






Concurrent Processing Request Letter Template

County of Orange

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300 N. Flower Street
Santa Ana, CA 92703

 714.667.8888

 714.667.8885

YOUR COMPANY LETTERHEAD

DATE:

Francisco Alonso, Assistant Director of OC Planning
County of Orange
P. O. Box 4048
Santa Ana, CA 92702-4048

Dear Mr. Alonso:

1. I _____, as the legal agent for _____ agree with the following:
 - I am presently processing a discretionary permit # _____ for: _____
 - I understand that the County process requires discretionary approval prior to the review of ministerial permits.
 - I don't have that discretionary approval at this time.
 - I also would like to process several ministerial permits (_____ , _____)
2. I would like to process several (_____) ministerial permits concurrent with the discretionary review. I am requesting review of our list permits(s) here _____ for the following reason:
 1. Reason #1
 2. Reason #2
 3. Reason #3
3. I agree that no ministerial permits will be issued unless they comply with the final discretionary approval, now under review.
4. I understand that I will be responsible for my own time and cost for revising my ministerial permits to meet the discretionary requirements, prior to issuance. I understand I will be proceeding at my own risk since I do not have an approved Planning Application.
5. I agree to hold the County of Orange harmless of any damages arising from the consequences of my request to concurrently process the ministerial and discretionary permits.
6. I also will assume all responsibilities for the costs, delays and any other issues arising from my decision to go forward and not wait for the final discretionary approval. I understand all charges for the ministerial permits are nonrefundable.

Signed and Notarized by owner or agent

Concurrence by Francisco Alonso

CC: _____, Property Owner
_____, Lead Project Planner
Michael Balsamo, Manager, General Land Use Planning
Mahrooz Ilkhanipour, Manager, Building Services

*Note to Staff if the ministerial plans are not in compliance with pending discretionary permit application then the need to identify that discrepancy must be part of this letter.