



City of  
Laguna Woods

# LAND USE PERMIT APPLICATION

Planning & Environmental Services Department  
24264 El Toro Road, Laguna Woods, CA 92637

P: (949) 639-0500 [planning@cityoflagunawoods.org](mailto:planning@cityoflagunawoods.org)  
[www.cityoflagunawoods.org](http://www.cityoflagunawoods.org)

## I. TYPE OF PERMIT(S) (CHECK ALL THAT APPLY)

- Change Plan (CP)
- Conditional Use Permit (CUP)
- Commercial Cannabis Permit (CCP)
- Eligible Facility Request Permit (EFRP)
- Sign Program (SP)
- Site Development Permit (SDP)
- Temporary Use Permit (TUP)
- Wireless Use Permit (WUP)
- Other: \_\_\_\_\_

## II. PROJECT INFORMATION

1) Project Address: \_\_\_\_\_

2) Assessor's Parcel Number(s): \_\_\_\_\_

3) Laguna Woods General Plan Land Use Designation:

- Commercial
- Community Facilities
- High Density Residential
- Open Space
- Residential Community

4) Laguna Woods Zoning District / Zoning Overlay District:

- Community Commercial (CC)
- Community Facilities - Private (CF-P)
- Community Facilities - Public/Institutional (CF-P/I)
- Neighborhood Commercial (NC)
- Open Space - Passive (OS-P)
- Open Space - Recreation (OS-R)
- Professional and Administrative Office (PA)
- Residential Community (RC)
- Residential Community - Maintenance (RC-MT)
- Residential Multifamily (RMF)
- Residential Towers (RT)

**III. PURPOSE OF APPLICATION (COMPLETE BELOW OR ATTACH AND WRITE "SEE ATTACHED")**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. APPLICANT INFORMATION**

- 1) Applicant's Legal Name: \_\_\_\_\_
- 2) Applicant's Firm's Name (if applicable): \_\_\_\_\_
- 3) Submitting on Behalf of:  Self/Employer  Client: \_\_\_\_\_
- 4) Relationship to Client (if applicable):  Architect  Contractor  Engineer  Project Manager  
 Other: \_\_\_\_\_
- 5) Applicant's Telephone Number: \_\_\_\_\_
- 6) Applicant's Email Address: \_\_\_\_\_
- 7) Applicant's Mailing Address: \_\_\_\_\_

Under penalty of perjury, I hereby declare that the information contained within and submitted with this Land Use Permit Application is complete, true, and accurate. I understand that a misrepresentation of fact is cause for rejection of this Land Use Permit Application, denial of the permit, and/or suspension or revocation of a permit issued, and may also constitute an illegal action resulting in civil and/or criminal action. I acknowledge that all information on and attached to this form may constitute a public record subject to disclosure under the California Government Code Section 6250 and have communicated the same to all involved parties.

Signature of Applicant identified in Line IV(#1) above: \_\_\_\_\_  
Date Signed by Applicant identified in Line IV(#1) above: \_\_\_\_\_

**THE SIGNATURES ON THIS DOCUMENT MUST BE NOTARIZED. ATTACH ACKNOWLEDGEMENT FORMS.**

**V. PROPERTY OWNER INFORMATION (COMPLETE ONE "POR" BLOCK PER ASSESSOR'S PARCEL)**

- 1) Property Owner of Record's ("POR") Legal Name (*must match the POR identified on the title report submitted with this application*): \_\_\_\_\_
- 2) Assessor's Parcel Number Owned by POR: \_\_\_\_\_
- 3) POR's Mailing Address: \_\_\_\_\_
- 4) POR's Authorized Agent's Legal Name (if applicable): \_\_\_\_\_
- 5) POR's Authorized Agent's Telephone Number: \_\_\_\_\_
- 6) POR's Authorized Agent's Email Address: \_\_\_\_\_
- 7) Contact Information for the Agent for the Service of Process for the POR: \_\_\_\_\_

