



Community Development Department • 300 Centennial Way • Tustin, CA 92780  
Phone • 714.573.3140 • www.tustinca.org

## Instructions for Filing a Development Application

California law, the City of Tustin General Plan, and Zoning Code require many types of development or construction projects to have the timely approval of City staff, the Zoning Administrator, Planning Commission, and/or City Council. Projects brought before the Zoning Administrator, Planning Commission, and City Council may also require a public hearing. This Development Application package has been designed to help you provide staff and the approving body with the information necessary to make responsible decisions regarding your proposal. It is important that your application contain complete and accurate information.

The Community Development Department is the City department responsible for processing development applications. However, other departments and agencies, such as the Building Division and the Police, Fire, and Public Works Departments, are also involved in the review process. Those agencies rely on the information you provide to ensure that your project complies with local and state codes and general principles of good design. If the information you provide is incomplete or incorrect, the processing of your project could be hampered or delayed.

Once your completed application form and related materials are submitted to the Community Development Department, a case planner will be assigned to your project. The case planner is responsible for coordinating the processing of your project and will work with you during each step of the process. Feel free to contact your case planner at any time during the process to discuss issues or questions you may have.

We will make every effort to process your application as expeditiously as possible. You will typically receive a written confirmation on the status of your application within 30 days from the date of your initial submittal. The case planner may request additional information or materials and/or clarification of previously submitted items. Your timely response to any request for additional information will help minimize your application's processing time. Another factor impacting processing time is the unavoidable lead time necessary to comply with laws ensuring adequate notice of public hearings to the community. You may request an appointment to submit your application if you believe your project is either complex or involves a number of discretionary actions (e.g. CUP, Subdivision Map, Zone Change, etc.)

Assistance in completing any of the application forms 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.

### **Submittal Requirements**

The matrix on the following page identifies minimum submittal requirements that must be provided at the time of application submittal for various discretionary actions. Please contact the Community Development Department for specific submittal requirements for those application types not specifically listed. The following pages identify the information and contents of each of the required materials. Additional copies of plans, reductions of plans, colored plans/elevations, material sample/color boards, and other information may be requested during the review process prior to determining your application complete or scheduling any public hearings.

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## **B. Submittal Requirement Checklist and Description**

○ **Development Application Form**

All required information, including applicable signatures, must be provided on the form. Signatures on the Development Application form must be notarized.

○ **Application Fee**

Fees are to be paid at the time of application submittal. A current fee schedule is available from the Community Development Department and online ([www.tustinca.org](http://www.tustinca.org)). Application fees are non-refundable.

○ **Sets of Plans** (*Note: This list of plans represents those needed for new construction. For remodels or modifications to existing developments, contact a the Planning Division.*)

Size: Maximum 36" x 48"; Folded to 8½" x 11" with title block visible

Scale: Plans are to be drawn to scale and large enough to clearly show the details and text.

Quantity: Ten (10) sets of plans and a CD containing digital versions of the submitted plans

Plans: *The following list contains the sheets that make up a full set of plans. For details on what information should be provided, see "Information to be Included With Submitted Plans" at the end of this packet.*

Conceptual site plan

Floor plans

Conceptual architectural elevations - all sides of buildings

Conceptual roof plan

One (1) set of color elevation drawings

Property survey

Conceptual grading plan

Conceptual landscape/hardscape (i.e., walkway, driveways, paving, walls, etc.), and other site amenities

Photometric plan

Tentative parcel or tract map or lot line adjustment

○ **Color and Material Samples**

Please provide a sample color/material board showing one sample per of all proposed building colors and materials (may be more than one board). The samples must cross reference to elevation drawings. Color/material boards may not be accepted if overly large.

○ **Supplemental Application Form**

○ **Environmental Assessment Form**

○ **300' Radius Map** (*100' for large family daycare homes*)

Size: Maximum 11" x 17"

Scale: Not less than 1" = 200'

Quantity: Two (2)

Contents: This shall be prepared by a Title Company or other authorized entity and show the following:

1. A line indicating the 100' or 300' radius.
  2. All of the area within a 100' or 300' radius from the exterior property lines.
  3. Identification of the Assessor's Parcel Number for all properties, including the subject property, within or partially within the 100' or 300' radius.
  4. Streets, street names, north arrow, and map scale.
  5. A title block in the lower right corner containing the name and address of the applicant, address of the project (if established), date of map preparation, and designation of the subject property by shading or darkening the exterior boundaries.
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○ **Mailing Labels**

Size: 8½" x 11" self-adhesive mailing label sheet

Quantity: Two (2) Sets

Contents: Mailing labels shall be prepared by a Title Company, or other authorized entity, within the last 30 days and contain the Assessor's Parcel Number, owner's name, and mailing address of the subject property and all properties within or partially within the specified radius of the subject property. The list must be typed or legibly printed on self-adhesive labels. The order of the labels on the sheet must be in numeric order by Assessor's Parcel Number.

**Sample Label:**

123-456-78 John Owner 12345 E Main Street Tustin, CA 92780
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○ **Preliminary Title Report**

Quantity: Two (2) copies prepared within the last 3 months

Contents: This report must be prepared by a Title Company and identify the subject property, easements, their purpose, and in whose benefit, liens, restrictions, current ownership information, and other information to make a complete report. A corresponding exhibit illustrating the subject parcels shall be included.

○ **Parking Summary** *(May not be applicable. Consult the Planning Division before submitting.)*

Quantity: One (1) copy

Contents: The address, suite number, business name, type of use, square feet occupied, and amount of parking spaces required by the Tustin City Code for each business on the subject property. A site plan may be required to show the location of each business.

