

REVIEW PROCESS

PRE-APPLICATION: The applicant meets with staff to become familiar with zoning requirements applicable to the project and identify what entitlements may be needed.

APPLICATION SUBMITTAL: City staff reviews application for completeness. If complete, staff reviews the project for determination of compliance with the California Environmental Quality Act. The project is reviewed by the Zoning Administrator, Planning Commission, and/or other boards and commissions, as deemed necessary.

COMMISSION & COMMITTEE REVIEW: The City has several Commissions and Committees which may need to conduct public meetings or hearings depending on the land use applications. The Planning Commission and Cultural Heritage Commission may make the final decision based upon staff's recommendation and public testimony received on the project. Alternatively, some Committee and Commission recommendations are sent to the Council for final approval.

CITY COUNCIL: Decisions on all tentative subdivision maps, rezones, General Plan amendments, and agreements are made by the City Council after a public hearing.

BUILDING PERMIT PROCESS

Once the project has received approval from the Planning Commission, the applicant will need to obtain Building Permits prior to construction.

BUILDING PERMIT: Construction documents pertaining to the Architectural Control must be re-submitted to the Planning Division. Staff will review the plans for consistency with the approved plans.

Once the applicant receives Planning approval, they submit to the Building Division for a Building Permit. The Building Division routes plans to associated organizations and departments as necessary for the development. In order to provide appropriate review, the applicant must submit a Building Permit Application, all necessary review fees, and necessary plans and technical reports to the Building Division.

More information about the Building Permit submittal requirements and processing times can be found on the City's website at <https://www.sanjuancapistrano.org/214/Apply-for-a-Permit>

ANY QUESTIONS?

Please call the Planning Division at (949) 443-6331.

PLANNING FEE SCHEDULE (EFFECTIVE JULY 1, 2025)



**City of San Juan Capistrano
Development Services Planning Division
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(949) 443-6331
www.sanjuancapistrano.org**

Fixed Fee Schedule

- Appeals
 - Non– Applicant..... \$500
 - Applicant..... \$1,000
- Check Final Map..... \$1,275+\$128 per lot
- Grand Opening & Promotional Banner \$64
- Planning Commission Interpretation..... \$2,550
- Planning Inspection (after first 2 inspections)..... \$383
- Pre-application Consultation/Preliminary Review
Commercial/industrial tenant improvements or
3 residences or fewer.....\$2,550
Commercial/industrial 1– 50,000sq.ft.
or 4+ residences \$3,825
Commercial/industrial 50,000sq.ft. or more \$5,100
- Research (Per .25 hours)..... \$64.00
- Sign Permit (Over the Counter) \$255
- Sign Program Replacing Program from 1995 or Older ..\$1,500
- Tree Removal Permit:
 - Residential.....\$50
 - HOA / Commercial 1-5 Trees \$100
 - HOA / Commercial 6+ Trees (Non PC Review)..... \$200
- Temporary Sign Permit..... \$128
- Temporary Use Permit (TUP) \$1,148
- Zoning Compliance Plan Check
 - Over the Counter..... \$100
 - Advanced Consultation + Over the Counter..... \$255
 - All others..... \$1,530
- Zoning Confirmation Letter..... \$510
- Development Agreement Annual Review..... \$2,550

SUMMARY OF PLANNING FEES (Effective July 1, 2025)

Special Activities Permits

- Recurring Events \$128
- First/One Time Event, or Changed Recurring.....\$255
≤50 attendees, No food, no alcohol, ≤ two 12'x12'
- First/One Time Event, or Changed Recurring...\$1,020
Not qualifying for above.
- Recurring Christmas Tree Lots - no change.....\$255
- First/One Time Christmas Tree Lots\$1,275

Developer Deposit Applications (Initial Deposit)**

- Administrative Approval/Land Use Adjustment/
Modification..... \$3,000
- Affordable Housing Agreements.....\$10,000
- Amendment to the Land Use Code.....\$10,000
- Annexation.....\$10,000
- Architectural Control Application.....\$15,000
- Certificate of Compliance.....\$15,000
- Conditional Use Permits..... \$8,000 +
- Discretionary Use Permits..... \$15,000
- Development Agreements (include modifications).....\$25,000
- Floodplain Development Permit \$5,000

- General Plan Amendment..... \$15,000
- Grading Plan Modification..... \$10,000
- Historic Landmark Site Plan Review..... \$5,000
- Modification to CC&R's (H.O.A.) \$2,000
- Mobile Park Conversions, Closures,
& Cessations of Use Fee..... \$30,000
- Tentative Parcel Map..... \$10,000
- Tentative Parcel Map Waiver..... \$1,500
- Tentative Subdivision (Tract) Map..... \$10,000
- Time Extensions..... Use 50% of original deposit.
- Tree Removal Permit: Planning Commission...\$4,000
- Sign Permit Monument \$3,000
- Sign Program..... \$4,000
- Zone Change..... \$10,000
- Zone Variance \$5,000

**Developer Deposits are established based on estimated staff hours needed to process the application. Unexpended deposit funds are refunded to the applicant. Some applications require additional funds to be deposited, based on complexity of the application and development issues. The Planning Director may adjust the initial deposit for a given project applicant upon a determination that the initial deposit will be substantially above or below the amount estimated to complete the project review. Whenever an initial submittal includes multiple applications, the deposit due is equal to the sum of all minimum deposits listed up to a maximum of \$25,000.

+ CUPs for bee and animal keeping which meet standards have a reduced Deposit of \$200, per 12-3-19 CC Meeting.