



RESEARCH LETTER INFORMATION SHEET

The purpose of a Research Letter is to provide written information on issues requiring extensive research by City staff. While staff attempts to provide accurate information regarding development on an over-the-counter basis, certain questions, such as those involving the history of a site or the status of previously granted entitlement, may require more time than the City has budgeted for basic public information. The Research Letter procedure provides accurate written answers to your complex questions while allowing the City to recover the cost of this service.

The fee for a Research Letter is based on the number of hours spent by staff on preparing the written information. Total cost will vary according to the complexity of the issue being researched. If you wish to limit your cost, you may indicate in your initial submittal a maximum number of hours to be spent on your request. When those hours have been expended, staff will contact you if more time is needed to complete your request. You must first open a Trust and Agency account with an initial deposit to which project costs are charged. In the event that responding to your request takes more than a month, you will receive a monthly statement of your account. If your account falls below a specified minimum, you will be billed for additional funds. Please note that failure to pay the City's invoices within 7 days of the due date will cause all work to be stopped. When the Research Letter has been completed, any remaining funds in the Trust and Agency Account will be returned to you.

Note that the Research Letter is not intended to provide a staff response to a development proposal. If you wish to investigate the feasibility of such a proposal, please refer to the Pre-Application information sheet. It is not necessary to request a Research Letter for simple questions of zoning or land use. If you are in doubt as to whether this procedure will be appropriate for your needs, please discuss your request with Development Assistance Center staff.

Please use this information sheet to prepare your request for a Research Letter. When the information is received by the Development Assistance Center, it will be assigned to a case planner who will research the Zoning Ordinance and other City records. In some cases it may be necessary to request additional information from you. The City will generally respond to Research Letter requests within 14 calendar days of receipt. However, when exceptionally complex questions arise, more time may be needed. In this case, the planner who handles your request will contact you. If you have any questions about the items requested or the Research Letter process, please call the Development Assistance Center at 724-6308.

SECTION A - Letter of Information

The Development Assistance Center staff uses information provided by the applicant to structure the written answers to your questions. Please keep this in mind as you prepare your request. In order to receive written information, please submit a written request to the Development Assistance Center. The request must include the following:

1. The address (or other identifying information) of the property in question;
2. The information desired (i.e., verification and/or status of previous entitlement, site history). Please be as specific as possible to ensure that staff time is kept to a minimum and that you receive exactly the information needed.
3. Any plans or documents you feel will clarify your request.

SECTION B - Check payable to the City of Irvine

A deposit of \$500.00 is required.