



CITY OF ENCINITAS
Development Services Department
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CUSTOMER SELF SERVICE (CSS) DOCUMENT SUBMISSION STANDARDS

- All documents shall be in PDF format, with a graphic scale, and rotated so that the pages read upright.
- Plan sheet Size – Standard size 24 inches x 36 inches – Landscape View.
- Final Plats – 18 inches x 24 inches.
- Plans shall be combined into one complete set, no individual sheet submittals.
- Export settings: maintain output scale; avoid “Fit to Page.”
- Save files in black and white. Exceptions include steep slope analysis, colored elevations, and rendering views.
- Each Plan Sheet must be clearly bookmarked to identify the content of the page. (e.g. Page A 1.0 Architectural Site Plan).
- Documents shall be created with TrueType Fonts.
- Unlock and flatten all drawings & reports. The markups list & layers should be cleared and empty.
- Sheet title blocks shall remain consistent on each page of the plan set including sub disciplines.
- Reserve a location on the lower right corner of the cover sheet for City stamps. The size shall be a minimum of 3 inches x 2 inches and be in the same location on every sheet.
- Vector Content only. Scanned images are prohibited.
- Files must be unlocked and unprotected.
- Zip files are not accepted.
- Reports and other documents must be submitted as a separate PDF for each documents type (e.g., calculations, specifications, reports, studies, etc.). All plans, reports, and studies should be watermarked as “Draft” upon submittal.
- Files names are required to match the **File Naming Conventions** established by the City.

DOCUMENT SUBMISSION TROUBLESHOOTING GUIDE

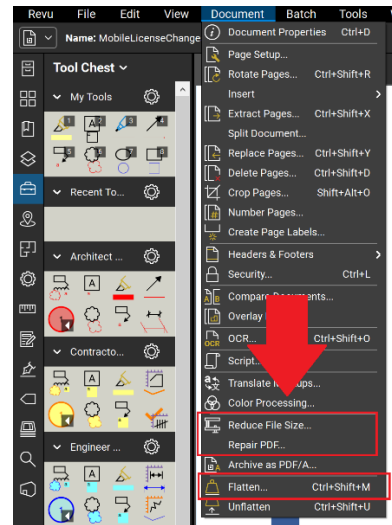
Please double check our Document Submission Standards (above) to verify that your files meet all criteria.

- Unlock and Flatten all documents.
- Digitally signed or otherwise protected PDF files cannot be routed for mark-up or plan check.
- There is no maximum file size for upload.
- Please remain mindful of your upload and download speeds, which are dictated by your internet service provider (ISP). Please also consider reducing file sizes and ensuring your PDFs are optimized for upload and adhere to our Document Submission Standards.

Contemporary, mainstream PDF editor software can be used to reduce file size, fix, or otherwise optimize your PDF files for submission.

For example:

- Adobe Acrobat Pro: <https://helpx.adobe.com/lv/acrobat/using/optimizing-pdfs-acrobat-pro.html>
- Bluebeam Revu:
 - Flatten... (all markups)
 - Repair PDF... (all options selected)
 - Reduce File Size... (default options are fine)



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. http://www.abc.ca.gov/
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.