



## **CITY OF DANA POINT**

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

## **PROJECT INFORMATION PACKET**

### **PLANNING DIVISION**

#### **PROJECT INFORMATION PACKET**

## **COMPLETE THE FOLLOWING SECTIONS OF THE PROJECT INFORMATION PACKET**

- APPLICATION FORM**
- LAND USE FACT SHEET**
- JUSTIFICATION STATEMENT**
- ENVIRONMENTAL ASSESSMENT FORM**





# CITY OF DANA POINT

PLANNING DIVISION  
33282 GOLDEN LANTERN  
DANA POINT, CA 92629  
PHONE: (949) 248-3500 FAX: (949) 248-7372

### Application:

- Conditional Use Permit**  
(Minor) (Major) \_\_\_\_\_
- Site Dev. Permit**  
(Minor) (Major) \_\_\_\_\_
- Coastal Development Permit**  
(Admin.) (Emergency) (Waiver) \_\_\_\_\_
- Variance** \_\_\_\_\_
- \_\_\_\_\_

Submittal Date:	_____
Received By:	_____

<b>APPLICANT / AGENT: (Print)</b> Name: _____ Mailing Address: _____ City, State, ZIP : _____ Phone: ( ) _____ Fax: ( ) _____ Email: _____	<b>CONTACT PERSON: (if different)</b> Name: _____ Mailing Address: _____ City, State, ZIP : _____ Phone: ( ) _____ Fax: ( ) _____ Email: _____
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<b>PROPERTY OWNER: (if different)</b> Name: _____ Mailing Address: _____ City, State, ZIP : _____ Phone: ( ) _____ Fax: ( ) _____ Email: _____	<b>CHOOSE ONE:</b> <input type="checkbox"/> I am the sole owner and hereby authorize the filing of this application. <input type="checkbox"/> I own the project site jointly with one or more persons and am empowered to authorize the filing of this application on behalf of my fellow property owners; or, <input type="checkbox"/> I own the project site in conjunction with one or more persons who are listed with their acknowledgement and authorization for the filing of this application attached for additional property owner authorization/ acknowledgements Signature: _____ Date: _____
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**PROJECT DESCRIPTION:** \_\_\_\_\_  
 \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

<b>LEGAL DESCRIPTION:</b> _____	<b>APN:</b> _____
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<b>COASTAL ZONE:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Appeal Zone	<b>PREVIOUS APPROVALS:</b> _____
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CERTIFICATION	FEES	
As the <b>Property Owner</b> or <b>Applicant/Agent</b> in the request made by this filing, I hereby certify that I acknowledge, understand and concur with the following statements:  (a) That there are no assurances at any time, implicitly or otherwise, regarding final staff recommendations to the decision making body regarding this application.  (b) That major changes to the proposed project may require a new application and payment of new fees.  (c) That to the best of my knowledge the information I have presented in this form and the accompanying materials is true and correct. I also understand that additional data and information may be required prior to final action on this application.  Signature(s) _____ Date: _____ <div style="text-align: center; font-size: small;">Property Owner or Agent</div>	<i>Application Filing Fees:</i>	
	<i>Environmental Fee:</i>	
	<i>Required Postage:</i>	
	<i>Deposit(s):</i>	
	<b>Total:</b>	



**CITY OF DANA POINT**  
PLANNING DIVISION

**LAND USE APPLICATION FACT SHEET**

	Existing	Proposed Development	Zone Code Requirement
General Plan Designation			
Zoning			
PRD			
Specific Plan			
Lot Area (sf)			
Lot Width (ft)			
Lot depth (ft)			
Setback Yards			
<i>Front (ft)</i>			
<i>Side (ft)</i>			
<i>Side (ft)</i>			
<i>Rear (ft)</i>			
Gross Floor Area (sf)			
Floor Area Ratio			
Building Coverage (%)			
Building Height (ft)			
Landscaping (%)			
Paving (%)			
Parking Spaces			
Surrounding Land Uses			
<i>North</i>			
<i>South</i>			
<i>East</i>			
<i>West</i>			



CITY OF DANA POINT  
PLANNING DIVISION

**JUSTIFICATION STATEMENT**

1. Briefly describe the proposed use and existing conditions:

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2. How the proposed use is justified in reference to:

1) Compatibility. The location, size design, and operating characteristics of the proposed use will not create unusual noise, traffic or other conditions or situations that may be objectionable, detrimental or incompatible with other permitted uses in the vicinity.

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2) General welfare. The application will not result in conditions or circumstances contrary to the public health and safety and the general welfare.

