



PLANNING APPLICATION
CITY OF ENCINITAS
PLANNING AND BUILDING DEPARTMENT



505 South Vulcan Avenue
Encinitas, California 92024
(760) 633-2710 or planning@encinitasca.gov
www.encinitasca.gov

Application No. _____
Date of Application: _____
Community Area _____

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

PROJECT

Project Name: _____
Project Address: _____ APN: _____
Between: _____ And: _____
(Street) (Street)

PROPERTY OWNER* APPLICANT*

Name: _____ Company Name: _____
Address: _____
City/State/ZIP: _____
Phone: _____ Fax: _____ Email: _____

APPLICANT* (Business Owner) AGENT REPRESENTATIVE

Name: _____ Company Name: _____
Address: _____
City/State/ZIP: _____
Phone: _____ Fax: _____ Email: _____

ARCHITECT ENGINEER DESIGNER

Name: _____ Company Name: _____
Address: _____
City/State/ZIP: _____
Phone: _____ Fax: _____ Email: _____

CONTACT PERSON: Property Owner / Applicant Applicant / Agent / Representative Architect / Engineer / Designer

ATTACH A DESCRIPTION OF THE PROPOSED USE / PROJECT TO THIS APPLICATION

I acknowledge that an application for a tentative map or tentative parcel map is not deemed received pursuant to Government Code 65920 et seq. until environmental review is complete. All other application types are not deemed received until responses from interested agencies are received by the City.

I understand that if the project or any alternatives are located on a site which is included on any of the Hazardous Waste and Substances lists compiled by the Secretary for Environmental Protection pursuant to Section 65962.5 of the Government Code, then a Hazardous Waste and Substances Statement must be submitted with this application. (Information that must be included in this statement can be obtained from the Planning and Building Department.)

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, Owner or Authorized Agent (Attach letter of authorization) _____ Date _____

Please Print or Type Signatory's Name and Title (if applicable)

*Property Owner is the applicant except in certain circumstance; please check with staff.



CITY OF ENCINITAS PLANNING FEE WORKSHEET

APPLICATION NO: _____ APPLICANT NAME: _____ DATE _____

FEE APPLICATION TYPE (check all that apply)	CHARGE CODE	FEE
Affordable Unit Policy	PZ ID	\$990.00
Amendment Authorization by Council	PZ AM	\$550.00
Annexation	PZ AN	\$2,860.00
Appeals	PZ AL	\$250.00
Boundary Adjustment/Certificate of Compliance	PZ BA	\$990.00
Certificate of Compliance	PZ CC	\$630.00
Coastal Development Permit	PZ CO	\$1,600.00
Conceptual Review – Administrative/ Planning Commission	PZ CR	\$1,200.00
Design Review – Admin Level	PZ DA	\$1,100.00
Design Review – Planning Commission (<2500 sq ft)	PZ D1	\$2,640.00
Design Review – Planning Commission (2501-10k sq ft)	PZ D2	\$3,600.00
Design Review – Planning Commission (>10k sq ft)	PZ D3	\$4,800.00
Design Review Modifications – Admin	PZ DM	\$870.00
Design Review Modifications – Planning Commission	PZ DP	\$1,980.00
Major Use Permit	PZ MA	\$6,000.00
Major Use Permit Modifications	PZ UA	\$2,640.00
Minor Use Permit	PZ MI	\$1,760.00
Minor Use Permit Modifications	PZ UI	\$1,320.00
Misc Service Requests	PZ SR	\$140.00
Planning Commission or City Council Interpretation	PZ IN	\$1,000.00
Resolution Amendments	PZ RA	\$1,100.00
Resubmittal Fee	PZ RF	
Sign Program	PZ SI	\$800.00
Sign Review	PZ SG	\$380.00
Temporary Sign/Banner Permit	PZ SB	\$80.00
Substantial Conformance Review	PZ SC	\$280.00
Tent Parcel Map Application or Modification (2-4 lots)	PZ TP	\$3,850.00
Parcel Map Waiver (Condo Conversion, etc.)	PZ MW	\$1,800.00
Final Parcel Map Check (2-4 lots)	PZ FP	\$340.00
Tentative Subdivision Map	PZ TM	
Tentative Map Modification	PZ MM	\$10,110.00
Final Subdivision Map Check (5+ lots)	PZ FM	\$500.00
Time Extensions	PZ XT	\$880.00
Variance – Administrative	PZ V1	\$1,320.00
Variance – Planning Commission	PZ VP	\$3,520.00
Variance – Planning Commission/ sfd	PZ VS	\$1,760.00
Public Noticing Postage	PZ POST	

ENVIRONMENTAL REVIEW FEE APPLICATION TYPE (check all that apply)	CHARGE CODE	FEE
Environmental Review – Exemption	PZ EX	\$60.00
Comprehensive Initial Study (in-house)	PZ IS	\$4,620.00
Geotechnical Letter Report Review	PZ LT	\$260.00

