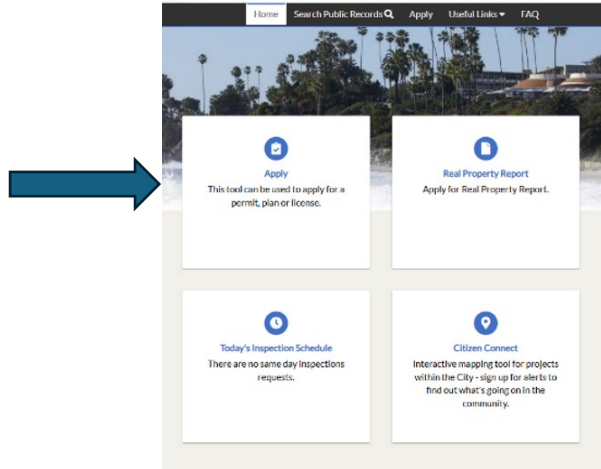


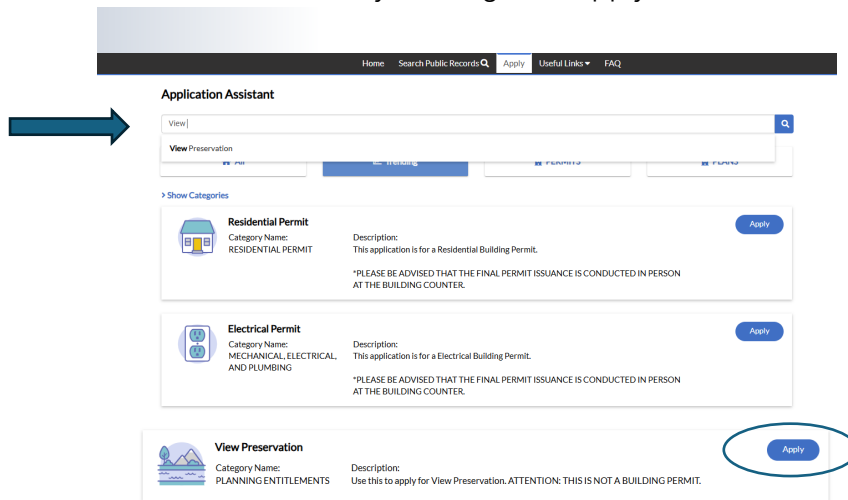


INSTRUCTIONS TO APPLY FOR VIEW PRESERVATION

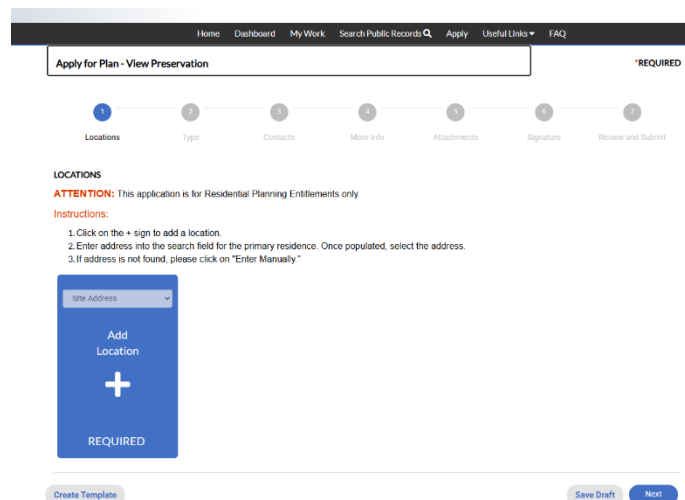
1. Access the [Public Permitting Portal](#). Ensure you have created an account by referencing the Civic Access Registration Guide. Once logged in, click “Apply”.



2. Search “View Preservation” and Select by clicking the “Apply” button.



3. Add the location for the view preservation by clicking the +





INSTRUCTIONS TO APPLY FOR VIEW PRESERVATION

4. Search the address and click “Add”. **Tip:** use the “search” instead of “enter manually” to avoid entering an address that is not linked in the system. This will cause the application to go into a void space.

