeals boards or commissions; Planning Commission, or City Council. Applicant's indemnification is intended to include, but not be limited to, damages, fees and/or costs awarded against or incurred by City, if any, and costs of suit, claim or litigation, including without limitation attorneys' fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by Applicant, City, or parties initiating or involved in such proceeding.
2. Applicant agrees to indemnify City for all of City's costs, fees, and damages incurred in enforcing the indemnification provisions of this Agreement.
3. Applicant agrees to defend, indemnify and hold harmless City, its officers, contractors, consultants, attorneys, employees and agents from and for all costs and fees incurred in additional investigation or study of, or for supplementing, redrafting, revising, or amending, any document (such as an environmental impact report, negative declaration, specific plan, or general plan amendment) if made necessary by said proceeding and if Applicant desires to pursue such City approvals and/or clearances, after initiation of the proceeding and that are conditioned on the approval of these documents.
4. In the event that Applicant is required to defend City in connection with such proceeding, City shall have and retain the right to approve:
 - a. The counsel to so defend City; and
 - b. All significant decisions concerning the manner in which the defense is conducted; and
 - c. Any and all settlements, which approval shall not be unreasonably withheld.
5. City shall also have and retain the right to not participate in the defense, except that City agrees to reasonably cooperate with Applicant in the defense of the proceeding. If City chooses to have counsel of its own defend any proceeding where Applicant has already retained counsel to defend City in such matters, the fees and expenses of the additional counsel selected by City shall be paid by City. Notwithstanding the immediately preceding sentence, if City's City Attorney participates in the defense, all City Attorney fees and costs shall be paid by Applicant.
6. Applicant's defense and indemnification of City set forth herein shall remain in full force and effect throughout all stages of litigation including any and all appeals of any lower court judgments rendered in the proceeding.
7. Should applicant fail or refuse to comply with the terms of this Agreement, City shall be entitled to see all remedies available to it under law, including but not limited to breach of contract and shall have the right to revoke or rescind any approvals taken in conjunction with the Project.

After review and consideration of all of the foregoing terms and conditions, Applicant, by its signature below, hereby agrees to be bound by and to fully and timely comply with all of the foregoing terms and conditions.

Applicant's Signature

Date

Print Applicant Name

Applicant Title, If Any

Information below is required to be submitted for each type of application. Each item is to be submitted as a digital file.

Requirements for Filing Comprehensive Application for Development and Land Use Approval	Architectural Control	Conditional Use Permit	Discretionary Use Permit	General Plan Amendment	Grading Plan Modification	Tentative Parcel Map	Tentative Tract Map	Time Extensions	Tree Removal	Sign Monument (not part of AC)	Sign Program	Site Plan Review	Zone Change	Zone Variance	Admin. Approval of Mod. to Current Entitlement	Initiation of Amendment	Other
Application & Authorization Form (and Deposits from Fee Schedule)	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	
Environmental Information Form Provided As Exhibit A	D	D	D	D	–	D	D	–	–	–	–	D	D	–	–	–	
Preliminary Drainage, Geology, & Hydrology Studies	D	D	D	D	D	D	D	–	–	–	–	D	–	–	–	–	
Preliminary Water Quality Management Plan if priority water project Provided As Exhibit B	D	D	D	D	D	D	D	–	–	–	–	–	–	–	–	–	
OCFA Plan Review Submittal Criteria Form	D	D	D	D	D	D	D	–	–	–	–	D	D	D	D	D	
Preliminary Title Report, including Legal Description of Property/Grant Deed and easement documents & Assessor’s Parcel Map (Outlining project boundaries)	D	D	D	D	D	D	D	D	–	D	–	D	D	D	D	D	
Notification List Checklist Provided As Exhibit C	D	D	D	D	D	D	D	D	–	–	–	D	D	D	D	–	
Letter of Intent – Describing intended use of property, and why request is being made.	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	
Site Plans or Tract/Parcel Maps, including Traffic Circulation Plan	D	D	D	D	D	D	D	–	D	D	D	D	D	D	D	*D	
Preliminary Grading and Drainage Plans	D	D	–	–	D	D	D	–	–	–	–	D	–	D	D	*D	
Architectural Elevations, including colors and materials identified, 360° view simulations	D	D	D	–	–	–	–	–	–	D	D	D	–	D	D	*D	
Floor Plans	D	D	D	–	–	–	–	–	–	–	D	D	–	D	D	*D	
Conceptual Dry and Wet Utilities Plans	D	D	D	–	D	D	D	–	–	–	D	D	–	D	D	*D	
Conceptual Landscaping Plans	D	D	D	–	D	D	D	–	D	D	D	D	–	D	D	*D	
D = Digital Submittal Required – = Not Applicable															*If applicable		
Plans listed in this block shall include all applicable elements identified in Exhibit D																	



ORANGE COUNTY FIRE AUTHORITY

COM

Plan Screening Form COMMERCIAL projects, MULTIFAMILY RESIDENTIAL projects and RESIDENTIAL TRACT developments

Use this form to help determine if an OCFA plan review is required. It is only an indicator and should not be considered conclusive; it cannot address all circumstances.

