

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

**A-2**

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

Application No. \_\_\_\_\_  
Date of Application: \_\_\_\_\_  
Community Area \_\_\_\_\_

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

**APPLICANT NAME:** \_\_\_\_\_  
**PROJECT ADDRESS:** \_\_\_\_\_ **APN:** \_\_\_\_\_

**PLANNING AND BUILDING DEPARTMENT USE ONLY**

**FEE APPLICATION TYPE** (check all that apply)

	Code (PZ)	Amount
<input type="checkbox"/> Boundary Adjustment (BA).....	PZ.....	_____
<input type="checkbox"/> Certificate of Compliance (CC).....	PZ.....	_____
<input type="checkbox"/> Coastal Development Permit (CO) Appeal Zone Y: <input type="checkbox"/> N: <input type="checkbox"/> .....	PZ.....	_____
<input type="checkbox"/> Comprehensive Initial Study (in-house) (IS).....	PZ.....	_____
<input type="checkbox"/> Comprehensive Initial Study: Contract Admin (IC).....	PZ.....	_____
<input type="checkbox"/> Conceptual Review – Admin Level (CR).....	PZ.....	_____
<input type="checkbox"/> Design Review – Admin Level (DA).....	PZ.....	_____
<input type="checkbox"/> Design Review Modification – Admin Level (DM).....	PZ.....	_____
<input type="checkbox"/> EIR's: Contract Admin (EC).....	PZ.....	_____
<input type="checkbox"/> Environmental Review Exemption (EX).....	PZ.....	_____
<input type="checkbox"/> Geotechnical Letter Report Review (LT).....	PZ.....	_____
<input type="checkbox"/> Geotechnical Review: Contract Admin (GC).....	PZ.....	_____
<input type="checkbox"/> Minor Use Permit (MI).....	PZ.....	_____
<input type="checkbox"/> Minor Use Permit Modifications (UI).....	PZ.....	_____
<input type="checkbox"/> Parcel Map Waiver (MW).....	PZ.....	_____
<input type="checkbox"/> Resolution Amendments (RA).....	PZ.....	_____
<input type="checkbox"/> Substantial Conformance Review (SC).....	PZ.....	_____
<input type="checkbox"/> Technical Studies: Contract Admin (TC).....	PZ.....	_____
<input type="checkbox"/> Tentative Parcel Map (2-4 lots) / Modification (TP).....	PZ.....	_____
<input type="checkbox"/> Time Extension (XT).....	PZ.....	_____
<input type="checkbox"/> Variance – Administrative (V1).....	PZ.....	_____
<input type="checkbox"/> Violation (VI).....	PZ.....	_____
<input type="checkbox"/> Wireless Review: Contract Admin (WC).....	PZ.....	_____

**DEPOSIT APPLICATION TYPE** (check all that apply)

	Finance#	Code	Amount
<input type="checkbox"/> EIR Consultant Deposit.....	EN.....	PD.....	_____
<input type="checkbox"/> Geotechnical Consultant Deposit.....	GT.....	PD.....	_____
<input type="checkbox"/> Technical Studies Consultant Deposit.....	TS.....	PD.....	_____
<input type="checkbox"/> Wireless Consultant Deposit.....	WF.....	PD.....	_____

**Total Due:** \_\_\_\_\_

**CASHIER USE ONLY**

**Receipt:** \_\_\_\_\_ **Check:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Cashier:** \_\_\_\_\_

**Total Paid:** \_\_\_\_\_

Please complete the following:

Application No.: \_\_\_\_\_

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

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

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

APPLICANT

Name: \_\_\_\_\_  
(Last, First, Middle Initial or Firm Name)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

OWNER(S)

Name: \_\_\_\_\_  
(Last, First, Middle Initial or Firm Name)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

ENGINEER / ARCHITECT

Name: \_\_\_\_\_  
(Last, First, Middle Initial or Firm Name)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

Of the Applicant, Owner, or Engineer, who is designated as the contact person?