TOTAL: _____

CASHIER USE ONLY

RECEIPT: _____ CHECK: _____ DATE: _____ CASHIER: _____ TOTAL PAID: _____

**CITY OF ENCINITAS
PLANNING AND BUILDING DEPARTMENT
PLANNING APPLICATION CHECKLIST**

CASE NO: _____ APPLICANT: _____ APPLICATION TYPE: _____

This checklist is intended to assist you in preparing your application. The symbols in the right-hand column correspond to various forms: Forms A, S, L, D and SW can be found in the attached application packet; Forms T, CC, CP, U, V, SW-HMP, W, VF, DB, AE and AN are available separately when applicable. Items marked with a (✓) below may not apply to your specific project and thus may be waived. We recommend that you meet with Planning and Building Department staff to discuss the application materials required for your project.

Rec'd	Needed	N/A	Item	Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Application	A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Application Supplement	S
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Evidence of Legal Parcel	L
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Disclosure Statement	D
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Current Vesting Grant Deed	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Preliminary Title Report with Current Owner Listed (✓)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Project Plans: Ten (10) sets of the following plans FOLDED TO APPROX. 8 ½" X 11"	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Tentative Maps (20 copies - see <i>Tentative Map Supplement</i> for required elements)	T
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Tentative Parcel Maps (10 copies - see <i>Tentative Map Supplement</i> for required elements)	T
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Condominium Conversion (see <i>Condominium Conversion Supplement</i> for further requirements)	CC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Site Plan / Preliminary Grading Plan**	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. Floor Plans**	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f. Roof Plans**	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g. Elevations**	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	h. Landscape Plans and Supporting Documents**	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. Slope Analysis (see <i>Slope Analysis Requirements</i> for required elements)	SA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	j. Lighting Plan**	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	k. Sign Plan**	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Colored elevations of all elevations: one rolled, complete set (✓)**	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Project materials/color board (✓)**	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Color photos of entire site, structures, and adjoining properties (8 ½" x 11" max.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Deposit/Fee as per the current fee schedule	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Citizen Participation Plan (<i>Proposal, letter, comment form, map; refer to handout & instructions</i>)	CP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Use Permit Application Supplement (✓)	U
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Variance Application Supplement (✓)	V
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Storm Intake Form – For Priority Development Projects see #17f (✓)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Letter of Authorization (✓)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Additional Technical Studies and Other Information (<i>as applicable</i>) (✓)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Geotechnical Study (<i>3 copies</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Traffic Report (<i>3 copies</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Wireless Facilities Supplemental Materials (<i>3 copies + disc; see Supplement</i>)	W
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Income Verification Form (<i>one form needed per tenant for Condo Conversion</i>)	VF
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. Drainage Study (<i>based on latest County of SD Hydrology & Drainage Manual – 3 copies</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f. Priority Development Project Stormwater Quality Management Plan	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g. Arborist Report – For Projects that May Impact City Street Trees	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	h. Fire Protection Plan (if applicable, 2 copies)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. Density Bonus Application Supplement	DB
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	j. Photometric Lighting Study	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	k. Other (specify: _____)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. For establishments proposing or modifying alcohol service: (✓)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Alcohol Service Establishments – Existing (<i>for modifications to existing establishments</i>)	AE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Alcohol Service Establishments – New (<i>for new establishments</i>)	AN

** See *Planning Application Required Drawing Elements* for detailed plan requirements.

**CITY OF ENCINITAS
PLANNING AND BUILDING DEPARTMENT
PLANNING APPLICATION REQUIRED DRAWING ELEMENTS**

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, you must provide all of the following information on each set of drawings submitted. **Applications that do not include all of 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 PREPARERS. CHECK WITH CITY STAFF FOR WHO MAY PREPARE PLANS.