Note: Do not submit this form to OCFA or ask OCFA staff to sign it as a waiver.

INSTRUCTIONS:

- Fill in the project/business address and provide a brief description of the scope of work and type of business operation that will take place.
- Answer questions 1 through 10, read and initial items 11 and 12, then complete and sign the certification section.
- If you answer "YES" to *any part* of questions 1 through 10, submit the type of plan indicated in italics online to OCFA at publicservices.ocfa.org.
- In some cases, other plan types not indicated herein may also be necessary depending on specific conditions or operations.
- Visit www.ocfa.org and go to Community Risk Reduction for submittal information. If you need assistance in filling out this form or have questions regarding requirements for review, please contact OCFA at 714-573-6108 or visit us at 1 Fire Authority Road, Irvine, CA 92602.

Address	Suite	City
Project Scope/Business Description		

- YES NO
- ☐ ☐ Construction of a new building, a new story, or increase the footprint of an existing building? Changes to roadways, curbs, or drive aisles? Addition, relocation, or modification of fire hydrants or fences/gates? Construction within 300 feet of an active or proposed oil well? *Fire Master Plan (PR145)*
 - ☐ ☐ Property is adjacent to a wildland area or non-irrigated native vegetation? *Fire Master Plan (PR145); a Fuel Modification Plan may also be required. (PR120, PR124)*
 - ☐ ☐ Located in a California Geologic Energy Management (CalGEM) oil and gas field boundary, < 300' from an oil/gas seep, or < 1000' from a landfill? *Methane Work Plan. (PR170)*
 - ☐ ☐ Installation/modification/repair of underground piping, backflow preventers, or fire department connections serving private fire hydrant/sprinkler/standpipe systems? *Underground Plan. (PR470, PR475)*
 - ☐ ☐ Drinking/dining/recreation/meetings/training/religious functions or other gatherings in a room > 750 sq.ft. (> 1,000 sq.ft. for training/adult education) or > 49 people? Healthcare/outpatient services for > 5 people who may be unable to immediately evacuate without assistance? Education for children (*academic tutoring for ages 5+ is exempt unless classified as an E occupancy by the Building Official*)? Adult/child daycare? 24-hour care/supervision? Incarceration or restraint? Hotel/apartment or residential facility with 3+ units and 3+ stories (*3-story townhouses/rowhouses where an independent direct exit to grade is provided for dwelling are exempt*)? Congregate housing/dormitories with 17+ people? High-rise structure (75+ feet to highest occupied floor level)? *Architectural Plan (PR200-PR285)*
 - ☐ ☐ Installation/modification of locks delaying or preventing occupants from leaving a space or requiring use of a card, button, or similar action to open a door in the direction of exit travel? *Architectural, Sprinkler, and/or Alarm Plan depending on the occupancy and type of device installed (PR200-PR280, PR420-PR425, PR500-PR520)*
 - ☐ ☐ Installation/modification/use of spray booths; dust collection; dry cleaning; industrial ovens/drying equipment; industrial/commercial refrigeration systems; compressed gasses; tanks for cryogenic or flammable/combustible liquids; vapor recovery; smoke control; battery back-up/charging systems (>20 kWh lithium-ion or 70 kWh lead-acid; >15 cubic feet of lithium battery storage); welding/brazing/soldering, open flame torches, cutting/grinding; or other similar operations? *Special Equipment Plan (PR315, PR340-PR382)*
 - ☐ ☐ Storage/use/research with flammable/combustible liquids or other chemicals? Motor vehicle/aircraft maintenance/repair? Cabinetry/woodworking/finishing facility? *Chem Class & floor plan (full architectural plan if H occupancy); Special Equipment Plans may be necessary. (PR315-PR360, PR232-PR240)*
 - ☐ ☐ Storage or merchandizing areas in excess of 500 sq. ft. where items are located higher than 12' (6' for high-hazard commodities, plastic, rubber, foam, etc.)? *High-piled Storage Plan (PR330)*
 - ☐ ☐ Cooking under a Type I commercial hood; installation or modification of a fire extinguishing system located in a commercial cooking hood? *Hood & Duct Extinguishing System, not just the hood mechanical plan. (PR335)*

Initial each of the following two items indicating that you have read and understand the statement:

11. Sprinklers/Alarms: Consult Building/Fire Codes and ordinances to determine sprinkler/alarm requirements; if a system is required, plans shall be submitted for OCFA review. Existing buildings undergoing remodel must be evaluated by a licensed contractor to determine if modification is needed; if so, the contractor shall submit plans prior to making modifications.
- _____
- Initials
12. Fire Hazard Severity Zone (FHSZ): Consult maps available at building department or on the OCFA website (go to Community Risk Reduction) to determine if your site is located in a FHSZ. Buildings in a FHSZ may be subject to special construction requirements detailed in the California Wildland-Urban Interface Code (CWUIC) — the building department will determine specific requirements.
- _____
- Initials

Applicant Certification

Print Name	Signature
Phone Number	Date
Email Address	

Building Department

If you have verified that all questions have been answered accurately as "NO" and the project does not otherwise require OCFA review of sprinkler and/or alarm plans, an OCFA review is not required. If you want OCFA to review this project, regardless of Screening Form information, please initial and complete the following*:

City (or County) Staff Contact Name: _____

Title: _____

Email: _____

Phone Number: _____

Date: _____

Reason: _____

Initials: _____

* Alternatively, City and County staff may contact the OCFA Front Counter directly by sending an email to FrontCounter@ocfa.org or by calling us at (714) 573-6108.



