



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

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																	
Plans listed in this block shall include all applicable elements identified in Exhibit D															*If applicable		



ORANGE COUNTY FIRE AUTHORITY

COM

Plan Submittal Criteria for COMMERCIAL projects, MULTIFAMILY RESIDENTIAL projects and RESIDENTIAL TRACT developments

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 to OCFA (see www.ocfa.org for submittal information and locations). In some cases, other plan types not indicated herein may also be necessary depending on specific conditions or operations. If you need help completing this form or have questions regarding requirements for review, please contact OCFA at 714-573-6108 or visit us at 1 Fire Authority Road in Irvine for assistance.

Address (street number & name, suite, city): _____

Project Scope/Business Description: _____

- | | | | |
|--|-----|----|--|
| | YES | NO | |
|--|-----|----|--|
1. 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)*
 2. 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)*
 3. Located in or <100' from a Division of Oil, Gas, and Geothermal Resources (DOGGR) field boundary, <300' from an oil/gas seep, or <1000' from a landfill? *Methane Work Plan. (PR170)*
 4. Installation/modification/repair of underground piping, backflow preventers, or fire department connections serving private fire hydrant/sprinkler/standpipe systems? *Underground Plan. (PR470, PR475)*
 5. Drinking/dining/recreation/meetings/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 (55+ feet to highest occupied floor level)? *Architectural Plan (PR200-PR285)*
 6. 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)*
 7. 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 (>50 gal. electrolyte, >1,000 lb. lithium ion); welding/brazing/soldering, open flame torches, cutting/grinding; or other similar operations? *Special Equipment Plan (PR315, PR340-PR382)*
 8. 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)*
 9. 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)*
 10. 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, contractor shall submit plans prior to making modifications. (Initial here: _____)
12. Fire Hazard Severity Zone: Consult maps available at building department or on OCFA website to determine if your site is located in a FHSZ. Buildings in a FHSZ may be subject to special construction requirements detailed in CBC Chapter 7A or CRC R327—the building department will determine specific requirements. (Initial here: _____)

Building Department: If all of the questions have been answered accurately as "NO" and the project does not otherwise require OCFA review of sprinkler or alarm plans*, then you may accept this signed form as a written release that OCFA review is not required. Should you still require that the applicant have plans approved by OCFA please initial here _____ or attach an OCFA referral form and have the applicant submit the form along with the appropriate plans and fees for OCFA review.

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

Print name: _____ Signature: _____

Phone Number: _____ Date: _____



ORANGE COUNTY FIRE AUTHORITY

Plan Submittal Criteria for SINGLE FAMILY RESIDENCES/DUPLEXES (use *Commercial* form for residential tracts or lots with 3+ dwelling units)

SFR

INSTRUCTIONS: Fill in the home’s address and provide a brief description of the project including existing area, area after construction is complete, and number of stories (“new 2-story, 4,000 sqft home”; “1-story 1,200 sqft addition”; “300 sqft remodel in 1,500 sqft home”; etc.). Answer questions 1 through 11, then complete and sign the certification section. If you answer “YES” to questions 1 through 9, submit a residential site plan to the OCFA; a “YES” to question 10 requires submittal of a sprinkler plan; see www.ocfa.org for submittal information and locations. In some cases, other plan types identified in italics may also be necessary depending on specific site conditions. If you need help completing this form or have questions regarding requirements for review, please contact the OCFA at 714-573-6108 or visit us at 1 Fire Authority Road in Irvine for assistance.

Address (street number/name, city): _____

Project Description (incl. area/stories): _____

YES NO Are the following applicable to the proposed project or business?

1. Will the *total* square footage of any structure on the property be >3,600 sq.ft., including the area of all enclosed spaces, such as garages, closets, and stairs, and detached structures separated by less than 10’?
2. Is the most remote portion of the structure or addition/modification >140’ from the street (or >290’ to the main entry for sprinklered structures)? Measure along an unobstructed, walkable path around the outside of the structure starting at the curb on the street in front of the property. *Sprinkler plan may also be required.*
3. Is the property on the perimeter of a community containing or adjacent to slopes and hills, adjacent to an open space or wildland area containing non-irrigated vegetation, or found on the property fuel modification zone interface address list held at the Building Department? *Fuel modification plan may also be required.*
4. Does the street providing access to the property have a grade >10% (10’ of elevation change for each 100’ of horizontal distance)? *Sprinkler plan will also be required.*
5. Is the property located in the dead-end “bulb” portion of a cul-de-sac street with a radius <38’ or containing a center island? *Sprinkler plan may also be required.*
6. Are you installing a gate across a driveway or road that is designated as a fire department access roadway or one that serves more than a single home/duplex?
7. Is the nearest fire hydrant >250’ from the property line as measured along the street providing access to the property?
8. Is the property located in any of the following neighborhoods: Midway City; Lemon Heights/Cowan Heights; Orange Park Acres; the unincorporated canyon areas accessed from Santiago Canyon Road; “The Ranch” near San Juan Capistrano? *Fuel modification and sprinkler plans may also be required.*
9. Is the project located in or <100’ from a Division of Oil, Gas, and Geothermal Resources (DOGGR) field boundary or well (active or abandoned), <300’ from an oil or gas seep, or <1000’ from a landfill? *A methane investigation submittal is required. (For projects in Yorba Linda, this requirement only applies to a new home; enclosed, detached accessory structures; or 1000+ sq. ft. additions to existing structures.) To determine if a property is located near wells or an oil field, consult the oil and gas field maps available on the California Department of Conservation’s DOGGR website or contact DOGGR at 714-816-6847.*
10. Is this a new residence? A new accessory building (detached garage, workshop, etc.) that exceeds the *commercial* sprinkler area threshold per local ordinance? An addition or remodel requiring a sprinkler retrofit per local ordinance? An addition to a currently sprinklered building? Existing sprinklered buildings undergoing remodel must be evaluated by a licensed contractor to determine if modification is needed; if so, plans shall be submitted and approved prior to concealing interior construction.
11. Is this site located in a Fire Hazard Severity Zone? Consult the maps available at the building department or on the OCFA website to determine if your site is located in a FHSZ. If so, place a note on any plans submitted to the building department or OCFA, if required*, stating “Project is located in a FHSZ. Buildings may be subject to special construction features detailed in CRC R327, as reviewed and inspected by the building department.” **Answering “YES” to question 11 does not require submittal of plans to the OCFA; submittal is required only if answering “YES” to one or more of questions 1 though 10 above.*

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

Print name: _____ Signature: _____

Phone Number: _____ Date: _____

Building Department: *If all of the questions have been answered “NO”, then you may accept this signed form as a written release that OCFA review is not required. Should you still require that the applicant have plans approved by the OCFA please initial here _____ or attach an OCFA referral form and have the applicant submit the form along with the appropriate plans and fees for OCFA review.*

09/03/2025



Planning Division
City of San Juan Capistrano
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www.sanjuancapistrano.org

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.org.

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.