

**CITY OF RANCHO SANTA MARGARITA
ZONING CONFIRMATION LETTER APPLICATION
INSTRUCTIONS**

The purpose of a Zoning Confirmation Letter is to verify in writing the allowed uses, development standards and regulations applicable to a specific site. Zoning Confirmation Letters are often used by businesses for due diligence purposes prior to signing a lease. A Zoning Confirmation Letter does not determine the conformance of a property with existing land use regulations.

A Zoning Confirmation Letter provides the following information:

- The applicable Assessor Parcel Number and Legal Description.
- Current General Plan and Zoning land use designations for the subject site.
- Map showing the current General Plan and Zoning land use regulations for the subject site and adjacent properties.
- References to applicable sections of the Zoning Code for zoning districts that apply to the subject site, including site development standards (e.g., setbacks, height restrictions, parking)
- A list of any approved entitlements for the subject site. Copies of said entitlements are available upon request.
- A list of active code enforcement violations associated with the property.
- A list of Mello Roos districts, if applicable.
- A list of any applicable commercial maintenance associations or homeowners associations
- A list of utility providers for the subject site.
- A list of any known environmental hazards, including flood plain information, wildfire hazard zones, fuel modification zones, fire protection areas, earthquake fault zones or other geologic hazard zones.

To obtain a Zoning Confirmation Letter, please complete this application and submit the applicable fee. The Planning Division's goal is a maximum 5 business day turnaround time for Zoning Confirmation Letters.

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ZONING CONFIRMATION LETTER APPLICATION**

Application Date: _____ Applicant's Name: _____

Location of Subject Site: _____

Telephone #: _____ Email: _____

Letter should be mailed to (address): _____

If you are proposing to establish a business at this location, please provide a detailed description of your business and include a proposed floor plan.

Signature of Applicant

Date