



**CITY OF ENCINITAS**  
Development Services Department  
505 S. Vulcan Ave  
Encinitas, CA 92024  
[www.encinitasca.gov](http://www.encinitasca.gov)  
Phone: 760-633-2710  
Email: [planning@encinitasca.gov](mailto:planning@encinitasca.gov)

# PLANNING APPLICATION

**\*\* Appointment Required Prior to Submittal \*\***

**REQUIRED: Digital Copy (PDF) of ALL documents (Application, Plans, Reports, etc.)**

See Planning Application Guide, Document Submission Standards & File Naming Conventions Guidelines on the Customer Self Service (CSS) homepage found here: <https://portal.encinitasca.gov/CustomerSelfService#/home>

**Projects are not considered to be submitted until all invoices are paid. No exceptions for missing items.**

## PROJECT

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_ APN: \_\_\_\_\_

Between: \_\_\_\_\_ And: \_\_\_\_\_  
(Street) (Street)

Scope of Work: \_\_\_\_\_

☐ PROPERTY OWNER\* ☐ APPLICANT\*

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

☐ APPLICANT\* (Business Owner) ☐ AGENT

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

☐ ARCHITECT ☐ ENGINEER ☐ DESIGNER

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*Property Owner is the applicant except in certain circumstances; please check with staff. Please note that the applicant/agent will receive notification of project updates via email.

## OWNERS CERTIFICATE

1. I understand there are no assurances at any time, implicitly or otherwise, whether provided to me in writing or by oral communications regarding final staff recommendations to the decision-making body about this application or the determination of any decision-making body.
2. I understand that if I modify the project following application submittal, I will be required to update and resubmit any application materials affected by the modification and may require a new application and payment of additional or new fees.
3. I understand that all fees and deposits submitted with this application will be refunded only as provided for by the ordinances, regulations, and policies in effect at the time of the application submittal.
4. If this application is approved, I hereby certify that I will comply with all conditions attached to the approval action. I understand that the failure to comply with any conditions shall constitute grounds for the revocation or modification of the approval, permit, or other authorizations provided.
5. I understand that if this application is approved, I may be required to record a covenant with the County Recorder's Office, the form and content which is satisfactory to the City and its City Attorney, to notify future owners of the project approval and restrictions.
6. If this application is approved, I hereby understand that a standard condition of approval will be imposed requiring me to the fullest extent of the law to defend, indemnify, and hold harmless the City, its elected and appointed officials, agents, officers, and employees from any and all claims, actions, proceedings, damages, judgments, or costs, including attorneys' fees incurred by or the award of attorneys' fees and costs against the City or its elected and appointed officials, agents, officers, or employees, arising out of or relating to the City's approval of the Project including any action to attack, set aside or vacate all or any part of the City's approval of the Project, including without limitation the City's determination made pursuant to the California Environmental Quality Act.
7. I hereby certify that to the best of my knowledge and after investigation into the facts that the information I have presented in this form and the accompanying materials is true and correct to the best of my abilities. I understand that additional data and information may be required prior to final action on this application.
8. I understand that it is my responsibility to ensure that statements are true, that discrepancies do not exist between the project's description on the permit, the architectural plans and the structural plans. If discrepancies exist between the architectural plans and the structural plans, the architectural plans shall take precedence. Ultimately, the scope of work, as described on the permit that authorizes construction, takes precedence over the plans. If there is a discrepancy between the plans and the description on the permit, the permit governs.

I am the record owner of the property described in the application, I read and understand the content contained in this certificate, and I hereby consent to the filing of the application.

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Signature of Owner

Date

## AUTHORIZATION OF AGENT

I am the record owner of the property described in this application and hereby designate and authorize the agent identified in this application act on my behalf in all matters pertaining to processing of this application through the City of Encinitas.

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Signature of Owner

Date

## PLANNING APPLICATION SUBMITTAL CHECKLIST

CASE NO: \_\_\_\_\_ APPLICANT: \_\_\_\_\_ APPLICATION TYPE(S): \_\_\_\_\_

This checklist is intended to assist you in preparing your application. The symbols in the right-hand column correspond to various forms that are available separately when applicable. It is required that you meet with Planning Division staff to discuss the application materials required for your project prior to scheduling your intake appointment. Once ALL required documents are compiled, please schedule your application intake appointment. Intake appointments are held virtually every Monday and Tuesday at 2:00 PM, 3:00 PM, or 4:00 PM, for one hour by appointment only. Appointments can be scheduled via email at [planning@encinitasca.gov](mailto:planning@encinitasca.gov). Your assigned planner will contact you via email. All submittal materials are required to be uploaded through the Customer Self Service (CSS) portal (<https://portal.encinitasca.gov/CustomerSelfService#home>) by 7:30 AM the day of the scheduled intake appointment. Incomplete applications will not be accepted, no exceptions.

