

# PARK PLAN INFORMATION SHEET

**INTENT:** The intent of park plan requirement is to resolve Issues associated with the development of public and private parks at the earliest stages of a project and /or planning area improvement. Park Plan reviews are approved concurrently with applications for Master Plan, Tentative Map, Conditional Use Permit, or Park Design. For parks receiving park dedication credit, the Park Plan review establishes and verifies compliance with the Park and Facility Standards Manual.

**WHEN REQUIRED:** The processing of a Park Plan is required by the City's Zoning Ordinance (ZO), (Chapter 2-22-2, -Park Plan Procedure), for all park developments, public or private. When a Tentative Map is submitted, the requirements for a park plan shall be incorporated into the Tentative Map.

**REQUIREMENTS AND APPROVAL:** Upon recommendation of the Community Services Commission, the Planning Commission has the final approving authority for any Park Plan. The property owner or an authorized agent, the City Council, Community Services may initiate a Park Plan application.

**COST/TIME FRAME:** The cost of processing your Park Plan is billed on an hourly basis to the related case type (e.g. Tentative Tract Map, Master Plan, etc). In the event your Park Plan is submitted independently of another discretionary case, a deposit of \$4,000 will be required at application submittal. Staff time is charged according to the hours spent by staff in checking plans and, 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.

The estimated time frame for processing a Park Plan 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, one week turnaround review and comment for subsequent submittals. However, total cost and time needed to process a Park Plan may vary widely according to the size and complexity of the project and, may be dependent on the processing schedule of the associated Tentative Tract Map, Conditional Use Permit or Master Plan application. The related cases will be processed concurrently with the Park Plan. 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 Plan, and bring it with you when you submit your application. 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

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#### SECTION B: DEPOSIT CHECK PAYABLE TO THE CITY OF IRVINE

☐ If the Park Plan is processed concurrently with another discretionary case (e.g. Tentative Tract Map, Master Plan, etc) no deposit will be required for the Park Plan. If the Park Plan is processed independently of another discretionary case, a \$4,000 deposit is required at application submittal.

## **PARK PLAN INFORMATION SHEET**

SECTION C: INFORMATION REQUIRED (NO PARTIAL SUBMITTAL ACCEPTED)
A Letter of Justification addressed to the City, which includes the following:
Identify the location, size and ownership of all proposed parks.
Describe the intended improvements to be made to the park.
How the Park Plan will satisfy the findings in the City's ZO Section 2-22-7.
How it will fulfill the park dedication requirements for community and neighborhood parks per approved Zoning Ordinance, and Irvine Municipal Code (IMC) Section 5-5-1004.C. through F.
A request to receive park dedication credit for park and recreation land or improvements and amenities.
A park phasing plan specifying when each park will be developed to best serve the residents of the related subdivisions per IMC Section 5-5-1004.E.4.
Level of accessibility for all proposed parks and how accessibility will be maintained in perpetuity if any park is to be located behind locked privacy gates.
A request to receive a park dedication reduction for the development of new units affordable for households of low and moderate income as specified in IMC Section 5-5-1004.G.
SECTION D: PARK PLANS
Park Plans 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
Location and type of rending

- 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

#### 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. 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 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 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 park plan 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 the Park Plan application.

#### **SECTION G: SUBMITTAL REQUIREMENTS**

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

Three sets of 24"x36" project plans, folded to approximately 8 1/2" x 14"

One hard copy of the project WQMP, if necessary

#### <u>E - PLANS</u>

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.