



City of  
Laguna Woods

## SUPPLEMENTAL INFORMATION FORM

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. PROJECT INFORMATION (MUST MATCH "LAND USE PERMIT APPLICATION")

- 1) Project Address: \_\_\_\_\_  
2) Assessor's Parcel Number(s): \_\_\_\_\_

### II. TYPE OF PERMIT(S) (MUST MATCH "LAND USE PERMIT APPLICATION;" MAY ABBREVIATE)

\_\_\_\_\_

### III. APPLICANT INFORMATION (MUST MATCH "LAND USE PERMIT APPLICATION")

- 1) Applicant's Legal Name: \_\_\_\_\_  
2) Applicant's Firm's Name (if applicable): \_\_\_\_\_  
3) Submitting on Behalf of:  Self/Employer  Client: \_\_\_\_\_

### IV. PROJECT DESCRIPTION

Please attach a document describing, in detail, the characteristics, scope, and operation of the project.

- 1) Is a project description attached? (must attach and answer "yes")  Yes

### V. PROJECT SIZE INFORMATION

**Answer questions in this section only if there is a construction component to the project. Questions should be answered as the project site would exist after project implementation.**

- 1) Building Site Area (in square feet): \_\_\_\_\_  
*(For the purpose of this question only, "building site area" means the net development area calculated by measuring the building site horizontally as a level plane and excluding rights-of-way or easements that prohibit the surface use of the site, except easements for open space purposes on single-family lots.)*

Zoning District	Minimum Building Site Area
Open Space-Passive	43,560 square feet
Open Space-Recreation	20,000 square feet
Professional and Administrative Office	10,000 square feet
Residential Multifamily	7,200 square feet

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2) Ground Floor Area of All Buildings (in square feet): \_\_\_\_\_

3) Building Site Coverage (#2 / #1; as a percent): \_\_\_\_\_

*(For the purpose of this question only, “building site coverage” means the relationship between the ground floor area of the building or buildings and the building site area. Unenclosed post-supported roofs over patios and walkways and unenclosed post-supported eave overhangs are excluded from this definition.)*

Zoning District	Maximum Building Site Coverage
Neighborhood Commercial	35%
Open Space-Passive	5%
Open Space-Recreation	20%
Professional and Administrative Office	35%
Residential Community	50%
Zoning District	Maximum Building Site Coverage
Residential Multifamily	50%*

\* The building site coverage shall not exceed 50 percent of the land area contained within each recorded tract, exclusive of dedicated right-of-way. Swimming pool coverage shall not be considered as building site coverage.

4) Height of Tallest Building (in feet): \_\_\_\_\_

*(For the purpose of this question only, when a building site slopes in any direction at an average grade of more than 10% within the front 50 feet of the building site, “height” means the vertical distance above an inclined slope to the top of the structure, including screened mechanical and electrical fixtures. The inclined slope is established by enclosing the structure with an imaginary line five feet from the structure, and by assuming that all ground area closer is flat. See diagram in Laguna Woods Municipal Code Section 13.16.160(a). For all other building sites, “height” means the vertical distance above the ground level of finished grade to the top of the structure. This is established by enclosing the structure with an imaginary line five feet outside of the perimeter of the structure, or at the property line if it is less than five feet from the structure, and determining the average elevation from the imaginary line.)*

*(Towers, gables, spires, flag poles, and architectural features not for sleeping or eating quarters or for any commercial purpose may exceed building height limits by 10 feet subject to an approved conditional use permit. Elevators, appropriately screened mechanical units, and chimneys which do not exceed 10% of the roof area, nor exceed the building height limitations by more than eight feet will be permitted.)*

Zoning District	Maximum Building Height
Community Commercial	65 feet
Community Facilities-Private	40 feet
Community Facilities-Public/Institutional	40 feet
Neighborhood Commercial	35 feet
Open Space-Passive	18 feet*
Open Space-Recreation	35 feet*
Professional and Administrative Office	35 feet

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Residential Community	40 feet
Residential Multifamily	65 feet

\* Except as otherwise provided for by an approved conditional use permit.

5) Height of Tallest Fence/Wall (in feet): \_\_\_\_\_  
(For the purpose of this question only, "height" means distance from the base of the fence/wall to the top on the interior or exterior side, whichever is greater. See illustration in Laguna Woods Municipal Code Section 13.16.230.)