Rec'd	Req'd	Item
<input type="checkbox"/>	<input type="checkbox"/>	1. Application
<input type="checkbox"/>	<input type="checkbox"/>	2. Application Supplement
<input type="checkbox"/>	<input type="checkbox"/>	3. Evidence of Legal Parcel
<input type="checkbox"/>	<input type="checkbox"/>	4. Disclosure Statement
<input type="checkbox"/>	<input type="checkbox"/>	5. Current Vesting Grant Deed
<input type="checkbox"/>	<input type="checkbox"/>	6. Preliminary Title Report with Current Owner Listed ( <i>Must be no older than six months</i> )
<input type="checkbox"/>	<input type="checkbox"/>	7. Deposit/Fee as per the current fee schedule ( <i>credit card \$10K max., cash \$2K max, any deposit must be paid with a separate check</i> )
<input type="checkbox"/>	<input type="checkbox"/>	8. Certification of Posting Affidavit. At project submittal, sign and enter the date you plan to post the noticing sign. Posting required upon 24 to 48 hours of project submittal. Send photo of posted sign to assigned Planner on the day of posting.
<input type="checkbox"/>	<input type="checkbox"/>	9. Preliminary Planning Application. For SB330 projects, applies to two or more residential lots/units only.
<input type="checkbox"/>	<input type="checkbox"/>	10. SB 9 Supplement Application
<input type="checkbox"/>	<input type="checkbox"/>	11. Project Plans: ( <i>See Planning Application Required Drawing Elements for detailed plan requirements</i> )
<input type="checkbox"/>	<input type="checkbox"/>	a. Site Plan / Preliminary Grading Plan
<input type="checkbox"/>	<input type="checkbox"/>	b. Floor Plans
<input type="checkbox"/>	<input type="checkbox"/>	c. Roof Plans
<input type="checkbox"/>	<input type="checkbox"/>	d. Elevations
<input type="checkbox"/>	<input type="checkbox"/>	e. Landscape Plans and Supporting Documents. For projects requiring new landscaping.
<input type="checkbox"/>	<input type="checkbox"/>	f. Slope Analysis ( <i>See Slope Analysis Requirements for required elements</i> )
<input type="checkbox"/>	<input type="checkbox"/>	g. Average Lot Slope Exhibit
<input type="checkbox"/>	<input type="checkbox"/>	h. Basement Exhibit
<input type="checkbox"/>	<input type="checkbox"/>	i. Lighting Plan. For projects involving exterior lighting.
<input type="checkbox"/>	<input type="checkbox"/>	j. Sign Plan. For projects involving signage.
<input type="checkbox"/>	<input type="checkbox"/>	k. Substantial Conformance/Modification Plans. Side-by-side plans ( <i>a through e above</i> ) of approved and proposed changes.
<input type="checkbox"/>	<input type="checkbox"/>	l. Colored elevations of all elevations: for projects involving new construction or rehabilitation.
<input type="checkbox"/>	<input type="checkbox"/>	m. Black and white 3D renderings of all elevations: Required for Design Review permits involving structures. ( <i>Color 3D renderings required prior to hearing/approval</i> )
<input type="checkbox"/>	<input type="checkbox"/>	n. Project materials/color sheet for projects involving new construction or rehabilitation.
<input type="checkbox"/>	<input type="checkbox"/>	12. Color photos of entire site, structures, and adjoining properties.
<input type="checkbox"/>	<input type="checkbox"/>	13. Citizen Participation Plan (CPP). At a minimum, provide draft letter, example comment form and sign-in sheet. See CPP handout & instructions.
<input type="checkbox"/>	<input type="checkbox"/>	14. Use Permit Application Supplement
<input type="checkbox"/>	<input type="checkbox"/>	15. Variance Application Supplement
<input type="checkbox"/>	<input type="checkbox"/>	16. Stormwater Intake Form
<input type="checkbox"/>	<input type="checkbox"/>	17. Housing Application Supplement with Income Verification Form
<input type="checkbox"/>	<input type="checkbox"/>	18. San Diego County Assessor's office Residential Building Report (RBR) or Commercial Building Report (CBR)

<input type="checkbox"/>	<input type="checkbox"/>	19. Affordable Housing Plan
<input type="checkbox"/>	<input type="checkbox"/>	20. Density Bonus Report
<input type="checkbox"/>	<input type="checkbox"/>	21. Wireless Facilities Supplemental Materials ( <i>See Wireless Facility Supplement</i> )
<input type="checkbox"/>	<input type="checkbox"/>	22. Tentative Maps ( <i>five lots/units or more</i> ): See Tentative Map Supplement for required elements.
<input type="checkbox"/>	<input type="checkbox"/>	23. Tentative Parcel Maps ( <i>four lots/units or fewer</i> ): See Tentative Map Supplement for required elements.
<input type="checkbox"/>	<input type="checkbox"/>	24. Condominium Conversion ( <i>See Condominium Conversion Supplement for further requirements</i> )
<input type="checkbox"/>	<input type="checkbox"/>	25. Lot Line Adjustments: See Lot Line Adjustment Supplement for further requirements.
<input type="checkbox"/>	<input type="checkbox"/>	26. Service Availability Letter ( <i>Fire, Water, Sewer, Schools</i> )
<input type="checkbox"/>	<input type="checkbox"/>	27. Technical Studies ( <i>as applicable, required at initial submittal unless otherwise noted</i> )
<input type="checkbox"/>	<input type="checkbox"/>	a. Arborist Report – For projects that may impact city streets trees
<input type="checkbox"/>	<input type="checkbox"/>	b. Biological
<input type="checkbox"/>	<input type="checkbox"/>	c. Community Character Study. If required, may be deferred at future submittal.
<input type="checkbox"/>	<input type="checkbox"/>	d. Cultural ( <i>Archeological and/or Paleontological</i> )
<input type="checkbox"/>	<input type="checkbox"/>	e. Drainage Study ( <i>based on latest County of SD Hydrology &amp; Drainage Manual</i> ) Priority Development Project Stormwater Quality Management Plan
<input type="checkbox"/>	<input type="checkbox"/>	f. Fire Protection Plan
<input type="checkbox"/>	<input type="checkbox"/>	g. Geotechnical Study ( <i>consult with Engineering</i> ). Required for all maps, commercial projects, large private projects, bluff top projects, and Priority Development Projects (PDP) for single-family homes.
<input type="checkbox"/>	<input type="checkbox"/>	h. Green House Gas Emission Study
<input type="checkbox"/>	<input type="checkbox"/>	i. Historical ( <i>See Historic Resources Application Supplement</i> )
<input type="checkbox"/>	<input type="checkbox"/>	j. Jurisdictional Wetland Delineation
<input type="checkbox"/>	<input type="checkbox"/>	k. Noise Study
<input type="checkbox"/>	<input type="checkbox"/>	l. Parking Study
<input type="checkbox"/>	<input type="checkbox"/>	m. Phase I Environmental Assessment
<input type="checkbox"/>	<input type="checkbox"/>	n. Phase II Environmental Assessment
<input type="checkbox"/>	<input type="checkbox"/>	o. Photometric Lighting Study
<input type="checkbox"/>	<input type="checkbox"/>	p. Traffic Study/Vehicle Miles Traveled (VMT) Analysis
<input type="checkbox"/>	<input type="checkbox"/>	q. Trip Generation Letter
<input type="checkbox"/>	<input type="checkbox"/>	28. For establishments proposing or modifying alcohol service:
<input type="checkbox"/>	<input type="checkbox"/>	a. Alcohol Service Establishments – Existing ( <i>for modifications to existing establishments</i> )
<input type="checkbox"/>	<input type="checkbox"/>	b. Alcohol Service Establishments – New ( <i>for new establishments</i> )
<input type="checkbox"/>	<input type="checkbox"/>	29. A Hazardous Waste Substances Statement if the project or any alternatives are located on a site which is included on any of the Hazardous Waste and Substances list compiled by the Secretary for Environmental Protection pursuant to Section 65962.5 of the Government Code.

