



# **EFFECTIVE JUNE 30, 2016**



**The Planning Department is updating its application forms in order to streamline the development review process and to prepare for the future replacement to the County's Land Management System (LMS.)**

The application forms are being split into two parts, consisting of the application form itself, and the other consisting of a Filing Instructions Handout.

Additional changes to the applications include the inclusion of a "Contact Person" for Applicants, Property Owners and/or Representatives that are not single individuals; and some previously requested information has been determined to no longer be necessary, and have been removed.

The Land Use application forms have been expanded to provide matrices to list existing and proposed building, structures and uses.

Additional parts of an application submittal package, as described in the applicable Filing Instructions Handout, may be required. See the Filing Handout for details. Those documents are available through the Department's website.

The following are some of the documents that may be needed:

- "Land Use and Permit Application Processing Agreement" document;
- "Water Quality Management Plan Checklists" for the Santa Ana River, Santa Margarita River and the Whitewater River Watersheds;
- "Indemnification Agreement Property Owner Information" document; and,
- Preliminary Title Report.

Application packages are required to provide digital copies of all of the items listed in the Filing Instructions Handout. Paper copies of the materials are no longer necessary, but one copy of the tentative maps or site plan, elevations and floor plans are helpful to the Land Use staff as part of the application submittal process.

*Once the new versions of the application forms are released, the old versions will **only** be accepted during a 60 day transition period. After that time, only the new application forms will be accepted.*