

## DISCRETIONARY ACTION SUBMITTAL CHECKLIST

### PLANNING DIVISION

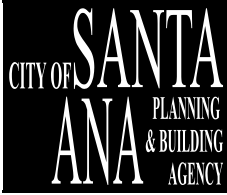
#### I. General Information

- A. To submit your Discretionary Action application, it is required that you **make an appointment** with the case planner assigned to your project. Walk-in submittals without a scheduled appointment will not be accepted.
- B. All Discretionary Actions shall first go through the development project review process. Development project review, which includes environmental review, must be deemed complete by your case planner prior to submitting for any discretionary action. Completion of development project review is demonstrated by obtaining a Development Review Committee stamped plan or a letter from your case planner stating that development project review is complete and you are ready to proceed with your Discretionary Application.
- C. Variances, zone changes, conditional use permits, tract and parcel maps, minor exceptions, and all other discretionary actions require a public hearing before either the City Zoning Administrator, Planning Commission, or City Council.

#### II. Submittal Requirements:

**Pursuant to the Permit Streamlining Act, all applications for a development project shall include each of the following. Applications are deemed incomplete should there be any missing item. Incomplete applications are not deemed filed or accepted.**

- A.  Required Forms:
  - Updated **General Data** form
  - Updated **Submittal Affidavit** form
  - Updated **Project Description** form
  - Updated **Existing Conditions** form
  - Discretionary Action** application(s) appropriate for your project (CUP applications, variance applications, etc.)
- B.  Verification of **completed development project review** from the project's case planner.
- C.  Complete **plans** to include all items from the site plan review checklist and any revisions to your site plan, floor plan(s), and building elevations required through site plan review. All plans must be clear, legible, and stapled and folded to eight and one-half inch by 11-inch notebook size.
  - Two (2) ledger (11" x 17") sets** and **one (1) full-sized (min. 24" x 36") sets of plans** (3 sets total) are required for variances, zone changes, conditional use permits, general plan amendments, and tentative maps.
  - Four (4) full-sized (min. 24" x 36") sets of plans are required for minor exceptions, tentative parcel maps, and residential relocations.



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- D.  One clean **reduction** (8½" x 11") of all plans. **MUST BE CLEAR AND LEGIBLE.**
- E.  Please obtain the following information from the Orange County Assessor's Office, 630 North Broadway, Santa Ana, CA.
1.  Provide one **assessor's parcel map**. The following information must be provided on the assessor parcel map and consolidated on only one sheet of paper:
    - a. \_\_\_ A north arrow.
    - b. \_\_\_ A **500-foot radius circle** from exterior boundaries of subject property.  
  
PRINT IN existing land uses (school, market, auto repair, SFR (single-family residences), etc.) within the 500-foot radius.
    - c. \_\_\_ family residences), etc.) within the 500-foot radius.
    - d. \_\_\_ PRINT IN street addresses of each property within the 500-foot radius.
  2.  Provide mailing **labels** for **property owners and occupants (renters/business tenants)** within **500 feet** of the subject parcel, including the subject site. Include each property owner's or occupant's **name, address, and APN on each label**. In addition to the required sets of labels, submit a Microsoft Excel spreadsheet with the required information on a USB flash-drive. Each set of addresses may be on City provided label sheets or other equivalent preprinted gummed labels.  
  
**\* Sets of Mailing Labels Required** (Eight and one-half inch format. Labels may not be older than six months.)
    - a. \_\_\_ One (1) set of mailing labels; and
    - b. \_\_\_ One (1) digital Microsoft Excel copy on USB flash-drive.
- F.  Pay the appropriate fees at the time of the Discretionary Action submittal.
- G.  Plans and Photographs must be submitted in digital format (USB flash-drive).