## PLANNING DEPARTMENT SCHEDULE OF FEES

APPLICATION FEES			
APPLICATION			FEE
PLANNING APPLICATIONS	1	Affordable Housing Administration & Monitoring	\$ 2,387.00
	2	Affordable Unit Policy	\$ 1,423.00
	3	Agricultural Permit	\$ 359.00
	4	Amendment Authorization by Council*	\$ 948.00
	5	Appeals	\$ 431.00
	6	Boundary Adjustment / Cert. of Compliance	\$ 1,494.00
	7	Building Plan Copying	\$ 85.00
	8	Certificate of Compliance	\$ 962.00
	9	Climate Action Plan – Compliance Review	\$ 998.00
	10	Coastal Development Permit	\$ 2,300.00
	11	Coastal Development Permit – Blufftop	\$ 8,445.00
	12	Conceptual Review – Admin./Planning Commission	\$ 1,725.00
	13	Covenant Release	\$ 458.00
	14	Design Review – Right-of-Way Admin Level**	\$ 1,222.00
	15	Design Review – Admin Level	\$ 1,832.00
	16	Design Review – Plan Comm (<2500 sq ft)	\$ 3,952.00
	17	Design Review – Plan Comm (2501-10k sq ft)	\$ 5,175.00
	18	Design Review – Plan Comm (10,001-19,999 sq ft)	\$ 6,900.00
	19	Design Review – Plan Comm (20k-50k sq ft)	\$ 17,488.00
	20	Design Review – Plan Comm >50k sq ft	\$ 19,796.00
	21	Design Review Modifications – Admin	\$ 1,265.00
	22	Design Review Modifications – Plan Comm	\$ 3,407.00
	23	Major Use Permit	\$ 8,625.00
	24	Major Use Permit Modifications	\$ 4,542.00
	25	Minor Use Permit	\$ 3,033.00
	26	Minor Use Permit Modifications	\$ 2,270.00
	27	Misc. Service Requests	\$ 201.00
	28	Plan Comm or City Council Interpretation	\$ 1,437.00
	29	Resolution Amendments	\$ 1,897.00
	30	Resubmittal Fee	½ ORIGINAL FEE
	31	SB330 Preliminary Application – Housing Crisis Act of 2019	\$ 2,570.00
	32	Sign Program	\$ 1,222.00
	33	Sign Review	\$ 603.00
	34	Sign/Banner Permit	\$ 135.00
	35	Substantial Conformance Review	\$ 481.00
	36	Substantial Conformance Review – Complex	\$ 2,250.00
	37	Tent Parcel Map Appl or Mod (2-4 lots)	\$ 6,546.00
	38	Parcel Map Waiver (condo conversion, etc.)	\$ 2,587.00
	39	Tentative Subdivision Map***	\$ 17,595.00
	40	Tentative Map Modification	\$ 14,533.00
	41	Time Extensions	\$ 1,458.00
	42	Variance – Administrative	\$ 2,270.00
	43	Variance – Planning Commission	\$ 5,476.00
	44	Variance – Planning Commission/sfd	\$ 2,679.00

<b>PLAN</b>	45	Minor Plan Check	\$	100.00
	46	Commercial Plan Check	\$	1,437.00
	47	Single Family Plan Check	\$	575.00
	48	Duplex Plan Check	\$	1,006.00
	49	Multi-Family (3-10 units) Plan Check	\$	1,437.00
	50	Multi-Family (11+ units) Plan Check	\$	1,725.00
	51	General Plan Update Fee****	\$	49.00
	52	Technology Fee****	\$	40.00
<b>ENVIRO. REVIEW</b>	53	Environmental Review – Exemption	\$	100.00
	54	Comprehensive Initial Study (in-house)	\$	7,266.00
	55	Comprehensive Initial Study Contract Admin	\$	1,516.00
	56	EIR's Contract Admin	\$	6,445.00
	57	Wireless Review Contract Admin	\$	449.00
	58	Misc Technical Studies Contract Admin	\$	948.00

<b>APPLICATION DEPOSITS</b>			
<b>APPLICATION</b>			<b>DEPOSIT</b>
1	Annexation	\$	5,000.00
2	General Plan Amendment (no vote req)	\$	13,000.00
3	General Plan (vote req)	\$	20,000.00
4	Zoning Code Amendments	\$	20,000.00
5	Specific Plan	\$	30,000.00

Staff time and City costs including 50% overhead will be charged for all above deposit applications.

<b>CONSULTANT DEPOSITS</b>			
<b>APPLICATION</b>			<b>DEPOSIT</b>
1	Enviro. Review Consultant Deposit		TBD*****
2	Wireless Consultant Deposit	\$	3,000.00
3	Misc Tech Studies Consultant Deposit		TBD*****

\* Authorization of requests/letters of intent for General Plan, Specific Plan, Zoning Code, and Local Coastal Program Amendments

\*\* \$935 fee applied per pole

\*\*\* \$14,300 plus \$715 per lot in excess of 5 lots

\*\*\*\* Applies to building permits with valuation

\*\*\*\*\* To be determined based on consultant contract

PLANNING APPLICATION SUPPLEMENT

\_\_\_\_\_ Design Review

\_\_\_\_\_ MUP/MIN

\_\_\_\_\_ Coastal Development Permit

\_\_\_\_\_ TM/TPM

\_\_\_\_\_ Variance

\_\_\_\_\_ Other: \_\_\_\_\_

1. Project Description. (Describe proposed project. Describe what you are requesting).

- a. Building Sq. Ft. \_\_\_\_\_ Garage Sq. Ft. \_\_\_\_\_
- b. Exterior Material/Color \_\_\_\_\_
- c. Window Material/Color \_\_\_\_\_
- d. Door Material/Color \_\_\_\_\_
- e. Roof Material/Color \_\_\_\_\_
- f. Landscaping Percentage \_\_\_\_\_
- g. Standards:

DENSITY	CODE REQUIREMENTS	PROJECT
Density Range Mid-Range		
Net Lot Area		
Lot Width		
Cul-de-sac Lot Width		
Panhandle Lot Width		
Lot Depth		
Front Yard Setback		
Interior Side Yard Setback		
Exterior Side Yard Setback		
Rear Yard Setback		
Lot Coverage		
Building Height		
Off-Street Parking		
FAR		

Community Area \_\_\_\_\_ State Coastal Zone? ☐ Yes ☐ No

Number of Proposed Residential Units: Attached \_\_\_\_\_ Detached \_\_\_\_\_

Number of Lots \_\_\_\_\_ Acres: Gross \_\_\_\_\_ Net \_\_\_\_\_

Related Case?: ☐ Yes ☐ No If yes, provide pervious Case No. \_\_\_\_\_

Are there any slopes of a 25% or greater gradient or bluffs on the site? ☐ Yes ☐ No

2. Existing Conditions. (Describe the existing conditions of the site: i.e., topography, road/alley conditions, access, vegetation, structures, fencing, lot size, drainage and the like).

3. Surrounding Conditions. (Describe the surrounding conditions: i.e., existing structures and relationship to project, # of units, lot sizes, vehicular access, topography, use type and the like).

