



CITY OF DANA POINT

COMMUNITY DEVELOPMENT DEPARTMENT
33282 Golden Lantern, Suite 209
Dana Point, CA 92629
(949) 248-3564 | www.danapoint.org

COASTAL DEVELOPMENT PERMIT APPLICATION CHECKLIST

OFFICE USE ONLY:

PLANNER SIGNATURE: _____
DATE: _____

PLANNING DIVISION

COASTAL DEVELOPMENT PERMIT (CDP) APPLICATION CHECKLIST

PROJECT: _____

A Coastal Development Permit (CDP) shall be required for all development, as defined in Section [9.75.040](#), located within the Coastal Overlay District, except for development specifically exempted pursuant to Section [9.69.040](#). Coastal Development Permits may be required for development which does not require any other approvals, discretionary or otherwise, from the City. The CDP application process establish procedures for the processing of Coastal Development Permits within the Coastal Zone, consistent with the City's certified Local Coastal Program.

The Community Development Department cannot consider an application that is incomplete or incorrectly prepared. Particular attention should be given to the preparation of the Site Plans, Floor Plans, & Elevations. Both existing and proposed conditions must be shown. ***The applicant or agent must electronically submit all required plans and exhibits to eTRAKiT.***

☐ **A STAFF PLANNER MUST SIGN & DATE ABOVE AND CHECK (X) THE APPROPRIATE BOXES BELOW BASED ON THE SCOPE OF WORK PROPOSED FOR EACH DISTINCT APPLICATION(S).**

Prior to, or concurrently with the filing of this application, the applicant shall pay to the City a fee or deposit equal to the estimated cost of processing said application. The fee or deposit may be adjusted periodically by the City Council by resolution. (Municipal Code § 9.69.050(c)).

A. ITEMS REQUIRED FOR FILING:

- All plans, legal descriptions, and other documents must be submitted electronically at 8½" x 11" in size, and not greater than 24" x 36" in size, scaled at a minimum 1/8 inch
- Original Application Checklist completed by Planner (THIS FORM).

☐ **1. Completed Project Information Packet: Submitted electronically as an attachment to eTRAKiT.**

- ☐ Land Use Fact Sheet
- ☐ Justification Statement
- ☐ Environmental Assessment Form

☐ **2. Processing Fee/Associated Entitlements:**

- ☐ Application processing fee:
 - ☐ Coastal Development Permit – Non-Residential (Major) – Bluff top or ESHA: **\$14,648**
 - ☐ Coastal Development Permit – Non-Residential (Minor) – No bluff top or ESHA: **\$8,595**
 - ☐ Coastal Development Permit – Residential (Major) – Bluff top or ESHA: **\$7,172**
 - ☐ Coastal Development Permit – Residential (Minor) – No bluff top or ESHA: **\$4,628**
- ☐ \$_____ (Deposit Amount; if applicable)
- ☐ Environmental Assessment fee of **\$50.00** (Separate Check-Made Payable to County of Orange)
- ☐ Required Notification Postage (To be assessed at the current postage rate and added to the permit upon application submittal. [# of Labels X the Postage Rate])

- ☐ Other Discretionary Application Fees:
 - ☐ Conditional Use Permit: ☐ Major **\$10,096.00** ☐ Minor **\$2,601.00**
 - ☐ Site Development Permit (Major) – Planning Commission: **\$7,594.00**
 - ☐ Site Development Permit (Major) – Planning Commission & Special Studies: **\$27,034.00**
 - ☐ Site Development Permit (Minor) – **\$3,680.00**
 - ☐ Tentative Maps: ☐ Tract Map (5-50 units/lots) **\$8,890.00** ☐ Tract Map (51+ units/lots) **\$11,496.00** ☐ Parcel Map **\$6,041.00**
 - ☐ Variance **\$9,504.00**
- ☐ 3rd Party Review/Special Requirements: \$_____ (Deposit Amount)

☐ **3. Legal Description of Property: Submitted electronically as an attachment to eTRAKiT.**

- ☐ Provide one copy of recorded grant deed
- ☐ Provide two copies of a recent preliminary title report (*within six months*) of for all property in which development is proposed