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Back to Application

Add Location

Address Parcel

Add Address As Site Address

Search Enter Manually

Address Information

Search 505 Forest Av

Address 505 Forest Av Laguna Beach CA 92651

Action Add

Results per page 10 1 - 1 of 1

5. Confirm selected location is correct and click “Next”.

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

LOCATIONS

ATTENTION: This application is for Residential Planning Entitlements only.

Instructions:

1. Click on the + sign to add a location
2. Enter address into the search field for the primary residence. Once populated, select the address.
3. If address is not found, please click on "Enter Manually"

Type: Site Address
505 Forest Av Laguna Beach
CA 92651

Main Address

Parcel Number
641-261-01

Main Parcel

Remove

Create Template Save Draft Next

6. **Optional Step:** Add a description. Otherwise, click “Next”

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Apply for Plan - View Preservation REQUIRED

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

PLAN DETAILS

* Plan Type View Preservation

Description

Back Create Template Save Draft Next



INSTRUCTIONS TO APPLY FOR VIEW PRESERVATION

7. Add contacts. The “Applicant” will auto-populate with the account holder. An “Owner” must be added by clicking the “+”.

Apply for Plan - View Preservation REQUIRED

Locations Type **Contacts** More Info Attachments Signature Review and Submit

CONTACTS

Requirements:

To search for an existing contact:

1. Click the + sign.
2. Enter the contact's name or business name in the search field.
3. Once the search results are populated, select the contact you want to add and click the Add button.

If the contact is not found:

1. Click Enter Manually.

Required Contacts:

- Owner

Applicant: Sarah Olsen (You)
55F Forest Ave, Laguna Beach, CA, 92651

Owner: Add Contact +

Special Type: Add Contact +

Back Clear Template Save Draft Next

8. If the applicant is the same as the owner, search the applicant’s name again and select from the results by clicking “Add”.

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Add Contact

Add Contact As : Owner

Search Enter Manually My Favorites

Search Sarah Olsen

Sort Relevance

Favorites	First Name	Last Name	Company	Action
<input type="checkbox"/>	Sarah	Olsen		Add
<input type="checkbox"/>	Sarah	Olsen		Add

Results per page 10 1 - 2 of 2

9. Read through the affirmation of understanding, click the check boxes to acknowledge, and click “Next”.

significant view requirements.

Check Box to Acknowledge
Statement Below:

City staff must confirm that a significant view impairment of an established Record of Views exists prior to the city informing the official vegetation owner of any potential view restoration action. Determination of significant view impairment is based on the criteria set forth in LBAC 22.16.03B.

Check Box to Acknowledge
Statement Below:

A property owner may record their view one time unless there is a subsequent recorded or physical change to the selected viewing location.

Check Box to Acknowledge
Statement Below:

The view is documented by city staff from selected viewing locations inside the primary residential structure as defined in LBAC 22.16.03C. Substantial or personal changes are not allowed.

Check Box to Acknowledge
Statement Below:

View Preservation pertains solely to vegetation. Structures and development of a property is considered by the Design Review Board.

Check Box to Acknowledge
Statement Below:

I will contact my utility provider to provide a list of addresses, street names for all affected parcels/property owners within 100 feet to the view corridor from my property. This list must be compiled from the latest equalized assessment rolls by professional listing service and submitted to the city clerk. The fee for the rolling list is in addition to the city's fee and shall be paid directly to the listing service selected.

Check Box to Acknowledge
Statement Below:

I hereby acknowledge that all the information contained with electronic submittal of this application is, to the best of my knowledge and belief, true and accurately represented. I will ensure the record owner(s) of the property described in this application and hereby consent to its filing with the City of Laguna Beach.

Back Clear Template Save Draft Next



INSTRUCTIONS TO APPLY FOR VIEW PRESERVATION

10. "Attachments" is for Office/Staff use only. Click "Next".