Needed	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	A. Project Data: The project plans shall include a table on the top sheet of the plans that indicates/includes:
<input type="checkbox"/>	<input type="checkbox"/>	A1. Site address
<input type="checkbox"/>	<input type="checkbox"/>	A2. Assessor's Parcel Number(s) (APN)
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	A4. General Plan designation
<input type="checkbox"/>	<input type="checkbox"/>	A5. Zoning designation
<input type="checkbox"/>	<input type="checkbox"/>	A6. Water District
<input type="checkbox"/>	<input type="checkbox"/>	A7. Sanitation District
<input type="checkbox"/>	<input type="checkbox"/>	A8. Scope of work statement that clearly and concisely describes the scope of the project.
<input type="checkbox"/>	<input type="checkbox"/>	A9. Existing and proposed land use
<input type="checkbox"/>	<input type="checkbox"/>	A10. Lot Coverage
<input type="checkbox"/>	<input type="checkbox"/>	A11. Floor Area Ratio
<input type="checkbox"/>	<input type="checkbox"/>	A12. Required and proposed building setbacks, arranged in a table.
<input type="checkbox"/>	<input type="checkbox"/>	A13. Grading quantities: total and average amount of cubic yards of dirt moved; amount of cut and fill (height and depth in feet)
<input type="checkbox"/>	<input type="checkbox"/>	A14. Building area: area of existing structures, area of structures to be demolished, areas of addition, and total overall proposed area
<input type="checkbox"/>	<input type="checkbox"/>	A15. Occupancy type and occupant load
<input type="checkbox"/>	<input type="checkbox"/>	A16. Type of proposed construction
<input type="checkbox"/>	<input type="checkbox"/>	A17. Quantities of off-street parking required and provided. Include the calculations used to determine the parking requirement.
<input type="checkbox"/>	<input type="checkbox"/>	A18. An index of listing all sheets of the project plans in the order presented and including a brief description of each sheet.
<input type="checkbox"/>	<input type="checkbox"/>	B. 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: :
<input type="checkbox"/>	<input type="checkbox"/>	B1. Property Owner/Applicant
<input type="checkbox"/>	<input type="checkbox"/>	B2. Agent/Representative
<input type="checkbox"/>	<input type="checkbox"/>	B3. All persons/firms that prepared any portion of the project plans
<input type="checkbox"/>	<input type="checkbox"/>	C. Site Plan/Preliminary Grading Plan: The site/preliminary grading plan shall indicate/include:
<input type="checkbox"/>	<input type="checkbox"/>	C1. All exterior site boundaries correctly scaled and dimensioned.
<input type="checkbox"/>	<input type="checkbox"/>	C2. North arrow.

Needed	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	C3. Scale of plans, graphic and written.
<input type="checkbox"/>	<input type="checkbox"/>	C4. Vicinity Map showing location of subject property.
<input type="checkbox"/>	<input type="checkbox"/>	C5. Legend of symbols, lines, abbreviations, etc. used on the plans.
<input type="checkbox"/>	<input type="checkbox"/>	C6. Location and dimensions of significant waterways, flood plains and/or other topographical features.
<input type="checkbox"/>	<input type="checkbox"/>	C7. 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.
<input type="checkbox"/>	<input type="checkbox"/>	C8. Location and dimensions of all driveways, access roads, and curb cuts, indicating the type of construction material.
<input type="checkbox"/>	<input type="checkbox"/>	C9. Locations and dimensions of trails and walks and indication of construction materials.
<input type="checkbox"/>	<input type="checkbox"/>	C10. Show fire access roads /driveways to meet the 150 foot hose pull requirement.
<input type="checkbox"/>	<input type="checkbox"/>	C11. Location and dimensions of all easements (open space, water, sewer, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	C12. Required setbacks shown and dimensioned. Indicate with a dashed line the building envelope created by the setback lines.
<input type="checkbox"/>	<input type="checkbox"/>	C13. Location of buildings and structures both existing and proposed, relative to each other and to site boundaries. Note any structures to be demolished or removed. Indicate extensions of rooflines beyond building walls.
<input type="checkbox"/>	<input type="checkbox"/>	C14. 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.
<input type="checkbox"/>	<input type="checkbox"/>	C15. Location of walls, fences and hedges, and the indication of their height and type of construction materials. (freestanding and retaining walls shall be differentiated)
<input type="checkbox"/>	<input type="checkbox"/>	C16. Location of refuse collection/enclosures and an indication of the height and type of construction materials.
<input type="checkbox"/>	<input type="checkbox"/>	C17. Location of off-street parking and loading facilities, and their dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	C18. 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.
<input type="checkbox"/>	<input type="checkbox"/>	C19. Location of nearest buildings adjacent to the project site.
<input type="checkbox"/>	<input type="checkbox"/>	C20. Location and type of significant vegetation and indicate whether they will remain or be removed.
<input type="checkbox"/>	<input type="checkbox"/>	C21. Locations and calculations of areas proposed to satisfy landscaping requirements, and landscaping required for parking areas.
<input type="checkbox"/>	<input type="checkbox"/>	C22. Show fuel modification zone for properties in the High Fire Hazard Zone.
<input type="checkbox"/>	<input type="checkbox"/>	C23. Total area of land disturbance in square feet.
<input type="checkbox"/>	<input type="checkbox"/>	C24. Depiction of existing site contours and all proposed grading
<input type="checkbox"/>	<input type="checkbox"/>	C25. Preliminary earthwork quantities including cut, fill, import, export, and remedial grading.
<input type="checkbox"/>	<input type="checkbox"/>	C26. Area of total existing, total proposed, and net increase/decrease impervious surfaces in square feet.
<input type="checkbox"/>	<input type="checkbox"/>	C27. Depiction of existing and proposed drainage facilities.
<input type="checkbox"/>	<input type="checkbox"/>	C28. 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.
<input type="checkbox"/>	<input type="checkbox"/>	C29. 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.
<input type="checkbox"/>	<input type="checkbox"/>	C30. 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.
<input type="checkbox"/>	<input type="checkbox"/>	C31. Depiction of existing and proposed gas lines and indication of size and type.