**\*\*PLEASE 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

## PLANNING AND BUILDING DEPARTMENT ADMINISTRATIVE / DISCRETIONARY PERMIT APPLICATION CHECKLIST

CASE NO: \_\_\_\_\_ APPLICANT: \_\_\_\_\_ APPLICATION TYPE: \_\_\_\_\_

This checklist is intended to assist you in preparing your application. Note that the symbols in the right-hand column correspond to materials found in the attached application packet except for attachments T, CP, and P, which are available separately as 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	
			1. Application Cover Sheets (2 pages):	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Discretionary Application, or	A-1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Administrative Application	A-2
<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. Grant Deed	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Disclosure Statement	D
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Preliminary Title Report (✓)	
			7. Ten sets of the following plans <b>folded</b> to approx. 8 ½" X 11"(Note: <b>twenty</b> copies required for Tentative Map Applications):	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Tentative Maps (see Tentative Map Supplement for required elements)	T
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Condominium Conversion (see supplement CC for additional requirements)	CC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Site Plan	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Floor Plan	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. Elevations	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f. Landscape Plan	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g. Slope Analysis	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	h. Sign Plan	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Colored elevations: one rolled, complete set (O.K. to substitute photos) (✓)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Project materials/color board (O.K. to substitute 8 ½" x 11" brochures and/or photos)(✓)	
<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. Application for Environmental Review (AEIS) (✓)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Deposit/Fee	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Citizen Participation Plan & Public Notice Package (refer to handout & instructions)	CP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Public Notice Package where Citizen Participation Plan is <u>not</u> required	P
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. 11" x 17" assessor maps	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Property owner and occupant list	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Pre-addressed stamped envelopes, including applicant, consultant/representative, and property owner	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Gummed labels, including applicant, consultant/representative, and property owner	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. Vicinity map showing location of subject site	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Statement of Justification / Findings	J
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Storm Water Checklist	SW
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Letter of Authorization	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Additional Technical Studies (as applicable)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Geotechnical Study (3 copies)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Traffic Report (3 copies)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Wireless Facilities Supplemental Materials (3 copies) (see Supplement)	W
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Income Verification Form (one form needed per tenant for Condo Conversion)	VF
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. Drainage Study (Based on latest County of SD Hydrology & Drainage Manual.) (3)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f. Other (specify _____)	

## REQUIRED DRAWING ELEMENTS

A vital part of any application package is a properly drawn, complete 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. You will need to prepare 10 sets of drawings. 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"/>	<b>A. <u>Site Plan</u>.</b> <i>The site plan shall indicate:</i>
<input type="checkbox"/>	<input type="checkbox"/>	1. All exterior site boundaries, correctly scaled and dimensioned.
<input type="checkbox"/>	<input type="checkbox"/>	2. Location of buildings and structures both existing and proposed, relative to each other and to site boundaries. Indicate extensions of rooflines beyond building walls.
<input type="checkbox"/>	<input type="checkbox"/>	3. Location of off-street parking and loading facilities, and their dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	4. Location and dimensions of all driveways, access roads, and curb cuts, indicating the type of construction material.
<input type="checkbox"/>	<input type="checkbox"/>	5. Location and dimensions of present and proposed street and highway dedications required to handle the traffic generated by the proposed uses.
<input type="checkbox"/>	<input type="checkbox"/>	6. Location of walls, fences and hedges, and the indication of their height and type of construction materials.
<input type="checkbox"/>	<input type="checkbox"/>	7. Location of refuse collection/enclosures and an indication of the height and type of construction materials.
<input type="checkbox"/>	<input type="checkbox"/>	8. Location and type of significant vegetation and indicate whether they will remain or be removed.
<input type="checkbox"/>	<input type="checkbox"/>	9. Locations and calculations of areas proposed to satisfy landscaping requirements, and landscaping required for parking areas.
<input type="checkbox"/>	<input type="checkbox"/>	10. Location and dimensions of easements.
<input type="checkbox"/>	<input type="checkbox"/>	11. Location of nearest buildings adjacent to the project site.
<input type="checkbox"/>	<input type="checkbox"/>	12. Location and dimensions of significant waterways, flood plains and/or other topographical features.
<input type="checkbox"/>	<input type="checkbox"/>	13. Depiction of existing site contours and all proposed grading. For housing developments, plotting and plan types, exterior treatments (elevations) and color schemes.
<input type="checkbox"/>	<input type="checkbox"/>	14. Depiction of existing and proposed drainage facilities.
<input type="checkbox"/>	<input type="checkbox"/>	15. 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"/>	16. 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"/>	<b>B. <u>Lighting Plan</u>.</b> The lighting plan shall indicate exterior lighting standards and devices. The plan shall be adequate to review possible hazards and disturbances to the public and adjacent properties. Fixture cuts from manufacturer shall be provided for all fixtures proposed, describing dimensions, materials and colors.