Apply for Plan - View Preservation *REQUIRED

Locations Type Contacts More Info **Attachments** Signature Review and Submit

Attachments

FOR OFFICE USE ONLY. PLEASE ADVANCE TO THE NEXT PAGE.

Select Type

Add Attachment

+
Support: pdf, jpg, png, zip, ppt, pptx

Back Create Template Save Draft **Next**

11. Digitally sign your application and click "Next".

Apply for Plan - View Preservation *REQUIRED

Locations Type Contacts More Info **Attachments** **Signature** Review and Submit

SIGNATURE

I understand and agree that (1) electronically signing and submitting any document(s) to the City of Laguna Beach legally binds me in the same manner as if I had signed a non-electronic or non-digital form, and (2) the electronically stored copy of my signature, any written instruction or authorization and any other document provided to me by the City of Laguna Beach, is considered to be the true, accurate, and legally enforceable record in any proceeding to the same extent as if such documents were originally generated and maintained in printed form. I agree not to contest the admissibility or enforceability of the City of Laguna Beach's electronically stored copy of any other documents.

By using this system to electronically sign and submit any document, I agree to the terms and conditions of this Electronic/Digital Signatures Disclosure.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Sarah Olsen
01/16/2026

X Draw Signature Here

Clear

Back Create Template Save Draft **Next**

12. Review and click "Submit"

Apply for Plan - View Preservation *REQUIRED

Locations Type Contacts More Info Attachments Signature **Review and Submit**

Review and Submit

Locations

Site Address 505 Forest Av, Laguna Beach CA 92651

Parcel Number 641-261-01

Basic Info

Type View Preservation

Description

Applied Date 01/16/2026

Contacts

Applicant Sarah Olsen
505 Forest Av, Laguna Beach, CA, 92651

Owner Sarah Olsen
505 Forest Av, Laguna Beach, CA, 92651

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

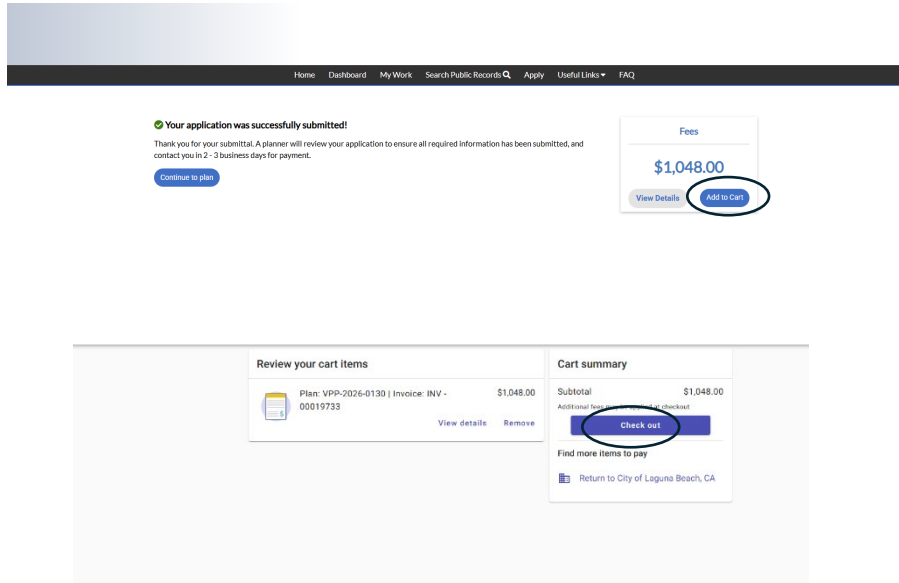
Fee	Amount
View Preservation	\$1,048.00
Total:	\$1,048.00

Submit



INSTRUCTIONS TO APPLY FOR VIEW PRESERVATION

13. Proceed to payment by clicking “Add to Cart”. Review your cart and click “Check out”. Follow the prompts to complete payment of the fee. Please note, your view preservation application will not be processed until the fee has been paid.



DONE! The Applicant will be contacted by city staff in approximately two weeks from time of payment.