



City of Laguna Niguel
Planning Division
30111 Crown Valley Parkway
Laguna Niguel, CA 92677
949-362-4300
www.cityoflagunaniguel.org

LBNC PERMIT FILING INSTRUCTIONS - FORM 224

A **low barrier navigation center** is defined by California Government Code Section 65660(a) as a housing-first, low-barrier, service-enriched shelter focused on moving people into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing. 'Low barrier' means best practices to reduce barriers to entry, including, without limitation: allowing pets, permitting partners to share living space, and providing storage for residents' possessions. Should this Code's definition conflict with the California Government Code section definition of this term, the Government Code definition prevails.

A low barrier navigation center (LBNC) is permitted by right in areas that are zoned for mixed use and in nonresidential zones that permit multifamily uses with approval of an LBNC Permit and are subject to compliance with Laguna Niguel Zoning Code Section 9-1-45.28. Zoning approval of an LBNC Permit is required prior submitting building permits for any new tenant improvements or building or site improvements.

The following is a list of the submittal items necessary to apply for an LBNC Permit. These filing instructions are intended to assist in assembling a complete application packet. Should you have any questions, please contact the Planning Division at (949) 362-4300 or by e-mail: planning@cityoflagunaniguel.org.

Required Submittal Items:

- ☐ **Low Barrier Navigation Center Permit Application.** A completed application form and signed property owner authorization (included as page 3).
- ☐ **Management Plan.** A written narrative that describes the proposed operational rules and standards, including, but not limited to screening of residents (including blank copies of all forms that potential occupants are required to complete); eligibility and admission procedures; on-site services provided; staffing and security; safety and emergency procedures; and provisions for resident storage and pets.
- ☐ **Development Standards Checklist.** A completed checklist form (included as page 4) demonstrating compliance with the development, management, and operational standards contained within Laguna Niguel Zoning Code Section 9-1-45.28.
- ☐ **Project Plans.** One (1) electronic copy (via CD/DVD or USB flash drive) and three (3) printed copies of the Project Plans (folded to a maximum size of 9" x 14"). All Plans should be fully dimensioned to scale (1/8" = 1', 1" = 20', or larger). Project Plans must have a Site Plan, Floor Plan, and Elevations, and include the applicable items listed on page 2.



PROJECT PLAN REQUIREMENTS:

☐ **Site Plan.** Shows the location of buildings on a property, as well as other site features. Provide the following information, both for existing and proposed elements, as applicable:

- Footprint/layout of all buildings and structures.
- Fully dimensioned property lines.
- Walls and/or fences, including height and material. Outdoor lighting fixtures.
- Location, dimensions, and nature of easements.
- Building setbacks to all property lines (setbacks to roof overhang/projection also to be identified).
- Path of travel from public right-of-way and handicap parking stalls to primary entrance(s).
- Location, dimensions, and design of required trash enclosure(s) and any outdoor storage enclosures.
- On-site parking and circulation facilities, including dimensions for aisles, curb cuts, driveways, and the number of standard, motorcycle, and ADA parking stalls.
- Utility equipment and structures, including fire protection devices, and method of screening.
- Bike racks.
- North arrow and scale.
- Tabular legend with the following information:
 - Contact information for property owner, applicant, agent, and plan preparer.
 - Applicable development standards and the project's compliance or noncompliance with each requirement.
 - Property zoning designation.
 - Address, legal description, and lot area.
 - Square footage of existing and proposed structures, additions, and remodel area.
 - Parking summary, number of spaces provided and required.

☐ **Floor Plan.** Shows interior spaces in a building. Provide both existing and proposed floor plans, including the following information, as applicable:

- Layout and dimensions of overall buildings, individual rooms, and other internal features.
- Detailed room information including dimensions, uses labeled for all rooms, location of all doors and windows.
- Wall legend (denoting existing to remain, to be demolished, and new walls).
- Total building square footage.
- North arrow and scale.

☐ **Elevations.** Shows the exterior envelope and appearance of buildings and structures. Provide both existing and proposed elevations, including the following information, as applicable:

- Exterior renderings of buildings/structures, including architectural features.
- Legend with key: include details regarding materials, finishes, colors, and design features that are labeled on the elevations.
- Building length and height dimensions.
- Gutters and down spouts.
- Cross-sections.
- Roof plan, including all roof-mounted equipment and required screening.
- North arrow and scale.