Needed	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	C32. 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.
<input type="checkbox"/>	<input type="checkbox"/>	D. <u>Floor Plans</u> for each floor, denoting room type and interior configuration, accurately scaled and dimensioned. <i>Floor Plans shall indicate/include:</i>
<input type="checkbox"/>	<input type="checkbox"/>	D1. North Arrow.
<input type="checkbox"/>	<input type="checkbox"/>	D2. Scale, graphic and written.
<input type="checkbox"/>	<input type="checkbox"/>	D3. Dimensions provided for each room, measured to the exterior surface of the exterior wall, as applicable.
<input type="checkbox"/>	<input type="checkbox"/>	D4. Each room labeled as to use.
<input type="checkbox"/>	<input type="checkbox"/>	D5. Garage and parking spaces provided identified.
<input type="checkbox"/>	<input type="checkbox"/>	D6. 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 4' above the natural grade."
<input type="checkbox"/>	<input type="checkbox"/>	D7. For applications proposing or modifying alcohol service, floor plans must include details required as per the Operational Management Plan (Form O).
<input type="checkbox"/>	<input type="checkbox"/>	D8. 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.
<input type="checkbox"/>	<input type="checkbox"/>	E. <u>Roof Plans</u> shall indicate/include:
<input type="checkbox"/>	<input type="checkbox"/>	E1. Locations of ridges, hips, valleys, crickets, parapets, etc.
<input type="checkbox"/>	<input type="checkbox"/>	E2. Direction of drainage flow.
<input type="checkbox"/>	<input type="checkbox"/>	E3. Existing and proposed roof pitch.
<input type="checkbox"/>	<input type="checkbox"/>	E4. Dimensions of eaves and other roof projections.
<input type="checkbox"/>	<input type="checkbox"/>	E5. Roof decks.
<input type="checkbox"/>	<input type="checkbox"/>	E6. Area for installation of solar energy systems.
<input type="checkbox"/>	<input type="checkbox"/>	F. <u>Elevations</u>. 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:
<input type="checkbox"/>	<input type="checkbox"/>	F1. The lines of the existing exterior grade and proposed finished exterior grade at the building wall.
<input type="checkbox"/>	<input type="checkbox"/>	F2. The height of buildings and structures and all applicable dimensions, from the lower of existing exterior grade or proposed finished exterior grade.
<input type="checkbox"/>	<input type="checkbox"/>	F3. Roof treatment and indication of roof pitch.
<input type="checkbox"/>	<input type="checkbox"/>	F4. Window and door treatment.
<input type="checkbox"/>	<input type="checkbox"/>	F5. Any exterior mechanical equipment along with any proposed screening of such.
<input type="checkbox"/>	<input type="checkbox"/>	F6. Notes or details sufficient to define all design features, including dimensions/sizes of elements.
<input type="checkbox"/>	<input type="checkbox"/>	F7. Building materials, finishes and colors.
<input type="checkbox"/>	<input type="checkbox"/>	F8. Shadows to indicate horizontal depths, done in a technique that does not obscure elevation features in shadowed areas.
<input type="checkbox"/>	<input type="checkbox"/>	F9. 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.
<input type="checkbox"/>	<input type="checkbox"/>	G. <u>Sign Information</u>. (if signage is to be provided)
<input type="checkbox"/>	<input type="checkbox"/>	G1. Location and size (show dimensions and area in square feet) of existing and proposed exterior signs and outdoor advertising.
<input type="checkbox"/>	<input type="checkbox"/>	G2. The nature of temporary or seasonal on-site advertising.