Needed	N/A	Item
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>C. <u>Sign Program</u> (if signage is to be provided).</b> The sign program shall indicate:</p> <ol style="list-style-type: none"> <li>1. Location and size of existing and proposed exterior signs and outdoor advertising.</li> <li>2. The nature of temporary or seasonal on-site advertising.</li> <li>3. Complete drawings indicating design, materials and colors of proposed signage.</li> </ol>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>D. <u>Preliminary landscape and irrigation plans</u></b> showing landscaping, paving and other hardscape and irrigation. <i>Such plans shall clearly indicate:</i></p> <ol style="list-style-type: none"> <li>1. Plant schedule on the plans indicating the botanical and common name of all plants and the size and location of each plant. The landscape plan shall indicate which plants are proposed to be planted new and which are existing on site, proposed to be retained.</li> <li>2. Approximate location of all irrigation lines and heads.</li> <li>3. Trails, walks, fences, walls (freestanding and retaining walls shall be differentiated).</li> <li>4. Parkway planting and irrigation, including street trees.</li> <li>5. Areas paved for parking or driving, differentiated from areas intended for landscape planting or hardscape.</li> <li>6. Calculation of site area devoted to landscaping and percentage of parking lot area devoted to landscaping.</li> <li>7. A scale of no less than 1" = 100' shall be used for all landscape and irrigation plans.</li> </ol>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>E. <u>Elevations</u>.</b> Elevation plans are <i>not</i> to be conceptual, and must accurately show proposed finished building appearance, consistent with site plans and floor plans. Provide elevations of all exterior building walls including courtyard elevations. <i>Elevations shall indicate:</i></p> <ol style="list-style-type: none"> <li>1. Building materials and colors; (samples of building materials and colors should also be submitted; i.e., color chips).</li> <li>2. The height of buildings and structures and all applicable dimensions, from the lower of existing exterior grade or proposed finished exterior grade.</li> <li>3. Any exterior mechanical equipment along with any proposed screening of such.</li> <li>4. Roof treatment.</li> <li>5. Window and door treatment.</li> <li>6. Notes or details sufficient to define all design features, <u>and sizes</u>.</li> <li>7. For housing developments, shadows to indicate horizontal depths, done in a technique that does not obscure elevation features in shadowed areas.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>F. <u>Floor Plans</u></b> for each floor, denoting room type and interior configuration, accurately scaled and dimensioned.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>G. <u>Architectural and Engineering Data</u>.</b> Such other architectural and engineering data as may be required to permit necessary findings that the provisions of this code are being complied with.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>H. <u>Vicinity Map</u></b> showing location of subject property on site plan.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>I. <u>Proposed Attachment or Addition to Existing Building</u>.</b> 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.</p>



**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).

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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).

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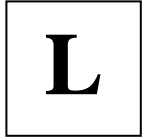
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**PLANNING AND BUILDING DEPARTMENT**

**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 that \$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, copartnership, 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

**APPLICANT'S STATEMENT OF JUSTIFICATION**

The Zoning Ordinance requires that before certain permits may be granted or modified, the granting authority must make specific findings. Attach a separate page showing how your project complies with the appropriate findings. Below are the necessary findings for the various permits:

**VARIANCE:**

Zoning Ordinance Section 30.78.030:

- A. A variance from the terms of the zoning regulations shall be granted only when, because of the special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of the zoning regulations deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification.
- B. Any variance granted shall be subject to such conditions as will assure that the adjustment thereby authorized will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated.
- C. A variance will not be granted for a parcel of property which authorizes a use or activity which is not otherwise expressly authorized by the zoning regulation governing the parcel of property. The provisions of this section shall not apply to conditional use permits.
- D. No variance shall be granted if the inability to enjoy the privilege enjoyed by other property in the vicinity and under identical zoning classification:
  - 1. Could be avoided by an alternate development plan; which would be of less significant impact to the site and adjacent properties than the project requiring a variance.
  - 2. Is self-induced as a result of an action taken by the property owner or the owner's predecessor;
  - 3. Would allow such a degree of variation as to constitute a rezoning or other amendment to the zoning code; or
  - 4. Would authorize or legalize the maintenance of any private or public nuisance.