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STAFF USE ONLY:

PROJECT CASE NO. _____

APPLICATION DATE: _____

LBNC PERMIT APPLICATION

PROPERTY INFORMATION					
ADDRESS/LOCATION		ASSESSOR'S PARCEL NUMBER (APN)		ZONING DISTRICT	
GENERAL PLAN DESIGNATION		TRACT & LOT NUMBER		OWNERS' ASSOCIATION (IF APPLICABLE)	
DESCRIPTION OF PROPOSED WORK					
PROPERTY OWNER INFORMATION			APPLICANT INFORMATION		
PROPERTY OWNER NAME			APPLICANT NAME		
PROPERTY OWNER ADDRESS			APPLICANT ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
PHONE	MOBILE		PHONE	MOBILE	
E-MAIL			E-MAIL		
AUTHORIZED AGENT INFORMATION (if different from above)			ARCHITECT/DESIGNER (if applicable)		
AUTHORIZED AGENT NAME			ARCHITECT/DESIGNER NAME		
AUTHORIZED AGENT ADDRESS			ARCHITECT/DESIGNER ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
PHONE	MOBILE		PHONE	MOBILE	
E-MAIL			E-MAIL		
PROPERTY OWNER AUTHORIZATION					
I declare that I am the legal owner of record of the land specified in this application. As the owner, I hereby affirm under penalty of perjury that the foregoing statements, facts and attachments are true and correct. Further, I declare that I fully understand and authorize _____ to act on my behalf on all matters relating to this application, including discussions and communications with staff from the City of Laguna Niguel. This authorization shall remain valid until invalidated in writing.			X _____		
			Property Owner Name (Print)		
			X _____		
			Property Owner Signature and Date		



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LBNC – DEVELOPMENT STANDARDS CHECKLIST

LOCATION	
<p>City Standard: LBNCs that comply with the provisions of subsection (c) below are permitted by right in areas that are zoned for mixed use and in nonresidential zones that permit multifamily uses.</p>	ZONING OF PROJECT LOCATION:
<p>City Standard: No LBNC may be established or operated at any location that is less than 300 feet from another LBNC or emergency shelter.</p>	ADDRESS OF CLOSEST LOW BARRIER NAVIGATION CENTER OR SHELTER:
OPERATIONAL SERVICES	
<p>City Standard: As required by Government Code Section 65662, each LBNC must offer services to connect people to permanent housing through a services plan that identifies services staffing.</p>	DESCRIPTION OF HOW THE PROJECT COMPLIES WITH THIS REQUIREMENT:
<p>City Standard: As required by Government Code Section 65662, each LBNC must link to a coordinated entry system, so that staff in the interim facility or staff who co-locate in the facility may conduct assessments and provide services to connect people to permanent housing. "Coordinated entry system" means a centralized or coordinated assessment system developed pursuant to Section 576.400(d) or Section 578.7(a)(8), as applicable, of Title 24 of the State Code of Federal Regulations, as those sections read on January 1, 2020, and any related requirements, designed to coordinate program participant intake, assessment, and referrals.</p>	DESCRIPTION OF HOW THE PROJECT COMPLIES WITH THIS REQUIREMENT:
<p>City Standard: As required by Government Code Section 65662, each LBNC must comply with Chapter 6.5 (commencing with Section 8255) of Division 8 of the State Welfare and Institutions Code.</p>	DESCRIPTION OF HOW THE PROJECT COMPLIES WITH THIS REQUIREMENT:
<p>City Standard: As required by Government Code Section 65662, each LBNC must have a system for entering information regarding client stays, client demographics, client income, and exit destination through the local Homeless Management Information System as defined by Section 578.3 of Title 24 of the State Code of Federal Regulations.</p>	DESCRIPTION OF HOW THE PROJECT COMPLIES WITH THIS REQUIREMENT:



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STRUCTURE	
City Standard: The structure in which and the lot on which an emergency shelter is established must comply with all standards that apply to a structure and lot in the same zone, unless preempted by state law.	DESCRIBE HOW THE PROJECT COMPLIES WITH ALL APPLICABLE DEVELOPMENT STANDARDS FOR THE ZONE, INCLUDING: FRONT SETBACK: _____ SIDE SETBACKS: _____ REAR SETBACK: _____ BUILDING HEIGHT: _____ LANDSCAPING: _____ PARKING: _____
City Standard: The structure in which and the lot on which an emergency shelter is established must comply with all standards that apply to a structure and lot in the same zone, unless preempted by state law.	ARE ANY STANDARDS BEING MODIFIED OR WAIVED DUE TO STATE LAW? IF YES, PLEASE EXPLAIN:
ON-SITE FACILITY MANAGEMENT	
City Standard: There shall be at least one qualified on-site manager and one security guard for every ten occupants during all hours when the LBNC is in operation. The on-site manager shall have the authority to enforce the management plan and all rules set forth therein, and to ensure compliance with all development and management standards.	# OF QUALIFIED ON-SITE MANAGER(S): _____ NAME OF ON-SITE MANAGER: _____ # OF SECURITY GUARD(S): _____ NAME OF SECURITY PROVIDER: _____
MAXIMUM NUMBER OF PERSONS/BEDS	
City Standard: The LBNC may serve no more than ten people per night unless state law requires a different limitation greater than ten, in which case the LBNC may serve no more than the number of persons required by state law.	TOTAL NUMBER OF PERSONS SERVED / BEDS: _____