Needed	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	G3. Complete drawings indicating design, materials, colors and lighting method of proposed signage.
<input type="checkbox"/>	<input type="checkbox"/>	H. <u>Lighting Plan.</u> A separate lighting plan or lighting information incorporated into other project plans shall indicate/include:
<input type="checkbox"/>	<input type="checkbox"/>	H1. The location of exterior lighting standards and devices.
<input type="checkbox"/>	<input type="checkbox"/>	H2. The plan shall be adequate to review possible hazards and disturbances to the public and adjacent properties.
<input type="checkbox"/>	<input type="checkbox"/>	H3. Fixture cuts from manufacturer shall be provided for all fixtures proposed, describing dimensions, materials and colors.
<input type="checkbox"/>	<input type="checkbox"/>	H4. Photometric studies may be required.
<input type="checkbox"/>	<input type="checkbox"/>	I. <u>Preliminary landscape and irrigation plans</u> showing landscaping, paving and other hardscape and irrigation. 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:
<input type="checkbox"/>	<input type="checkbox"/>	I1. Water budget information and calculations.
<input type="checkbox"/>	<input type="checkbox"/>	I2. 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.
<input type="checkbox"/>	<input type="checkbox"/>	I3. 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.
<input type="checkbox"/>	<input type="checkbox"/>	I4. 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.
<input type="checkbox"/>	<input type="checkbox"/>	I5. 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.
<input type="checkbox"/>	<input type="checkbox"/>	I6. 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.
<input type="checkbox"/>	<input type="checkbox"/>	I7. Elevations of new structures, including but not limited to walls, fences, trellises and gazebos. Indicate proposed materials, colors, finishes and dimensions. For projects that require colored elevations, include elevations of these new structures in colored elevations.
<input type="checkbox"/>	<input type="checkbox"/>	I8. Approximate location of all irrigation lines, valves, and heads.
<input type="checkbox"/>	<input type="checkbox"/>	I9. 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.
<input type="checkbox"/>	<input type="checkbox"/>	I10. Locations of trails and walks and indication of construction materials.
<input type="checkbox"/>	<input type="checkbox"/>	I11. Areas paved for parking or driving, differentiated from areas intended for landscape planting or hardscape.
<input type="checkbox"/>	<input type="checkbox"/>	I12. Exterior dimensions and area in square feet for each landscape planter area proposed.
<input type="checkbox"/>	<input type="checkbox"/>	I13. Calculation of site area devoted to landscaping and percentage of parking lot area devoted to landscaping.
<input type="checkbox"/>	<input type="checkbox"/>	I14. A scale of no less than 1" = 20' shall be used for all landscape and irrigation plans.
<input type="checkbox"/>	<input type="checkbox"/>	J. <u>Project color and material information.</u> Submit samples of project materials, finishes, and colors, mounted on a project color and material information board(s). Include information on all project materials, including but not limited to information on buildings, trellises, gazebos, walls, fences, lights, driveways and walkways.
<input type="checkbox"/>	<input type="checkbox"/>	K. <u>Variiances.</u> Projects proposing variiances from structural development standards shall include in the project drawings all of the information outlined in the "Variance Application Supplement."

**PLANNING APPLICATION SUPPLEMENT
CITY OF ENCINITAS
PLANNING AND BUILDING DEPARTMENT**



_____ Design Review _____ MUP/MIN
 _____ 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 _____

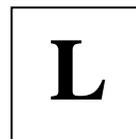
Number of Lots _____ Acres: Gross _____ Net _____

Related Case?: Yes No If yes, provide previous 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).



PLANNING AND BUILDING DEPARTMENT

CITY OF ENCINITAS
505 South Vulcan Avenue
Encinitas, California 92024
(760) 633-2710

EVIDENCE OF LEGAL PARCEL

Applicant's Name _____ Telephone _____

Mailing Address _____

City _____ State _____ Zip _____

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 Planning and Building 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.

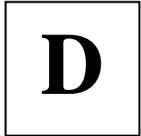
If determined that the property is not a legal lot, no permit or other approval may be granted until corrective action has been completed.

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 request.

Book _____ Page _____ Parcel _____

Signature of Applicant
(Please Print or Type Signatory's Name)

Date



CITY OF ENCINITAS 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.

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

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.

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.

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



**City of Encinitas
Stormwater Intake Form for All Developments
and Standard / Basic Project SWQMP**

Project Identification			
Project/Applicant Name:			
Permit/Application Number:		Date:	
Site Address:		APN:	
Scope of work/project description:			
Determination of Project Status and Requirements			
This form will identify permanent, post construction BMP requirements. Refer to City of Encinitas Stormwater BMP Design Manual for guidance.			
Step 1: Is the project a "development project"? Development projects are defined as "construction, rehabilitation, redevelopment, or reconstruction of any public or private projects". See Section 1.3 and Table 1-2 of the manual for guidance. For example, interior remodels, roof replacements, and electrical and plumbing work are not development projects.	<input type="checkbox"/> Yes	Go to Step 2.	
	<input type="checkbox"/> No	Stop. Permanent BMP requirements do not apply. No SWQMP will be required. Provide discussion below.	
If "No", provide discussion / justification explaining why the project is <u>not</u> a "development project":			
Step 2: Complete questions below for Project Type Determination.			
The project is (select one): <input type="checkbox"/> New Development <input type="checkbox"/> Redevelopment			
The total proposed, newly created and/or replaced impervious area is: _____ ft ²			
Is the project in any of the following categories, (a) through (f) below?			
Yes <input type="checkbox"/>	No <input type="checkbox"/>	(a)	New development projects or redevelopment projects that create and/or replaced 10,000 square feet or more of impervious surfaces (collectively over the entire project site). This includes commercial, industrial, residential, mixed-use, and public development projects.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	(b)	Redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site on an existing site of 10,000 square feet or more of impervious surfaces). This includes commercial, industrial, residential, mixed-use, and public development projects.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	(c)	New and redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site), and support one or more of the following uses: (i) Restaurants. This category is defined as a facility that sells prepared foods and drinks for consumption, including stationary lunch counters and refreshment stands selling prepared foods and drinks for immediate consumption (SIC code 5812).



