



PLANNING APPLICATION

I. INSTRUCTION Use this application to apply for **any discretionary entitlement**. This application will not be deemed received until all required application fees are paid and the application is submitted. The application fees are reflected in the City Council's [Master Fee Resolution](#).

II. PROJECT LOCATION

Address: _____

APN(s): _____

III. CONTACT INFORMATION

Applicant Information

Company Name: _____

Contact Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone #: _____

Email Address: _____

Receive project updates by email? Yes No

Applicant Representative (Contact Person)

All communications will be sent to the emails on file.

Company Name: _____

Contact Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone #: _____

Email Address: _____

Property Owner

Contact Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone #: _____

Email Address: _____

FOR OFFICE USE ONLY			
<input type="checkbox"/> Administrative Use Permit Coastal Development Permit <input type="checkbox"/> Exemption <input type="checkbox"/> Administrative <input type="checkbox"/> Non-Appealable Zone <input type="checkbox"/> Approval In-Concept <input type="checkbox"/> Major - Appealable Zone <input type="checkbox"/> Minor - Appealable Zone <input type="checkbox"/> Concept Review Conditional Use Permit <input type="checkbox"/> Intensification of Use <input type="checkbox"/> Minor <input type="checkbox"/> Amendment/Extension of Approval	Design Review <input type="checkbox"/> Administrative <input type="checkbox"/> Design Review Board <input type="checkbox"/> Planning Commission <input type="checkbox"/> Extension of Approval <input type="checkbox"/> General Plan Amendment <input type="checkbox"/> Local Coastal Program <input type="checkbox"/> Planning Commission Interpretation <input type="checkbox"/> REP <input type="checkbox"/> Road Extension <input type="checkbox"/> Sidewalk Vendor Permit <input type="checkbox"/> Specific Plan Amendment	Sign Permit <input type="checkbox"/> Administrative <input type="checkbox"/> Master Sign Program <input type="checkbox"/> Planning Commission Subdivision <input type="checkbox"/> Final Map <input type="checkbox"/> Lot Line Adjustment <input type="checkbox"/> SB 9 Urban Lot Split <input type="checkbox"/> Tentative Map Amendment <input type="checkbox"/> Tentative Parcel/Tract Map Temporary Use Permit <input type="checkbox"/> Director <input type="checkbox"/> Planning Commission <input type="checkbox"/> Variance <input type="checkbox"/> Zone Change/Ord. Amendment	ZPC #: _____ Zoning Designation: _____ General Plan Designation: _____ Environmental Review <input type="checkbox"/> Exempt <input type="checkbox"/> Environmental Review Required <div style="border: 1px dashed gray; padding: 10px; text-align: center; margin-top: 20px;"> <p style="font-size: 24px; color: gray;">Date Received Stamp</p> </div>



PLANNING APPLICATION

IV. AFFIDAVIT

1. I hereby certify that all of the information contained in this application is, to the best of my knowledge and belief, true and correctly represented and I have read and understand Chapter 25.05 of the Laguna Beach Municipal Code. I understand that additional data and information may be required prior to final action on this application.
2. I understand that there are no assurances at any time, implicitly or otherwise, regarding final staff recommendations to the decision-making body about this application or the determination of any decision-making body.
3. I understand any changes to the project may require a new application and payment of new or additional fees.
4. If this application is approved, I hereby certify that I will comply with all conditions attached to the approval action. I understand that failure to comply with any conditions shall constitute grounds for the revocation or modification of the approval.
5. If this application is approved, I hereby understand that a standard condition of approval will be imposed requiring me to defend, hold harmless, and indemnify, at my expense, the City, the City Council and other City bodies and members thereof, officials, officers, employees, agents, and representatives from and against any and all third-party claims, actions, or proceedings to attack, set aside, void, or annul the approval, or any associated determination made pursuant to the California Environmental Quality Act, including the City's defense costs and expenses as well as costs, expenses, or damages a court may require the City to pay as a result of such claim, action, or proceeding.
6. I understand that it is my responsibility to ensure that discrepancies do not exist between the project's description on the permit, the design/architectural plans, and the structural plans. If discrepancies exist between the design/architectural plans and structural plans, the design/architectural plans shall take precedence. Ultimately, the scope of work, as described on the permit that authorizes construction, takes precedence over the plans. If there is a discrepancy between the plans and the description on the permit, the permit governs.
7. The property owner further certifies that they are the legal owner of the property and consents to the filing of this application.

