



CITY OF ENCINITAS
 Development Services Department
 505 S. Vulcan Ave
 Encinitas, CA 92024
www.encinitasca.gov
 Phone: 760-633-2710
 Email: planning@encinitasca.gov

PRELIMINARY PLANNING APPLICATION (SB 330)

Application No. _____

Date RECEIVED BY CITY _____

REQUIRED: An appointment is required to submit. A fee of \$2,570 is required.

Project Name: _____

PROJECT LOCATION – (ATTACH LEGAL DESCRIPTION OF PROPERTY TO FORM)

Street Address _____ Unit/Space Number _____

Assessor Parcel Number(s) _____

GENERAL INFORMATION

An applicant for a housing development project shall be deemed to have submitted a preliminary application upon providing all the information listed in this preliminary Application form and payment of the permit processing fee to the agency from which approval for the project is being sought and upon payment of the permit processing fee.

A “housing development project” means a project consisting of: (1) residential units only, (2) a mix of commercial and residential uses, with 2/3 of the project’s square footage used for residential purposes, or (3) transitional or supportive housing.

This application will not be deemed submitted if you fail to provide all the information required and the application fee. After you submit this application, if you revise your project so that the number of residential units or square footage of construction changes by 20 percent or more (exclusive of any increase pursuant to Government Code Section 65915), you will need to submit a new preliminary application.

Your preliminary application will be deemed abandoned if you do not submit a development application within 180 days of submitting this application, or, if your development application is found to be incomplete, you do not provide any additional information required within 90 days of notice that the application is incomplete.

Note: CEQA and Coastal Act standards apply.

* Submittal of all the information listed and payment of the permit processing fee freezes fees and development standards as of this date, unless exceptions triggered, per GC Sec. 65889.5(o).

APPLICATION INFORMATION

1. PROPERTY OWNER –

Name: _____

Mailing Address (Street, City, State, Zip Code): _____

Phone: _____

Email: _____

Is the property owner also the applicant?[†]

Yes No

If “no,” complete Items 2 and 3.

2. PROPERTY OWNER CONESNT –

In signing this application, I, as the property owner, have full legal capacity to, and hereby do, authorize the filing of this preliminary application.

Signature

Date

[Notarization is required. Please use attached acknowledgement.]

3. APPLICANT NAME AND CONTACT INFORMATION –

Name: _____

Mailing Address (Street, City, State, Zip Code): _____

Phone: _____

Email: _____

SITE INFORMATION

1. **EXISTING USES** – The existing uses on the project site and identification of major physical alterations to the property on which the project is to be located. (If you prefer to attach a site plan that clearly depicts all existing uses and proposed physical alterations, please enter “See Attached” here.)

2. **SITE PLAN** – A site plan showing the building(s) location on the property and approximate square footage of each building that is to be occupied.

Attached? Yes No

[†] Property Owner is the applicant except in certain circumstance; please check with staff.
February 2024

3. **ELEVATIONS** – Elevations showing design, color, material, and the massing and height of each building that is to be occupied.

Attached? Yes No

4. **RESIDENTIAL DWELLING UNIT COUNT** – Please indicate the number of dwelling units proposed as well as a breakdown of levels by affordability set by each category (HCD or HUD).

	Total	HCD (State)	HUD (TCAC)
Market Rate		N/A	N/A
Managers Unit(s) – Market Rate		N/A	N/A
Extremely Low Income			
Very Low Income			
Low Income			
Moderate Income			
Total No. of Units			
Total No. of Affordable Units			
Total No. of Density Bonus Units			

Other notes on units:

5. **FLOOR AREA** – Provide the proposed floor area and square footage of residential and non-residential development. When identifying specific land uses, please refer to the Zoning Use Matrix at Section 30.09.010 of the Municipal Code. If the project will contain multiple buildings, please provide a breakdown of square footage for each use by building. If more space is needed, enter “See Attached,” and attach a modified table.