	<u>General Plan Designation</u>	<u>Zoning Designation</u>	<u>Existing Use</u>
Subject Parcel:			
North:			
South:			
East:			
West:			



4. Project/parcel history. (Describe any past actions taken on this site or project or any other actions taken on development of this site.)

5. Project Design. (For projects subject to Design Review or Coastal Development Permit, describe the design of the project and how it relates to the subject property and adjacent properties and uses).

**EVIDENCE OF LEGAL PARCEL**

Applicant's Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

ASSESSOR'S PARCEL NUMBER(s)

**You are required to supply documentation that this property constitutes a legal parcel before the City can accept for filing any discretionary permits.**

This form and associated evidence will be reviewed by the Development Services Department upon submittal of your application. A request for a Certificate of Compliance must be filed concurrently with or in advance of this application if the evidence presented is insufficient to determine this parcel as being a legal lot or determination will require substantial time to research.

If determined that the property is not a legal lot, no permit or other approval may be granted until corrective action has been completed.

Signature of Applicant \_\_\_\_\_

**----- OFFICIAL USE ONLY -----**☐ This parcel is a legal lot as evidenced by Map, PM, BADJ, COC, and/or Division of Land Plat #.☐ This parcel is a legal lot as evidenced by Deed # \_\_\_\_\_☐ This parcel is a legal lot per Subdivision Map Act, per Section 66499.34.☐ Legal lot verification is pending Planner approval. Deed # \_\_\_\_\_ was submitted and must be reviewed by Planner for legal lot verification. If Deed is valid, Planner will update the Assessor Books.☐ APN's \_\_\_\_\_ constitute one legal lot per recovered Deed, Map, PM, BADJ, COC, and/or Division of Land Plat listed above.

Staff: \_\_\_\_\_

Date: \_\_\_\_\_

## DISCLOSURE STATEMENT

APPLICANT'S STATEMENT OF DISCLOSURE OF CERTAIN OWNERSHIP INTERESTS ON ALL APPLICATIONS WHICH WILL REQUIRE DISCRETIONARY ACTION ON THE PART OF THE CITY COUNCIL, PLANNING COMMISSION, AND ALL OTHER OFFICIAL BODIES.

The following information must be disclosed:

1. List the names of all persons having a financial interest in the application.

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List the names of all persons having any ownership interest in the property involved.

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2. If any person identified pursuant to (1) above is a corporation or partnership, list the names of all individuals owning more than 10% of the shares in the corporation or owning any partnership interest in the partnership.

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3. If any person identified pursuant to (1) above is a non-profit organization or a trust, list the names of any person serving as director of the non-profit organization as trustee or beneficiary or trustor of the trust.

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4. Have you had more than \$250 worth of business transacted with any member of City staff, Boards, Commissions, Committees, and Council within the past twelve months? ☐ **Yes** ☐ **No** If yes, please indicate person(s).

PERSON is defined as: "Any individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, receiver, syndicate, this and any other county, city and county, city, municipality, district or other political subdivision, or any group or combination acting as a unit."

(NOTE: Attach additional pages as necessary.)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or type name of applicant

## CERTIFICATION OF POSTING AFFIDAVIT

The Encinitas Municipal Code requires that project applicants post a “project notice” sign on the project site once an application is filed. The sign shall be posted in a conspicuous location, which is easily visible to the public. The sign shall be posted in a conspicuous location which is easily visible to the public. The sign will be provided by the City upon the acceptance of the application. A case number will also be assigned at the time of application acceptance.

By signing this document, the applicant is certifying that the sign will be posted on the project site in a conspicuous location within 24 hours of application submittal to the City.

### Sign Posting Map

The applicant is required to provide a map showing the project site and the location where the required sign(s) will be posted. Please see the example map below for the required map information. Multiple sign postings may be required.

### EXAMPLE MAP:



PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ RETURN TO: \_\_\_\_\_  
(Planner)

## PLANNING APPLICATION COMPLETENESS – REQUIRED DRAWING ELEMENTS & DOCUMENTS

A vital part of any application package is a **properly drawn, complete and internally consistent set of drawings**. Please read through this checklist carefully. Unless otherwise indicated during the completeness review, you must provide all the following information on each set of drawings submitted. **Applications that do not include all the required information will be found incomplete.** All plans must be accurately scaled and dimensioned.

**PLEASE NOTE:** Both the state of California and the City of Encinitas have legal requirements for who may prepare development and landscape plans. All applications must include the name, signatures, and professional license or registration numbers of the plan preparers. Check with city staff for who may prepare plans. Additionally, the city has a Discretionary Title Sheet Template that can be accessed [here](#) and will help with streamlining the preparation of your plans.

Items
A. <b>Project Data: The project plans shall include a table on the top sheet of the plans that indicates/includes (see Discretionary and Building Permit Title Sheet template):</b>
A1. Site address
A2. Assessor's Parcel Number(s) (APN) for project site, adjacent properties to project site and within the vicinity of the project site.
A3. Gross and net lot area in square feet, or in acres for larger lots. Include the calculations used to determine net lot area, and list deductions from gross area by type and area in square feet.
A4. Project Case Numbers (list all)
A5. General Plan designation
A6. Zoning designation and zoning overlays
A7. Water District
A8. Sanitation District
A9. Scope of work statement that clearly and concisely describes the scope of the project. May include but not limited to discretionary permits (i.e. Coastal Development Permit, Design Review Permit, Minor Use Permit, Tentative Map etc.), proposed use(s), structure(s), any deviation from standards, temporary construction trailer etc.
A10. Existing and proposed land use
A11. Lot Coverage: Show/summarize the square footages of all the areas included in the lot coverage and provide a lot coverage calculation based upon the net lot area. Provide a diagram showing areas counted toward and exempted from calculation.
A12. Floor Area Ratio (FAR): Show/summarize the square footages of all of the areas included and deducted from the floor area and provide a floor area ratio calculation based upon the gross lot area. Provide a table identifying the square footage of each floor, garage, accessory dwelling unit, junior accessory dwelling unit and/or accessory structures. Clearly identify areas being removed from floor area ratio (i.e., 400 square feet of garage, 800 square feet of ADU etc.).
A13. Required and proposed building setbacks, arranged in a table. Setbacks shall be taken from the ultimate street right-of-way even if a street dedication is not required. When a vehicular access easement is existing or proposed on a property, the setback shall be taken from the edge of the easement.
A14. Required and proposed lot width and lot depth in a table. Refer to EMC Chapter 30.04 Definitions.
A15. Grading quantities: total and average amount of cubic yards of dirt moved; amount of cut and fill (maximum height and depth in feet)
A16. Average Lot Slope
A17. Building area: area of existing structures, area of structures to be demolished, areas of addition, each proposed area, and total overall proposed area
A18. Occupancy type and occupant load

