



## *Applicant's Guide to Submitting* **USE PERMIT APPLICATIONS**

### **PURPOSE:**

A USE PERMIT (UP) provides flexibility within the City's zoning ordinance to allow for certain uses that are not specifically permitted but would still be compatible with the surrounding uses. The process also enables the City to restrict certain uses which could have detrimental effects on the community.

Consideration of a Use Permit is a discretionary act. A Use Permit application filed by a project proponent is considered at a public hearing by the Planning Commission and, if approved, is generally subject to conditions of approval. Planning Commission meetings are held regularly on the first Thursday of each month. The City provides advance notice of the date, time, and place of the hearing to property owners in vicinity of the project site. Decisions on Use Permit applications rendered by the Planning Commission may be appealed to the City Council within 15 days.

### **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 Use Permit application, please contact the Community Development Department at (949) 461-3535.

### **APPLICATION SUBMITTAL REQUIREMENTS:**

The following information is required upon submittal:

1. Completed Planning Application (including property owner approval signature).
2. Application Processing Deposit: **\$6,000**; if exempt from CEQA, or **\$12,000** if not exempt from CEQA; 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. For projects not exempt from CEQA and requiring a City-procured/consultant-prepared Initial Study, Negative Declaration or EIR, an additional deposit (pursuant to the City's fee schedule) equal to the consultant's written cost estimate, plus 15% City administrative fee, will be required. Please

contact City staff if you require assistance in determining which deposit amount applies to your application.

3. Completed Orange County Fire Authority (OCFA) Service Request Form and application/plan review fee: **\$572**; Check Payable to: **Orange County Fire Authority**.\*
4. 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).
5. Environmental Information form.\*
6. 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.
7. Public hearing notification materials:
  - a. One set of postage-stamped (not metered) envelopes addressed to property owners of record (as shown on the latest Orange County Tax Assessment rolls) of all parcels located within 300 feet of the parcel of the project site. If the parcel is part of a shopping center, the 300 foot radius should be measured from the perimeter of the entire shopping center. Please also include any parcels within the shopping center. As shown in the adjacent graphic, each envelope shall include the City's return address and the mailing label shall include the corresponding Tax Assessor's Parcel Number (APN). One property owner mailing list, based on all parcels located within 300 feet of the project site.
  - b. One copy of Orange County Tax Assessor's map(s) identifying the project site and all parcels located within 300 feet of the project site.
  - c. One copy of a signed and dated statement by the person who prepared the public notification materials certifying that the accompanying mailing list represents the names and addresses of the owners all property located within 300 feet of the perimeter of the project site, based on the latest Orange County Tax Assessment roll.
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

City of Lake Forest  
Planning Division  
100 Civic Center Drive  
Lake Forest, CA 92630



APN: 123-456-78  
Address for each property  
owner within 300 feet of  
the project site

drive. **All full-sized plans shall be folded to 8 1/2' 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 sight line analysis 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 California 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 to ensure that the proposed landscaping will be in compliance with the WELO. 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> \*

#### **Additional Submittal Requirements for Wireless Communication Facilities**

16. Completed Wireless Communication Facility Supplemental Permit Application.
17. Eight (8) copies of Photosimulations of the wireless communication facility. Photo-simulations should depict the proposed facility from multiple proximity vantage points with clear and direct lines of sight.

18. An existing and proposed service coverage map for the vicinity of the proposed wireless facility. The maps shall include the location of the other existing wireless facilities used by the wireless provider.
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\* If Applicable \*\* Other plans/ documents/ information may be required depending on the specifics and complexity of the project. \*\*