ORANGE COUNTY FIRE AUTHORITY

SFR

Plan Screening Form

Required for Single Family or Duplex Residences

(Use Commercial form for lots with 3+ dwelling units or new residential tracts)

Complete the Project Information and Questionnaire below, then sign and date the Applicant Certification.

Project Information

☐ New Single Family Residence/Duplex

☐ Addition/Remodel

☐ ADU

☐ Other

Address:	Unit #:	City or Unincorporated County Area:	ZIP:	
Scope of Work:				
Existing Area	Area to be Added	Total Resulting Area	Stories:	Area Added in the Past 2 Years

Yes		No		Questionnaire	OCFA Plan Type if "Yes"
1.	☐	☐		New – Is this a new single family residence or duplex, or detached Accessory Dwelling Unit (ADU)?	*(PR160) Residential Site with Water Availability (PR400-402) Fire Sprinkler
2.	☐	☐		ADU – Is this a new ADU on the same property as a house that already has fire sprinklers or a house that will have fire sprinklers added as part of this project?	(PR400-402) Fire Sprinkler
3.	☐	☐		Addition – Is this an addition to a currently sprinklered building or an addition requiring a fire sprinkler retrofit based on a threshold set by local ordinance?	(PR400-402) Fire Sprinkler
4.	☐	☐		Distance – Is the most remote portion of the addition, ADU or other detached structure greater than 150-feet from the fire access roadway?	*(PR160) Residential Site
5.	☐	☐		Total Area – Will the addition result in a total area of greater than 3,600 square feet (sf) for non-sprinklered buildings, or greater than 6,200 sf for sprinklered buildings, including the area of all enclosed spaces, such as garages, stairs, and detached structures separated by less than 10-feet?	*(PR160) Residential Site with Water Availability
6.	☐	☐		Remodel – Is this a remodel of a sprinklered building with a scope of work that includes adding or removing any interior walls?	(PR400-402) Fire Sprinkler
7.	☐	☐		Detached Structure – Is this a new detached utility or accessory structure (not an ADU), such as a garage, workshop, game room, pool house, barn, etc., requiring fire sprinklers based on a threshold set by local ordinance?	*(PR160) Residential Site (PR400-402) Fire Sprinkler
8.	☐	☐		Gate – Is a gate being installed across a driveway or road that is designated as a fire department access roadway, or a driveway or road that serves more than a single home/duplex?	(PR180) Gate
9.	☐	☐		Methane – Is the structure located in a "California Geologic Energy Management" (CalGEM) field boundary, less than 100' from a well (active or abandoned), less than 300-feet from an oil/gas seep, or less than 1000-feet from a landfill? (Note: For structures in Yorba Linda, this requirement only applies to new homes, enclosed accessory structures, additions to existing structures greater than 1000 sf. See Yorba Linda Procedure 006, Methane Gas Investigation and Mitigation).	*(PR160) Residential Site *(PR172-174) Methane Test/Mitigation Plans
10.	☐	☐		Vegetation – Is the property/structure (A) on the perimeter of a community containing, or adjacent to slopes or hills, or (B) adjacent to an open space or wildland area containing non-irrigated vegetation, or (C) in a State Responsibility Area or Local Responsibility Area "Fire Hazard Severity Zone", as defined by the State, or (D) near an area that could be affected by a wildfire in the open space.	*(PR125) Fuel Modification (PR182) Accessory Structure

*OCFA approval required before issuance of a grading/building permit. All other plan types may be deferred submittals.

Applicant Certification

I certify, under the penalty of perjury, under the laws of the State of California, that the information above is true:

Print Name: _____ Signature: _____

Phone Number: _____ Email: _____ Date: _____

For questions and submittal information, please visit ocfa.org (go to Community Risk Reduction), or call OCFA at (714) 573-6100



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OCFA PLANNING & DEVELOPMENT SERVICE REQUEST

If you answered “YES” on any Orange County Fire Authority (OCFA) Plan Submittal Criteria forms, your project will require the submittal of an OCFA Service Request (SR) Form.

The OCFA SR Forms are available at the Planning Division counter and may be picked up in person or mailed to you after submitting a request to planning@sanjuancapistrano.gov.

All OCFA SR Form submittals will include a fee in the amount of \$596.00. After submittal, the City will provide a link to make this payment directly to OCFA. This fee is subject to change in accordance with OCFA’s fee schedule available at <https://ocfa.org/Transparency/FeeSchedule.aspx>.

The OCFA SR Form and fee are required to be submitted prior to determination of a complete submittal.