

MASTER PLAN INFORMATION SHEET

The Zoning Ordinance specifies this type of development case for certain uses in some zoning districts. A Master Plan is required for development within commercial, multi-use & most residential zones. The Zoning Ordinance specifies that when a Master Plan and a Conditional Use Permit are required for the same project, the Director of Community Development may waive the Master Plan requirement provided the Conditional Use Permit submittal includes all the information required for a Master Plan. When a Master Plan involves park amenity credits or the dedication of parkland, it must also incorporate requirements as outlined in the Park Plan information sheet. Master Plans are subject to review by the Planning Commission.

The cost of processing your Master Plan is charged according to the hours spent by staff in checking plans, writing a staff report, preparing an environmental analysis, notifying the public and attending the public hearing. You will also be billed for project related costs such as public notice advertising, postage and City Attorney fees if these are required for your project. Total cost *may vary widely* according to the size of the project and the complexity of the issues. You must first open a Developer Deposit Case account with an *initial deposit* to which project costs are charged. See Developer Deposit Form for more specific information. At the close of your case, any remaining funds will be returned to you. At the City's sole discretion, a planning consultant may process your application.

Please use this information sheet as a checklist to assemble the materials required for your Master Plan, and bring it with you when you submit your application. If you are applying to modify an approved Master Plan, do not use this checklist. Use the separate Minor/Major Modification checklist. Be sure the appropriate person has signed all letters and forms. If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Development Assistance Center at (949) 724-6308.

SECT	ION A - City Documents
	Development Case Application
	Developer Deposit Case Setup Form
	Orange County Fire Authority Service Request & Fee
	Green Building Program Intent to Participate Form
SECT	ION B - Letter of Justification
	This letter should be addressed to the City and explain how your project benefits the community. As a guideline, use the findings from the Master Plan section of the Zoning Ordinance listed below. These will assist you in preparing your explanation:
	- The proposed Master Plan is consistent with the City's General Plan.

The proposed Master Plan is consistent with the City's Zoning Ordinance.

The proposed Master Plan is in the best interests of the public health, safety and welfare of

the community.

- The proposed Master Plan complies with all applicable requirements pertaining to the dedication of permanent open space through a phased dedication implementation program for affected planning areas and zoning districts.
- If the proposed Master Plan affects land located within the coastal zone, the proposed Master Plan will comply with the provisions of the land use plan of the certified Local Coastal Program.

SECTION C - Deposit Check payable to the City of Irvine

_____ A deposit of \$10,000.00 is required.

SECTION D - Project Plans These must be legible, drawn to scale and clearly illustrate the components of the project. Remember that the staff and Planning Commissioners are not familiar with the property and will need this information to evaluate your project. If the plans are not legible, or do not contain the information listed below, your application will not be accepted for processing. Submit **ten sets** of project plans, folded to approximately 8 1/2" x 14". Use the checklist to be sure your plans include the following required elements:

 scale (for example 1:20, or 1/8" = 1')
 vicinity map
 north arrow
 building location(s) ("footprints") showing floor plan and access points
 building elevations (New construction only. Note that your case planner may require elevations
if necessary to understand the project, as indicated in section F below.)
 dimensioned setbacks
 dimensioned property lines
 notes labeling existing and proposed on-site uses
 notes labeling surrounding land uses
 easement locations (if any)
 parking lot layout and circulation, showing dimension of parking spaces and drive aisles
 existing and proposed pavement striping and signage (directional arrows, drop off zones, etc.)
 turning radii of trucks expected to use the project (including trash trucks)
 loading, service areas
 location of trash enclosures
 controlled access gate locations (if any)
 ultimate street right-of-way property lines (if these are different from existing)
 adjacent streets, street names and intersections, showing striping and medians
 existing and proposed bus turn-out locations (if any)
 all access points (driveways), existing or proposed; label access type (i.e. curb return or apron)
 note distance from each driveway to the nearest access of adjacent properties
 sidewalks and any pedestrian walkways
 "line of sight" (per City Standard Plan 403) at all access points on a curved roadway or at access
points where buildings, landscaping or signage may obscure a driver's view
 turning radii and ramp grades of parking structures, if proposed
 site and parking summary table as contained on Page 2 of the Development Case Application
 conceptual parking structure (if proposed) plan and elevations

 conceptual building plans and elevations
 conceptual landscape plan, including proposed art or water features
one set of 11" x 17" reduced project site plan

SECTION E - Public Notice Materials Please note that the homeowners' associations which govern property in the vicinity will be notified of your project as required by the City's Zoning Ordinance. Staff suggests that you advise them of your intent to develop a project as soon as possible to receive their comments and address their concerns.

____ A listing of all names and addresses for:

- a. Each property owner and residential tenant, and all homeowners' and community associations governing property within five hundred (500) feet of the property line of the proposed project. Commercial tenants within 500 feet shall be included in the following instances only: 1) the subject of the application is a residential development which is proposed within 1000 feet of where businesses use, store, transport and/or manufacture hazardous materials or waste; or 2) the subject of the application is a heavy manufacturing use which involves the use, storage, transportation, and/or manufacture of hazardous materials or waste. This information shall be provided from the latest equalized assessment roll of Orange County.
- b. Each local agency expected to provide water, sewage, schools, or other essential facilities or services to the project.
- c. The property owner or the owner's duly authorized agent.
- d. The project applicant.

Mailing labels may be submitted in any one of the following formats:

Preferred Format:

- Excel TEXT format with separate fields of information on a CD, or
- Excel with separate fields of information on a CD.

NOTE: MSWord, Word Perfect, and other common formats will not work

- Each field of information (assessor's parcel number, complete name, complete street address, city, state, zip code) must be separated by a tab key, tab delimited (preferred), or comma, comma-delimited.
- Project number and number of entries on the above list should be printed on the disk label.

Example of Preferred Format:

Cell 1 APN	Cell 2 Attention	Cell 3 Name	Cell 4 Company	Cell 5 Complete Address	Cell 6 Complete Address	Cell 7 City	Cell 8 State	Cell 9 Zip Code
123	J Jones	Payroll	Alton Ctr	567 Alton Pkwy	PO Box 19575	Irvine	CA	92623

For information or questions on formatting, please call (949) 724-6012.

Or

Two sets of labels affixed to a number 10 size envelope in order for the mail room "stuffing machine" to automatically insert the notices and *with the following preprinted return address:*

City of Irvine Community Development - Project Entitlement P.O. Box 19575
Irvine, CA 92623-9575

____ A map which is keyed to the above mailing list of property owners and labels.

		A 1 11/1		
GF1.1	17 JRI L	_ ^ dditi	onal Mat	criale
SLUI		- Auulli	uliai iviai	lei iais

 Irvine Green Building Program.
Information on this voluntary program is available at the Building and Safety counter at the
Community Development lobby or online at www.cityofirvine.org. Go to Departments/Community
Development, and then choose Green Building on the left hand side of the screen.
 Technical studies for noise, traffic, parking, hazardous materials or other issues may be required according to City policy.
 Treatment Control Water Quality Management (TCWQMP) The
TCWQMP shall provide complete and comprehensive strategy for meeting onsite Treatment Control
requirements that will be used to treat predictable pollutant runoff as defined under the current
Orange County Stormwater Program Drainage Area Management Plan. For additional information,
please see the WQMP Requirements for Discretionary Applications or contact 724-6315.

As stated in section 2-17-3 of the Zoning Ordinance, the Director of Community Development may require additional materials to determine that your application is complete. You will be notified within 30 days of application submittal if additional materials will be necessary to complete this Master Plan application.