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CITY OF DANA POINT  
PLANNING DIVISION

INSTRUCTION SHEET FOR FILLING OUT  
ENVIRONMENTAL IMPACT ASSESSMENT FORM – PART I

The Environmental Impact Assessment (EIA) Form – Part I will be used to determine what type of environmental documentation (i.e. Environmental Impact Report, Mitigated Negative Declaration, Negative Declaration or Exemption) that will be required to be prepared for your application, per the California Environmental Quality Act (CEQA).

The clarity and accuracy of the information you provide is critical for purposes of quickly determining the specific environmental effects of your project.

Recent judicial decisions have held that a “naked checklist”, that is a checklist that is merely checked “yes” or “no”, is insufficient to comply with the requirements of the California Environmental Quality Act. Each “yes” or “no” answer must be accompanied by a written explanation justifying the “yes” or “no” answer. This is especially important when a Negative Declaration is being sought. The more information provided in this form, the easier and quicker it will be for Staff to complete the Environmental Impact Assessment Form – Part II.

Please be aware that recently adopted State Law (Assembly Bill 3158, Chapter 1702 of the Regular Session) requires all projects requiring an Environmental Impact Report (EIR) or Negative Declaration (ND) pay a filing fee to the County Clerk. If a project may pose a potential impact on “Wildlife Resources”; this State Law also requires paying a fee to the State Department of Fish & Game. As such, if there may be a potential impact on “Wildlife Resources” one of the following conditions will be placed on all projects requiring an EIR or ND:

**For projects with Environmental Impact Reports:**

“Within forty-eight (48) hours of the approval of this project, the applicant/developer shall deliver to the Planning Department a check payable to the **County Clerk** in the amount of Eight-Hundred-Eighty-Eight Dollars (\$888.00) which includes the Eight-Hundred-Fifty Dollars (\$850.00) fee required by Fish and Game Code Section 711.4(d)(4) plus the Forty-Three Dollars (\$43.00) County administrative fee, to enable the City to file the Notice of Determination required under Public Resources Code Section 21152 and 14. California Code of Regulations: 15094. If within such forty-eight (48) hour period the applicant/developer has not delivered to the Planning Department the check required above, the approval for the project granted herein shall be void”.

**For Projects with Negative Declarations:**

“Because the project may have a potential adverse effect on wildlife resources, within forty-eight (48) hours of the approval of the project, the applicant/developer shall deliver to the Planning Department a check payable to the **County Clerk** in the amount of One-Thousand-Two-Hundred-Eighty-Eight Dollars (\$1,288.00), which include the One-Thousand-Two-Hundred-Fifty Dollars (\$1,250.00) fee required by Fish and Game Code Section 711.4(d)(3) plus the Forty-Three Dollars (\$43.00) County administrative fee, to enable the City to file the Notice of Determination required under Public Resources Code Section 21152 and 14. California Code of Regulations: 15075. If within such forty-eight (48) hour period the applicant/developer has not delivered to the Planning Department the check required above, the approval for the project granted herewith shall be void.”



CITY OF DANA POINT  
PLANNING DIVISION

**ENVIRONMENTAL IMPACT ASSESSMENT FORM**

(To be completed by APPLICANT)

Project Name / Description: \_\_\_\_\_

Application Number(s): \_\_\_\_\_ Date Filed: \_\_\_\_\_

**General Information**

**DEVELOPER / PROJECT SPONSER: (Print)**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, ZIP : \_\_\_\_\_  
Phone: (     ) \_\_\_\_\_  
Email: \_\_\_\_\_

**CONTACT PERSON: (if different)**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, ZIP : \_\_\_\_\_  
Phone: (     ) \_\_\_\_\_  
Email: \_\_\_\_\_

**Property Information**

Project Address:	
Legal Description:	APN:
Previous Approvals:	
_____	
_____	

	Existing	Proposed
Land Use		
Zoning		
Lot Area (sf)		
Building (sf)		
Number of floors		
Off-Street Parking Spaces		

## ***Project Information***

1. List and describe any other related permits and other public approvals required for this project, including those required by City, regional, state and federal agencies:

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2. Proposed use of site (Project for which this form is filed):

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3. Proposed scheduling:

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4. Associated projects:

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5. Anticipated incremental development:

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6. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents and type of household size expected:

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7. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities:

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8. If industrial, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project:

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9. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project:

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10. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required:

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23. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.

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24. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

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***Certification***

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

For: \_\_\_\_\_