○ **Preliminary Noise Report**

Quantity: Two (2) copies

Contents: This report shall be prepared by an acoustical consultant and must describe the acoustical design features of the project required to satisfy the exterior and interior noise standards of the City's Noise Ordinance, available online ([www.tustinca.org](http://www.tustinca.org)).

○ **Preliminary Water Quality Management Plan (WQMP)** *(A Preliminary WQMP is required for Priority Projects to ensure the applicant addresses the project's quality and quantity of storm water runoff early in the planning process and to allow for the implementation of Best Management Practices. )*

Priority Projects:

1. Redevelopment involving the replacement or addition of more than 5,000 sq. ft. of impervious surface on a developed site;
2. New development that creates 10,000 sq. ft. or more of impervious surface;
3. Automotive repair shops;
4. Restaurants where the land area of development is 5,000 sq. ft. or more;
5. Hillside development on 5,000 sq. ft. or more, on soil with known erosive soil conditions or with a natural slope of greater than 20%;
6. Development of 2,500 sq. ft. or more within 200 ft. of or discharging directly into environmentally sensitive areas;
7. Parking lots of 5,000 sq. ft. or more of impervious surface exposed to storm water;
8. Streets, roads, highways, and freeways of 5,000 square feet or more of paved surface;
9. Retail gasoline outlets of 5,000 square feet or more and a projected average daily traffic of 100 or more vehicles per day

Quantity: Three (3) copies in 3-ring binders with section dividers, and one (1) PDF copy on a CD.

Contents: See supplemental "Guidelines for Preliminary WQMP" handout, available online ([www.tustinca.org/departments/publicworks](http://www.tustinca.org/departments/publicworks))

Deposit: \$2,700.00 required for review

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### **C. Information to be Included with Submitted Plans**

*All plans shall be drawn at an easily readable scale. Full size plans should be folded to a maximum of 8½" x 11" with the title block visible and shall include:*

- 1. Name, address, and telephone number of owner and developer of subject property.
- 2. Name, address, and telephone number of person preparing plan.
- 3. North arrow.
- 4. Scale.
- 5. Vicinity map showing site location.
- 6. Property lines of entire legal parcel(s).
- 7. Names of adjacent streets and intersections.
- 8. Width of adjacent streets and alleys and distance to centerline.
- 9. Legal description of subject property.
- 10. Street address of subject property (if assigned)
- 11. Zoning designation of subject property and surrounding properties.
- 12. Existing land uses of surrounding properties.
- 13. Summary of all development standards and how they are being met.
- 14. Area of subject property, including each parcel or lot.
- 15. Topographic contour lines and finished pad and floor elevations.
- 16. Architectural perspectives or renderings.
- 17. Exterior building materials, colors, building height and including materials of proposed fences and walls.
- 18. Sizes, locations, and elevations of all utility cabinets and roof-top equipment.
- 19. Proposed plotting of buildings.
- 20. Street or alley dedications, if applicable.
- 21. All existing and proposed public improvements within adjacent streets and alley right-of-way (curb, gutter, streetlights, sidewalks, parkways, power poles, fire hydrants, water and sewer lines, etc.) Show existing curb, gutter, and sidewalk with dashed lines and label. Show new curb, gutter, and sidewalk with solid lines.
- 22. Existing or proposed public rights-of-way within subject property.
- 23. Existing or proposed easements within or immediately outside subject property (public and private).
- 24. Location of on-site and off-site drainage facilities.
- 25. Physical features on property lines and immediately adjacent to property lines (fences, walls, power poles, buildings, slopes, etc.)
- 26. Location of all buildings (main and accessory), fences and walls, paved areas and landscaped areas labeled existing or proposed.
- 27. Percentage of area covered and floor area ratio of buildings on each parcel.
- 28. Location of existing and proposed on-site waterlines, sewer lines, or septic tanks and fire hydrants.
- 29. Type of construction per the Uniform Building Code.
- 30. Height of all buildings and structures.
- 31. Dimension from building(s) to property line and to other buildings on subject property.

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- 32. Uses of all buildings (existing and proposed) on subject property.
  - 33. Off-street parking including dimensions of individual disabled and standard parking spaces, internal circulation pattern for pedestrian and vehicular traffic, wheel stops, and type of surfacing proposed.
  - 34. Driveway widths.
  - 35. Computation of square footage of landscape areas.
  - 36. Location, quantities, sizes, and species of landscaping materials, including existing and proposed street trees if applicable.
  - 37. Loading spaces, including dimensions.
  - 38. Direction of drainage flow with slope in percentage.
  - 39. Signs, including area, location, height, illumination, and mechanical movement.
  - 40. On-site lighting standards and photometric study.
  - 41. Trash enclosures.
  - 42. Outdoor storage areas, if permitted.
  - 43. Location of all entrances.

***The Community Development Director may waive any information described above upon determination that it is not relevant to the review, or the Director may require additional information as needed.***

**D. Notice to Applicants:**

1. *The Development Application process does not eliminate the need to obtain any permit, approval, or entitlement required by other provisions of the City Code or complying with the regulations of any City Department, County, Regional, State, or Federal Agency.*
  2. *Acceptance of application at the counter does not represent a complete application. California Government Code Section 65943 provides for thirty (30) days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period stating the application is complete or that additional items are necessary.*
  3. *It is recommended that applicant, representative, or property owner be present at all hearings.*
  4. *All correspondence and reports will be mailed to the applicant and property owner.*
  5. *If you have any questions regarding the above, please call the Planning Department at (714) 573-3140.*
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