



**CITY OF DANA POINT**  
PLANNING DEPARTMENT

**HISTORIC RESOURCE APPLICATION**

**NOTE:**

- The planner who provides this sheet will check (X) the box if the item is required for your application.

**Complete to following sections of the Project Information Packet**

- Application Form.
- Property Fact Sheet
- Historic Resource Register Fact Sheet
- Justification Statements
- Environmental Assessment Form



# CITY OF DANA POINT

PLANNING DEPARTMENT

33282 GOLDEN LANTERN

DANA POINT, CA 92629

PHONE: (949) 248-3500 FAX: (949) 248-7372

Application:

## Planning Activity

- Conditional Use Permit**  
*(Minor) (Major)*
- Site Dev. Permit**  
*(Minor) (Major)*
- Coastal Development Permit**  
*(Admin.) (Emergency) (Waiver)*
- Variance**
- Historic Resource Application**

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 herby 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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<p style="text-align: center;"><b>CERTIFICATION</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>(a) That there are no assurances at any time, implicitly or otherwise, regarding final staff recommendations to the decision making body regarding this application.</li> <li>(b) That major changes to the proposed project may require a new application and payment of new fees.</li> <li>(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.</li> </ul> <p>Signature(s) _____ Date: _____  <small style="margin-left: 150px;">Property Owner or Agent</small></p>	<p style="text-align: center;"><b>FEES</b></p> <table border="1" style="width: 100%;"> <tr> <td style="text-align: right;"><i>Application Filing Fees:</i></td> <td></td> </tr> <tr> <td style="text-align: right;"><i>Environmental Fee:</i></td> <td></td> </tr> <tr> <td style="text-align: right;"><i>Required Postage:</i></td> <td></td> </tr> <tr> <td style="text-align: right;"><i>Deposit(s):</i></td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total:</b></td> <td style="background-color: #cccccc;"></td> </tr> </table>	<i>Application Filing Fees:</i>		<i>Environmental Fee:</i>		<i>Required Postage:</i>		<i>Deposit(s):</i>		<b>Total:</b>	
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<i>Environmental Fee:</i>											
<i>Required Postage:</i>											
<i>Deposit(s):</i>											
<b>Total:</b>											



**CITY OF DANA POINT**  
PLANNING DEPARTMENT

**HISTORIC RESOURCE REGISTER**  
**APPLICATION FACT SHEET**

<b>Historic name:</b> <i>(e.g. Woodruff House)</i>		
<b>Common/Current name:</b>		
<b>Is the structure listed on the City's Historic Registrar?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Is the structure listed on the CA Register of Historic Resources?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Is the structure listed on the National Register of Historic Places?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Does the subject property presently under Mills Act Contract?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Original land use:</b>		
<b>Architectural style:</b>		
<b>Original architect:</b>		
<b>Original builder:</b>		
<b>Construction history:</b> <i>(Original construction date, alterations, dates of alterations)</i>		
<b>Previous city or other approvals:</b>		
<b>Has the structure ever been moved?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If structure has been moved, when and from what location?</b>		
<b>Related historic features:</b> <i>(Accessory structures, landscaping, etc.)</i>		

# HISTORIC RESOURCE APPLICATION FACT SHEET

	Existing	Proposed Development <i>(If alterations proposed)</i>	Zone Code Requirement
<b>General Plan designation:</b>			
<b>Zoning:</b>			
<b>Planned Residential Development (PRD):</b>			
<b>Specific Plan:</b>			
<b>Lot area:</b> <i>(In square feet)</i>			
<b>Lot width:</b> <i>(In feet)</i>			
<b>Lot depth:</b> <i>(In feet)</i>			
<b>Setback yards:</b>			
<i>Front (In feet)</i>			
<i>Side (In feet)</i>			
<i>Side (In feet)</i>			
<i>Rear (In feet)</i>			
<b>Gross floor area:</b> <i>(In square feet)</i>			
<b>Floor area ratio:</b>			
<b>Building coverage:</b> <i>(As a percentage of the subject property)</i>			
<b>Building height:</b> <i>(In feet)</i>			
<b>Landscaping:</b> <i>(As a percentage of the subject property)</i>			
<b>Paving:</b> <i>(As a percentage of the subject property)</i>			
<b>Parking spaces:</b>			
<b>Surrounding land uses:</b>			
<i>North</i>			
<i>South</i>			
<i>East</i>			
<i>West</i>			







**CITY OF DANA POINT**  
PLANNING DEPARTMENT

**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 DEPARTMENT

**ENVIRONMENTAL IMPACT ASSESSMENT FORM**

(To be completed by APPLICANT)

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

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

***General Information***

<b>DEVELOPER / PROJECT SPONSER: (Print)</b>	<b>CONTACT PERSON: (if different)</b>
Name: _____	Name: _____
Mailing Address: _____	Mailing Address: _____
City, State, ZIP : _____	City, State, ZIP : _____
Phone: (      ) _____	Phone: (      ) _____
Email: _____	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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## *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: \_\_\_\_\_

Revised 12/07/2004

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**CITY OF DANA POINT**  
PLANNING DEPARTMENT

**FOR DEPARTMENT USE ONLY**

Date Filed:					
Date Deemed Complete:					
Posting Date					
Mailing Date:					
Date Fees Paid:					
Receipt No:					
	<b>Hearing Date</b>	<b>Action</b>	<b>Appeal Date</b>	<b>Action</b>	
Planning Director					
Planning Commission					
City Council					

**APPLICATION INFORMATION**

Application For		File Number	FF Number	Application Date	Planner
Fee	Permit Type				
\$1,633	Coastal Development Permit				
\$347	Coastal Development Permit ( <i>Admin.</i> )				
\$288	Coastal Development Permit ( <i>Emergency</i> )				
\$268	Coastal Development Permit ( <i>Waiver</i> )				
\$392	Conditional Use Permit ( <i>Minor</i> )				
\$2,355	Conditional Use Permit ( <i>Major</i> )				
\$5,571	General Plan Amendment				
Hourly	Local Coastal Program Amendment				
\$392	Sign Program Permit				
\$2,943	Site Development Permit				
\$392	Site Development Permit ( <i>Minor</i> )				
\$1,760	Tentative Parcel Map				
\$3,401	Tentative Tract Map				
\$844	Variance				
Hourly	Zone Change				
\$4,307	Zone Text Amendment				