Items
A19. Type of proposed construction
A20. Quantities of off-street parking required and provided. Include the calculations used to determine the parking requirement.
A21. Maximum Average Unit Size (R30 sites) table.
A22. Evidence of legal parcel (see L Form in the Planning Application packet)
A23. An index listing all sheets of the project plans (in the order presented) and a brief description of each sheet.
A24. Other: Upon Completeness and Compliance Review, others may apply.
<b>B. <i>Contact Information: The project plans shall include on the top sheet of the plans contact information consisting of name, business name (if applicable), address, phone number and email for:</i></b>
B1. Property owner/applicant
B2. Agent/representative
B3. All persons/firms that prepared any portion of the project plans
B4. Other
<b>C. <i>Site Plan/Preliminary Grading Plan: The site/preliminary grading plan shall indicate/include:</i></b>
C1. All exterior site boundaries correctly scaled and dimensioned. Including metes and bounds.
C2. North arrow.
C3. Scale of plans, graphic and written.
C4. Vicinity map showing location of subject property.
C5. Legend of symbols, lines, abbreviations, etc. used on the plans.
C6. Site survey
C7. Assessor's Parcel Number(s) (APN) for adjacent properties to project site and within the vicinity of the project site.
C8. Location and dimensions of significant waterways, flood plains and/or other topographical features.
C9. Topography and source of topography dated no more than two years old with benchmark.
C10. Location of existing mature trees to be removed and replaced in compliance with Encinitas' Climate Action Plan,
C11. Location of street trees within the public ROW noted to be remain or be removed. Arborist report will be required if removed.
C12. Location and dimensions of present and proposed street and highway dedications and private access easements required to handle the traffic generated by the proposed uses.
C13. Location and dimensions of all driveways, access roads, and curb cuts, indicating the type of construction material.
C14. Sight distance triangle for all driveways and intersections.
C15. Locations and dimensions of trails and walks and indication of construction materials.
C16. Show fire access roads /driveways to meet the 150-foot hose pull requirement.
C17. Location and dimensions of all easements (open space, water, sewer, etc.)
C18. Required setbacks shown and dimensioned for primary and accessory structures. Indicate with a dashed line the building envelope(s) created by the setback lines. (Setbacks shall be taken from the ultimate street right-of-way even if a street dedication is not required. When a vehicular access easement is existing or proposed on a property, the setback shall be taken from the edge of the easement).
C19. Location of buildings and structures both existing and proposed, relative to each other and to the site boundaries. Note any structures to be demolished or removed. Indicate extensions of rooflines beyond building walls.
C20. Spot elevations of finished grade (dirt) and existing grade (dirt) show at all building walls. Finished floor shall be called out separately from finished grade for proposed structures.
C21. Engineering scale factor.

Items
C22. Pad heights shown on grading/site plan and elevations.
C23. Rates of grade. Metes and bounds.
C24. Sections: Typical section of streets and alleys. Perpendicular overall site sections North/South and East/West.
C25. Indicate vertical and horizontal dimension of all proposed architectural projections (i.e. eaves, bay window, chimneys, decks, etc.) in any required setback. (See EMC Section 30.16.010.F.8 and 30.20.010.J.3 for additional information)
C26. Where an attachment or minor addition to an existing building or structure is proposed, the plan shall indicate the relationship of such proposal to the existing development. Use hatching, shading or other means to clearly identify the area of addition.
C27. Location of walls, fences and hedges, and the indication of their height and type of construction materials. (Freestanding and retaining walls shall be differentiated. Combined wall/fence heights shall be indicated. Fences within the first 15 feet from the front property line shall be limited to four feet solid, or four feet solid plus an additional two feet constructed of a material that is at least 50 percent open).
C28. Location of refuse/recycling/organics collection/enclosures and an indication of the height and type of construction materials. EDCO concurrence letter required.
C29. Location of off-street parking and loading facilities, and their dimensions. See Chapter 30.54 for required number (or Specific Plan if applicable) and Off-street Parking Design Manual for location and size. Reference Building Code standards for electrical vehicle space dimensions.
C30. Dimension of vehicular backing distance (minimum 24 feet required).
C31. Location of proposed electric vehicle charging spaces and associated branch circuit pre-wiring (as applicable). For new single-family or two-family dwellings, show the required branch circuit wiring for future electric vehicle charging installation. For new multi-family projects, hotel/motel, and non-residential projects, identify the location of all proposed electric vehicle charging spaces and provide a calculation demonstrating that at least 15 percent (multi-family) or 8 percent (hotel/motel and non-residential) of the total spaces provided are proposed to be electric vehicle charging spaces. For new hotels/motels, non-residential buildings and portions of mixed-use projects, provide a calculation demonstrating that at least eight percent of the total spaces provided are proposed to be electric vehicle charging spaces.
C32. Location of mechanical equipment and screening.
C33. Location and dimensions of any on-site trailer proposed to be used for construction office or residential purposes during construction, together with all related facilities.
C34. Location of nearest buildings adjacent to the project site.
C35. Location and type of significant vegetation and indicate whether they will remain or be removed.
C36. Locations and calculations of areas proposed to satisfy landscaping requirements, and landscaping required for parking areas.
C37. Show fuel modification zone for properties in any Fire Hazard Severity Zone. Indicate fuel modification method proposed (i.e. hand clearing, full removal of plants, etc.). A Fire Protection Plan shall be required for properties unable to meet 100-foot defensible space standards.
C38. Total area of land disturbance in square feet.
C39. Depiction of existing site contours and all proposed grading.
C40. Preliminary earthwork quantities including cut depth, fill height, import, export, and remedial grading.
C41. Area of total existing, total proposed, and net increase/decrease impervious surfaces in square feet.
C42. Depiction of existing and proposed drainage facilities. Plans shall indicate fire flow.
C43. Location and design of permanent post construction BMP/IMP facilities to collect and treat all runoff generated by new and or/removed and replaced impervious surfaces.
C44. Depiction of all existing legal lots. Please refer to legal description of the property.