APPLICANT'S SIGNATURE

OWNER'S SIGNATURE

V. PROJECT DESCRIPTION Briefly describe the proposed use and improvements. (For non-residential projects, a detailed description and purpose of the project must be included in the Letter of Intent, see [Appendix A](#)).



PLANNING APPLICATION

VI. USE AND DISCLOSURE OF ARCHITECTURAL DRAWINGS*

I am the architect/designer for the project and property described in this application and hereby authorize the planning

agency for the City of Laguna Beach permission to display a copy on the internet on the City's website as part of the agenda packet of all submitted architectural drawings/plans.

Architect/Designer's Signature Date

Landscape Architect's Name (if applicable) Signature Date

Engineer's Name (if applicable) Signature Date

*Refusal of authorization allows the City to post a site plan that identifies property lines, setbacks, topography, easements, drainage, utilities, lighting, driveways, streets, parking, landscaped areas, outlines of buildings, and signage, and a massing diagram that displays a 3D form of the building with the profile, bulk, setbacks, and size, without specific architectural details. Three full sets of 24x36 plans will be required at the time of scheduling for Design Review. Failing to submit both documents (site plan and massing diagram) would result that the planning agency is deemed to have obtained the permission of the architect for purposes of allowing copying and posting of architectural plans.

VII. FILING INSTRUCTIONS This application includes a comprehensive list of information that is required to submit an application for a project, and not all information will apply to every project. The application should include all required information to the best of the applicant's knowledge at the time of initial submittal. Planning staff is available at the Planning and Building counter during the posted counter hours to discuss application submittal requirements based on the specifics of your request.

New applications require submittal through the [Public Permit Portal](#). A planner will screen the application for the minimum required information based on the application requirements checklist below. Applications with missing information will not be accepted.

It is highly recommended that purchase agreements or leases not be executed until final approval of any required entitlements have been obtained. It is also recommended that the applicant be present at all public meetings at which the request is being considered.



PLANNING APPLICATION

VIII. REQUIREMENTS This checklist must be completed and submitted with the filing of an application. The checklist is provided as a convenience for preparing the application, and the [Zoning Code](#) and other applicable regulations remain the governing documents.

TABLE 1 - APPLIES TO ALL APPLICATIONS	
ITEM/ACTION	EXPLANATION
<input type="checkbox"/> Completed Planning Application form	Fully complete the Planning Application form. No sections of this form may be left blank. Fields may be addressed as "Not Applicable" where appropriate to indicate that this requirement is not relevant to the request. Applicant and property owner signatures are both mandatory.
<input type="checkbox"/> Title Report (when topographic survey required)	Must be dated within one year of the application date. A title report is required for projects that require a topographic survey.
<input type="checkbox"/> Letter of Intent	Describe the project/proposal and reason for the request. For businesses uses, include a description of business operations, number of employees, hours of operation, alcohol requests, and other pertinent information related to the use. See Appendix A for more information.
<input type="checkbox"/> Basic Site and Floor Plans (commercial projects only)	For land use changes that do not involve exterior building alterations, site improvements, or intensifications of use where additional parking is required, see Appendix B . All other projects require more detailed plans (Table 2).
<input type="checkbox"/> Digital Photographs	Includes interior and exterior project site photos. Label file names with the direction of the photo and a description (e.g., west view of existing parking lot). Internet photos such as Google Maps are not acceptable because they may not show current conditions.
<input type="checkbox"/> Tenant Mix Table (commercial projects only)	For multi-tenant sites, provide a table with the following information for each tenant: (1) business name; (2) type of business; (3) size of tenant space (square feet); and (4) for restaurants, provide the seat count. For vacant tenant spaces, provide this information for the most recent occupant. Note that changes of use, such as a change from retail to food service, may increase a property's parking requirements. See Section 25.52.012(G) of the Laguna Beach Municipal Code for parking requirements by land use type. Additional parking may also be required when a building is enlarged, or when outdoor retail display or outdoor dining are proposed.
<input type="checkbox"/> Hazardous Waste Form (commercial and multi-family projects only)	Complete and return the Hazardous Waste & Substances Form. See Appendix D.