☐ **4. Development Plans: (Min. 1/8" scaled: Submitted electronically as an attachment to eTRAKiT).**
(Fully dimensioned and containing the following information)

Title Sheet

- ☐ Detailed Scope of Work
- ☐ Address of Site
- ☐ Contact Information (All Parties)
- ☐ Zoning
- ☐ Existing and Proposed Square Footages
- ☐ Sheet Index
- ☐ Development Standards Table
- ☐ General Notes

Site Plan:

- ☐ Vicinity map which clearly shows the location of the site
- ☐ Title Block (name and address or property owner of record)
- ☐ Scale, north arrow, and date prepared
- ☐ Drawings shall be to scale between 1":10' and 1":40', or other scale appropriate to the project
- ☐ Property lines of building site and their dimensions
- ☐ Setbacks (Front/Rear/Sides)
- ☐ Ultimate street right-of-way line
- ☐ Streets: location, name, and width, and existing improvements, including sidewalks and bike facilities
- ☐ Identify all easements: locations, purpose, and width on site plan as identified on Title Report
- ☐ Identify utilities, dedications, and relevant development features
- ☐ Existing and proposed off-street parking.
- ☐ Tabulations of lot area, proposed gross floor area and proposed lot coverage.
- ☐ Buildings (existing and proposed, location, illustrate building footprint and cantilevered, enclosed, portions of buildings counter toward lot coverage, size, showing distances from property lines)
- ☐ Building Projections (e.g. Eaves, overhangs, balconies, exterior stairways, HVAC, pool equipment, etc.)
- ☐ Access (existing locations, proposed location, and materials)
- ☐ Fencing, non-retaining walls: existing and proposed, type, location, height, and materials
- ☐ Retaining walls: existing and proposed type, location, height, and materials

- ☐ **Indicate** in writing and **with graphics** the nature, situation, and development of existing uses, **buildings, and structures within 100 feet of the subject property** and the effect the proposed application may have on those uses, buildings, and structures
- ☐ Provide a detailed site plan indicating the existing and proposed area and dimensions of a project site; **all existing features** (streets, alleys, driveways, **buildings**, vegetation, walls, fences) **within 50 feet of the project boundary**
- ☐ Indicate dimensions and state of improvement of existing and proposed streets or easements providing access to the subject site (include all access features on, and within 50 feet of the subject site).
- ☐ Applications proposing access from a Circulation Element roadway shall provide plans showing all access features within 150 feet of the subject site as determined by the Director of Public Works.
- ☐ Topography: showing existing conditions (including buildings) and grades, proposed contours & elevations)
- ☐ Orange County Fire Authority Fuel Modification Zones
- ☐ Trash facilities: Show location and method of screening for trash containers
- ☐ Show all improvements and/or existing uses within 100 feet of the subject property
- ☐ _____.

Floor Plans:

- ☐ Overall building and individual room dimensions, including square footage calculations
- ☐ All proposed interior walls and partitions
- ☐ Room identification
- ☐ Window and door locations

Elevations & Sections:

- ☐ All existing and proposed building and structural elevations
- ☐ Materials and colors of all existing and proposed structural and surface components
- ☐ Indicate maximum height limit and proposed height on elevations as measured from structure low point
- ☐ Cross-sections of project area
- ☐ Height dimensioned from structure low point (Refer to DPZC Sec 9.05.110)
- ☐ Height dimensioned above grade of all floors, eaves, and ridges.
- ☐ Roof pitches
- ☐ All roof mounted equipment and screening locations
- ☐ Exterior wall opening locations
- ☐ Identify all exterior finish materials
- ☐ Architectural elevations shall be to a scale of either 1":8' or 1":4', or other scale appropriate to the project

Demolition Plan:

- ☐ Total linear length of all walls (Interior and Exterior) to be demolished
- ☐ Total linear length of all walls (Interior and Exterior) to remain
- ☐ Percentage of Demolition

Roof Plan

- ☐ Roof Pitches
- ☐ Vertical Elevation Data (highest & lowest points on roof using NAVD 88)