Items
C45. Depiction of existing and proposed public sanitary sewer and sewer laterals. Indicate which sewer agency will be serving the property, if applicable. Show location of existing and proposed septic system and the relation of all aspects of the system to the existing and proposed structures. Label “to remain” or “to be removed”.
C46. Depiction of existing and proposed water mains, laterals, and meters and indication of size and type. Indicate which water agency will be serving the property, if applicable. Plans shall indicate fire flow.
C47. Depiction of existing gas lines and indication of size and type.
C48. Depiction of existing and proposed electrical, telephone, and cable TV lines with indication of size and type, and including locations of transformers, equipment cabinets, etc. Note whether lines are overhead (indicate pole locations) underground.
C49. Coastal Bluff Properties: Locations of geotechnical setbacks (40 feet, 50 feet, 1.5 safety of factor (SOF), 75-year erosion rate and combined 1.5 SOF and 75-year erosion rate.
C50. Inland Bluff Properties: Depict location of 25-foot setback.
C51. Location of mailboxes (mixed-use, multifamily, & subdivisions) with letter from the Postmaster
C52. Third Story setback line dimensioned (R30 sites).
C53. Wetlands: Clearly depict limits of wetland areas and the required buffer setback from the wetland edge.
C54. Other: Upon Completeness and Compliance Review, others may apply.
<p><b>D. <u>Average Lot Slope Exhibit.</u> (Required for projects in all zones except Rural Residential (RR), Rural Residential 1 (RR-1) and Rural Residential 2 (RR-2)). For lots with an average lot slope greater than five percent:</b></p> <p>a. Provide a separate topographic site plan exhibit with the average lot slope depicted and calculated for the property. The average lot slope is determined by calculating the total change in elevation from setback line to setback line (rise/run) and is established by placing three run-lines across the property and taking the combined average slope of the three lines. The lines are to follow the slope of the property; (i.e., they are to be placed at right angles to the contour lines). For properties of an irregular shape and topography, additional run-lines may be required on the site plan to the satisfaction of the Development Services Director. Encinitas Municipal Code Section 30.16.010B6e.</p>
<p><b>E. <u>Slope Analysis Exhibit.</u></b> A slope analysis shall be submitted based upon a topographic map with contour intervals not exceeding two feet. This analysis will describe the following slope categories in acres, and will also graphically depict the location of each category on the topographic map:</p> <ul style="list-style-type: none"> <li>a. Less than 25% slope.</li> <li>b. 25 to 40% slope.</li> <li>c. Greater than 40% slope.</li> </ul> <p>Document the percentage of steep slopes (25 percent or greater in gradient for the site). For projects that include proposed encroachments into slope areas greater than 25 percent gradient, overlay the project’s development footprint onto the steep slope exhibit and label the square feet and percentage of encroachment into steep slopes. If manufactured slopes are present on-site, then they should be clearly shown and documented on the slope analysis. Evidence (Historic Aerials, Geotechnical Report, Historic Topography) of the manufactured slopes shall be provided.</p>
<p><b>F. <u>Floor Plans</u> for each floor, denoting room type and interior configuration, accurately scaled and dimensioned. <i>Floor Plans shall indicate/include:</i></b></p>
F1. North Arrow.
F2. Scale, graphic and written.
F3. Dimensions provided for each room, measured to the exterior surface of the exterior wall, as applicable.
F4. Each room labeled as to use.
F5. Garage and parking spaces provided identified with dimensions. Dimension each parking stall located within the garage. Dimension garage door width and height clearance. See Off-street Parking Design Manual.



Items
F6. Outline of any subterranean or basement area. For basements, clearly show that the basement area meets the definition of basement as per EMC Ch. 30.04: "BASEMENT shall mean a story partly or wholly underground. A basement shall be counted as a story for purposes of story limits where more than one-half (1/2) of its perimeter is more than four feet above the lower of natural or finished grade." See Basement Exhibit requirements below.
F7. For applications proposing or modifying alcohol service, floor plans must include details required as per the Operational Management Plan (Form O).
F8. Where an attachment or minor addition to an existing building or structure is proposed, the plan shall indicate the relationship of such proposal to the existing development.
F9. Outdoor dining clearly labeled. Label new verses existing when applicable.
F10. Please provide a separate Lot Coverage Calculation floor plan exhibit that visually depicts the areas included in the lot coverage calculation.
F11. Please provide a separate Floor Area Ratio Calculation floor plan exhibit that visually depicts the areas included and excluded in the floor area ratio calculation.
F12. Location of 250 cubic feet of lockable, enclosed storage area per unit within a garage/carport or within the main building. (Applies in R-11/R-15/R-20/R-25/R-30 zones).
F13. Location of 10 percent of floor area of the units shall be provided as private open space for both ground floor and units contained on the second floor. (Applies in R-11/R-15/R-20/R-25/R-30 zones).
F14. Mezzanine: Provide a separate exhibit clearly showing the square footage of the mezzanine floor area and the square footage of the room below floor area. Outline on the exhibit all areas utilized for the room below square footage to demonstrate it meets the Mezzanine definition EMC Chapter 30.04 Definitions.
F15. Other: Upon Completeness and Compliance Review, others may apply.
<b>G. Basement Exhibit</b> shall indicate/include:
G1. The basement level floor plan showing the total linear feet of the perimeter basement walls and their linear dimensions
G2. Linear feet of the portions of the perimeter basement walls exposed less than or equal to four feet above the lower of natural or finished grade to the top of floor above.
G3. Linear feet of the portions of the perimeter basement walls exposed greater than four feet above the lower of natural or finished grade to the top of floor above.
G4. A basement calculation (percentage) of the total linear perimeter of the basement walls greater than four feet above the lower of the natural or finished grade, divided by the total linear length of the perimeter basement walls.
<b>H. Roof Plans shall indicate/include:</b>
H1. Locations of ridges, hips, valleys, crickets, parapets, etc.
H2. Direction of drainage flow.
H3. Existing and proposed roof pitch.
H4. Dimensions of eaves and other roof projections.
H5. Roof decks.
H6. Area for installation of solar energy systems.
H7. Other: Upon Completeness and Compliance Review, others may apply.
<b>I. Elevations. Must accurately show proposed finished building appearance, consistent with site/floor plans – NOT CONCEPTUAL. Provide elevations of all exterior building walls including courtyard elevations; each elevation sheet shall indicate/include:</b>
I1. The lines of the existing exterior grade and proposed finished exterior grade distinguished and shown at the building wall. If no changes to the grade are proposed, please call out the grade as both the existing and finished grade. Note: Heights are taken from grade (dirt), which excludes any hard surface above grade including sidewalk, pavement, etc.)