PLANNING APPLICATION

TABLE 2 - APPLIES TO NEW CONSTRUCTION, BUILDING ADDITIONS, AND SIGNIFICANT BUILDING AND SITE ALTERATIONS

ITEM/ACTION	EXPLANATION
<input type="checkbox"/> Architectural Plans, Survey, and Preliminary Grading and Drainage Plans	Refer to the Project Submittal Requirements for Planning Review . The required plan sheets will vary based on project type. For each required plan sheet, cross-reference the Zoning Plan Check Submittal Requirements Checklist. The Checklist identifies information required to be shown on the plans.

TABLE 3 - OTHER DOCUMENTS OR STUDIES

ITEM/ACTION	EXPLANATION
<input type="checkbox"/> Tentative Map	If the project includes a new condominium or subdivision, submit a Tentative Map as described in Section 21.08.090 of the Laguna Beach Municipal Code . Refer to the section on SB 9 for urban lot splits.
<input type="checkbox"/> Lot Line Adjustment	Lot Line Adjustments are regulated by Section 21.08.030 of the Laguna Beach Municipal Code. Refer to the Filing Instructions for Lot Line Adjustment for the required application materials.
<input type="checkbox"/> Road Extension	Road extension projects have development standards, review criteria, and review/approval processes established by Laguna Beach Municipal Code Chapters 11.40, 21.12, and 25.53, and Title 22. Design plans must demonstrate compliance with the adopted standards of street and grading design. If the proposed road extension is intended to reclassify a non-building site as a legal building site, the application must also demonstrate that the project meets the minimum requirements established by Section 25.08.004 of the Laguna Beach Municipal Code. This application type often requires the submission of one or more technical studies (geotechnical, hydrological, biological, etc.) due to the presence of sensitive environmental conditions.
<input type="checkbox"/> Bluff Edge Determination	Applications for new development (including accessory structures), major remodels, and additions on oceanfront or oceanfront bluff properties are required to submit a bluff edge determination. Refer to the Bluff Edge Determinations Quick Guide for more information.
<input type="checkbox"/> Coastal Hazards Study	Applications for new development on an oceanfront or oceanfront bluff property are required to assess the potential for flooding or damage from waves, storm surge, or seiches by submitting a wave uprush and impact report prepared by a licensed civil engineer with expertise in coastal processes. The conditions that shall be considered in a wave uprush study are: a seasonally eroded beach combined with long-term (75 years) erosion; high tide conditions, combined with long-term (75 year) projections for sea level rise; storm waves from a 100-year event or a storm that compares to the 1982/83 El Nino event.



PLANNING APPLICATION

<input type="checkbox"/> Geological Report	For vacant and oceanfront sites, submit a geological report which specifically addresses improvements proposed for the subject site and adjacent right-of-way. Geological reports must include characterization of geological site conditions and analysis of slope stability, and recommendations for appropriate foundation and grading design.
<input type="checkbox"/> Hydraulic Report for Floodplain/ Floodway Development	Significant improvements within a floodway or 100-year floodplain require “No-Rise/ No-Impact” certification stating that the proposed development will not impact the pre-project base flood elevations, regulatory floodway elevations, or regulatory floodway widths. The certification must be provided by a professional engineer and supported by hydrologic and hydraulic analyses. The study must also demonstrate compliance with the Chapter 25.38 of the Laguna Beach Municipal Code .
<input type="checkbox"/> Parking and Traffic Studies	Applications for shared parking, four or more in-lieu parking certificates, or innovative parking solutions as prescribed by Section 25.52.006 of the Laguna Beach Municipal Code require traffic studies prepared by a qualified professional.
<input type="checkbox"/> Sign Plans (commercial and multifamily only)	Sign permit applications are subject to the requirements of Chapter 25.54 of the Laguna Beach Municipal Code . Several key considerations are summarized in the Sign Permit Informational Guide . Refer to the Downtown Specific Plan for additional requirements when a sign is proposed in the Downtown area. Required sign plan information: <ol style="list-style-type: none"> 1. Prepare a scaled drawing of all proposed signs. For new and amended Master Sign Programs, include all existing signs. Indicate the dimensions, area computation of each sign, location, height above ground, sign copy (including any graphics), letter size, font style, sign materials, colors, and lighting elements, if any. 2. Prepare a scaled site plan and elevation drawing showing the building or suite. Indicate the length of the building or suite frontage along the street(s). 3. Provide colored photographs of the elevations and all existing signs. 4. Provide lighting specifications. Signage may be illuminated by shielded fixtures mounted above the sign face (e.g., gooseneck lamps) or via halo illumination provided that both the sign face and return are opaque.
<input type="checkbox"/> Short-Term Lodging	Applications for short-term lodging use, as regulated by Chapter 25.23 of The Laguna Beach Municipal Code , are required to include the information specified in Appendix C .
<input type="checkbox"/> Planning Commission Concept Review	If a concept review hearing is recommended by Planning staff, complete and return the Concept Review Application with all applicable submittal items required by the checklist form. Please consult with staff prior to submitting a concept review application for recommended submittal information, which will be based on both the checklist and specific project concept.



