COMMUNITY DEVELOPMENT
Development Services

Print Form

PUBLIC FACILITY REVIEW INFORMATION SHEET

For public parks and facilities, a preliminary review bridges the step between the park design approval and the code compliance review process. This process is designed to expedite your project by addressing all design issues prior to submittal for code compliance; thereby, minimizing the changes that will be required during the code compliance review process.

For publicly maintained facilities, a preliminary review will expedite City acceptance of your project by ensuring applicable City standards are met. A preliminary review will enable City staff to provide professional guidance and information essential to your subsequent park development and public facilities applications.

GENERAL INFORMATION

WHEN REQUIRED: All public parks/recreational facilities and other developer-built public facilities that will be ultimately maintained/owned by the City **(e.g., trails, signs, landscaping, lights, etc.)** are required to undergo preliminary review by the Community Services Department prior to regulatory review (i.e., landscape construction; precise grading; building including plumbing, electrical, and mechanical, etc.) of the project. **This process is not required for private parks and recreational facilities that will be maintained by a homeowner's association.**

WHO APPROVES: During the preliminary review process, you will receive written comments regarding the proposed project's design issues, including comments on selection of materials, manufacturer, model number, and any other relevant information. Comments may include responses from any City departments participating in the preliminary review process (including, but not limited to, Engineering, Transportation, Public Works, Building Plan Check, Advance Planning and Planning and Development Services). Community Services Department staff grants final "approval" before code compliance review.

COST/TIME FRAME: The simplest way to get pre-regulatory approval of a public facility is to design the facility to include and comply with the recreational amenities that were approved in the park design and/or applicable City standards. The cost of processing your preliminary review will be billed on an hourly basis. Staff time is charged according to the hours spent by staff in reviewing your project and preparing corrections that must be addressed prior to subsequent development applications. Your deposit check creates a developer deposit account to which processing time is charged. You will receive a monthly statement of your account, and 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 expect a 10 to 15 working days turnaround time once a complete application is submitted for the first set of staff comments and, if needed, one week turnaround review and comment for subsequent submittals. The number of screen checks required will depend on the completeness of the plans, compliance to City design standards, and the complexity of the project. The total cost and time needed to complete the preliminary review may vary widely according to the size and complexity of the project.

SUBMITTAL REQUIREMENTS: Please use this information sheet as a checklist to assemble the materials required for your public facility preliminary review, and bring it with you when you submit your application. The minimum submittal requirements are listed below. 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 additional information, or a copy of the City of Irvine Park/Public Facilities Standards Manual, please call the Development Assistance Center at 949-724-6308 or the Parks Planning Section at 949-724-6672.

INFORMATION SHEET

SECTION A: CITY DOCUMENTS

- ☐ Development Case Application
- ☐ Development Deposit Case Setup Form

SECTION B: DEPOSIT CHECK PAYABLE TO THE CITY OF IRVINE

- ☐ A deposit of $1,500 per public facility is required to open a Pre-Application case.

SECTION C: INFORMATION REQUIRED (No partial submittals accepted)

- ☐ Preliminary Construction Plans

  Four sets, each set includes plans for:
  - Landscape
  - Grading
  - Building (Plumbing, Electrical, Mechanical)
  - Photometric surveys of on-site lighting (security and athletic lighting)
  - Copy of previously approved Park Design for the project

SECTION D: ADDITIONAL MATERIALS

The Director of Community Services may require additional materials for review.

You will be notified within 30 days of the date you submit your application if any additional materials will be necessary to complete the application.