Category of Use	Specific Use, if Known	Square Footage
Residential		
Commercial		
Other		

6. **PARKING** – The proposed number of automobile parking spaces.

Residential	Nonresidential	Total Automobile Parking

Other parking:

Please describe any other parking that will be provided, including number of motorcycle spaces, short and long-term bicycle parking space, loading zones, EV charging stations, etc.

7. **AFFORDABLE HOUSING INCENTIVES, WAIVERS, CONCESSIONS and PARKING REDUCTIONS** – Will the project proponent seek Density Bonus incentives, waivers, concessions, or parking reductions pursuant to California Government Code Section 65915?

Yes No

If “YES,” please describe:

8. **SUBDIVISION** – Will the project proponent seek any approvals under the Subdivision Map Act, including, but not limited to, a parcel map, a vesting or tentative map, a condominium map, a lot line adjustment, or a certificate of compliance?

Yes No

If “YES,” please describe:

9. **POLLUTANTS** – Are there any proposed point sources of air or water pollutants?

Yes No

If “YES,” please describe:

10. **EXISTING SITE CONDITIONS** – Provide the number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied.

	Residential Units	Occupied Residential Units	Unoccupied Residential Units
Existing			
To Be Demolished			

11. **COASTAL ZONE** – For housing development projects proposed to be located within the coastal zone, whether any portion of the property contains any of the following:

a. Wetlands, as defined in subdivision (b) of Section 13577 of Title 14 of the California Code of Regulations. Yes No

b. Environmentally sensitive habitat areas, as defined in Section 30240 of the Public Resources Code. Yes No

c. A tsunami run-up zone. Yes No

d. Use of the site for public access to or along the coast. Yes No

12. ADDITIONAL SITE CONDITIONS – (IT IS STRONGLY RECOMMENDED TO CONSULT PLANNING DEPARTMENT STAFF FOR ASSISTANCE WITH THIS SECTION)

a. Whether a portion of the property is located within any of the following:

i. A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178? Yes No

ii. Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993)? Yes No

iii. A hazardous waste site that is listed pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code? Yes No

iv. A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency? Yes No

v. A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2? Yes No

vi. A stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code? Yes No

IF YOU CHECKED “YES” FOR ITEM (vi), ATTACH A SITE MAP SHOWING THE LOCATION OF ANY SUCH STREAM OR OTHER RESOURCE. REGARDLESS OF WHETHER YOU CHECK “YES,” PROVIDE AN AERIAL PHOTOGRAPH SHOWING EXISTING ENVIRONMENTAL SITE FEATURES THAT WOULD BE SUBJECT TO REGULATIONS BY A PUBLIC AGENCY, INCLUDING CREEKS AND WETLANDS. Check here to indicate that you have read this statement and have attached the required materials →

b. Does the project site contain historic and/or cultural resources?

Yes No

If “YES,” describe:

- c. Does the project site contain any species of special concern, such as special status flora or fauna, protected trees, or wildlife?

Yes No

If "YES," describe:

- d. Does the project site contain any recorded public easement, such as easements for storm drains, water lines, and other public rights of way?

Yes No

IF "YES," PROVIDE A SITE PLAN SHOWING THE LOCATION OF ANY SUCH EASEMENTS. Check here to indicate that you have read this statement and, if applicable, have attached the required materials →

COMMENTS: Is there anything else about the proposed project that you would like to explain? Please also feel free to use this space to elaborate on any of your responses that you believe requires clarification or further explanation. Please attached additional sheets if necessary. You are not required to provide any information here.

APPLICANT'S SIGNATURE AND ACKNOWLEDGEMENT

By signing this application, I indicate that the information I have provided is true and correct to the best of my knowledge and belief. I further understand that all fees and deposits submitted with this application will be refunded only as provided for by the ordinances and regulations in effect at the time of the application submittal.

Signature

Date