PLANNING APPLICATION

<input type="checkbox"/> Revocable Encroachment Permit	Complete and submit a Revocable Encroachment Permit application packet . A revocable encroachment permit is required when a project proposes private encroachments into an otherwise unimproved, unused public right-of-way, and is subject to the requirements of Chapter 11.50 of the Laguna Beach Municipal Code . This class of project is limited to minor structures such as low fences and retaining walls, walkways, stairs and construction incidentally related to landscape activities such as stepping stones, walking surfaces, planter areas and irrigation systems.
<input type="checkbox"/> Sidewalk Vendor Permit	Applications for a roaming or stationary sidewalk vendor permit are required to submit a completed Sidewalk Vendor Permit Application . Sidewalk vending is regulated by Chapter 5.27 of the Laguna Beach Municipal Code .
<input type="checkbox"/> Temporary Uses	<p>Provide a full description of the temporary activities as well as information relevant to the mitigation of event impacts, such as parking and noise. Submittal requirements will necessarily vary based on the nature of the event, but may include information on the anticipated number of attendees, parking, dates and times (set-up, event hours, and clean-up), food/alcohol service, music (stage location, amplified or acoustic, live or prerecorded), and use of a P.A. system. The site or floor plan should label the location of all temporary improvements and uses consistent with the written event description. If insufficient parking is provided at the property to accommodate all attendees, describe how transportation will be managed. Note that building permits and inspections may be required before the event.</p> <p>Temporary uses that are five days or less in duration can generally be processed administratively, while longer-duration uses are subject to Planning Commission approval. The Director may also refer any Temporary Use Permit application to the Planning Commission. Temporary Use Permit applications should be submitted at least 30 days prior to the event date, or 90 days prior if Planning Commission approval is required.</p>



PLANNING APPLICATION

<p><input type="checkbox"/> Variance Justification</p>	<p>Variations are appropriate when special circumstances create hardships to development under the standard regulations, provided that the variance would only bring the disadvantaged property up to the level of use enjoyed by nearby properties in the same zoning district.</p> <p>Section 25.05.025(F) of the Laguna Beach Municipal Code requires that the decision-making body make four findings in order to grant the variance request. In order to determine if special circumstances exist, and to assist the decision-makers arrive at a decision, please provide a justification to answer each of the following questions, as fully and completely as possible, and include a brief description of the requirement and code reference. Justification must be provided for each separate variance request.</p> <ol style="list-style-type: none"> 1. Identify any special physical characteristics of the property such as shape, topography, location, or surroundings that cause the requested development to not meet zoning regulations. 2. Do other properties in the vicinity have the same type of physical characteristics as this property? If so, please identify a few of them. 3. Identify any other neighboring properties that have the same type of improvement that you are requesting. 4. Identify the cause of the special characteristics of the site that limits the ability to comply with code requirements (e.g., natural slope of the land or placement of other structures).
<p><input type="checkbox"/> Senate Bill 9 (SB 9) Urban Lot Splits and Two-Family Development</p>	<p>An SB 9 project requires review under Laguna Beach Municipal Code (“LBMC”) Chapter 25.95 (Single Family Residential One- and Two-Unit Developments and Urban Lot Splits) and review under LBMC Chapter 25.07 (Coastal Development Permits). (Gov. Code §§65852.21(k), 66411.7(c) [“Nothing in this section shall be construed to supersede or in any way alter or lessen the effect or application of the California Coastal Act of 1976..., except that the local agency shall not be required to hold public hearings for coastal development permit applications...”]). A single family residential one- and two-unit development requires a coastal development permit. (LBMC Sections 25.07.004 and 25.07.008(A)(1).) An urban lot split also requires a coastal development permit. (LBMC Sections 25.07.004 and 25.07.008.) Applications for urban lot splits and two-family development under SB 9 are required to submit a completed SB 9 Application Package.</p>