(Fence/wall heights taller than six feet generally require an approved conditional use permit. Fence/wall heights taller than eight feet are generally not permitted.)

**Answer questions 6-7 only if (a) there is a construction component to the project and (b) the project is located wholly or partially in areas designated as "Commercial" or "Community Facilities" in the Laguna Woods General Plan. Questions should be answered as the project site would exist after project implementation.**

6) Gross Floor Area – all areas (in square feet): \_\_\_\_\_  
(For the purpose of this question only, "gross floor area" means the total horizontal floor area of all floors of a building, including the exterior walls thereof, measured in square feet.)

6a) Gross Floor Area – areas used in common such as covered malls, walkways, patio areas, and entries open to and directly connecting with outside areas (in square feet): \_\_\_\_\_  
(For the purpose of this question only, "gross floor area" means the total horizontal floor area of all floors of a building, including the exterior walls thereof, measured in square feet.)

7) Floor Area Ratio (#6 / Line V(#1)): \_\_\_\_\_  
(For the purpose of this question only, "floor area ratio" ("FAR") means the numerical value obtained by dividing the gross floor area of all buildings located on a building site by the building site area.)

General Plan Land Use Designation	Maximum FAR
Commercial	0.30
Community Facilities	0.30

**VI. ALCOHOLIC BEVERAGE COMPONENT INFORMATION**

**Answer questions in this section only if there is an alcoholic beverage component to the project.**

1) License(s) Type(s) Sought from the California Department of Alcoholic Beverage Control:  
\_\_\_\_\_

2) Existing License(s) Type(s) from the California Department of Alcoholic Beverage Control (if any):  
\_\_\_\_\_

3) Hours of Operation for Alcoholic Beverage Activity:  
Monday – \_\_\_\_\_  
Tuesday – \_\_\_\_\_  
Wednesday – \_\_\_\_\_  
Thursday – \_\_\_\_\_  
Friday – \_\_\_\_\_  
Saturday – \_\_\_\_\_

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Sunday – \_\_\_\_\_

Please attach an annotated site plan indicating all areas where alcoholic beverages would be sold, stored, and/or consumed. Label each area accordingly (sold, stored, and/or consumed). For outdoor areas, indicate the manner and height of proposed enclosure (e.g., fence or wall). Applicants are strongly encouraged to consult with the California Department of Alcoholic Beverage Control on site planning.

4) Is an annotated site plan attached? (must attach and answer “yes”)  Yes

**VII. BUSINESS COMPONENT INFORMATION**

**Answer questions in this section only if there is a business component to the project.**

1) Hours of Operation:

Monday – \_\_\_\_\_

Tuesday – \_\_\_\_\_

Wednesday – \_\_\_\_\_

Thursday – \_\_\_\_\_

Friday – \_\_\_\_\_

Saturday – \_\_\_\_\_

Sunday – \_\_\_\_\_

<b>Zoning District</b>	<b>Maximum Hours of Operation</b>
Neighborhood Commercial	6 a.m. - 10:30 p.m.*
<b>Land Use</b>	<b>Maximum Hours of Operation</b>
Cannabis Storefront Retailer (located within 600 feet of a residential zoned parcel, as measured from the outermost boundary lines of the closest parcels)	7 a.m. - 9 p.m.
Cannabis Storefront Retailer (not located within 600 feet of a residential zoned parcel, as measured from the outermost boundary lines of the closest parcels)	6 a.m. - 10 p.m.

\* Except as otherwise provided for by an approved conditional use permit.

2) Anticipated “Peak” Hours of Operation: \_\_\_\_\_

3) Anticipated Total Number of Employees (all shifts): \_\_\_\_\_

*(For the purpose of this question only, “employees” means every person in the service of the business under any appointment or contract of hire or apprenticeship, express or implied, oral or written, who would perform services at the project location identified in Line 1(#1) above.)*

4) Average Number of Employees On-Site at “Peak” Hours of Operation: \_\_\_\_\_

*(For the purpose of this question only, “employees” means every person in the service of the business under any appointment or contract of hire or apprenticeship, express or implied, oral or written, who would perform services at the project location identified in Line 1(#1) above.)*

