



**CITY OF LAKE FOREST**  
 Community Development Department  
 100 Civic Center Drive  
 Lake Forest, CA, 92630

# Zoning/Property Information Letter Request Form

**Application Type:**

**Basic Zoning/Property Information Letter (\$333 application fee):** This letter confirms the zoning designation of the subject property, whether a proposed use is permitted, and the required permitting process. This letter is general in nature and does not address any specific conditions of the subject property (e.g. number of dwelling units legally permitted, or if an already-destroyed structure is eligible to be rebuilt in its previous nonconforming state).

**Comprehensive Zoning/Property Information Letter (\$750 application deposit):** This letter includes all of the information contained in the Basic Zoning/Property Information Letter, and additionally answers any specific inquiries on the subject property (to the extent feasible, based on available resources), such as number of dwelling units legally permitted, permit history on the site, entitlements (e.g. Use Permits or Site Development Permits), and other zoning-related matters specific to the property. If you are requesting additional research, please specify what additional information you wish the letter to provide, either below or by attaching additional sheets to this form.

**Applicant Information**

Applicant Name:						
Applicant Email:						
Applicant Phone:						
Applicant Mailing Address:						
Billing Address (if different than mailing address):						
Preferred Delivery Method of Final Letter	<input type="checkbox"/>	U.S. Mail	<input type="checkbox"/>	E-Mail	<input type="checkbox"/>	Fax

**Proposed Use/Site Information**

Property Address:						
Property APN:						
Name of Shopping/Business Center (e.g. Heritage Hill):						
Use Type/Business Name:						
Is this a Home-Based Business?	<input type="checkbox"/>	Yes. <i>If "yes", reference Chapter 9.180.060 of the Municipal Code</i>			<input type="checkbox"/>	No

*Continue on Page 2*

**Basic Zoning/Property Information Letter: Description of proposed use/business.** Include all services and products to be provided. Include any business brochures, handouts, or business plan, if available. Attach additional sheets if necessary.

Detailed Description:

Office sq. ft.:	Retail sq. ft.:	Manufacturing sq. ft.:	Storage sq. ft.:	Restaurant Seats #:
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Does the business involve any of the following uses?

<input type="checkbox"/> Alcohol Sales	<input type="checkbox"/> Cyber Café
<input type="checkbox"/> Adult business	<input type="checkbox"/> Mobile Food Vending
<input type="checkbox"/> Live entertainment	<input type="checkbox"/> Outdoor/mobile services
<input type="checkbox"/> Massage	<input type="checkbox"/> Auto Sales
<input type="checkbox"/> Second-hand dealer	<input type="checkbox"/> Other: _____

**Comprehensive Zoning/Property Information Letter. Please mark the following information to be included in the letter.**

- Current General Plan and Zoning Land Use Designations for the subject site.
- Current General Plan and Zoning Land Use Designations for the adjacent properties.
- References to applicable sections of the Zoning Code that apply to the subject site (e.g. setbacks, height restrictions, parking.)
- List of approved entitlements for the subject site.
- A list of active code enforcement violations associated with the property
- Certificates of Occupancy
- Non-Conforming status
- Other: \_\_\_\_\_

A letter requesting a Zoning/Property Information Letter may be attached in lieu of providing the information above.

**APPLICANT'S SIGNATURE**

I hereby certify that the information provided in this form is, to my knowledge, true and correct.

Signature:	Date:
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**OFFICE USE ONLY**

Date Submitted:

File Number:

Amount Due:	\$333 Basic Zoning/Property Information Letter*	\$750 Comprehensive Zoning/Property Information Letter*
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\*Requests for Basic Zoning/Property Information Letter include up to 1.75 hours of staff time. In the event that additional staff time is required, or staff time spent preparing a Zoning/Property Information Letter exceeds the application fee/deposit amount submitted, an additional application fee/deposit shall be required.