			<p>(ii) Hillside development projects. This category includes development on any natural slope that is twenty-five percent or greater.</p> <p>(iii) Parking lots. This category is defined as a land area or facility for the temporary parking or storage of motor vehicles used personally, for business, or for commerce.</p> <p>(iv) Streets, roads, highways, freeways, and driveways. This category is defined as any paved impervious surface used for the transportation of automobiles, trucks, motorcycles, and other vehicles.</p>
<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	(d)	<p>New or redevelopment projects that create and/or replace 2,500 square feet or more of impervious surface (collectively over the entire project site), and discharge directly to an Environmentally Sensitive Area (ESA). "Discharge directly to" includes flow that is conveyed overland a distance of 200 feet or less from the project to the ESA, or conveyed in a pipe or open channel any distance as an isolated flow from the project to the ESA (i.e. not commingled with flows from adjacent lands).</p> <p><u>Note: ESAs are areas that include but are not limited to all Clean Water Act Section 303(d) impaired water bodies; areas designated as Areas of Special Biological Significance by the State Water Board and SDRWQCB; State Water Quality Protected Areas; water bodies designated with the RARE beneficial use by the State Water Board and SDRWQCB; and any other equivalent environmentally sensitive areas which have been identified by the Copermittees. See manual Section 1.4.2 for additional guidance.</u></p>
<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	(e)	<p>New development projects, or redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface, that support one or more of the following uses:</p> <p>(i) Automotive repair shops. This category is defined as a facility that is categorized in any one of the following SIC codes: 5013, 5014, 5541, 7532-7534, or 7536-7539.</p> <p>(ii) Retail gasoline outlets. This category includes retail gasoline outlets that meet the following criteria: (a) 5,000 square feet or more or (b) a projected Average Daily Traffic of 100 or more vehicles per day.</p>
<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	(f)	<p>New or redevelopment projects that result in the disturbance of one or more acres of land and are expected to generate pollutants post construction.</p> <p><i>Note: See BMP manual for exclusions specific to this category.</i></p>
<p>Does the project meet the definition of one or more of the PDP categories (a) through (f) listed above?</p> <p><input type="checkbox"/> Yes – The project is a <u>Priority Development Project</u>, the applicant shall provide PDP Post Construction BMPs and provide a PDP SWQMP. <i>Stop here and complete PDP SWQMP.</i></p> <p><input type="checkbox"/> No – Does the project propose <u>500 SF</u> or more of new and/or replaced impervious surface area?</p> <p><input type="checkbox"/> Yes – The project is a <u>Standard Project</u>, the applicant shall implement Structural Post Construction BMPs, site design, and source control BMPs. <i>Complete Step 3, 4, & 5.</i></p> <p><input type="checkbox"/> No – The project is a <u>Basic Project</u>, the applicant shall implement site design and source control measures. <i>Complete Step 3 & 4.</i></p>			



Step 3: Source Control BMP Checklist – All “Development Projects” Must Complete

All development projects must implement source control BMPs SC-1 through SC-6 where applicable and feasible. See Chapter 4 and Appendix E of the manual for information to implement source control BMPs shown in this checklist.

Answer each category below pursuant to the following.

- "Yes" means the project will implement the source control BMP as described in Chapter 4 and/or Appendix E of the manual. Discussion / justification is not required.
- "No" means the BMP is applicable to the project but it is not feasible to implement. Discussion / justification must be provided.
- "N/A" means the BMP is not applicable at the project site because the project does not include the feature that is addressed by the BMP (e.g., the project has no outdoor materials storage areas). Discussion / justification may be provided.