Case # (CITY USE ONLY): \_\_\_\_\_

Legal Name – \_\_\_\_\_

Authorized Agent's Legal Name (if different from above) – \_\_\_\_\_

Mailing Address – \_\_\_\_\_

Telephone Number – \_\_\_\_\_

Email Address – \_\_\_\_\_

I am the property owner of record, or his/her/their authorized agent, of the assessor's parcel identified above. I acknowledge the filing of this Land Use Permit Application and that I have had the opportunity to consult with legal counsel prior to signing below. Under penalty of perjury, I hereby declare that the information contained within and submitted with this portion of Section V of this Land Use Permit Application as pertains to my property ownership is complete, true, and accurate. I understand that a misrepresentation of fact is cause for rejection of this Land Use Permit Application, denial of the permit, and/or suspension or revocation of a permit issued, and may also constitute an illegal action resulting in civil and/or criminal action.

Signature of POR or POR's Authorized Agent: \_\_\_\_\_

Date Signed by POR or POR's Authorized Agent: \_\_\_\_\_

**THE SIGNATURES ON THIS DOCUMENT MUST BE NOTARIZED. ATTACH  
ACKNOWLEDGEMENT FORMS.**

**IF AN AUTHORIZED AGENT IS SIGNING THIS SECTION V, A SIGNED AND NOTARIZED  
LETTER FROM THE POR CONFIRMING THE AUTHORIZED AGENT HAS AUTHORITY  
TO SIGN FOR THE POR IS REQUIRED. ONLY ONE LETTER PER AUTHORIZED  
AGENT/PER POR IS REQUIRED PER APPLICATION.**

**VI. ADDITIONAL PROPERTY OWNER INFORMATION (LEAVE BLANK IF NOT APPLICABLE)**

1) Property Owner of Record's ("POR") Legal Name (*must match the POR identified on the title report submitted with this application*): \_\_\_\_\_

2) Assessor's Parcel Number Owned by POR: \_\_\_\_\_

3) POR's Mailing Address: \_\_\_\_\_

4) POR's Authorized Agent's Legal Name (if applicable): \_\_\_\_\_

5) POR's Authorized Agent's Telephone Number: \_\_\_\_\_

6) POR's Authorized Agent's Email Address: \_\_\_\_\_

7) Contact Information for the Agent for the Service of Process for the POR:

Legal Name – \_\_\_\_\_

Authorized Agent's Legal Name (if different from above) – \_\_\_\_\_

Mailing Address – \_\_\_\_\_

Telephone Number – \_\_\_\_\_

Email Address – \_\_\_\_\_

Case # (CITY USE ONLY): \_\_\_\_\_

I am the property owner of record, or his/her/their authorized agent, of the assessor's parcel identified above. I acknowledge the filing of this Land Use Permit Application and that I have had the opportunity to consult with legal counsel prior to signing below. Under penalty of perjury, I hereby declare that the information contained within and submitted with this portion of Section VI of this Land Use Permit Application as pertains to my property ownership is complete, true, and accurate. I understand that a misrepresentation of fact is cause for rejection of this Land Use Permit Application, denial of the permit, and/or suspension or revocation of a permit issued, and may also constitute an illegal action resulting in civil and/or criminal action.

Signature of POR or POR's Authorized Agent: \_\_\_\_\_

Date Signed by POR or POR's Authorized Agent: \_\_\_\_\_

**THE SIGNATURES ON THIS DOCUMENT MUST BE NOTARIZED. ATTACH  
ACKNOWLEDGEMENT FORMS.**

**IF AN AUTHORIZED AGENT IS SIGNING THIS SECTION VI, A SIGNED AND  
NOTARIZED LETTER FROM THE POR CONFIRMING THE AUTHORIZED AGENT HAS  
AUTHORITY TO SIGN FOR THE POR IS REQUIRED. ONLY ONE LETTER PER  
AUTHORIZED AGENT/PER POR IS REQUIRED PER APPLICATION.**

**[CONTACT CITY OF LAGUNA WOODS STAFF IF THERE ARE ADDITIONAL PROPERTY  
OWNERS BEYOND THOSE LISTED IN SECTION V AND SECTION VI.]**