**USE PERMIT:**

Zoning Ordinance Section 30.74.070:

1. The location, size, design or operating characteristics of the proposed project will not be incompatible with and will not adversely affect and will not be materially detrimental to adjacent uses, residences, buildings, structures or natural resources, with consideration given to, but not limited to:
  - (a) The adequacy of public facilities, services and utilities to serve the proposed project;
  - (b) The suitability of the site for the type an intensity of use or development which is proposed; and
  - (c) The harmful effect, if any, upon environmental quality and natural resources of the City;  
or
2. The impacts of the proposed project will not adversely affect the policies of the Encinitas General Plan or the provisions of this Code; or
3. The project complies with all other regulations, conditions or policies imposed by the Code.



**CITY OF ENCINITAS  
STORM WATER POLLUTION CONTROL CHECKLIST AND CERTIFICATION**

All projects within the City of Encinitas are required to implement storm water Best Management Practices (BMPs), consisting of both construction phase BMPs and permanent post-construction BMPs. Construction phase BMPs, discussed in Section IV of the City of Encinitas Best Management Practice Manual, Part II, consist of temporary erosion and sediment control measures. In contrast permanent, post-construction BMPs are designed to treat storm water and urban runoff for the life of the project and are to be maintained in good working order by the property owner(s). These permanent post-construction BMPs are required through the Standard Urban Stormwater Mitigation Program (SUSMP) mandated by the State of California and the City of Encinitas. The City of Encinitas regulates storm water discharges under the Municipal Code, Chapter 20.08, Storm Water Management, and the City of Encinitas BMP Manual, Part II, which can be found at the following website: (<http://www.ci.encinitas.ca.us/Government/CityD/EngineeringSDL/Clean+Water+Program/Clean+Water+Program.htm>).

**Construction phase and post-construction BMPs are both necessary (and required) to help reduce the pollution in our streams, lagoons, and oceans.**

This checklist is designed to guide applicants in the selection and incorporation of BMPs that are acceptable to the City of Encinitas. It is focused on permanent post-construction BMPs, which must be incorporated into the site design of projects during the conceptual phases of project planning. The final design for post-construction BMPs shall be incorporated into the grading plan and building site plan. To determine the BMPs required for your project, fill out the checklists below.

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**STEP 1: PROJECT TYPE IDENTIFICATION**

Complete Table 1 and 2 below to determine if your project is a "Priority", "Standard", or "Exempt" project. This category will dictate the BMPs that are required at your site. A more thorough explanation of the selection criteria and required BMPs can be obtained from the City's BMP Manual, Part II.

**Priority Projects:** If your answer to any question in Table 1 is "Yes"; your project is a "Priority Project". If all answers to Table 1 are "No", continue to Table 2.

**Standard Projects:** If all answers to Table 1 are "No", but the answer to any question in Table 2 is "Yes", your project is a "Standard Project".

**Exempt Projects:** If all answers to Table 1 and Table 2 are "No", your project is "Exempt". Exempt projects shall implement construction phase BMPs as required.

**Table 1: Determine PRIORITY PROJECT Category.**

Does the project meet the definition of one or more of the priority project categories?	Yes	No
• Detached residential development of 10 or more units		
• Attached residential development of 10 or more units		
• Commercial development greater than 100,000 square feet		
• Automotive repair shop		
• Restaurant		
• Steep hillside development greater than 5,000 square feet		
• Project discharging to receiving waters within Environmentally Sensitive Areas		
• Parking lots greater than or equal to 5,000 ft <sup>2</sup> or with at least 15 parking spaces, and potentially exposed to urban runoff		
• Streets, roads, driveways, highways, and freeways which would create a new paved surface that is 5,000 square feet or greater		
<i>Limited Exclusion:</i> Trenching and resurfacing work associated with utility projects <b>are not</b> considered priority projects. Parking lots, buildings and other structures associated with utility projects <b>are</b> priority projects if one or more of the criteria in Part A are met.		