Items
I2. The height of buildings and structures and all applicable dimensions, from the lower of existing exterior grade or proposed finished exterior grade. Per the underlying zone, clearly show the maximum height limits on each elevation as measured from the lower of existing or finished grades. See I1.
I3. Roof treatment and indication of roof pitch.
I4. Window and door treatment.
I5. Any exterior mechanical equipment along with any proposed screening of such.
I6. Notes or details sufficient to define all design features, including dimensions/sizes of elements.
I7. Building materials, finishes and colors.
I8. Shadows to indicate horizontal depths, done in a technique that does not obscure elevation features in shadowed areas.
I9. Where an attachment or minor addition to an existing building or structure is proposed, the plan shall indicate the relationship of such proposal to the existing development.
I10. Vertical and horizontal dimensions of all architectural projections (i.e. roof eaves, bay window, chimney, etc.).
I11. Call out existing and proposed spot elevations at each corner of each building.
I12. Call out pad height for each lot.
I13. For basement elements, clearly identify areas where the lower of natural or finished grades are exposed more than four feet on all elevations.
I14. Colored renderings: required once design is accepted by Project Planner.
I15. Façade Wall Plan Exhibit (R30 sites)
I16. Other: Upon Completeness and Compliance Review, others may apply.
<b>J. <u>Sign Information.</u> (if signage is to be provided)</b>
J1. Location and size (show dimensions and area in square feet) of existing and proposed exterior signs and outdoor advertising.
J2. The nature of temporary or seasonal on-site advertising.
J3. Complete drawings indicating design, materials, colors and lighting method of proposed signage.
J4. Other: Upon Completeness and Compliance Review, others may apply.
<b>K. <u>Lighting Plan.</u> <i>A separate lighting plan or lighting information incorporated into other project plans shall indicate/include:</i></b>
K1. The location of exterior lighting standards and devices.
K2. The plan shall be adequate to review possible hazards and disturbances to the public and adjacent properties.
K3. Fixture cuts from manufacturer shall be provided for all fixtures proposed, describing dimensions, materials and colors.
K4. Photometric studies may be required.
K5. Other: Upon Completeness and Compliance Review, others may apply.
<b>L. <u>Preliminary landscape and irrigation plans</u> showing landscaping, paving and other hardscape and irrigation. <i>Such plans shall include all of the information listed below and that required for the project type as per the City's Water Efficient Landscape Regulations (EMC Ch. 23.26), including but not limited to:</i></b>
L1. Water budget information and calculations.
L2. A list of all plants existing on site and adjacent rights-of-way (ROW) indicating the botanical and common name of all plants and the size of each plant. Group plants by type: trees, shrubs, ground cover. Use a symbol for each plant to correlate with the plan.

Items
L3. A plan showing the existing condition of the site and identifying all plants existing on the site and adjacent ROW. Include trunk DBH (diameter at breast height) for trees with DBH greater than four inches. Use a symbol for each plant to correlate with the list.
L4. Plant schedule on the plans indicating the botanical and common name of all plants and the size of each plant proposed and existing, to be retained, including any ROW street trees and/or other plantings. Group plant by type: trees, shrubs, ground cover.
L5. A plan identifying all plants proposed and existing, to be retained, including any ROW street trees or other plantings. Use a symbol for each plant to correlate with the list.
L6. Features and characteristics of the project site and adjacent properties and ROW including but not limited to property lines, streets, street names, driveways, walkways and trails, other paved areas, the footprint of existing and proposed structures, water features, fences, freestanding walls and retaining walls.
L7. Elevations of new structures, including but not limited to walls, fences, trellises and gazebos. Indicate proposed materials, colors, finishes and dimensions. Include elevations of these new structures in colored elevations.
L8. Location of fuel modification zone(s) and any proposed plantings within the fuel modification zone(s). Properties located in any Fire Hazard Severity Zone shall utilize the approved plant lists of the City of Encinitas and San Diego County DPLU.
L9. Approximate location of all irrigation lines, valves, and heads. Required at discretionary for any landscape work in City's right-of-way.
L10. Locations of walls and fences and indication of height and type of construction materials (freestanding and retaining walls shall be differentiated). Include a cross-section of each wall and fence.
L11. Locations of trails and walks and indication of construction materials and widths.
L12. Areas paved for parking or driving, differentiated from areas intended for landscape planting or hardscape. Indicate proposed materials, colors, finishes and dimensions.
L13. Exterior dimensions and area in square feet for each landscape planter area proposed.
L14. Calculation of site area devoted to landscaping and percentage of parking lot area devoted to landscaping.
L15. Calculation showing a minimum of 30 trees per net acre consisting of 15-gallon box specimens (Applies in R-11/R-15/R-20/R-25/R-30 zones).
L16. Show and dimension 15-foot landscape buffer, when applicable. Check zoning standards.
L17. Separate diagram/sheet identifying private versus common open space (R30 and high-density zones)
L18. A scale of no less than 1" = 20' shall be used for all landscape and irrigation plans.
L19. Other: Upon Completeness and Compliance Review, others may apply.
<b>M. Project color and material information. Submit digital color photos of project materials, finishes, and colors. Include information on all project materials, including but not limited to information on buildings, trellises, gazebos, walls, fences, lights, driveways and walkways.</b>
<b>N. Variances. Projects proposing variances from structural development standards shall include in the project drawings all of the information outlined in the "Variance Application Supplement."</b>
<b>O. Citizen Participation Program Meeting (Final Report approved by Staff)</b>
<b>P. Technical Studies/Reports as required by each discipline (Planning, Engineering, Fire, Traffic, Water etc.). Please note that some studies/reports may be required upon first completeness review. Others may be required during compliance review.</b>
<b>Q. All studies, reports, or other information required to be submitted for projects, as required under the Mitigation Monitoring and Reporting Program for the Programmatic Environmental Impact Report for the General Plan. If applicable, see specifically Environmental Assessment for Housing Element.</b>
<b>R. Alcohol Service Establishments Form – Existing (<i>for modifications to existing establishments</i>)</b>
<b>S. Alcohol Service Establishments Form – New (<i>for new establishments</i>)</b>

Items	
<b>T.</b>	A Hazardous Waste Substances Statement if the project or any alternatives are located on a site which is included on any of the Hazardous Waste and Substances list compiled by the Secretary for Environmental Protection pursuant to Section 65962.5 of the Government Code.
<b>U.</b>	Housing Application Supplement/Income Verification Form (required for any existing units (legal or non-legal) to be converted, redistributed/reconfigured or demolished)
<b>V.</b>	Affordable Housing Plan (required for Inclusionary Housing requirements): <u>Encinitas Municipal Code Section 30.41.090 A</u>
<b>W.</b>	Density Bonus Report: <u>Encinitas Municipal Code Section 30.16.020 C 4 b</u>
<b>X.</b>	Wireless Facilities Supplemental Materials
<b>Y.</b>	Climate Action Plan - Green Building Checklist
<b>Z.</b>	Residential/Commercial Building Record

