



Planning Application Review Process

STEP ONE

INITIAL DISCUSSION/INITIAL PLAN REVIEW

- Discuss your project over the counter with a planner. Receive information regarding zoning and development standards. Go over any obvious issues or concerns.
- Receive application materials. Go through submittal checklist for planning applications.
- Planning counter is open from 1-5:30 Monday—Thursday and 1-5 on Friday.
- The more information you provide about your project, the more information we can provide you at our initial meeting. Helpful information would include: detailed project/use description, floor plan/site plan/parking information.



OPTIONAL

STEP TWO

OPTIONAL PRELIMINARY APPLICATION (Up to 30 day review)

- For more complicated projects, sometimes a preliminary application is helpful. Discuss this with planning staff during your Initial Discussion.
- In a preliminary application, your application materials will be routed to all applicable departments (OCFA preliminary review requires an extra fee). Staff will compile a written review of your project including highlighting any issues with the use, site design, or other issues, and provide guidance on what application types will be required (i.e. CUP/SDP/MSP/VA, etc). Staff will also advise you concerning any potential issues with environmental review requirements under the California Environmental Quality Act (CEQA).
- If desired, you can request a meeting with any applicable departments to discuss the project.



STEP THREE

APPLICATION SUBMITTAL (Completeness and project review up to 30 days)

- Please be sure to submit all application materials to ensure timely review. See submittal checklist for required materials list and discuss with planning staff which items will be required for your specific project.
- Your application will be deemed complete or incomplete within 30 days. If the application is incomplete, the applicant will be provided with a list of items to be submitted for the application to be accepted and deemed complete.



APPLICATION INCOMPLETE:
Resubmit requested materials
for staff review (repeat step 3).



APPLICATION COMPLETE:
See other side

STEP THREE (continued)

APPLICATION COMPLETE:

Once your application is determined to be complete, staff will undertake CEQA review, draft any required CEQA documents, staff report, and resolution with the required findings. A public hearing notice is published in the paper and sent to nearby property owners when your application must be approved by the Planning Agency. Administrative cases do not require a public hearing.



PLANNING AGENCY CASES
(public hearing required)
Approx. 60-90 days once application is complete.

ADMINISTRATIVE CASES
(no public hearing required)
Approx. 30 days once application is complete.



STEP FOUR

FINAL DETERMINATION

Your application will be scheduled for the next available public hearing. At the public hearing, the Planning Agency will review the application and make a determination (approve or deny). The applicant is required to attend the public hearing. The signed resolution is mailed to the applicant by the City Clerk following the hearing. Decisions of the Planning Agency cannot be appealed.

FINAL DETERMINATION

The Community Development Director will review and make a determination on the application (approve or deny). The applicant will be notified in writing of the Community Development Director's decision. The decision can be appealed to the Planning Agency by filing an appeal in writing within 10 days and paying applicable appeal fee if you disagree with the outcome

FOLLOW-UP

Once your project is approved, you will have follow-up items to complete your project. You should consult your conditions of project approval (which you will have received in writing).

Depending on your project, such items may include agreeing to the conditions in writing, applying for a Certificate of Use and Occupancy, applying for building permits for construction or grading permits for grading.

The information contained within this handout is a summary of the application process. Please make sure to speak with planning staff prior to undertaking a planning project. Planning staff is available daily during Counter hours to discuss your project.

Planning Counter Hours

Monday - Thursday: 1:00 PM - 5:30 PM
Friday: 1:00 PM - 5:00 PM

Planning Department

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