5) California Seller’s Permit Identification Number: \_\_\_\_\_

6) Would any part of the business include selling aerosol paint containers, large marker pens, paint sticks, or etching tools?  Yes  No *(For the purpose of this question only, "aerosol paint containers" means any aerosol container regardless of the material from which it is made, which is adapted or made for the purpose of spraying paint or other substance capable of defacing property. For the purpose of this question only, "large marker pens" means any indelible marker or similar implement with a tip which, at its broadest width, is greater than one-eighth inch, containing anything other than a solution which can be removed with water after it dries. For the purpose of this question only, "paint sticks" means any device containing a solid form of paint, chalk, wax, epoxy, or other similar substance capable of being applied to a surface by pressure, and upon application, leaving a mark at least one-eighth inch in width, visible from a distance of 20 feet, and not water soluble. For the purpose of this question only, "etching tools" means any tool designed for the purpose of scarring or inscribing glass, metal, concrete or wood.)*

7) Would any part of the business include the sale, dispensing, or distribution of batteries?  Yes  No *(For the purpose of this question only, "battery" means "battery" as defined by California Code of Regulations Section 66273.9, including a device consisting of one or more electrically connected electrochemical cells that is designed to receive, store, and deliver electric energy. An electrochemical cell is a system consisting of an anode, a cathode, and an electrolyte, plus such connections (electrical and mechanical) as may be needed to allow the cell to deliver or receive electrical energy. The term "battery" also includes an intact, unbroken battery from which the electrolyte has been removed. Automotive-type spent lead-acid batteries are excluded from this definition.)*

7a) (answer only if #7 is "yes") Would the business' gross annual sales be anticipated to exceed \$1,000,000?:  Yes  No

8) Would any part of the business include providing prepared food for consumption?  Yes  No *(For the purpose of this question only, "prepared food" means food or beverages which are served, packaged, cooked, chopped, sliced, mixed, brewed, frozen, squeezed, or otherwise prepared on the premises with the intent of consumption on or off the premises, either as "takeout food" or "to go food", or as the balance of an unfinished meal or prepared food serving. Raw, butchered, ground, chopped, or sliced meats, fish, and/or poultry sold from a butcher case or similar retail appliance for subsequent preparation are excluded from this definition. Caterers that provide only delivered food directly to individual residences may answer "no.")*

9) Would any part of the business include the sale, dispensing, or distribution of tobacco or tobacco cigarettes, including, but not limited to, electronic devices capable of being used to deliver an inhaled dose of tobacco, regardless of whether that is the intended use?  Yes  No *(For the purpose of this question only, "tobacco cigarette" means any product that contains nicotine, is intended to be burned or heated under ordinary conditions of use for smoking or ingestion, and consists of or contains (1) any roll of tobacco wrapped in paper or in any substance not containing tobacco; (2) tobacco, in any form, that is functional in the product; or, (3) any roll of tobacco wrapped in any substance containing tobacco. "Tobacco cigarette" also includes "roll-your-own" tobacco, meaning any tobacco which, because of its appearance, type, packaging, or labeling is suitable for use and likely to be offered to, or purchased by, consumers as tobacco for making cigarettes. "Tobacco cigarette" also includes any electronic device that can be used to deliver an inhaled dose of tobacco, including any component, part, or accessory of such device, whether or not sold separately, as well as any such device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, an electronic cigar, an electronic cigarillo, an electronic pipe, an electronic vaporizer, an electronic hookah, an electronic bong, an electronic waterpipe, or any other product name or descriptor, including any component, part or accessory of such device, whether or not sold separately. Products specifically approved or recognized by the State of California for use in the mitigation, treatment, or prevention of disease are excluded from this definition.)*

## VIII. HISTORICAL COMPONENT INFORMATION

**Answer questions in this section only if there is a construction component to the project**

- 1) Year(s) Existing Building(s)/Structures(s) Were First Constructed: \_\_\_\_\_
- 2) Does the project site appear on the National Register of Historic Places ([www.nps.gov/subjects/nationalregister/database-research.htm](http://www.nps.gov/subjects/nationalregister/database-research.htm))?  Yes  No

## IX. HOUSING COMPONENT INFORMATION

**Answer questions in this section only if there is a housing component to the project.**

- 1) Number of Existing Dwelling Units: \_\_\_\_\_
- 2) Number of Existing Dwelling Units Per Acre: \_\_\_\_\_
- 3) Number of Existing Dwelling Units to be Removed and/or Demolished: \_\_\_\_\_
- 4) Number of New Dwelling Units to be Constructed: \_\_\_\_\_

*California Department of Housing and Community Development (“HCD”) State Income Limits*

Please complete the questions 4a-4d, inclusive of questions 4a(i)-4d(iv), using the current HCD State Income Limits available at [www.hcd.ca.gov/grants-and-funding/income-limits/state-and-federal-income-rent-and-loan-value-limits](http://www.hcd.ca.gov/grants-and-funding/income-limits/state-and-federal-income-rent-and-loan-value-limits).