Source Control Requirement	Applied?		
SC-1 Prevention of Illicit Discharges into the storm drain	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SC-2 Storm Drain Stenciling or Signage	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SC-3 Protect Outdoor Materials Storage Areas from Rainfall, Run-On, Runoff, and Wind Dispersal	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SC-4 Protect Materials Stored in Outdoor Work Areas from Rainfall, Run-On, Runoff, and Wind Dispersal	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SC-5 Protect Trash Storage Areas from Rainfall, Run-On, Runoff, and Wind Dispersal	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SC-6 Additional BMPs Based on Potential Sources of Runoff Pollutants (must answer for each source listed below)			
<input type="checkbox"/> Onsite storm drain inlets	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Interior floor drains and elevator shaft sump pumps drain to sewer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Interior parking garages drain to sewer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Need for future indoor & structural pest control	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Landscape/outdoor pesticide use	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Pools, spas, ponds, decorative fountains, and other water features	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Food service	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Refuse/Trash areas must be covered	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Industrial processes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Outdoor storage of equipment or materials must be covered	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Vehicle and equipment cleaning	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Vehicle/equipment repair and maintenance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Fuel dispensing areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Loading docks	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Fire sprinkler test water	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Miscellaneous drain or wash water	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Plazas, sidewalks, and parking lots	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Discussion / justification if SC-1 through SC-6 not implemented. Justification must be provided for ALL "No" answers shown above.



Step 4: Site Design BMP Checklist – All “Development Projects” Must Complete

All development projects must implement site design BMPs SD-1 through SD-8 where applicable and feasible. See Chapter 4 and Appendix E of the manual for information to implement site design BMPs shown in this checklist.

Answer each category below pursuant to the following.

- "Yes" means the project will implement the site design BMP as described in Chapter 4 and/or Appendix E of the manual. Discussion / justification is not required.
- "No" means the BMP is applicable to the project but it is not feasible to implement. Discussion / justification must be provided.
- "N/A" means the BMP is not applicable at the project site because the project does not include the feature that is addressed by the BMP (e.g., the project site has no existing natural areas to conserve). Discussion / justification may be provided.

Source Control Requirement	Applied?		
SD-1 Maintain Natural Drainage Pathways and Hydrologic Features	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SD-2 Conserve Natural Areas, Soils, and Vegetation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SD-3 Minimize Impervious Area	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SD-4 Minimize Soil Compaction	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SD-5 Impervious Area Dispersion - Directly Connected Impervious Areas (e.g. roof downspouts connected to street) are not allowed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SD-6 Runoff Collection	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SD-7 Landscaping with Native or Drought Tolerant Species	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SD-8 Harvesting and Using Precipitation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Discussion / justification if SD-1 through SD-8 not implemented. Justification must be provided for ALL "No" answers shown above.

Step 5: Standard Project BMP Sizing for ≥500sf New/Replaced Impervious Surface Areas

Projects that create and/or remove and replace 500sf or greater of impervious surface collectively over the entire project site shall provide natural biofiltration and/or bioretention BMPs. The applicant may use the Design Capture Volume method (attach calculations hereon; see Appendix B of BMP Design Manual), or may utilize the following calculation:

$$\text{MINIMUM EFFECTIVE BMP AREA} = 0.04 \times \text{Total new and/or removed and replaced impervious surfaces}$$

Describe the selected Structural BMP Design including type, location, size, etc. below:



Project Owner's Certification:

I hereby acknowledge that my project is subject to the stormwater quality regulations of the City of Encinitas and certify that my project will provide satisfactory stormwater quality measures both during the construction process and afterwards.

If my project is designated as a Priority or a Standard Project, I further acknowledge my understanding that the permanent stormwater treatment features must remain in place, be inspected at least once annually, and be maintained in good working order. Removal or modification of these features without prior City authorization is prohibited.

I certify that I have reviewed the information contained in this form and verified that it is both complete and correct.

Signature of Owner

Date

Print Name

Company Name

Agent's Certification:

I hereby certify that this project will be designed in conformance with the stormwater quality regulations of the City of Encinitas.

I certify that I have reviewed the information contained in this form and verified that it is both complete and correct.