## FILE CATEGORIES

FILE NAME FOR DIGITAL SUBMISSION	DESCRIPTION
Application - Alcohol Service Existing	Required for modification to an existing alcohol serving establishment.
Application - Alcohol Service New	Required for new alcohol serving establishment.
Application - Citizen Participation Plan Packet	Complete packet related to CPP meeting. Includes notice, vicinity map, results of meeting.
Application – Climate Action Plan Checklist	Required checklist for residential or nonresidential uses demonstrating compliance with the local Climate Action Plan.
Application - Environmental Initial Study	For projects that are not exempt from CEQA and require environmental review.
Application - Grant Deed	Document required to establish proof of ownership.
Application – Housing Supplemental and Tenant Income	Required when demolishing existing dwelling units.
Application - Letter of Authorization	If not the property owner, require a letter, signed, and dated by property owner, authorizing applicant as their agent.
Application - Planning	Application packet required for Discretionary and Ministerial projects.
Application - Preliminary SB330	Required for all housing development projects.
Application - Stormwater Intake Form	Required for every project to categorize and document the project's status as it relates to local and state stormwater quality requirements.
Application - Title Report, Preliminary	Current title report required when applying for a Development Project or Subdivision Map.
Application – Utility/Service Availability Forms	Required when applying for a Tentative (Parcel) Map.
Application Supplemental – Operational Management Plan	Required narrative that describes the operational characteristics (days, hours, special events, etc.) associated with a specific use(s).
Application Supplemental - SB 9	Additional information required specific to the permit being applied for.
Application Supplemental - Wireless Facility Pre-Submittal	Required for proposed wireless facilities on City property.
Decision – City Council Resolution	Final approval/denial decision from the City Council.
Decision – Final Approved Plans	Final approved plans after the approval from the Development Services Director or the applicable governing body.
Decision – Notice of Decision	Final approval or denial decision from the Development Services Director or the Zoning Administer.

Decision – Planning Commission Agenda Report	Planning Commission hearing staff report, draft resolution including any associated attachments.
Decision – Planning Commission Resolution	Final approval or denial resolution decision for a discretionary record from the Planning Commission.
Density Bonus Report	Required when project applying for a Density Bonus Project.
ENV - Environmental Impact Report	Required for projects that create a significant environmental impact.
ENV - Mitigated Negative Declaration	Required for projects that provide mitigation measures for significant environmental impacts.
ENV - Negative Declaration	Required for projects that are found not to have a significant effect on the environment.
Form – Tenant Income Verification	Income information received and signed by tenants of existing homes on a project site to be converted (i.e.) condo conversion.
Letter - Applicant Response	Letter summarizing the applicant's response to staff's previous comments.
Letter - City Comment	Letter summarizing staff's review comments.
Letter - Concurrent Processing At-Risk	Letter submitted to the City to request concurrent processing of construction plans at risk. An acknowledgment that all fees paid are non-refundable and that the project scope is subject to change.
Letter - EDCO	A letter from EDCO concurring with the trash and recycling location for a proposed project.
Letter - Postmaster	A letter from the postmaster concurring with the location of the mailbox collection area or areas.
Letter - Voluntary Assistance Program (VAP) Closure Letter	Documents from the County Department of Environmental Health related to properties containing hazardous substances.
License - ABC License with Conditions	Copy of license issued by California State Department of Alcoholic Beverage Control (ABC), including all conditions set for by the ABC. <a href="http://www.abc.ca.gov/">http://www.abc.ca.gov/</a>
Photos	Photos required for project or permit. (i.e.) site photos, photo for ID
Plans – Architectural, Civil, and Landscape	May include Site Plan, Floor Plan, Roof Plan, Elevations, Lighting (photometric and/or fixtures), Renderings, Signage, and Color Material Board.
Plans - Parcel Map	Parcel map for subdivisions of four units or less.
Plans - Parcel Map Waiver	Parcel map waiver plat.
Plans- Plat, Legal Description, and Closure Calculations	Required plat, new legal description, and closure calculations for a Boundary Adjustment and/or Certificate of Compliance application.
Plans - Redlines	Project plans that have been submitted and reviewed with markups by City Departments/Divisions.
Plans - Sign	Include address, APN, proposed sign location(s), property dimensions, building dimensions, sign dimensions, & details.

Plans - Sign Program	Required for non-residential buildings with six or more tenants. Shows proposed location(s) and provides specific signage criteria for a project.
Plans - Tentative (Parcel) Map	A Tentative Map (TM) and Tentative Parcel Map (TPM) are used to propose subdivisions of land at the discretionary level. A TM is used to propose the subdivision of five or more lots, and a TPM is used for four or fewer lots. An approved TM or TPM is required before filing for a Final Map or Final Parcel Map.
Receipt	Documentation associated with a fee reversal, refund, or void.
Report - Affordable Housing Plan	Summarizes the manner in which affordable units (inclusionary/density bonus housing) will be provided in a project.
Report – Density Bonus	Required when project applying for a Density Bonus Project
Resolution	Approval of plan by City Council or Planning Commission.
Slope Determination Documentation	Determination of natural vs. manufactured grade.
Tech Study – Air Quality	Study required to evaluate air quality impacts associated with an application.
Tech Study - Arborist	Study required for projects that may impact City street trees.
Tech Study - Biology	Study analyzing potential biological impacts.
Tech Study - Cultural	Study analyzing the potential Cultural impacts.
Tech Study – Cultural Confidential	Required technical study that includes confidential appendices for cultural or historical resources.
Tech Study - Fire Protection Plan	Report explaining measures being taken to reduce fire risk.
Tech Study - Geotechnical Report	Study analyzing geology to determine site conditions and design and construction recommendations.
Tech Study - Greenhouse Gas	Study analyzing potential greenhouse gas emissions.
Tech Study - Historical	Study analyzing historical significance of project area.
Tech Study - Hydraulic Analysis	Study assessing demands established by the Water System Analysis to size the onsite water mains and determine the water district's offsite infrastructure capacity.
Tech Study - Hydrology	Study analyzing pre- and post-development hydrology and hydraulics of a proposed project utilizing the most current San Diego County Hydrology Manual.
Tech Study – Jurisdictional Wetland Delineation	Study identifying and locating aquatic resources (including wetlands) and analysis of the environmental resources.
Tech Study - Lighting	Study evaluating the effects of lighting on the local environment and community.
Tech Study - Noise	Study analyzing noise impacts.
Tech Study - Parking	Study analyzing parking.

Tech Study - PDP SWQMP	A Priority Development Project Stormwater Quality Management Plan is required for all Priority Development Projects.
Tech Study - Sewer	Study reviewing sewer system.
Tech Study - Site Assessment Phase I	Environmental site assessment study.
Tech Study - Site Assessment Phase II	Environmental site assessment study, if required from Phase I results.
Tech Study - Soils Removal Plan	Study for removal of contaminant impacted soil.
Tech Study - Traffic	Study analyzing potential traffic impacts.
Tech Study – Vehicle Miles Traveled	Study analyzing vehicle miles traveled assessing the impacts of new development on the City's roadways and mobility systems.
Tech Study - Water System Analysis	Study evaluating water service to the project.