



City of Mission Viejo Planning Application

PROPERTY OWNER OF RECORD

NAME _____
ADDRESS _____
_____ ZIP _____
PHONE _____
E-MAIL _____

AUTHORIZED AGENT

NAME _____
ADDRESS _____
_____ ZIP _____
PHONE _____
E-MAIL _____

APPLICANT

NAME _____
ADDRESS _____
_____ ZIP _____
PHONE _____
E-MAIL _____

FOR OFFICE USE ONLY	
APPLICATION FOR: _____	
CASE NO.: _____	
FEE: _____	DATE: _____
PROJECT LOCATION ADDRESS: _____	
ZONING AREA: _____	
ASSESSOR PARCEL NO.: _____	
TRACT/P.M. NO.: _____	LOT NO.: _____

PROJECT DESCRIPTION

Including as appropriate: use (existing and proposed); number (of buildings, stories, units, rooms); size (of site-acreage, building height/square footage); operational characteristics; and other pertinent details.

CERTIFICATION (sign and print name)

I have read and understand the requirements on the reverse side of this application. I certify that to the best of my knowledge the information I have presented in this form and accompanying materials is true and correct.

PROPERTY OWNER
OF RECORD

DATE

AUTHORIZED AGENT

DATE

APPLICANT

DATE

CITY OF MISSION VIEJO
PLANNING APPLICATION - FILING REQUIREMENTS

File in person; do not mail or e-mail. Application must be complete and legible. Attach additional sheets if necessary. Provide additional materials as checked below by City planning staff.

- Letter of Authorization - Confirms that a property owner(s) has chosen to authorize a specific agent(s) to act on his behalf.
- Legal Description - Either include tract/lot number on plot plan or if no recorded tract, then provide one copy of grant deed (lot/book report is acceptable).
- Ownership - Provide one copy of Title Report or preliminary title report.
- Letter of Explanation/Justification
 - Proposed use; type, location, size, purpose, hours of operation, furniture design, etc.
 - Explanation of how a conditional use permit or site plan review for the project is justified:
 - How the project location, size, design and operational characteristics will not create unusual noise, traffic or other conditions or situations which may be objectionable, detrimental or incompatible with other permitted uses in the vicinity.
 - How the project will not result in conditions or circumstances contrary to the public health, safety and general welfare.
 - Explanation of why a variance or site plan review for the project is justified:
 - Why special circumstances are applicable to the project site which would deprive this site of privileges enjoyed by other properties in the vicinity if the applicable zoning regulations were strictly applied.
 - Why approval of this application would not grant special privileges to the site, inconsistent with the limitations placed on other similarly zoned properties in the vicinity.
- Notification Map, List, and Postage
 1. Obtain copies of assessor map and ownership lots for subject parcel and surrounding properties within a radius of 300 ft. for projects determined to be Categorically Exempt and 500 ft. for projects receiving a Negative Declaration. (Orange County Assessor's Office, 2nd Floor of Mission Viejo City Hall, or Title Company).
 2. On map copy(s), draw line (at correct scale) 300 ft. or 500 ft. as applicable from and around the exterior of the subject parcel.
 3. For properties within this notification area, prepare a mailing list by either marking those properties on copy of Assessor's list or by typing the owner names, addresses/zip and assessor numbers on a separate sheet. If rental properties are located within the notification area the applicant shall provide a list of tenant addresses.
 4. From this list provide 1 set of envelopes with City of Mission Viejo return address on them, 2 sets of typed mailing labels and 1 set of *self-adhesive* first-class postage stamps (*affix stamps and labels to the one set of envelopes*).
- Site Plan ___ sets Full-sheet ___ sets 11 X 17 ___ sets 8 ½ X 11
Plan must be prepared at an acceptable size and scale and must contain: title block (including property owner name/address), scale, north arrow, date prepared, location, dimensions and names (if any) of: existing/proposed streets, sidewalks, access drives, property lines, easements, buildings, fences, retaining walls, landscape areas, etc. and also vicinity map (scale: approximately 4" = 1 mile).
- Floor Plans ___ sets Full-sheet ___ sets 11 X 17 ___ sets 8 ½ X 11
- Elevations ___ sets Full-sheet ___ sets 11 X 17 ___ sets 8 ½ X 11
 - Rendered to show color/texture
 - Including sign plans
- Preliminary landscape plan
- Preliminary grading plan *All plans must be folded*
- Community Association (HOA) Approval
- Environmental Assessment
 - Initial Study - required for all projects (determines category of assessment):
 - Categorical Exemption
 - Negative Declaration
 - Environmental Impact Report
- Application Fee(s): \$_____
- Other: _____

Filing requirement information supplied by:	_____	_____	_____
	Name	Phone Number	Date