**Table 2: Determine STANDARD PROJECT Category.**

Does the project propose:	Yes	No
1. New impervious areas, such as rooftops, roads, parking lots, driveways, paths and sidewalks.		
2. Reconstruction of the existing impervious areas, such as rooftops, roads, parking lots, driveways, paths and sidewalks in excess of 1000 square feet.		
3. Permanent structures within 100 feet of any natural water body?		
4. Trash storage areas?		
5. Liquid or solid material loading and unloading areas?		
6. Vehicle or equipment fueling, washing, or maintenance areas?		
7. Require a General NPDES Permit for Storm Water Discharges Associated with Industrial Activities (Except construction)?		
8. Commercial or industrial waste handling or storage, excluding typical office or household waste?		
9. Any grading or ground disturbance during construction?		
10. Any new storm drains, or alteration to existing storm drains that reduces natural storm water treatment?		

**Designate Project Category (check appropriate box)** Priority Project Standard Project Exempt

**STEP 2: DETERMINE BMP REQUIREMENTS**

Fill out the BMP Checklist below for your project type to guide you in the BMP selection process.

**Priority Projects:** Priority Projects shall incorporate Priority and Standard Project Post-construction BMPs<sup>1</sup>, in addition to meeting the applicable construction phase BMPs. All Priority Projects must include a numerically-sized flow-based, volume-based, or approved alternative storm water treatment system. In addition, projects falling into the groups described in Items (d) – (f) of Table 3 below must provide the specific treatment BMPs noted.

**Table 3: PRIORITY PROJECT Post-construction BMP Checklist**

	Yes	No
a) Will a flow-based system be used to treat runoff? i) grassy/ gravel swale _____ ii) other: _____  Please note that the flow-based system must meet all of the following criteria: i) minimum travel time of 9 minutes _____ ii) maximum velocity of .9 ft/sec _____ iii) maximum flow depth of 2" _____ iv) maximum slope for treatment of 2% _____ v) design based upon a rainfall intensity of .2 in/hr over entire site acreage _____ vi) runoff from all hardscape areas routed to the flow-base system _____		
b) Will a volume-based system be used to treat runoff? i) detention basin _____ ii) manufactured underground storage/infiltration _____ iii) other: _____  Please note that the volume-based system must meet all of the following design criteria: i) a retention time of not less than 24 hours and not more than 48 hours _____ ii) a volume determined using .6" of precipitation over the entire site acreage _____ iii) an overflow/ bypass design for volume exceedance _____ iv) runoff from all hardscape areas routed to the detention basin _____		
c) Will an approved alternate system be utilized for numerically sized treatment? Please specify: _____		
d) Gas stations, automotive centers, and parking lots, shall install fossil fuel/ hydrocarbon filters in all storm drain inlets. Are filters planned for the project? (Use N/A if not applicable)		
e) Trash enclosures shall be covered and surface runoff directed away from the enclosures. Is this requirement planned into project design? (Use N/A if no trash enclosures are proposed)		
f) New roads shall include measures to treat the roadway runoff. Does the project design include treatment for proposed roadway runoff? (Use N/A if no new roads are proposed)		

<sup>1</sup> BMP requirements are more completely described in the City of Encinitas Best Management Practice Manual, Part II

**Standard Project:** Standard Projects shall incorporate Standard Project Post-construction BMPs in addition to meeting the applicable construction phase BMPs. All Standard Projects must provide biofiltration meeting at least one of the standards listed under Item (c) below, and the site must be designed such that the answers to Items (a), (b), and (c) below are “Yes”.

**Table 4: STANDARD PROJECT Post-construction BMP Checklist**

	Yes	No
a) Is runoff from hardsurface areas such as roofs and driveways routed over natural treatment areas (grass, gravel, non-erosive landscape) prior to discharge from the site?		
b) Does runoff from <b>all</b> proposed hardsurface areas receive biofiltration (no Directly Connected Impervious Areas [DCIA])?		
c) Will all trash enclosures be covered and surface runoff directed away from the enclosures (if trash enclosures are proposed)?		
d) Is biofiltration implemented for runoff? Check applicable method below: i) grassy or gravel swale at a maximum slope of 2% and minimum width of 3 ft. _____ ii) relatively flat landscape or turf areas _____ iii) driveway grass strip at least 1 foot wide _____ iv) pervious pavement and/or pavers with at least 50% opening _____ v) underground gravel filtration/ percolation system _____ vi) other (list): _____		

