



Instructions for Filing a Supplemental Application for the Downtown Commercial Core Specific Plan Area

The following instructions are relative to completing the Supplemental Application required for all projects filed within the Downtown Commercial Core Specific Plan (DCCSP) area. They are in addition to the required standard application documents required for development applications (i.e., development application form, environmental assessment form, etc.).

The DCCSP Supplemental Application has been designed to help you provide staff and the approving body with the additional information necessary to make responsible decisions regarding your proposal resulting in a streamlined application process. The DCCSP document is the primary document to be used for projects within this area of the City. The DCCSP serves as the zoning ordinance for the Downtown Commercial Core. Where the DCCSP is silent, the provisions of the Tustin City Code shall apply.

Provisions for development in the DCCSP is organized and, in certain circumstances, directed by the area (Development Area) in which the property is located in as well as the Land Use Designation assigned for each parcel.

Submittal Requirements

The Supplemental Application has four specific areas for completion:

- Section A. General Project Information
- Section B. Findings
- Section C. Environmental Acknowledgement
- Section D. Residential Allocation Reservation (RAR) Application, if applicable

The following instructions help clarify the submittal requirements relative to completing the four respective areas. Additional information may be requested during the review process prior to determining application completeness or scheduling any meetings and/or hearings. Please contact the Community Development Department regarding any specific questions.

Assistance in the application process or clarification of submittal requirements can be obtained from the Community Development Department at the address or number above during office hours between 7:30 a.m. and 5:30 p.m. Monday through Thursday and between 8:00 a.m. and 5:00 p.m. on Fridays.

Additionally, a resources sheet is available at the end of these instructions providing document references and associated hyperlinks to easily access the documents and information helpful in completing this respective application. Further, separate hand-outs are available as resources: 1) Downtown Commercial Core Specific Plan Related Information Resources and, 2) Development

Application and Impact Fees Information Resources. They have been included in the application package for easy reference.

- **Section A, General Project Information**, of the Supplemental Application consists of general project Information. This portion of the application shall be completed for all applications. Project information provided will guide the review and potentially the identification for other information requirements. Aside from general project information, the applicant will need to identify the Development Area the project is located in, the land use designation for the project site and, whether the property is located in the Cultural Resources District (CRD) of the City. The applicant will need also to identify the age of the existing structures on the project site. The project type needs to be identified and an indication regarding what the proposed project entails. Further, all the entitlements being requested as part of the application will need to be identified. At the end of this Section is the application acknowledgement which is required to be signed and dated by both the property owner and applicant.
- **Section B, Findings**, of the Supplemental Application is in table format and shall be completed for all applications. This is the Findings Section and it serves as the basis for determining approval, approval with conditions, or denial of applications for projects within the Downtown Commercial Core (DCC). This Section has two separate parts. Part A shall be completed for all projects. Part B shall be completed only for a project requesting an exception.
- **Section C, Environmental Acknowledgement**, of the Supplemental Application is an Environmental Acknowledgement. It shall be completed for all applications. By completing this Section of the application, the applicant is acknowledging the environmental provisions and requirements, potential additional environmental studies which may be warranted, and the inclusion of the DCCSP Mitigation Monitoring Reporting Program, as applicable. The 12 page DCCSP Mitigation Monitoring Reporting Program is found in the separate Related Information Resources as part of the Supplemental Application package.
- **Section D, Residential Allocation Reservation (RAR) Application**, of the Supplemental Application is the Residential Allocation Reservation (RAR) Application. If a project application does not include residential, Section D does not apply to your submittal. Where residential development is being proposed, a RAR is required to be completed. Section D, along with the above referenced Sections, must be submitted in order for the City to begin the review process on RAR applications. Additionally, a listing of items that are required is noted at the beginning of Section D. It includes submission of a scaled and dimensioned site plan, architectural elevations, a parking management plan, and housing plan. A parking demand analysis is also required when requesting an alternative/shared parking modification request.

The first portion of the Section includes questions that ask detail and clarification regarding the proposal relative to the residential aspect of the project. It includes the completion of a proposed workforce housing request table to identify the project's

preferred affordable housing provision option and, to identify, if desired, density bonus units. Housing details should be further communicated in the required housing plan.

The Findings Section within Section D conveys all of the findings that are additionally applicable for projects which include residential uses. They are separated into two Parts. Part A of Section D shall be completed for all projects that include residential uses. Part B of Section D shall be completed only for residential projects that include a request for a housing bank transfer of residential units from another development area.

At the end of this Section is the RAR application acknowledgement which is required to be signed and dated by both the property owner and applicant.

Payment of any applicable supplemental application processing fees are due at the time of submittal.

As a convenience for your use, a supplemental application package listing has been provided following these instructions identifying the additional forms with associated instruction documents you will need to ensure accompanies your submittal. Additionally, it lists separate supplemental application package references that are suggested you obtain and view relative to completing and submitting your supplemental application form.

