



APPLICANT REQUIREMENTS FOR RESEARCH & MONITORING

MAIL OR DELIVER TO:

OC Parks
Reservations and Permits Unit
13042 Old Myford Road
Irvine, CA 92602
Telephone Number: (866) 627-2757
Fax Number: (714) 973-3336

Public Counter Hours:

8:00 a.m. – 4:00 p.m. M – F

**A MINIMUM OF 15 CALENDAR DAYS IS REQUIRED FOR PROCESSING.
PLEASE BE ADVISED THAT SOME REQUESTS MAY TAKE LONGER.**

THE FOLLOWING IS REQUIRED OF ALL APPLICANTS:

1. Letter of request, which includes the following information:
 - A. Project owner/company name, address, contact person, daytime telephone, fax number and e-mail address.
 - B. Engineer **and/or** Contractor's name, address, contact person, telephone, fax number and e-mail address.
 - C. Management Unit(s), GPS coordinates, district grid #s, referring to maps (see below).
 - D. Type and purpose of requested access.
 - E. A completed NPDES compliance form.
 - F. Scope of work (please be as detailed as possible).

2. (2) sets of project plans. **All plan submittals must have the project areas clearly highlighted and include all applicable items noted below.**
 - A. Base management unit map.
 - B. Access map with existing roadways, trail names, District grid #s, gates, and Thomas Guide location, if available (please refer to access map).
 - C. Orange County Right-of-Way lines and property lines (boundaries).
 - D. North arrow and scale.
 - E. Entry or crossing details (profile/section details).

3. If the proposed project is on NCCP land, it must comply with NCCP policies and procedures. Submit copies of resource permit or permits from other agencies, such as USFWS, NROC.

Upon receipt of the above, OC Parks Reservations and Permits Unit will coordinate review of your submittal. Revisions, additional fees, security deposit amounts, insurance requirements, information and other items may be required prior to permit issuance.