PLANNING APPLICATION

<p>☐ Staking Requirements of Design Review (additions and new construction)</p>	<p>(a) A staking plan shall be prepared as a requirement of the application in accordance with the following requirements:</p> <ul style="list-style-type: none"> ☐ Staking Plan (required scale of 1/8" = 1'0") (LBMC Section 25.05.015) <ul style="list-style-type: none"> • Show all property lines, building footprint, street names, north arrow and location of story poles. Poles should be placed to clearly represent the proposed building envelope. Roof ridges, eaves, decks, chimneys and other features that would be of significance to an analysis of design review should be staked. • Note the fixed datum point (same as used on the site plan). • Note that appropriate height elevation of the top of each pole relative to the datum point. • Provide horizontal dimensions to at least one pole relative to the property lines as a reference point to assure the poles are correctly located on the site. • Note that story poles shall be string and connected with ribbon or string to depict the building outline. • Include a certification table, with the pole number and proposed maximum elevation columns completed, and signature forms. <p>Staking poles and connecting ribbons, which accurately represent the full extent of the proposed development, including decks and eaves, shall be constructed at least 21 calendar days prior to the first public hearing. At least 21 calendar days prior to the first public hearing, the location and height of the staking poles must be certified as accurate by a registered land surveyor or registered civil engineer licensed to conduct land surveys in the State of California. If complete and certified project staking is not in place at least 21 calendar days prior to the first Design Review Board or Planning Commission public hearing date or 14 calendar days prior to the administrative design review public hearing, the project shall be continued to a later date. Neither the applicant, a relative of the applicant, nor any other person possessing a financial interest in the property or the project may certify the location and height accuracy of the staking poles. If the project is modified during the design review process because of a view consideration, privacy or other concerns that the Board determines is necessary to restake, the project shall be re-staked and re-certified at least 14 calendar days prior to any subsequent public hearing.</p>
---	---



PLANNING APPLICATION

<p>☐ Staking Requirements for Coastal Development Permits</p> <p>Staking plan and certified staking plan are required for an application that proposes development, as the term is defined in Chapter 25.07, that is not exempted or excepted from the coastal development permit requirement under Chapter 25.07.</p> <p>The Community Development Director may waive this requirement in writing in the Community Development Director's sole discretion.</p>	<p>(a) A staking plan shall be prepared as a requirement of the application in accordance with the following requirements: a Staking Plan (required scale of 1/8" = 1'0") (LBMC Section 25.05.015)</p> <ul style="list-style-type: none"> • Show all property lines, building footprint, street names, north arrow and location of story poles. Poles should be placed to clearly represent the proposed building envelope. Roof ridges, eaves, decks, chimneys and other features that would be of significance to an analysis of coastal resources and the findings for the coastal development permit should be staked. • Note the fixed datum point (same as used on the site plan). • Note that appropriate height elevation of the top of each pole relative to the datum point. • Provide horizontal dimensions to at least one pole relative to the property lines as a reference point to assure the poles are correctly located on the site. • Note that story poles shall be string and connected with ribbon or string to depict the building outline. • Include a certification table, with the pole number and proposed maximum elevation columns completed, and signature forms. <p>(b) Staking poles and connecting ribbons, which accurately represent the full extent of the proposed development, including decks and eaves, shall be constructed. The location and height of the staking poles must be certified as accurate by a registered land surveyor or registered civil engineer licensed to conduct land surveys in the State of California. Neither the applicant, a relative of the applicant, nor any other person possessing a financial interest in the property or the project may certify the location and height accuracy of the staking poles.</p> <p>Please note: if the project is modified during the coastal development permit process because of a coastal development permit finding or fact concerns or other coastal resource concerns that the decision-making body or official determines is necessary to restake, the project shall be re-staked and re-certified at least 14 calendar days prior to any subsequent public hearing.</p>
---	--

Special Studies: Please note that additional studies may be required to be submitted in order to conduct the preliminary environmental assessment for the project, including but not limited to biological assessments, parking and traffic studies, and historic resource assessments.

FYI - Building Permit Required: Planning approval, which may include approvals by the Design Review Board, Planning Commission, or by staff through an administrative process, does not authorize you to begin construction. Once the Planning approval process has been completed and all applicable appeal periods have lapsed, please submit complete construction drawings for building plan check. The Building Division will confirm compliance with local and state building safety standards prior to issuance of a building permit. Building permits are generally required for mechanical, electrical, plumbing, and structural improvements, and