Signature of Agent

Date

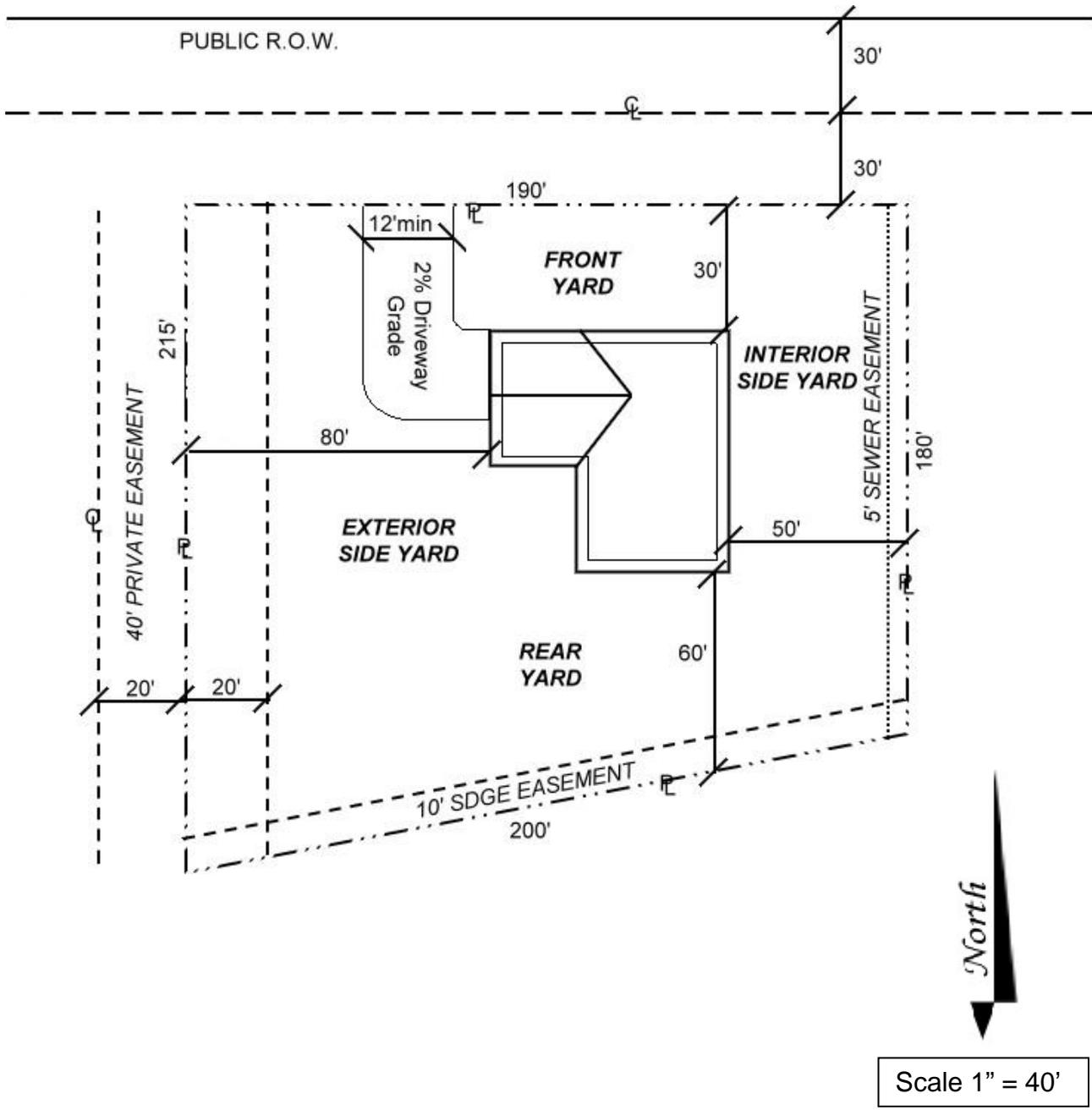
Print Name

Company Name

Working Capacity of Agent (architect, engineer)

Place Professional Seal Above

Site Plan Sample – Not for Construction Purposes



Assessor's Parcel Number: _____
Zoning: _____
Floor Area Ratio: _____
Lot Coverage: _____
Project Description: _____
Site Address: _____

NET ACREAGE CALCULATIONS

GROSS ACRES		_____ +/- Ac.
LESS:	Dedication _____	_____ +/- Ac.

	Proposed _____ Rd.	_____ +/- Ac.
	Private Streets	_____ +/- Ac.
	Significant Wetlands	_____ +/- Ac.
	Utility Easements	_____ +/- Ac.
NET ACRES		_____ +/- Ac.

SLOPE DENSITY RANGE CALCULATION

A. MAXIMUM RANGE:

<u>SLOPE</u>	<u>NET ACRES</u>	<u>DENSITY</u>	<u>DWELLING UNITS</u>
0 - 25%	_____	x _____ D.U. =	_____
25 - 40%	_____ ÷ 2	x _____ D.U. =	_____
40% +	_____	-	<u>none</u>
		Total	_____ D.U.'s

B. MID-RANGE:

<u>SLOPE</u>	<u>NET ACRES</u>	<u>DENSITY</u>	<u>DWELLING UNITS</u>
0 - 25%	_____	x _____ =	_____
25 - 40%	_____ ÷ 2	x _____ =	_____
40% +	_____	-	<u>none</u>
		Total	_____ D.U.'s

CERTIFICATION OF POSTING

I certify that the "Notice of Permit Application" has been posted at a conspicuous location on
the site on _____
(date)

SIGNATURE: _____

PRINT NAME: _____

CASE NUMBER: _____

LOCATION: _____

RETURN TO: _____
(Planner)

CITY OF ENCINITAS
PLANNING AND BUILDING DEPARTMENT
Planning Division
505 South Vulcan Avenue
Encinitas, CA 92024
(760) 633-2710