INTENT: Park Design reviews are the intermediate steps between the Park Plans, (which are approved concurrently with the Master Tentative Tract Map application), and the construction drawings. A Park Design is a conceptual site plan that is used to determine consistency with the previously approved Park Plans. For parks receiving park dedication credit, Park Design review helps to establish and verify compliance with the Park and Facility Standards Manual.

WHEN REQUIRED: The processing of a Park Design case is required by the City's Zoning Ordinance (ZO), (Chapter 2-22-5, - Park Plan Procedure), for all park developments, public or private.

WHO APPROVES: Depending on the size of the park and type of application submitted, Park Designs are approved by staff, by the Planning Commission, or by the Community Services Commission.

COST/TIME FRAME: The simplest way to get a Park Design approved in a timely manner is to design the park to include and comply with the recreational amenities and features that were approved in the Park Plan that proceeded. The cost of processing your Park Design will be billed on an hourly basis according to the hours spent by staff in checking plans, writing a staff report, preparing environmental documents, notifying the public and attending the public hearing. Your deposit check creates a Developer Deposit Case account to which processing time is charged. See Developer Deposit form for more specific information. At the close of your case, any remaining funds will be returned to you.

The estimated time frame for Park Design approved by staff is approximately nine weeks. The estimated time frame for Park Designs requiring public hearing by either the Planning Commission or Community Services Commission is approximately 16 weeks. Please expect a three to four week turnaround time once the application is deemed complete for the first set of staff comments and, if needed, one week turnaround review and comment time for subsequent submittals. However, total cost and time needed to process a park design may vary widely according to the size and complexity of the project and, if applicable, may be dependent on the processing schedule of the associated Conditional Use Permit or Master Plan application. At the City's sole discretion, a planning consultant may process your application.

SUBMITTAL REQUIREMENTS: Please use this information sheet as a checklist to assemble the materials required for your Park Design, and bring it with you when you submit your application. Be sure all letters and the appropriate persons have signed forms. If you have any questions about the items requested or if you wish to obtain additional information, please call the Development Assistance Center at 949-724-6308.

SUBMITTAL REQUIREMENTS

SECTION A: CITY DOCUMENTS

1. Park Design submitted with a Conditional Use Permit and/or Master Plan application See Conditional Use Permit (CUP) and/or Master Plan (MP) application submittal requirements. Please note: although park design review charges will be charged to the associated CUP or MP account, a separate Park Design (PD) case number will be assigned for record-keeping purposes. The information outlined in Section D of Park Designs below, must be shown on the CUP/MP submitted to adequately review the Park Design.

must be shown on the CUP/MP submitted to adequately review the Park Design.
2. Separate Park Design Submittal
\$1,500 deposit per Park Design (for additional information, See Section C below)

SECTION B: LETTER OF JUSTIFICATION
This letter should be addressed to the City. It should describe the project in your own words and, if applicable, explain how the Park Design helps to fulfill the park dedication requirement in relationship to the approved Park Plan. As a guideline, use the Findings from the Park Design section (Section 2-22-5) of the ZO listed below. This will assist you in preparing your letter of justification.
The proposed Park Design is consistent with the approved Park Plan.
 For parks receiving park dedication credit, the proposed Park Design is consistent with the Park/Facility Standards Manual
 The proposed park design is in the best interests of the public health, safety and welfare.
SECTION C: DEPOSIT CHECK PAYABLE TO THE CITY OF IRVINE
1. Park Design submitted with a Conditional Use Permit application A deposit of \$12,000 is required for a CUP going to the Planning Commission. No separate deposit is required to concurrently process a Park Design.
2. Park Design submitted with a Master Plan application A deposit of \$10,000 is required for a Master Plan application going to the Planning Commission. No separate deposit is required to concurrently process a Park Design.
 3. Separate Park Design submittal A deposit of \$1,500 per Park Design is required.
SECTION D: PARK DESIGNS
Park Designs must be legible and drawn to scale to clearly illustrate components of the project. If the plans are not legible, or do not contain the information listed below, your application will be returned for correction prior to processing. Use the following checklist to ensure 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 showing building height, exterior materials and architectural theme, service and loading areas, and access points.
Parking lot layout and/or off-site/on-street parking areas (number each parking space, show dimensions of parking spaces and drive aisles).
On-site circulation
Facilities and equipment, including athletic courts and fields and tot lots
Any item(s) receiving park dedication credit (i.e., barbecues, benches, etc.)
Chart demonstrating that the park design meets the park credit requirements established during tract map approval (i.e., approved park plan).

Location and type of fencing
Dimensioned property lines
Ultimate street right-of-way (if these are different from existing)
Adjacent streets, street names, and intersections, showing striping and medians
Sidewalks and any pedestrian walkways, including accessible paths of travel
☐ Notes labeling surrounding land uses
Conceptual landscape plan showing landscape theme and location of all landscaped areas
ECTION E: PUBLIC NOTICE MATERIALS (PROJECTS SUBJECT TO PUBLIC HEARING ONLY)
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. 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 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 1,000 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 labels 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 Mail Center at 949-724-6012.

SECTION F: ADDITIONAL MATERIALS

As stated in ZO Section 2-22-3, the Director of Community Services 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 park design application.

SECTION G: SUBMITTAL REQUIREMENTS

	A CD/DVD with PDF format files for the Letter of Justification, project plans, exhibits and all associated s	tudies. The
p	plans must be black and white drawings with landscape orientation in PDF format. Pages in the set shall b	e the same
S	sheet size.	

ſ		Three sets of 24"x36"	project plans	, folded to a	approximately	y 8	1/2" x	14"
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E-PLANS

E-plans should be on a DVD, CD or a flash drive. Please note that these will not be returned to the customer. The plans shall be black and white drawings with landscape orientation in PDF format. Pages in the set shall be the same sheet size.

Architect or Engineer of record stamps (renewal date, license & signature) should be on each appropriate plan sheet as required by law.

Naming Convention: The following list shows how each section of plans should be labeled. Each section shall be a separate PDF file. If a section is not applicable to your project then please do not include. Please do not submit a CD, DVD or flash drive with PDF files inside of file folders. Please test your PDF files to ensure they will open before submitting your CD, DVD or flash drive.

Summary Index Sheet listing all sheets within each PDF

Title Sheets

Project Summary and Code Summary Sheet

Demolition Plan

Site Plan

Architectural (Floor Plans and Elevations)

Landscaping

Civil

Other Reports -- Please Label, e.g., Acoustical Report, WQMP, etc.