



DEVELOPMENT CASE APPLICATION

Application Type

- Alternative Development Standard
- Changed Plan
- Conditional Use Permit
- General Plan Amendment
- Preliminary Application for Residential Development
- Sign Program
- Site Development Permit
- Tentative Parcel/Tract Map
- Variance
- Zone Change

Deposit/Fee Amounts Collected

Application _____
CEQA _____
OCFA _____

Filing Instructions for Planning Applications

The following instructions are intended to provide the necessary information for processing applications in the most expeditious manner possible. If you have any questions, you should consult with a member of the Planning Division staff.

The owner or agent/applicant must submit the completed application and all exhibits as described in this application to the Planning Division at City Hall located at 22112 El Paseo, Rancho Santa Margarita, California 92688. Planning Division staff will review the required exhibits and process the application. Processing fees and/or deposits must be paid at the time of submittal. To schedule an appointment to submit the application and exhibits, please call the Planning Division at (949) 635-1800.

The application will be accepted for filing only after Planning Division staff has conducted a preliminary review of the material for completeness. Please note that Applicants will receive a notice of completeness within 30 days of receipt of submittal of the application. City acceptance of an application does not constitute that the application is complete. It is recommended that a pre-application meeting be scheduled with Planning Division staff prior to submittal of all the required exhibits and application.

Processing Fee and/or Deposit

Pursuant to Section 9.09.050 (*Deposits*) of the Rancho Santa Margarita Zoning Code, any person making an application for any improvement or development process requiring a deposit, shall be required to submit a deposit payment in accordance with the terms and conditions established by the City Council. **Deposit payments must be made in the form of a check only.** Proof of payment of the deposit will be required prior to processing the application. Discretionary applications are processed on a cost recovery basis and will be charged to your deposit amount. These costs include, but are not limited to, staff time, materials, and public hearings related to the processing of your application. You must maintain a positive deposit amount throughout the processing of the project application. If the deposit amount drops below **25 percent** of the original deposit amount collected, the City will send a letter requesting additional funds to replenish the deposit. Failure to replenish a deposit amount will cause work on your project to cease. Any unused deposit remaining after work on your project application is completed will be returned to you. You may request to receive an accounting statement at the end of your project. A copy of the City's current hourly rates for processing deposit-based applications is included as an attachment to this application.

Basic Submittal Requirements

1. Completed Development Case Application and Environmental Information Form
2. Legible site plan, floor plan, and elevations that include a north arrow, scale, title block, dimensions, and legend (minimum 5 hardcopies)
3. Letter of Justification
4. Ownership List, Map, and Envelopes for Public Notification (if applicable)
5. For new residential, commercial, and substantial renovation projects, provide all applicable information as specified in the "Development Case Application Checklist for New Residential, Commercial, and Substantial Renovation Projects"
6. All fee and deposit payments as specified below:
 - a. City Fee/Deposit (check only for deposits; payable to "City of RSM")
 - b. County Clerk CEQA Filing Fee (check only; payable to "County Clerk")
 - c. Orange County Fire Authority Plan Review Fee (check only; payable to "OCFA")

Exhibits

The owner or applicant prepares the required exhibits listed below. All plans, legal descriptions and other documents must be submitted on sheets not less than 8.5" X 11" in size. Plans must be carefully drawn and easy to read. If the plan is not clearly drawn and labeled, it will not be accepted for filing. Particular attention should be given to the preparation of the site plan and other required plans.

1. **Plans** – 5 hardcopies and one digital copy drawn to scale (including site plan and floor plans). Plans should provide the following information as applicable:
 - Adequate identification of all lines (property lines, dimensions, streets, building lines, etc.) shown on site plan.
 - Title Block (name and address of property owner of record).
 - Scale, north arrow and date prepared.
 - Property lines of building site and their dimensions.
 - Ultimate street right-of-way lines designated.
 - Streets: location, name and width, and existing improvements including sidewalks.
 - Easements: locations, purpose, and width.
 - Buildings: existing and proposed, location and size, showing distances from property lines, existing and proposed rooflines.
 - Indicate all property boundaries within 200 feet of the subject property. Identify all site improvements (driveways, structures, etc.) at least 200 feet beyond the subject property.
 - Access (driveways, etc.): existing and proposed materials and dimensioned.
 - Fencing (walls): type, location, height and materials.
 - Retaining walls existing or proposed: type, materials, location and height.
 - Topography, if applicable, showing existing and proposed grades. If grading is proposed, include number of cubic yards.
 - Elevations and cross sections showing all dimensions if applicable, indicating materials and colors.
 - Parking areas designed to City Standards. Show typical space(s), and give a tabulation of required and proposed parking stall numbers.
 - Signs: location, type, height, dimensions, and a sign copy. Also, state if lighted and type of lighting.
 - Landscape areas with preliminary landscape palette and irrigation plans (detailed landscape plans may be required after a project is approved).
 - Vicinity map. Use a scale of approximately 4" = 1 mile.

