



## *Applicant's Guide to Submitting* **CHANGED PLAN APPLICATIONS**

### **PURPOSE:**

The purpose of a CHANGED PLAN (CP) application is to approve a minor amendment of a previously approved project that complies with the spirit and intent of the original approving action. A Changed Plan may be approved or denied by the Director of Community Development or referred to the City's Planning Commission. A Changed Plan may be approved subject to conditions deemed necessary by the approving body for the purpose of improving the design of the project, achieving compliance with applicable codes or regulations, or mitigating adverse impacts of the proposed project.

Decisions on Changed Plan applications rendered by the Director of Community Development may be appealed to the City's Planning Commission. Planning Commission decisions may be appealed to the City Council. Any appeals must be filed within 15 days of the date the decision was rendered.

### **APPLICATION FILING:**

Applications may be submitted to the Planning Division during regular counter hours, Monday, Tuesday, and Thursday from 8:00 a.m. - 11:00 a.m. and 1:00 p.m. - 5:00 p.m., Wednesday from 8:00 a.m. - 11:00 a.m. (closed in the afternoon), and Friday from 8:00 a.m. - 11:00 a.m. and 1:00 p.m. - 4:00 p.m. For additional information on filing a Changed Plan application, please contact the Community Development Department at (949) 461-3535.

### **APPLICATION SUBMITTAL REQUIREMENTS:**

The following information is required at submittal:

1. Completed Planning Application (including property owner authorization signature).
2. Application Processing Fee: **\$981**; Check Payable to: **City of Lake Forest** (per fee schedule established by City Council Resolution No. 2025-09).
3. Planning Commission Review Deposit: Should the project require Planning Commission Review; **\$3,000**; Check Payable to: **City of Lake Forest** (per fee schedule established by City Council Resolution No. 2025-09). The fee for a project application is based on the actual costs associated with staff time and resources. If the costs of processing the application is less than the submitted deposit, staff will refund the remaining balance when the project is finalized. Should the cost of processing the application exceed the deposit, staff will require additional funds from the applicant.

4. Completed Orange County Fire Authority (OCFA) Service Request Form and plan review fee: **\$572**; Check Payable to: **Orange County Fire Authority**.\*
5. Notice of Exemption Administrative Filing Fee: **\$50**; Check Payable to: **Orange County Clerk-Recorder**. This filing fee is applicable to projects deemed exempt (by the City) from the provisions of the California Environmental Quality Act (CEQA) and is not applicable to projects requiring an Initial Study.\*
6. Environmental Information form.\*
7. A detailed written project description including, at a minimum, a description of the proposed use, proposed on-site and off-site improvements, existing and proposed building floor areas, proposed hours/days of operation, anticipated number of employees, justification for any proposed exceptions or alternatives to off-street parking requirements, etc.
8. Five (5) sets of full-size, fully-dimensioned project plans, one (1) set of plans reduced to 11" x 17" and one electronic set of plans in .pdf provided on a flash drive. **All full-sized plans shall be folded to 8½" X 11"**. All plans shall contain the following information:\*\*
  - a. Vicinity Map.
  - b. Site Plan depicting all proposed and existing improvements, including but not limited to: Property Lines; Buildings and Building Floor Area; Building Setbacks (from property lines); Parking Spaces (including Handicapped Accessible Parking Stalls), Drive Aisles, Driveways; Ultimate Street Right-of-way Lines, Striping, Street Names, Street Widths, Sidewalks, Accessible Path of Travel and other Right-of-way Improvements; Easements (Location, Dimensions, Purpose); Walls and Fences (Height, Type, Materials, Finish); Trash and Storage Areas and Method of Screening; On-site Lighting; Mechanical Equipment and Method of Screening;
  - c. Floor Plan(s), including existing and proposed use(s) and floor area for each room/ space.
  - d. Building Elevations (all sides of all buildings).
  - e. Roof Plan
  - f. Conceptual Grading Plan (w/ Cross Sections)\*. Include total cubic yards of grading, cut and fill; existing and proposed grades and topography, grade differential with adjoining properties.
  - g. Landscape Plan\* including:
    - Proposed Landscaping and Hardscaping.
    - Name, Type, Quantity, and Size of Trees at planting, Shrubs and Groundcover. Provide a photo of each type of plant.

- Calculation of the percentage of the total amount of landscaping at the site. Also provide a break-down of the percentage of perimeter landscaping, landscaping within the parking lot and building-adjacent landscaping.
  - h. Building Cross Sections. Include height of any roof-top equipment and screen walls. A line of sight exhibit shall be submitted for any proposed equipment exceeding the height of the roofline or screen wall.
  - i. Project Address on each sheet of the plan set.
  - j. Name and Address of Property Owner and Applicant on Title Sheet.
  - k. Drawing Scale
  - l. North Arrow
  - m. Drawn Date
  - n. Parking Tabulation (existing, required and proposed number of parking spaces and corresponding building floor area to parking space ratios).
9. Labeled photographs of the Subject Site and Surrounding Properties.
10. Sign Site Plan, Elevations and Details (including sign type, height, dimensions, copy, color, and type of illumination)\*.
11. Materials and Colors Board; Colored Elevations and/or Rendering (include a digital copy).\*
12. Homeowner or Business Association Approval Letter. \*
13. Technical Studies (as deemed necessary by City Staff and identified during pre-application meetings or preliminary plan review).\*
14. Water Quality Management Plan (WQMP). The preparation of a development project WQMP is a requirement of the City's Urban Runoff Management Program. This program was developed by the City to comply with State and Federal regulations to control and eliminate runoff pollution into receiving waters such as creeks, lakes and the ocean. In any case where a WQMP is required, a draft/preliminary WQMP shall be submitted with the application for a development permit generally in the form and content as shown in the City's WQMP template. The template/user guide is available on the City's website: <http://www.lakeforestca.gov/services/forms.asp>. For questions concerning the WQMP process, please contact the Engineering Division at (949) 461-3488.\*
15. Water Efficient Landscape Ordinance (WELO). In accordance with CA Assembly Bill 1881, the City adopted a Water Efficient Landscape in December 2009. This requirement was imposed by the State to promote water conservation and ensure that water usage related to landscaping was as efficient as possible. The WELO requires documentation of landscaping and irrigation that demonstrates this efficiency. The documentation is required to be completed and certified by a

licensed landscape architect. Please consult the Applicability Requirements for the WELO. If it is determined that your project requires compliance with the WELO, please complete Appendix C in the Guidelines. The Applicability Requirements, Guidelines for Implementation, and additional information about the WELO is available at the Community Development counter or on the City's website at: <https://lakeforestca.gov/292/Planning-Documents> \*

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\* If Applicable

\*\* Other plans/ documents/ information may be required depending on the specifics and complexity of the project. \*\*