



CONCEPT PLAN INFORMATION SHEET

The City of Irvine Zoning Ordinance (ZO) requires a Concept Plan as a means to resolve issues for an entire planning area prior to the adoption of zoning. Issues addressed by the Concept Plan typically are land uses, phasing, public facilities, parks, grading, drainage and the provision of adequate public services and utilities at the time development occurs in the planning area. The Director of Community Development may determine other issues.

A Concept Plan is required for the entire planning area whenever land designated as development reserve, conservation and open space reserve or exclusive agriculture is changed to allow development. A Concept Plan must be prepared for an entire planning area or for the remainder of the planning area, if parts of the planning area have already been developed. The Concept Plan is designed to:

- Implement General Plan building intensity standards
- Implement the Conservation and Open Space implementation action programs (Section 8-1)
- Resolve area-wide planning issues
- Prevent piecemeal and uncoordinated development
- Establish a policy framework for development

When a comprehensive Zone Change is proposed for an entire planning area, the proposed zoning shall serve as the concept plan, and must include all elements of a concept plan.

The cost of processing your Concept 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 Concept Plan, and bring it with you when you submit your application. 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.

SUBMITTAL REQUIREMENTS

SECTION A: CITY DOCUMENTS

- [Development Case Application](#)
- [Developer Deposit Case Set Up](#)

SECTION B: LETTER OF JUSTIFICATION

- This letter should be addressed to the City. It should describe the project or business in your own words and explain *how it would benefit the community*. As a guideline, use the findings from the Concept Plan section of the ZO listed below. These will assist you in preparing your explanation:
 - The proposed Concept Plan is consistent with the City of Irvine General Plan.
 - The proposed Concept Plan is consistent with the intent of this division.

CONCEPT PLAN INFORMATION SHEET

- Based upon information available at time of approval, adequate sewer and water lines, utilities, sewage treatment capacity, drainage facilities, police protection, fire protection/emergency medical care, vehicular circulation and school facilities will be available to serve the area affected by the proposed Concept Plan when development occurs.
- The proposed Concept Plan is in the best interests of the public health, safety and welfare of the community.
- The proposed Concept Plan complies with all requirements for the dedication of permanent open space through a specified phased implementation program for affected planning areas and zoning district (Section 8-1).
- If the proposed Concept Plan affects land located within the coastal zone, the proposed Concept 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

- For a Concept Plan requiring Zoning Administrator or Planning Commission approval, a deposit of \$10,000 is required.

SECTION D: PROJECT INFORMATION

These materials must clearly illustrate the components of the project. Remember that the staff, Planning Commission and City Council 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 information with plans, folded to approximately 8 1/2" x 14". Use the checklist to be sure your information includes the following **required** elements:

- Description of the proposed Concept Plan
- Scale (for example 1:20, or 1/8" = 1')
- Vicinity map
- North arrow
- A statement establishing the consistency of the proposed concept plan with the general plan. If a zone change or general plan amendment is being processed concurrently, the statement shall establish the consistency of the proposed concept plan with the proposed general plan amendment and zone change.
- Land use map showing general plan information such as land uses, circulation systems, noise contours and crash hazard areas
- Land use phasing map indicating the sequence of zoning, development, and public utility and infrastructure improvements
- Proposed planning area name
- One set of 11" x 17" reduced project site plan

List of proposed policies addressing the following:

a. General character of land uses, including:

- Maximum number of dwelling units and the percentage of low- and/or moderate-cost units to be provided in the planning area. If under multiple ownership, the minimum and maximum number of dwellings and the percentage of low- and/or moderate-cost units to be provided for each area under separate ownership.

CONCEPT PLAN INFORMATION SHEET

Maximum gross square footage floor areas for industrial, mixed-use and commercial uses to be provided in the planning area. If under multiple ownership, the appropriate gross square footage shall be provided for each area under separate ownership.

b. General circulation systems, including:

- Roadways (thruways, parkways, community collectors)
- Phasing
- Variations from established City standards and/or policies
- Special systems such as fixed rail transit
- Bicycle, equestrian and hiking trails

c. Park and open space systems, including:

- Location of community parks
- Minimum park size criteria
- Park credit concepts
- Ownership and maintenance concepts

d. Planning Area landscape treatments, including:

- Village edge and village entry widths and general character
- Special landscaping themes, if any
- Preservation of special features, if any
- Palette of plant materials, walls, and hardscape for areas in or adjacent to the public right-of-way

e. Phasing and improvement of public facilities, utilities, and infrastructure, to the extent this information is known at this stage of the development process, including:

- Trunk sewer systems, sewage treatment facilities and capacities
- Major water distribution facilities, capacities and available supply
- Police, emergency medical care, fire protection, including personnel, station location and major equipment requirements
- Energy systems, including major distribution facilities and supply availability
- Major storm drainage facilities
- School locations and classroom availability

f. Grading proposals

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 ZO. Staff suggests that you advise them of your intent to develop a project as soon as possible to

CONCEPT PLAN INFORMATION SHEET

receive their comments and address their concerns. Should you wish City staff to generate the mailing labels; staff time will be charged at the hourly rate to the project case.

- An electronic list of all names and addresses for all of the following:
 - 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.
- A map which is keyed to the above labels (stet).
- Electronic mailing may be submitted in any one of the following formats:
 - Excel TEXT format with separate fields of information on a CD, **or**
 - Excel with separate fields of information on a CD.
NOTE: MS Word, 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 the City's Mail Center at 949-724-6012.

SECTION F: ADDITIONAL MATERIALS

- Technical studies for noise, traffic, parking, hazardous materials or other issues may be required according to City policy

As stated in Section 2-8-4 of the ZO, the Director of Community Development may require additional materials to determine that your application is complete.

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