Additional Sheets (As Needed)

- ☐ Conceptual Landscaping Plan (Planting Plan and Demonstrate compliance with minimum landscape coverage as applicable)
- ☐ Hardscape Plan
- ☐ Grading and Drainage

- ☐ Topography and Boundary Survey
 - ☐ Foundation Plan
 - ☐ Description of the existing structure(s), including but not limited to building height, enclosed and non-enclosed floor area, number of stories, and number of parking spaces
 - ☐ Building plans of the existing structure(s), if available.
- ☐ **5. Additional Materials: Submitted electronically as an attachment to eTRAKiT.**
- ☐ Documentation of most recent HOA Review
 - ☐ Electronic or Physical Materials Board
(Specifications and samples of type, color, and texture of proposed construction materials)
- ☐ **6. Notification Package: Submit Certified List and Assessor Maps as an attachment to eTRAKiT.**
- ☐ **500-foot Radius (Appealable Jurisdiction)**
 - ☐ One copy of a certified list of the names and addresses of all owners (including all condominium unit owners) within a **500-foot radius** of the exterior boundary of the subject property prepared for the latest tax rolls
 - ☐ (2) sets of printed address labels for all properties within a **500-foot radius** of the exterior boundary of the subject property with the assessor's parcel number printed on the labels
 - ☐ (2) sets of printed address labels for all properties within a **100-foot radius** of the exterior boundary of the subject property addressed to "occupant" with the assessor's parcel number printed on the labels
 - ☐ Copies of the Assessor's maps including properties and area within the 500-foot radius
 - ☐ Provide the number count of labels
 - ☐ **300-foot Radius (Non-Appealable Jurisdiction)**
 - ☐ One copy of a certified list of the names and addresses of all owners (including all condominium unit owners) within a **300-foot radius** of the exterior boundary of the subject property prepared for the latest tax rolls
 - ☐ (2) sets of printed address labels for all properties within a **300-foot radius**
 - ☐ Copies of the Assessor's maps including properties and area within the 300-foot radius
 - ☐ Provide the number count of labels
- ☐ **7. Photographic log of existing conditions: Submitted electronically as an attachment to eTRAKiT**
- ☐ Front elevation of project site
 - ☐ Front elevation of the properties adjacent to the project site
 - ☐ Front elevation of properties directly across the street from subject property
 - ☐ Side elevations to properties adjacent to the subject property
 - ☐ Rear elevation of project site
- ☐ **8. Special Requirements: Submitted electronically as an attachment to eTRAKiT, if applicable to your project, and a deposit is required:**
- ☐ A detailed geotechnical study addressing bluff stability *(properties adjacent to coastal bluffs, steep hillsides, tentative tract, or parcel maps)*
 - ☐ Flood Plain Analysis *(Properties in FP-1,2,3 Overlay Zone)*
 - ☐ Wave Run-Up Study *(Beach Road developments)*
 - ☐ Projects proposing shoreline protective devices please refer to MC Section § 9.69.050(7)(D)
 - ☐ A comprehensive Sign Program *(commercial projects)*
 - ☐ Preliminary Water Quality Management Plan (WQMP)
 - ☐ Soils Report

- ☐ Staking Plan
- ☐ Preliminary Grading Plan
- ☐ Joint use parking plan prepared pursuant to Section 9.35.060(c)(3) or a shared parking program prepared pursuant to Section 9.35.060(c)(4)

☐ **9. Environmental Reports and Other Documentation (If applicable):**

Submitted electronically as an attachment to eTRAKiT

- ☐ Biological Assessment
- ☐ Cultural resources, an archaeological and/or paleontological survey
- ☐ Visual Impact Study (Consistent with requirements of the Urban Design Element of the General Plan)
- ☐ A plan to mitigate any unavoidable significant adverse impacts to Coastal Resources.