2. **Letter of Justification** – A written copy by the owner or agent/applicant is required. Incomplete information may result in delays in processing your application. Please provide all relevant information at the time of submittal including the following:
- A detailed description of the proposed project.
 - A detailed description of how the proposed project is justified in reference to the findings required in Chapter 9.08 (*Administration*) of the RSMZC. These findings include, but are not limited to, the following:
 1. Conformity with the General Plan. The proposal is compatible with the goals, policies, and objectives of the City's General Plan.
 2. Consistency with the Zoning Code. The proposal is consistent with the provisions of the Rancho Santa Margarita Zoning Code.
 3. Compatibility and Public Safety. The proposal will not result in conditions or circumstances contrary to the public health, safety, and general welfare, and will be compatible with existing development and land uses.
 4. Alternative Development Standards. If the proposed discretionary action includes an alternative development standard, provide justification that the requested Alternative Development Standards will result in public benefit to the immediate and surrounding community.
 5. Variance. If a Variance is requested, the following additional findings are required:
 - a. Special Circumstances. There are special circumstances applicable to the subject building site which, when applicable zoning regulations are strictly applied, deprives the subject building site of privileges enjoyed by other property in the vicinity and subject to the same zoning regulations, when the specified conditions are complied with.
 - b. No Special Privileges. Approval of the application will not constitute a grant of special privileges, which are inconsistent with the limitations placed upon other properties in the vicinity and subject to the same zoning regulations, when the specified conditions are complied with.

3. **Notification Map and Mailing List Instructions** – Listed below are the requirements for public notification of nearby property owners in connection with planning applications for public hearings as determined by the City:

Procedure:

A. Preparation of the “Notification Map.”

1. Obtain the Assessor’s Parcel (AP) number(s) from the County Assessor or tax bill for the property concerned.
2. Locate the subject parcel on the proper page of the Assessor’s map books.
3. With the scale shown on the AP map, measure 300’ line on all AP pages. **DO NOT INCLUDE STREETS IN THE 300’ RADIUS.**
4. If the maps are the same scale, the most convenient method of determining the notification areas is to “cut and paste” the maps together so that the subject parcel is in the center and all parcels and their numbers within 300’ are clearly shown. Some adjustments may be required when maps are of different scales.

B. Compilation of the “Mailing List.”

1. A “Parcel List” is then prepared by noting the AP numbers of all parcels which are within the 300’ notification area. The numbers are to be listed in ascending numerical order with the subject parcel number at the beginning of the list.
2. The “Mailing List” may be properly prepared in two ways:
 - a. Type the AP number, owner’s name and address for each parcel as obtained from the Assessor numerical parcel list. Copy of the list is required. **OR**
 - b. Purchase the list of owner’s names by pages from the Assessor with necessary assistance from the Assessor’s Public Service counter personnel. Make a check mark beside each name to be notified.
3. You must certify the accuracy and completeness of the list through owner or agent signature in the appropriate box. An incomplete list, discovered after a project is approved, may negate such approval.
4. Add name and address of Agent (if any) to the end of the list.

C. Preparation of the Envelopes.

1. The owner’s name and address, including zip code, shall be affixed on a business (4” x 9”) size envelope with a first class “forever” postage stamp for each property owner on the list. **DO NOT USE A POSTAGE METER.** The parcel number may be included.
2. Only one envelope need be prepared for property owners of more than one parcel, which is to be mailed to the identical address.
3. **DO NOT** use envelopes that have a printed return address. Return address will be stamped on envelope by the City.

D. Submittal to the City

The notification map, mailing list and envelopes shall be submitted to the City at the time of filing and application and payment of the required fee.

PROPERTY OWNERS LIST CERTIFICATION

Planning Application No. _____

Number of Notices _____

I certify that this property owners list includes all of the persons listed on the latest adopted Orange County Tax Roll as the legal owners of all parcels of land within three hundred feet (300'), excluding the widths of streets, of the exterior boundaries of the attached legally described parcel of land which is the subject property of the above numbered application in accordance with Section 9.08.150 (*Public Hearing Procedures*) of the Rancho Santa Margarita Zoning Code.