**Storm Water Certification**

(To be complete for all categories)

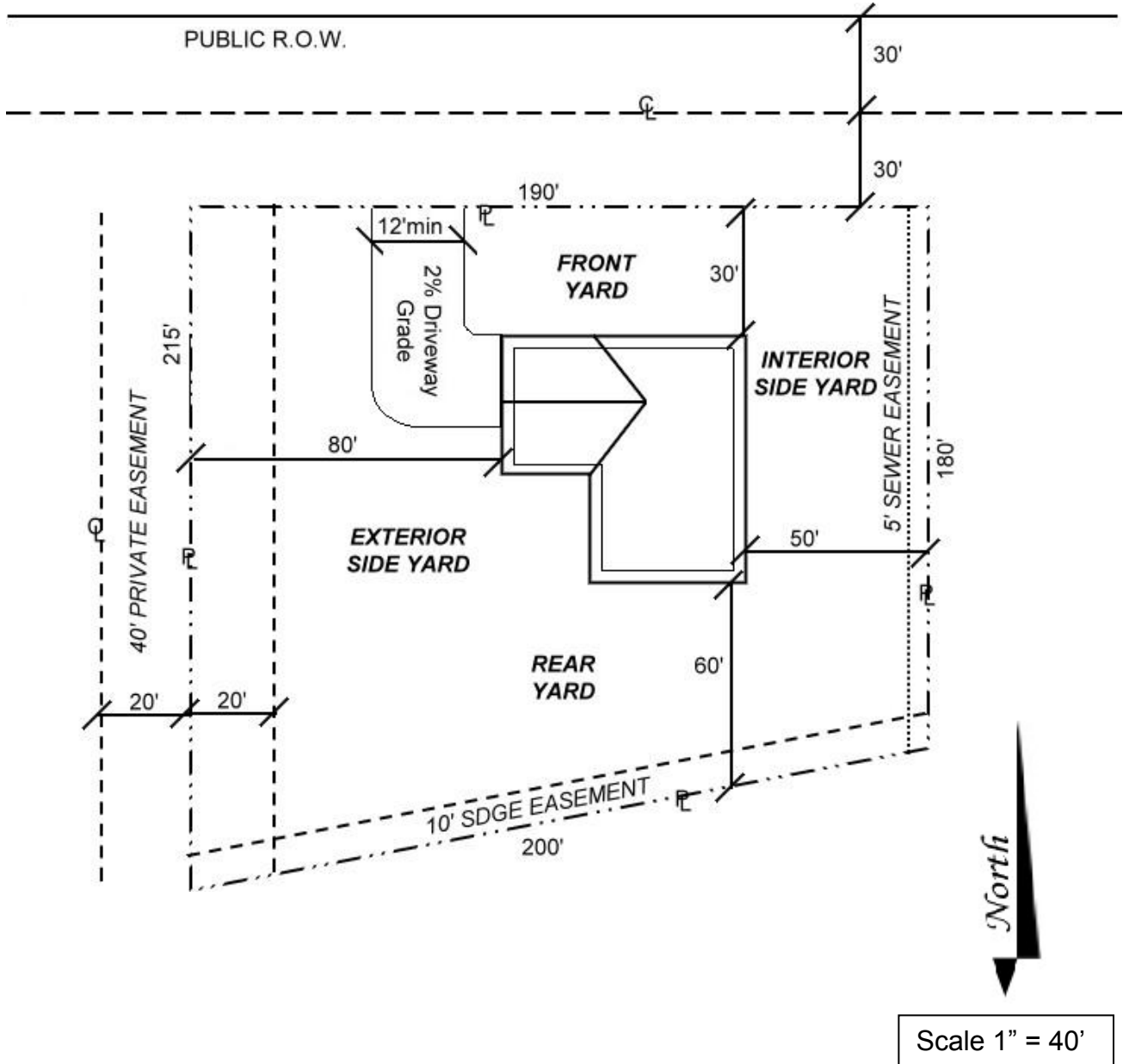
I hereby acknowledge that both construction and permanent post-construction storm water BMPs are required for this project and will be designated and constructed in accordance with the City of Encinitas BMP Manual, part II. I certify that the information provided above is complete and correct.

\_\_\_\_\_  
Owner or Engineer Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

### 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