☐ **10. Other LCPs & Related Requirements (If applicable):**

Submitted electronically as an attachment to eTRAKiT

- ☐ Dana Point Harbor Revitalization Plan & District Regulations
- ☐ Dana Point Specific Plan
- ☐ Monarch Beach Report Specific Plan
- ☐ Town Center Plan

B. NOTICE TO APPLICANTS:

1. To file an application, the applicant or his agent needs to submit the above noted application materials to the City's eTRAKiT portal. After a Staff Planner has briefly reviewed the plans and application to assure all the basic items are included and in requested format, and the fees have been paid, the project will be deemed filed.
2. Once filed, the project will be assigned to one of the City of Dana Point's Planners. The assigned Planner will be responsible for managing the City's review of the proposed project.
3. Acceptance of the electronically submitted application by the City does not represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine completeness. The applicant will be provided electronically with a notification during this time period stating whether the application is complete or that additional items are necessary.
4. It is recommended that the applicant, representative, or property owner be present at all hearings.
5. All correspondence and reports will be provided electronically to the project applicant/authorized agent only.
6. Deficiencies and Refunds. The following provisions apply when full payment has not been made for an application or when an application is withdrawn:
 - If any application is withdrawn, as provided in Section **9.61.070**, within 30 days from the date the application is filed, but prior to the publication of the notice of hearing, the City shall refund 50% of the fees paid.
 - If any application is withdrawn, as provided in Section **9.61.070** after 30 days from the date the application is filed, but prior to the publication of the notice of hearing, the City shall refund 25% of the fees paid.
 - No refund shall be made after the notice of public hearing has been published.
 - If the application fee is a deposit based on an hourly rate, the refund will be the difference between the time expended by the City and the amount of the deposit.
7. For any questions regarding the above, please call the Planning Division at (949) 248-3564



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NOTICE OF PENDING COASTAL DEVELOPMENT PERMIT

A COASTAL DEVELOPMENT PERMIT APPLICATION FOR DEVELOPMENT ON THIS SITE IS PENDING AT THE CITY OF DANA POINT.

PROPOSED DEVELOPMENT:

LOCATION: _____

APPLICANT: _____

APPLICATION NUMBER: _____

DATE NOTICE POSTED: _____

NOTE:

A FINAL ACTION TAKEN BY THE CITY OF DANA POINT ON A COASTAL DEVELOPMENT PERMIT APPLICATION MAY BE APPEALED TO THE COASTAL COMMISSION BECAUSE THIS DEVELOPMENT SITE IS WITHIN AN APPEALABLE ZONE PURSUANT TO SECTION 9.75.010 OF THE ZONING CODE UNDER "APPEALABLE DEVELOPMENT, COASTAL". (COASTAL ACT/30603(A)).

FOR FURTHER INFORMATION, PLEASE PHONE OR EMAIL THE OFFICE LISTED BELOW BETWEEN 8 AM AND 5 PM, WEEKDAYS.

CITY OF DANA POINT

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(949) 248-3564

RECEIVED BY: _____

DECLARATION OF POSTING

Prior to or at the time the application is submitted for filing, the applicant must post, at a conspicuous place, easily read by the public and as close as possible to the site of the proposed development, notice that an application for the proposed development has been submitted to the City of Dana Point. Such notice shall contain a general description of the nature of the proposed development. The City of Dana Point furnishes the applicant with a standardized form to be used for such posting. If the applicant fails to post the completed notice form and sign the Declaration of Posting, the Community Development Director shall refuse to file the application, or shall withdraw the application from filing if it has already been filed when he or she learns of such failure. 14 Cal. Admin. Code Section 13054(b).

Please sign and date this Declaration of Posting form when the site is posted; it serves as proof of posting. It should be returned to our office with the application.

Pursuant to the requirements of California Administrative Code Section 13054(b), I hereby certify that on _____, I or my authorized representative

(Date of posting)

posted the Notice of Pending Permit for application to obtain a Coastal Development Permit for the development of:

(Description of development)

Located at _____

(Address of development or assessor's parcel number)

The public notice was posted at

(A conspicuous place, easily seen by the public and as close as possible to the site of the proposed development)

(Signature)

(Date)

Note: Your application cannot be processed until this Declaration of Posting is signed and returned to this office.

FOR OFFICE USE ONLY

PERMIT NUMBER _____

RECEIVED _____

DECLARATION COMPLETE _____