**SUPPLEMENTAL APPLICATION PACKAGE LISTING
DOWNTOWN COMMERCIAL CORE SPECIFIC PLAN AREA**

Instructions for Filing a Development Application
Development Application Form
Environmental Assessment Form
Instructions for Filing a Supplemental Application for the Downtown Commercial Core Specific Plan Area
Supplemental Application Form for Downtown Commercial Core Specific Plan Area
Downtown Commercial Core Specific Plan Related Information Resources
Development Application and Impact Fees Information Resources
Other:

DCCSP APPLICATION RESOURCES SHEET

The following is a resources sheet providing document references and associated hyperlinks to easily access the documents and information that may be pertinent in completing the respective forms.

Downtown Commercial Core Specific Plan

Downtown Commercial Core Specific Plan (DCCSP):

<https://www.tustinca.org/DocumentCenter/View/577/Downtown-Commercial-Core-Specific-Plan-PDF>

Appendix to DCCSP:

<https://www.tustinca.org/DocumentCenter/View/578/Downtown-Commercial-Core-Specific-Plan-Appendices-PDF>

Downtown Commercial Core Specific Plan Environmental Impact Report (EIR):

<https://www.tustinca.org/DocumentCenter/View/580/Downtown-Commercial-Core-Specific-PlanEIR-PDF>

Appendix to DCCSP EIR:

<https://www.tustinca.org/DocumentCenter/View/579/Downtown-Commercial-Core-Specific-Plan-EIR-Technical-Appendices-PDF>

Tustin City Code

Tustin City Code (TCC):

https://library.municode.com/ca/tustin/codes/code_of_ordinances

Tustin Zoning Code:

http://library.municode.com/HTML/11307/level2/ART9LAUS_CH2ZO.html

Tustin Parking Code:

https://library.municode.com/HTML/11307/level3/ART9LAUS_CH2ZO_PT6OREPA.html

Tustin Sign Code:

https://library.municode.com/HTML/11307/level2/ART9LAUS_CH4SIRE.html

Tustin Outdoor Restaurant Seating Areas Code:

https://library.municode.com/ca/tustin/codes/code_of_ordinances?nodeId=ART9LAUS_CH2ZO_PT7GERE_9277OURESEAR

Tustin Subdivision Code:

<https://www.tustinca.org/DocumentCenter/View/2367/Subdivision-Manual-PDF?bidId=>

Historic/Cultural Resources

Cultural Resources District Residential Design Guidelines:

<https://www.tustinca.org/DocumentCenter/View/606/Cultural-Resources-District-Residential-Design-Guidelines-PDF?bidId=>

Cultural Resources District Commercial Design Guidelines:

<https://www.tustinca.org/DocumentCenter/View/605/Cultural-Resources-District-Commercial-Design-Guidelines-PDF?bidId=>

2003 Tustin Historic Resources Survey – Building Information:

<https://www.tustinca.org/DocumentCenter/View/613/2003-Tustin-Historical-Resources-Survey---Building-Information-PDF?bidId=>

2003 – Tustin Historic Resources Survey – Background:

<https://www.tustinca.org/DocumentCenter/View/612/2003-Tustin-Historical-Resources-Survey---Background-PDF?bidId=>

Housing Incentives

Incentives for the Development of Affordable Housing

https://library.municode.com/ca/tustin/codes/code_of_ordinances?nodeId=ART9LAUS_CH1IN_DEAFHO

Voluntary Workforce Housing Incentive Program

https://library.municode.com/ca/tustin/codes/code_of_ordinances?nodeId=ART9LAUS_CH9BV_OWOHOINPR

Housing Incentive Program Plan

https://library.municode.com/ca/tustin/codes/code_of_ordinances?nodeId=ART9LAUS_CH9BV_OWOHOINPR_PT3COAF_B9932VOWOHOINPRPLVOWOHOINPRAG

General City Website links

City of Tustin Web Page:

<https://www.tustinca.org/>

General Plan:

<https://www.tustinca.org/DocumentCenter/View/713/City-of-Tustin-General-Plan-PDF?bidId=>

Tustin Strategic Plan:

https://www.tustinca.org/DocumentCenter/View/1574/Tustin_StrategicPlan_Nov2018

Tustin Planning Links

City of Tustin Planning Page:

<https://www.tustinca.org/156/Planning>

Zoning Map:

<https://www.tustinca.org/DocumentCenter/View/721/Zoning-Map-PDF?bidId=>

General Plan Land Use Map:

<https://www.tustinca.org/DocumentCenter/View/720/General-Plan-Map-PDF>

Planning Entitlement Forms:

<https://www.tustinca.org/368/Applications>

Tustin Subdivision Manual:

<https://www.tustinca.org/DocumentCenter/View/2367/Subdivision-Manual-PDF?bidId=>