Signature

Print Name

Date

City of Rancho Santa Margarita Development Case Application

Planning Application No.: RSM _____

Case Type: _____

Project Title: _____

SECTION 1 – Project Location/Description/Legal Data

Site Address _____

Project Description _____

Legal description _____ Assessor's Parcel No. _____

Site Size (Gross acres or sq. footage) _____ Tract/Lot No. _____

General Plan designation(s) _____

Zoning designation(s) _____

Previously approved development cases for this site: _____

Are you applying for other development cases for this site at this time? ____ No ____ Yes

If yes, please list other case types: _____

SECTION 2 – Applicant Data. I hereby certify that the information contained herein and in the accompanying exhibits is true and correct to the best of my knowledge and belief. I also acknowledge that I have read the "Filing Instructions for Planning Applications" and agree that if I have submitted a planning application deposit, it will be charged for all time and materials used to process this application, which may exceed the original deposit amount.

Application Date _____ Applicant Name _____

Firm Name _____

Street Address _____ City _____ Zip _____

Phone No. _____

Email _____

Print Name _____ Print Title _____

Applicant Signature _____

SECTION 3 – Property Owner Authorization. I am the owner of record, or his/her authorized representative, of the property, which is the subject of this application. I approve of the action requested.

Property Owner of Record _____

Print Name _____ Print Title _____

Signature _____ Date _____

Firm Name _____ Phone _____

Street Address _____ City _____ Zip _____

Email _____

SECTION 4 – Zoning Development Standards (For New Development Only)

	<u>Allowed</u>	<u>Proposed</u>	
Building coverage (% of site):	%	%	
Building Height:	Ft.	Ft.	Number of Stories
Setbacks:			

	<u>Required</u>	<u>Provided</u>	
Street:	Ft.	Ft.	
Building to building:	Ft.	Ft.	
Side:	Ft.	Ft.	
Rear:	Ft.	Ft.	

Landscaping:	<u>Required</u>	<u>Provided</u>	
Total Site:			%
Parking Lot:			%
Number of Parking Lot Trees:			

City of Rancho Santa Margarita Environmental Information Form

1. Project Title:
2. Project Location:
3. Project Description:
4. Existing Environmental Conditions:
5. Itemization of Attached Support Data:
6. Previous City/County Action(s) and/or Environmental Documentation:
7. Government Approvals Required
8. Contact Person(s):
<p>9. Declaration: I hereby declare that the statements furnished above, including any attached hereto, represent all information required for this initial evaluation. Said statements, together with any exhibits attached hereto, are true and correct. I hereby agree to pay all required fees for work performed by the City in processing, reviewing, and analyzing the necessary environmental documentation in accordance with adopted City Procedures.</p> <p>Signature _____ Date: _____</p> <p>Print Name: _____</p>

**City of Rancho Santa Margarita
Master Fee Schedule
Effective Date: July 12, 2021**

Employee Position Rate Sheet

Fee Name	Unit	Time Rate 2021*	Overtime Rate @1.5X **	Additional Information
Administrative Assistant	Per Hour	\$ 66.21	\$ 88.19	
Assistant City Engineer	Per Hour	\$ 114.30	\$ 158.16	
Associate Engineer	Per Hour	\$ 84.11	\$ 114.41	
Associate Planner	Per Hour	\$ 77.13	\$ 104.11	
Building Permit Technician	Per Hour	\$ 64.88	\$ 86.26	
Code Enforcement Officer	Per Hour	\$ 70.78	\$ 94.60	
Development Services Director	Per Hour	\$ 158.45	\$ 221.41	
Engineering Technician	Per Hour	\$ 54.37	\$ 81.56	
Intern	Per Hour	\$ 18.25	\$ 27.38	
Principal Engineer	Per Hour	\$ 114.27	\$ 157.28	
Principal Planner	Per Hour	\$ 95.34	\$ 130.41	
Public Works Director/City Engineer	Per Hour	\$ 119.69	\$ 165.84	
Public Works Superintendent	Per Hour	\$ 109.36	\$ 150.77	

* Fully Burdened Rate including Direct Labor based on FY 2021/22 and Department Overhead rate

** Overtime rate applies to Weekdays between 5 p.m. and 8 a.m. or anytime on Weekends and Holidays