- 4a) Number of New Very Low Income Units to be Constructed: \_\_\_\_\_

4a(i)) Would the units’ affordability be deed-restricted?  Yes  No

- 4b) Number of New Extremely Low Income Units to be Constructed: \_\_\_\_\_

4b(ii)) Would the units’ affordability be deed-restricted?  Yes  No

- 4c) Number of New Very Low Income Units to be Constructed: \_\_\_\_\_

4c(iii)) Would the units’ affordability be deed-restricted?  Yes  No

- 4d) Number of New Low Income Units to be Constructed: \_\_\_\_\_

4d(iv)) Would the units’ affordability be deed-restricted?  Yes  No

- 4e) Number of New Market Rate Units to be Constructed: \_\_\_\_\_

- 5) Net Impact on Existing Residential Units (#1 - #3 + #4): \_\_\_\_\_
- 6) Number of Dwelling Units After Project Implementation: \_\_\_\_\_
- 7) Number of Dwelling Units Per Acre After Project Implementation: \_\_\_\_\_

## X. CANNABIS STOREFRONT RETAILER INFORMATION

**Answer questions in this section only if there is a cannabis storefront retail component to the project.**

For the purpose of this Supplemental Information Form, “business owner” and “owner of the business” have the same meaning as California Code of Regulations, Title 4, Section 15003.

*(Note: Where applicable, the information in this section must match the information submitted with the Cannabis Storefront Retailer Ownership Form.)*

- 1) Business’ Legal Name: \_\_\_\_\_
- 2) Business’ Fictitious Business Name(s) (if applicable): \_\_\_\_\_

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3) Type of Business (check all that apply):

Cannabis Storefront Retailer (*For the purpose of this question, "cannabis storefront retailer" means any cannabis business that requires a Type 10 (storefront retailer) license from the California Department of Cannabis Control, or successor agency.*)

4) Organizational Structure of the Business:

Corporation  Joint Venture  Limited Liability Company  Partnership  
 Sole Proprietorship  Trust  Other: \_\_\_\_\_

5) Number Business Will File Federal Taxes Under:

Federal Employer Identification Number: \_\_\_\_\_  
 Individual Taxpayer Identification Number: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_  
 National Identification Number: \_\_\_\_\_  
 Other (provide number type and number): \_\_\_\_\_

6) Business' Proposed Operating Location: \_\_\_\_\_

7) Business' Mailing Address (if different than #6): \_\_\_\_\_

8) Information for the Owner of at least 51% of the Business:

Legal Name – \_\_\_\_\_  
Authorized Agent's Legal Name (if different from above) – \_\_\_\_\_  
Mailing Address – \_\_\_\_\_  
Telephone Number – \_\_\_\_\_  
Email Address – \_\_\_\_\_

9) Information for the Authorized Agent Serving as the Primary Point of Contact for the City of Laguna Woods During Processing of this Application (for most applications, this is the applicant):

Legal Name – \_\_\_\_\_  
Mailing Address – \_\_\_\_\_  
Telephone Number – \_\_\_\_\_  
Email Address – \_\_\_\_\_

10) Information for the Agent for the Service of Process for the Business:

Legal Name – \_\_\_\_\_  
Mailing Address – \_\_\_\_\_  
Telephone Number – \_\_\_\_\_  
Email Address – \_\_\_\_\_

**XI. AFFIDAVIT, ACKNOWLEDGEMENT, AND SIGNATURE**

Under penalty of perjury, I hereby declare that the information contained within and submitted with this Supplemental Information Form 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

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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 III(#1) above: \_\_\_\_\_

Date Signed by Applicant identified in Line III(#1) above: \_\_\_\_\_

**THE SIGNATURE ON THIS DOCUMENT MUST BE NOTARIZED. ATTACH  
ACKNOWLEDGEMENT FORM.**